



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Thursday, April 7, 2016

7:15 PM

1. Call to Order 7:15
2. Pledge of Allegiance
3. Citizens' Comments 7:20
4. Superintendent's Report 7:45
5. Consent Agenda 7:55
  - a. Minutes of March 17, 2016 Exhibit B
  - b. Executive Session Minutes
    - December 1, 2011 Exhibit C
    - February 9, 2012 Exhibit D
    - April 5, 2012 Exhibit E
    - May 3, 2012 Exhibit F
    - May 7, 2012 Exhibit G
    - May 21, 2012 Exhibit H
    - June 21, 2012 Exhibit I
    - May 9, 2011 Exhibit J
6. New Business 8:15
  - a. Student Government Presentation
  - b. Presentation of the Theater Workshop Cast & Crew
  - c. Operation Playground: Winthrop School
  - d. 8<sup>th</sup> Grade Girls to play JV Softball waiver request Exhibit K
  - e. Policies 2<sup>nd</sup> Reading
    1. Relations with Nonpublic Schools Exhibit L
  - e. Application from the Academy at Penguin Hall
  - f. Transition Summary from the Chair
7. Vote to Adjourn 9:30

Knowledge • Responsibility • Respect • Excellence

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

# LEGISLATIVE bulletin

To: All School Committee Members and Superintendents  
From: Stephen J. Finnegan Esq., MASC General Counsel  
Re: An Act Relative to Substance Use, Treatment, Education and Prevention. H.4056  
Date: March 16, 2016

## GOVERNOR BAKER HAS SIGNED THE OPIOID BILL H. 4056

On March 14, 2016 Governor Baker signed into law H.4056, the Opioid Bill. Following please find a summary of the educationally pertinent provisions of the Opioid Legislation (H.4056). MASC worked with the legislative leadership to ameliorate the mandate provisions of H.4056. For example, the screening of students for substance abuse was reduced to a verbal screening and only at two grade levels to be recommended by DESE. Most importantly, the verbal screening provision is subject to appropriation, and if no appropriation is approved this provision of the law is not mandated. Finally, MASC worked hard to secure subsection (e) that provides no liability caused by an act or omission resulting from the implementation of this section. The substance abuse screening will not be implemented until the 2017-2018 school year. Parents or students may opt out of the screening. Also, MASC recommended a Good Samaritan provision regarding the administration of Naloxone to protect school employees, among others from liability.

Section 15 of H.4056 amending c.71, s.96 (see below and on the MASC website [www.masc.org](http://www.masc.org)), expands the terms of the existing statute as found in your 2015 MGL book. Particularly, the law requires that schools shall notify the parents or guardians of all attending students of the substance abuse policy and shall post the policy on the school's website. MASC recommends that such posting, if you have not already done so, be placed on your website as soon as possible, and that you inform school parents of its placement on the website. The revised law also requires that the substance abuse policies shall be filed with DESE. We are working with Department to review our substance abuse policy, which will soon be forwarded to you. We do not intend, at this time, to address matters relating to the verbal screenings until later, due to its 2017-2018 implementation date.

The following is a summary of the education related provisions of the Opioid legislation culled from the 42 pages of the bill.

Sections 11, 12 and 13 of H.4056 add a representative of Massachusetts recovery high schools with expertise in adolescent substance use disorders to the safe and supportive schools commission as found in MGL c.69, s.1P.

Section 14 of the Opioid Law amends c. 71, s.13D by adding the following paragraph: A driver education course shall include a module on the science related to addiction and addictive substances, including the impact of psychoactive substances on the brain and the effect of such substances on a person while operating a motor vehicle.

Section 15 amends MGL c.71, s.96 by striking out Section 96, and inserting in place thereof the following two sections:

Section 96. Each public school shall have a policy regarding substance use prevention and the education of its students about the dangers of substance abuse. The school shall notify the parents or guardians of all students attending the school of the policy and shall post the policy on the school's website. The policy, and any standards and rules enforcing the policy, shall be prescribed by the school committee in conjunction with the superintendent or the board of trustees of a charter school.

The department of elementary and secondary education, in consultation with the department of public health, shall provide guidance and recommendations to assist schools with developing and implementing effective substance use prevention and abuse education policies and shall make such guidance and recommendations publicly available on the department's website. Guidance and recommendations may include educating parents or guardians on recognizing warning signs of substance abuse and providing available resources. Guidance and recommendations shall be reviewed and regularly updated to reflect applicable research and best practices.

Each school district and charter school shall file its substance use prevention and abuse education policies with the department of elementary and secondary education in a manner and form prescribed by the department.

Section 97. (a) Subject to appropriation, each city, town, regional school district, charter school or vocational school  
over

district shall utilize a verbal screening tool to screen pupils for substance use disorders. Screenings shall occur on an annual basis and occur at 2 different grade levels as recommended by the department of elementary and secondary education, in consultation with the department of public health. Parents or guardians of a pupil to be screened pursuant to this section shall be notified prior to the start of the school year. Verbal screening tools shall be approved by the department of elementary and secondary education, in conjunction with the department of public health. De-identified screening results shall be reported to the department of public health, in a manner to be determined by the department of public health, not later than 90 days after completion of the screening.

(b) A pupil or the pupil's parent or guardian may opt out of the screening by written notification at any time prior to or during the screening. A city, town, regional school district, charter school or vocational school district utilizing a verbal screening tool shall comply with the department of elementary and secondary education's regulations relative to consent.

(c) Any statement, response or disclosure made by a pupil during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response or disclosure to any other person without the prior written consent of the pupil, parent or guardian, except in cases of immediate medical emergency or a disclosure is otherwise required by state law. Such consent shall be documented on a form approved by the department of public health and shall not be subject to discovery or subpoena in any civil, criminal, legislative or administrative proceeding. No record of any statement, response or disclosure shall be made in any form, written, electronic or otherwise, that includes information identifying the pupil.

(d) The department of elementary and secondary education shall notify each school district in writing of the requirement to screen students for substance use disorders pursuant to this section. School districts with alternative substance use screening policies may, on a form provided by the department, opt out of the required verbal screening tool. The form shall be signed by the school superintendent and provide a detailed description of the alternative substance use program the district has implemented and the reasons why the required verbal screening tool is not appropriate for the district.

(e) No person shall have a cause of action for loss or damage caused by an act or omission resulting from the implementation of this section.  
Section 33. Subsection (a) of section 222 of said Chap-

ter 111 is amended by adding the following paragraph: The bureau of substance abuse services shall provide educational materials on the dangers of opiate use and misuse to those persons participating in the annual head injury safety program required by this section. The educational materials shall also be distributed in written form to all students participating in an extracurricular activity prior to the commencement of their athletic seasons.

SECTION 37. Chapter 112 of the General Laws, is hereby amended by inserting after section 12EE the following section:

Section 12FF. Any person who, in good faith, attempts to render emergency care by naloxone or any other opioid antagonist, as defined in section 19B of chapter 94C, to a person reasonably believed to be experiencing an opiate-related overdose, shall not be liable for acts or omissions resulting from the attempt to render this emergency care; provided, however, that this section shall not apply to acts of gross negligence or willful or wanton misconduct.

SECTION 63. Each city, town, regional school district, charter school or vocational school district shall implement the verbal substance use disorder screenings required by section 97 of chapter 71 of the General Laws by the 2017-2018 school year.

SECTION 64. The department of elementary and secondary education, in consultation with the department of public health, shall create a notice and opt out form relative to substance use disorder screenings required by section 97 of chapter 71 of the General Laws.

SECTION 66. Not later than July 1, 2016, the Massachusetts Association of School Committees, Inc., the Massachusetts Association of School Superintendents, Inc. and the Massachusetts Charter Public School Association, Inc. shall each provide an update to the department of elementary and secondary education, the joint committee on education, and the joint committee on mental health and substance abuse on their ongoing efforts to ensure compliance with the requirements set forth in section 96 of chapter 71 of the General Laws.

**TUESDAY, APRIL 26**

**DAY ON THE HILL**

**REGISTER NOW: [WWW.MASC.ORG](http://WWW.MASC.ORG)**

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING**  
**MINUTES**  
**MARCH 17, 2016**  
**7:15 PM**

- I. **CALL TO ORDER:** Larry Swartz called the meeting to order at 7:20 pm in the Buker Elementary School Multi-Purpose Room.
- Present: Jeanise Bertrand, Deborah Evans, Hannah Fraley, Dennis Hurley, Emily Madden, Stacey Metternick, Larry Swartz.
- Also present: Michael Harvey  
Jeff Sands  
Kerrienne Heppner, student representative  
Nancy Bergner, (Secretary)

- II. **PLEDGE OF ALLEGIANCE**  
All rose for the pledge of allegiance.

- III. **CITIZENS' COMMENTS**  
No citizen comments

IV. **CHAIR'S REPORT**

- Appreciation expressed to the League of Women Voters' for organizing a compelling Civics Bee. The LWV is also hosting a Candidates' Night at the Buker School on Wednesday, March 23 to help citizens prepare for upcoming town elections.
- Election Season reminders:
  - Saturday April 2: Hamilton Town Annual Town Meeting at 9 AM; Wenham Town Meeting at 1 PM.
  - Annual Town Elections are on April 7.

V. **SUPERINTENDENT'S REPORT**

Showing of the film, *Most Likely To Succeed*:  
March 28, 7 PM at the High School

Dramafest at HWRHS This Weekend

"Break a Leg" (That's "theater speak" for "good luck") to the HWRHS Dramatics Society on hosting Dramafest at HWRHS this Saturday from 9-6. Five Massachusetts High Schools will send teams to perform one-act plays along with our own HWRHS Group. The HWRHS group will perform W.A.S.P. by Steve Martin at 1:00 PM. Admission is \$10 for the entire day.



### Kids' Town Meeting

The HWRHS National Honor Society will again be offering childcare services for parents of young children who wish to attend Town Meeting on April 2nd. Care for parents attending Hamilton Town Meeting will be from 8:45 to noon and Wenham Town Meeting from 12:45 to 4:00 PM at the Winthrop Elementary School. The cost is \$10 per child with a \$20 per family max. Capacity is limited to 60 students per session. Interested parents can reserve a space for their child at <http://www.signupgenius.com/go/30e0e4aaca623aaf94-kids> More information, including the required permission slip can be found at:  
<https://www.dropbox.com/s/nhnazwceyr8fo5h/kids%20town%20meeting%20flyer.pdf?dl=0>

### Director of Curriculum, Assessment and Instruction Search Update

We received 26 applications for the position of Director of Curriculum, Assessment and Instruction, and chose eight candidates to invite to meet earlier this week with a Screening Committee of administrators and teachers. The Screening Committee selected four candidates to invite to a second round of interviews, which will be held next week. Two finalists will be recommended by the Screening Committee to spend a day in the District and meet with different constituent groups in early April. The current timeline is to have a person hired for the position by April 15th.

### Mid-Cycle Review Findings

I am very pleased to announce that I have received notice from the Department of Elementary and Secondary Education that our Special Education Department passed their Mid-Cycle Review with flying colors. DESE regularly conducts evaluations of Special Education programming in districts across Massachusetts to ensure they are in compliance with the Laws and Regulations that apply to educating students with special needs. Our most recent Mid-Cycle Review was this past December. The DESE found that we were in compliance with all criteria monitored during this review. Our next full review is scheduled for the 2018-2019 school year. Congratulations to Director of Student Services Kathy Harris and the entire Special Education Team for their hard work.

### Bus Bid Released

Jeff Sands has informed me that the bid District Transportation Services was released on March 14th. Bids must be received by Wednesday, April 13th at 1:00 PM. Bids will be opened on April 13th at 1:30.

### No School on Friday, March 25 and Monday, March 28

All Schools and Offices will be closed on Friday, March 25 in observance of Good Friday. There will be no classes for students on Monday, March 28 for a Teacher Workshop Day. District Offices will be open on March 28.

## **VI. CONSENT AGENDA**

- A. Minutes of March 3rd meeting Exhibit A
- B. Minutes of Executive Session(s)
  - 1. April 9, 2015 Exhibit B
  - 2. April 28, 2015 Exhibit C
  - 3. December 3, 2015 Exhibit D

4. December 17, 2015 Exhibit E
5. March 19, 2015 Exhibit F
6. June 3, 2015 Exhibit G

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION NOR AMENDMENT OF THIS MOTION.**

**Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND.**

***Unanimously approved 5-0, 2 absent***

### **COMMITTEE REPORTS**

- C. Communications: Deb Evans
- D. Planning; Deb Evans — planning committee met several weeks ago and has another meeting scheduled for 3/18 at 1 PM. Committee is examining census data in relation to DESE projections based upon live birth patterns in the community. Solid projection using this data helps to drive program planning. After both Town Meeting the Planning Committee will appoint an Apportionment working group.
- E. Policy: Emily Madden—The Policy Committee is engaging in a systematic review of policies approved 3 or more years ago, checking for outdated information and forming pertinent recommendations to be presented to the School Committee for a first reading, second reading. Two such policies are on the agenda tonight.
- F. Student Rep: Kerrienne had nothing to report at this time.
- G. Other-School Liaisons Updates: Stacey Metternick responded to a question about SC involvement in these meetings, bringing the SC up to date on scheduled meetings. A suggestion was made regarding the possibility of arranging for email reporting between school liaisons, rather than requiring attendance at all meetings. The new School Committee should be tasked with developing an efficient approach to handling liaison related information sharing.

### **VII. NEW BUSINESS**

- A. Year to Date Financial Report: *Jeff Sands* Exhibit H
- B. Review School Committee Goals : *Larry Swartz* Exhibit I
  - Goal 1: Develop fiscally responsible budget that recognizes school improvement plans to have all schools at Level 1 Status.
  - Goal 2: Develop a School Committee proposal to update the District Agreement in areas of apportionment formula & capital planning.
  - Goal 3: Update all District policies and review existing policies with an adoption date of three or more years ago.
  - Goal 4: Oversee the development of a Master Plan
- C. Approve Northshore Education Consortium Articles (NEC): *Mike Harvey* Exhibit J

*Discussion*

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE AMENDMENT TO THE COLLABORATIVE AGREEMENT AS RECOMMENDED, SECTION VII, ITEM 5.A.VIII BY ELIMINATING THE SENTENCE “NON-MEMBER TUITION AND FEE DIFFERENTIALS SHOULD NOT EXCEED 10%”**

**Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND.**

***Unanimously approved. 5-0, 2 absent***

**D. First Reading of Policies:**

**1. Relations with Nonpublic Schools : Mike Harvey Exhibit K**

Discussion: The Policy Committee should look to adopting language which “fills in the gaps” left by the DESE verbiage. Concerns expressed about the financial area and the curriculum statement. HW School Committee policy should recognize statutory requirements and DESE advisory . Some discussion ensued regarding possible alternatives to the existing language. Legal advice will be sought before any changes are finalized. SC is cautious about embracing language which could inappropriately increase the SC and Administrations responsibilities. Gratitude was expressed to the Policy Committee for their part in moving this policy forward.

Richard Boroff OF 40 Moynihan Rd. South Hamilton expressed a conviction that some of the tasks given the schools are more properly the responsibility of the state.

Michelle Bailey of Remington Rd. inquired whether or not fingerprinting regulations such as those required of preschools and public schools apply here

**2. Pediculosis Policy Exhibit L**

Discussion: This is a new policy offered by the school nurses. [Note the need for correction in line three, which should read “not considered a sign of *unclean* . . .” This policy, in accordance with the CDC, recommends return to school sooner than was previously practiced. Suggestions for editing this draft policy were noted by Policy Committee member. Notification policies should be consistent across the district.

Michelle Bailey of Remington Rd., expressed concern about the lack of class-wide checks for infestations.

Further thoughts on these policies from School Committee members should be forwarded to Michael Harvey for presentation to the Policy Committee.

**VIII. OLD BUSINESS**

**A. Field Trip to NYC Marquis Theater**

1. This is a change in date for a Junior & Senior Spanish Class field trip from March 30th to April 6th, trip was previously approved at the February 4, 2016 School Committee Meeting.

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO AMEND THE OUT OF STATE TRIP APPROVAL GRANTED ON FEBRUARY 4 2016 FOR TRAVEL ON MARCH 30TH TO THE AMENDED DATE OF APRIL 6, 2016.**

**Motion by DEB EVANS; seconded by STACEY METTERNICK.**

***Unanimously approved, 5-0, 2 absent***

**IX. VOTE TO ADJOURN**

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN.**

**Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND**

***Unanimously approved, 5-0, 2 absent***

Respectfully Submitted,

Nancy R. Bergner  
Secretary, H-WRSC Meeting

HWRSDC Executive Session Full School Committee  
Notes taken by Kym Marie Donnellan

1 December 2011

Present:

HWRSC: Sean Condon, Bill Dery, Kym Donnellan, Don Gallant, Roger Kuebel, Alexa McCloughana, Ann Minois, Jack O'Keefe, Dacia Rubel

District Office: Peter H. Gray

Municipal Representative: Jeff Chelgren

Absent: None

1. Vote to enter Executive Session from Full Session

Roll Call Voice Vote:

Sean Condon ~ Yes, Bill Dery- Yes, Kym Donnellan- Yes, Don Gallant- Yes, Roger Kuebel- Yes, Alexa McCloughan- Yes, Ann Minois- Yes, Jack O'Keefe- Yes, Dacia Rubel- Yes

2. Enter Executive Session in Central Office 9:30 p.m.

3. Discussion regarding language of agreement with suggested amendments made.

4. Background provided regarding grievance filed by Teacher's Union against current contract. Teachers are requesting review of contract negotiated in 2009. They want STEPs to be recognized with no financial impact in order to maintain seniority based on years of service and experience; part of deal was to add STEP 12. Feel they should have moved two STEPs. Union believes 2009 scale was being paid incorrectly as relates to current three-year contract. District view: contract was executed by due process.

5. Teacher Union Negotiations update: Union is requesting duties stipend increase to 1 % raise and re-admittance of all faculty children. District view: no to both.

6. R. Kuebel moved that the HWRSC vote to authorize the chairperson through counsel to inform the Teachers Union representatives that the SC denies the allegation set forth in the grievance and is not prepared to take any action. K. Donnellan seconded.

Roll Call Voice Vote: Sean Condon - Yes, Bill Dery - Yes, Kym Donnellan - Yes, Don Gallant - Yes, Roger Kuebel - Yes, Alexa McCloughan - Yes, Ann Minois - Yes, Jack O'Keefe - Yes, Dacia Rubel— Yes, J. Chelgren - Yes

7. Adjournment - Executive Session

Roger Kuebel moved that the HW School Committee adjourn from executive session. K. Donnellan seconded.

Roll Call Voice Vote:

Sean Condon — Yes, Bill Dery— Yes, Kym Donnellan- Yes, Don Gallant— Yes, Roger Kuebel- Yes, Alexa McCloughan— Yes, Ann Minois— Yes, Dacia Rubel- Yes

8. Executive Session adjourned at 10:15 p.m.

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE

*HWRSDC Full School Committee Executive Session*  
Notes taken by Kym Marie Donnellan

*5 April 2012*

*10:25 p.m.*

*Location: Beth Blanchard classroom at Buker Elementary School*

**HWRSC:** Sean Condon, Kym Donnellan, Roger Kuebel, Alexa McCloughan, Ann Minois, Dacia Rubel, Larry Swartz

**Absent:** Bill Dery, Jack O'Keefe

1. Executive Session meeting began at 10:25 p.m.
2. Discussion regarding pay scale of incoming Superintendent of School. Salary decision should relate to abilities and history of candidate.
3. SC recommendation: three year contract, Professional Development, Salary, and standardized health plan
4. Roger Kuebel moved that the HW School Committee adjourn from executive session. K. Donnellan seconded.  
Roll Call Voice Vote: Sean Condon -- Yes, Kym Donnellan-- Yes, Larry Swartz-- Yes, Roger Kuebel-- Yes, Alexa McCloughan-- Yes, Ann Minois-- Yes, Dacia Rubel-- Yes

Respectfully submitted,

Kym Marie Donnellan, Acting Recording Secretary  
Communications Working Group Liaison



**EXHIBIT F**

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE**

**HWRSDC Full School Committee Executive Session  
Notes taken by Kym Marie Donnellan**

**3 May 2012**

**9:48 p.m.**

**Location: Central Office**

**HWRSC: Sean Condon, Bill Dery, Kym Donnellan, Alexa McCloughan, Ann Minois,  
Jack O'Keefe, Dacia Rubel, and Larry Swartz**

**Absent: Roger Kuebel**

- 1. Executive Session meeting began at 9:48 p.m.**
- 2. Discussion and overview of additional collective bargaining requests made by union including length of contract (how to keep it in sync with faculty contract) for Office Personnel. What is the equivalent to the faculty contract? Are we investing in a skillset that will meet the needs of the District?**
- 3. SC recommendation: agreement to move collective bargaining forward.**
- 4. K. Donnellan moved that the HW School Committee adjourn from executive session. J. O'Keefe seconded.  
Roll Call Voice Vote: Sean Condon- yes, Kym Donnellan- yes, Larry Swartz- yes, Alexa McCloughan- yes, Ann Minois- yes, Dacia Rubel- yes, B. Dery - yes, J. O'Keefe - yes**

**Respectfully submitted,**

**Kym Marie Donnellan, Acting Recording Secretary  
Communications Working Group Liaison**

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE

HWRSDC Full School Committee Executive Session  
Notes taken by Kym Marie Donnellan

7 May 2012

7:45 p.m.

Location: Buker Elementary School

HWRSC: Sean Condon, Bill Dery, Kym Donnellan, Roger Kuebel, Alexa McCloughan,  
Ann Minois, Jack O'Keefe, Dacia Rubel, and Larry Swartz

1. Executive Session meeting began at 7:45 p.m.
2. Discussion regarding pay scale of Dr Michael Harvey as newly appointed Superintendent of School. Salary decision includes discussion regarding M. Harvey's current salary.
3. SC recommendation: three year contract with non-rollover provision, Professional Development nte \$5k plus Mentoring program, Salary nte \$160k - \$162k, and standardized health plan – offer of \$165k flat.

R. Kuebel moved that the HWRSC vote to approve the salary offer of \$165k plus up to \$5k for PD including participation in mentoring program through MASS; further the SC authorizes the chairperson to negotiate and execute the contract consistent with District terms. Roll Call Voice Vote: Sean Condon – yes, Kym Donnellan – yes, Larry Swartz – yes, Roger Kuebel – yes, Alexa McCloughan – yes, Ann Minois – yes, Dacia Rubel – ye

4. R. Kuebel moved that the HW School Committee adjourn from executive session. K. Donnellan seconded. Roll Call Voice Vote: Sean Condon – yes, Kym Donnellan – yes, Larry Swartz – yes, Roger Kuebel – yes, Alexa McCloughan – yes, Ann Minois – yes, Dacia Rubel – yes

Respectfully submitted,

Kym Marie Donnellan, Acting Recording Secretary  
Communications Working Group Liasion

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE

HWRSDC Full School Committee Executive Session  
Notes taken by Kym Marie Donnellan

21 May 2012

8:30 p.m.

Location: Buker Elementary School

HWRSC: Sean Condon, Bill Dery, Kym Donnellan, Roger Kuebel, Alexa McCloughan,  
Ann Minois, Jack O'Keefe, Dacia Rubel, and Larry Swartz

1. Executive Session meeting began at 8:30 p.m.
2. Update and discussion regarding Collective Bargaining with Office Personnel from 16 May.
3. R. Kuebel moved that the HW School Committee adjourn from executive session. L Swartz. seconded. Roll Call Voice Vote: Sean Condon – yes, Kym Donnellan – yes, Larry Swartz – yes, Roger Kuebel – yes, Alexa McCloughan – yes, Ann Minois – yes, Dacia Rubel – yes

Respectfully submitted,

Kym Marie Donnellan, Acting Recording Secretary  
Communications Working Group Liaison

**EXHIBIT I**

**Hamilton Wenham Regional School District Committee  
EXECUTIVE SESSION MINUTES  
June 21, 2012**

The following School Committee members were in attendance for the Executive Session:

Sean Condon	Barbara Lawrence	Ann Minois
Bill Dery	Sheila MacDonald	Larry Swartz
Kym Donnellan		

Absent: Roger Kuebel and Bill Wilson

Also present: P. Gray, Superintendent

The School Committee entered into Executive Session at 8:57 p.m. for the purpose of discussing matters pertaining to collective bargaining.

The vote on the motion to enter executive session was unanimous:

Sean Condon Y	Roger Kuebel A	Ann Minois Y
Bill Dery Y	Barbara Lawrence Y	Larry Swartz Y
Kym Donnellan Y	Sheila MacDonald Y	Bill Wilson A

P. Gray updated Committee members on staff concerns expressed during negotiating sessions and recommended the Committee explicitly state its intentions regarding the duration of a training program for office personnel, and payments for participation in that program.

Larry Swartz made a motion that the HW Regional School District School Committee vote to approve the office personnel agreement and authorize the chair to sign and execute the agreement provided that language is included clarifying that the training incentive program shall last only a period of two years; however, the increase earned during the two-year period shall continue to be a part of the employee's base salary. Kym Donnellan seconded the motion.

A roll call vote was taken.

Sean Condon Y	Roger Kuebel A	Ann Minois Y
Bill Dery Y	Barbara Lawrence Y	Larry Swartz Y
Kym Donnellan Y	Sheila MacDonald Y	Bill Wilson A

The motion passed unanimously (7-0-0).

Kym Donnellan made a motion to adjourn the executive session and return to public session to vote on the contract with the office personnel. Bill Dry seconded the motion. A roll call vote was taken.

Sean Condon Y	Roger Kuebel A	Ann Minois Y
Bill Dery Y	Barbara Lawrence Y	Larry Swartz Y
Kym Donnellan Y	Sheila MacDonald Y	Bill Wilson A

The motion passed unanimously (7-0-0).

The Executive Session adjourned at 9:04 p.m.

Respectfully submitted,

Ann Sierks Smith

**School Committee Recording Secretary**

HWRSDC/HWREA  
Notes taken by Kym Marie Donnellan

09 May 2011

6:00 p.m.

*Present:*

HWRSC: Alexa McCloughan, Dacia Rubel, Jack O'Keefe, Kym Donnellan  
HWREA: Kevan Sano, Cathy Butler, Mary Adamik, Tate Shippen, Vinnie Bucci  
District Office: Peter H. Gray, Raleigh Buchanan, Allison Brown Collins  
Leadership Team: Jennifer Clifford  
Facilitators: Jill Coleman, MTA Representative; Naomi Stonberg, Labor Council to the District  
Absent: No one

1. **Vote to enter Executive Session – 6:06 pm**

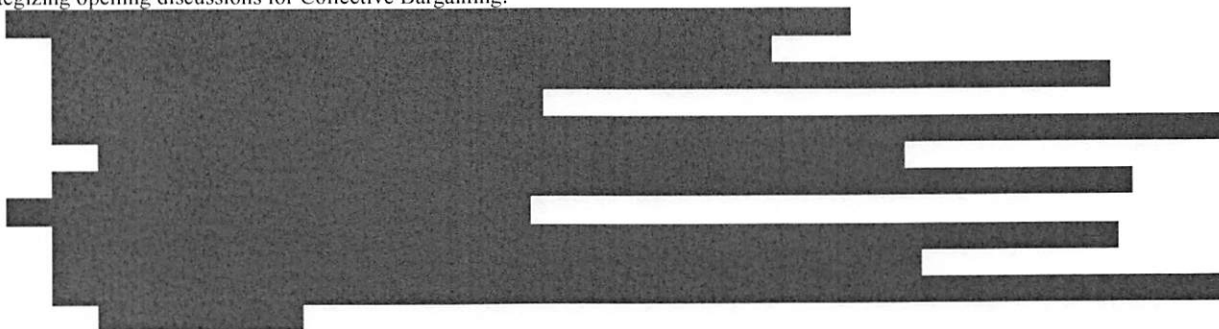
A. McCloughan moved that the HW Negotiations Subcommittee enter into executive session for the purpose of collective bargaining and not to return to public session. K. Donnellan seconded.

*Roll Call Voice Vote:*

A. McCloughan – Yes      J. O'Keefe -- Yes      K. Donnellan – Yes

D. Rubel arrives 6:13 p.m.

Strategizing opening discussions for Collective Bargaining:



2. **Enter Collective Bargaining 6:40 p.m.**

3. **Are there any new issues/interests?**

J. Clifford presents overview of duties having met with Brian and Carrie.

- Primarily TA duty; consensus among elementary school principals this change is important
- Educational value – need to get TAs back into the classroom; teachers also know students and dynamics better
- Proposing one day per week of responsibility at lunch recess
- Every teacher in elementary school has 22 minutes of administrative time as negotiated in last contract; this is not lunch recess time
- Bus Duties – [8:15 – 8:25 for a.m. – not additional time to work day, 8:15 – 3:15] willing to make one/week and will concede to fill-in with TA; limited by number of staff who can supervise. Afternoon bus duties in need of consistency will work with TAs
- No more stipend duties; none are part of Planning Time, which is a 40-minute block of time

J. Clifford leaves at 6:55 p.m. with no more questions from Bargaining Unit

N. Stonberg clarifies/represents previous proposals

- Faculty Children – we will give up our discretionary language and guarantee all current student enrollment thru graduation
- M+75 – we need your help to survey faculty to determine our costs to this proposal
- HS – 1<sup>st</sup> year cannot go to 7-block, but may or may not need to for year 2 and 3
- Health Insurance – 20K\$ costs past 30 June 11
- Days – 183 Year 1, 184 Year 2 and 3
- Tuition reimbursement – last year 26K\$ to 30K\$; definitely provide for increase

4. **Teacher's Caucus at 7:14 p.m.**

5. **School Committee Caucus**

Considerations

- M+75 – assumption all M60 move up with credits = 96K\$

6. **Return to Full Session at 7:40 p.m.**

J. Coleman addresses modifications to last week; We are also eager and concerned to ratify contract



- Elementary a.m. bus duties okay with one time per week; go into effect for 1<sup>st</sup> year of 3 year agreement
- M+75 at 1500K\$, 3 years except for Year 3

V. Bucci

- Faculty children – if we were party to know removing that we'd approve of it and we don't; we believe SC must use discretionary clause from letter in previous contract

7. Teacher's Caucus at 7:45 p.m

8. School Committee Caucus

[REDACTED]

9. Return to Full Session at 8:15 p.m.

N. Stonberg presents

- Days
- Duties – withdraw proposal for a.m. duty change to ensure lunch duty – educational importance, principal recommendation
- Opener at HS – Committee consists of teachers and administration, what language would teachers like, provided in side letter; an attempt to provide concretes to community to warrant costs or savings
- Tuition
- Faculty children – letter from Naomi presented

10. Teacher's Caucus at 8:25 p.m

11. School Committee Caucus

[REDACTED]

12. Return to Full Session at 8:53 p.m.

J. Coleman presents

- Faculty children – agree append. G is not grievable; will not agree to letter; SC/administration informs, not Vinnie; please don't say in letter that bargaining unit agrees to this because we don't
- At this point, no other modifications or agreements to SC proposal

13. Future Meeting Dates

Dates: 25 May 2011 6:30 p.m.

14. Agenda for 25 May

- Add any new issues/interests to the listing
- Review/refine categories
- Develop interests

15. Adjournment - Executive Session

A. McCloughan moved that the HW Negotiations Subcommittee adjourn from executive session. D. Rubel seconded.

*Roll Call Voice Vote:*

A. McCloughan – Yes

D. Rubel – Yes

J. O'Keefe – Yes

K. Donnellan – Yes

Executive Session adjourned at 9:06 p.m.

**EXHIBIT K**

Good Morning,

As we grow the Softball Program at HWRHS (now in our second year), we are seeking an 8th Grade Waiver for Girls to play JV Softball. We started the season with just enough for two levels.

Since that time, a couple girls have been injured and we have found out that a couple of JV girls are going on vacation over April Break.

We are seeking this waiver for two reasons 1) To ensure that the commitment we made to playing a JV schedule with other school's is kept and 2) To ensure that we provide a meaningful game experience for the players left on JV who are busting their tails to get our program to be a good one.

The Cape Ann League schools have unanimously approved our request to go forward.

There was much discussion and debate around the basketball waiver this past winter. I am happy to report that the endeavor was a smashing success thanks to the willing families and the coaching staff that monitored those athletes and lived up to every promise they made. If you asked the families of those athletes, I am confident they would say the same thing.

Dr. Harvey - Could you please forward this request to the school committee for their approval as well.

With best and warmest regards

Craig

## RELATIONS WITH NONPUBLIC SCHOOLS

### Private Schools

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

Acting reasonably and in good faith in carrying out its statutory responsibilities to approve a private school, the School Committee bears no legal responsibility and/or assumes no liability for any actions of the private school.

The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

### CRITERIA FOR APPROVAL OF A PRIVATE SCHOOL

A private school may demonstrate its program is through, efficient and effective through either:

1. Provision of evidence of accreditation by one or more accrediting organizations recognized by the U. S. Department of Education (<http://www.ed.gov/accreditation?src=accred>):

or,

2. Directly providing evidence on the following indicators to the School Committee:

#### ~~1) Population To Be Served~~

Admissions criteria; documentation of school's enrollment

#### ~~2) Physical Plant/Safety~~

A. The school shows evidence of current:

- i) Certificate of Occupancy-
- ii) Fire inspection-
- iii) Safety inspection-
- iv) Elevator inspection, if applicable-
- v) Compliance with lead paint poisoning prevention (for children under 6

years old).

vi) Compliance with other applicable federal and state health and safety standards (e.g., PCB, asbestos inspections, handicap accessibility).

vii) Copies of valid safety and health inspection certificates

B. The site, plant, and equipment adequately support the program and are operated to ensure the safety and health of the students.

### 1) Curriculum

The curriculum offered is comprehensive, including but not limited to the following instructional areas:

i) mathematics

ii) science and technology

iii) history and social science

iv) English

v) foreign languages

vi) the arts

vii) physical education

### 2) Educational Materials

Textbooks and individual instructional materials, including computers and other technology, are adequate.

### 3) School Staff

The instruction provided is "thorough and efficient" based on:

i) teacher qualifications

ii) adequate student/teacher ratio

iii) regular evaluation of staff

iv) the school principal reviews criminal offender record information (CORI) and FBI Fingerprinting of current and prospective employees and volunteers, as required by law

### 4) Administration

The school has a clearly defined organization that facilitates its objectives.

### 5) Records

A. The school maintains an adequate system of student records (e.g., attendance, health, discipline, progress reports).



B. The student records are kept in a secure and organized manner that is consistent with federal and state student record laws to the extent applicable.

C. The school maintains and timely provides transcripts in response to requests of students and former students in accordance with G.L. c. 71, § 34A.

D. The school is prepared efficiently to transfer transcripts of all students and former students to the Massachusetts Department of Elementary and Secondary Education and/or other schools should it cease operation, in accordance with G.L. c. 71, § 34G.

#### 6) Student Services

The school provides adequate pupil personnel services for all students (e.g., health care procedures, guidance and counseling programs, discipline policy).

#### 7) Student Learning Time

The school provides adequate student learning time (length of school year and school day) and hours of instruction in each subject.

#### 8) Student Performance Assessment

The school periodically evaluates students' skills, competencies, and knowledge and documents their progress.

#### ~~9) Financial Support~~

~~A. The school provides a budget demonstrating the school can sustain the educational program.~~

Formatted: Font: Bold, Strikethrough

Formatted: Strikethrough

Formatted: Indent: Left: 0.5"

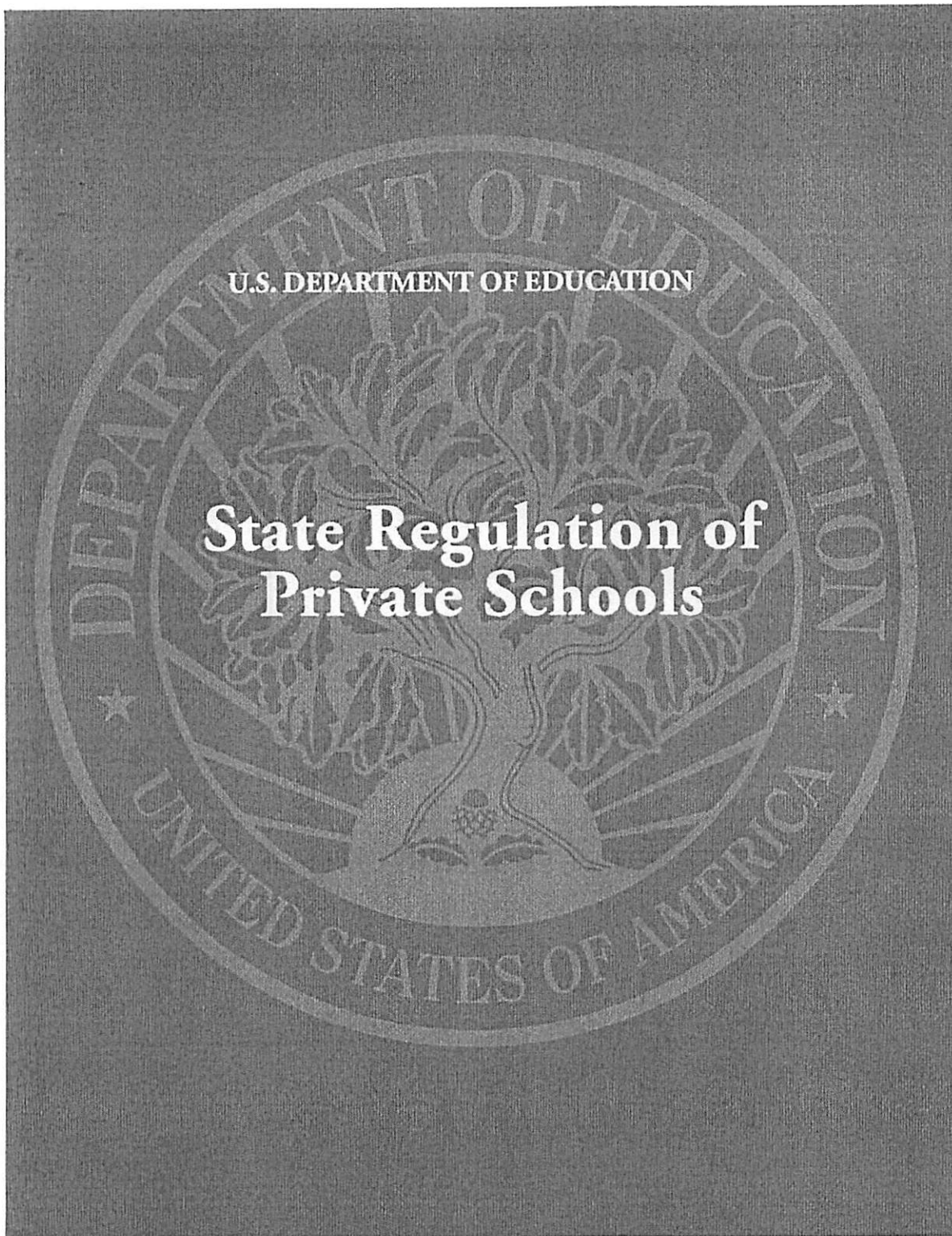
SOURCE: MASC and "Advisory on Approval of Massachusetts Private Schools Pursuant to Mass. Gen. Laws c. 76, § 1" MA DESE, 10/2/2007.

LEGAL

REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

U.S. DEPARTMENT OF EDUCATION

# State Regulation of Private Schools





# **State Regulation of Private Schools**

**U.S. Department of Education  
Office of Innovation and Improvement  
Office of Non-Public Education**

**2009**

# MASSACHUSETTS

## Accreditation/Registration/Licensing/Approval

No requirements for *Accreditation*.

No requirements for *Registration*.

No requirements for *Licensing*.

*Approval* is mandatory.

Attendance at a private school satisfies the compulsory attendance requirement if the school is approved by the school committee. (The "school committee" in Massachusetts is the local education agency.)

School committees will approve a private school when satisfied that the instruction equals the public schools in the same town in thoroughness and efficiency and in the progress made. A school committee may not withhold approval based on the school's religious teaching. *Mass. Gen. L. Ch. 76, §1.*

## Teacher Certification

Teacher certification is not required for teachers at private schools.

## Length of School Year/Days

Massachusetts' law does not specify a required length of school year for private schools, but the school committee will use the public school's required length of school year (180 days or 900 hours in elementary schools and 990 hours at secondary schools) for comparison. *Mass. Gen. L. Ch. 71, §§1.4; C.M.R. 603.24(3), (4).*

## Curriculum

There is no mandate regarding what courses private schools shall teach. Generally, the ~~thoroughness and efficiency~~ language found in *Mass. Gen. L. Ch. 76, §1*, regarding approval of private schools should not be interpreted as extending particular public school mandates regarding instruction and curriculum to private schools.

Massachusetts Art Week is celebrated the last week of May and private schools are encouraged to observe the tradition by the display of works of art and appropriate exhibitions and ceremonies. *Mass. Gen. L. Ch. 6, §15D.*

## Recordkeeping/Reports

The supervisory officers of all private schools must report the name, age and residence of any child enrolled in the school to the superintendent of schools of the town where such children reside within 30 days of enrollment. If a child withdraws from the school, the officers must notify the superintendent within 10 days. *Mass. Gen. L. ch. 72, §2.*

The local superintendent of schools files an annual report with the commissioner of education on or before May 1st on the number of pupils enrolled in nonpublic schools

within the district. The information is collected during the months of January and February. *Mass. Gen. L. Ch. 72, §2A.*

Private school administrators and teachers are required to provide information or reports requested by any justice relating to the attendance, conduct, and standing of any pupil enrolled, if the pupil is awaiting examination or trial or is under the supervision of the court. *Mass. Gen. L. Ch. 119, §69.*

Persons operating an education institution have an obligation to provide a written transcript of a student, or former student, at his request. The first copy must be provided free. Schools may charge a fee for duplicates not exceeding \$1 for each page, but not exceeding \$5 for an entire transcript. Anyone denied a transcript may petition the courts for relief. *Mass. Gen. L. ch. 71, §§34A, 34B.*

If a private school closes, the owner must transfer all current and former students' transcripts to the Massachusetts Department of Elementary and Secondary Education. *Mass. Gen. L. Ch. 71, §34G.*

#### Health and Safety Requirements

Private school teachers who have reasonable cause to believe a child under 18 is suffering physical or emotional injury resulting from abuse or from neglect are under an obligation to immediately report the condition either to the Department of Children and Families or to the school administrator, who is then responsible for notifying the Department of Children and Families. *Mass. Gen. L. ch. 119, §51A.*

Persons apprehended for manufacturing or distributing controlled substances within 1,000 feet of a private elementary, vocational, or secondary school will receive a mandatory sentence of not less than two years. *Mass. Gen. L. Ch. 94C, §32J.*

Each institution of secondary education must file, at least annually, a report with the board of education certifying that the school has informed its students of the hazing prohibition and adopted and disseminated a disciplinary policy with regard to the organizers and participants of hazing. *Mass. Gen. L. ch. 269, §19.*

-Fires or explosions by which a loss is sustained shall, within forty-eight hours, excluding Sundays and holidays, be reported in writing to the marshal. Reports required by this section shall be on forms furnished by the department, and shall contain a statement of all facts relating to the cause and origin of the fire or explosion that can be ascertained, the extent of damage thereof, the insurance upon the property damaged, and such other information as may be required. The marshal shall keep or cause to be kept a record of all fires or explosions occurring in the commonwealth, with the results of such investigations, and such records shall be open to public inspection. *Mass. Gen. L. ch. 148, §2.*

-The school committee and superintendent of any city, town or regional school district and the principal, by whatever title the position be known, of a public or accredited private school of any city, town or regional school district shall have access to and shall obtain all available criminal offender record information from the criminal history systems board of any current or prospective employee or volunteer of the school department, who may have direct and unmonitored contact with children, including any individual who regularly provides school related transportation to children. Such school committee, superintendent or principal shall periodically, but not less than every 3 years, obtain all available criminal offender record information

## State Regulation of Private Schools—Massachusetts

from the criminal history systems board on all such employees and volunteers during their term of employment or volunteer service. *Mass. Gen. L. ch. 71, §38R.*

Private schools are subject to the *Massachusetts Pesticide Control Act*. *Mass. Gen. L. ch. 132B, §2.*

### Transportation

Pupils who attend approved private schools are entitled to the same rights and privileges to transportation to and from school as are provided by law for public school students, within specified limits. *Mass. Gen. L. Ch. 76, §1.*

Street or elevated railway companies must provide special rates for public and private school students during the days or evenings when school is in session not to exceed 1/2 of the regular fare. *Mass. Gen. L. Ch. 161, §108.*

### Textbooks

The use of state or local funds to pay for textbook loans to pupils of private schools violates the state constitution. *Bloom v. School Committee of Springfield*, 379 N.E.2d 578 (1978).

### Testing

There is no state policy at this time.

### Special Education

If appropriate, eligible students with disabilities requiring special education may be placed in a public or approved private special education program in accordance with regulations of the Department (Board) of Education. *Mass. Gen. L. Ch. 71B, §10; C.M.R. 28.18.00.* School committees may authorize the prepayment of tuition for a period not exceeding three months to any approved private school. *Mass. Gen. L. Ch. 71, §71D.*

Eligible students with disabilities who attend private school at private expense are entitled to special education designed to meet their needs. The school district must provide genuine opportunities to participate in the public school special education program consistent with the state constitutional limitations. Eligible students are entitled to an individualized education program (IEP). Services provided or arranged for by the district pursuant to an IEP, if paid for with state or local funds, must be provided in a public facility or other public or neutral site. If services are funded only with federal monies, they may be provided on private school grounds. *Mass. Gen. L. Ch. 71B, §1; St. 1999, ch. 27, §258. See also, C.M.R. 28.03(1)(e).*

### Nursing and Health

Pupils attending private schools may receive screening for sight, hearing, and other physical defects through the local school committee or board of health at the request of a parent or guardian, providing the private school is approved and does not discriminate in its entrance requirements on the basis of race or color. *Mass. Gen. L. Ch. 71, §57.*

## State Regulation of Private Schools—Massachusetts

### Technology

Private schools are eligible to receive grants from the Massachusetts Science, Technology Engineering, and Mathematics Grant Fund with the purpose of increasing the number of qualified science, technology, engineering and mathematics teachers and improving the course offerings in the areas of science, technology, engineering and mathematics. *Mass. Gen. L. Ch. 29, §2MMM*.

### Professional Development

By statute, one of the 14-member Massachusetts Educational Communications Commission is a representative of private elementary and secondary education. *Mass. Gen. L. Ch. 6, §158*.

### Reimbursement for performing state/local functions

There is no state policy at this time.

### Tax Exemption

Private school property is exempt from property taxation as a "literary, benevolent, charitable and scientific institution." *Mass. Gen. L. Ch. 59, §5. Board of Assessors v. Garland School of Home Making*, 6 N.E.2d 374 (1937).

### Public Aid for Private Education

**Constitutional Provisions:** The *Massachusetts Constitution* provides that no appropriation of public money may be made to aid a primary or secondary school that is not publicly owned and under the exclusive control of public officers authorized by the Commonwealth. *Mass. Const. Ann. Amend. Art. 18 §120*.

**Programs for financial assistance for attendance at private schools:** There are no such programs at this time.

### Homeschooling

Home education programs are subject to the same standard of approval as a private school under *Massachusetts General Laws Chapter 76, §1*, that is, the instruction in all studies required by law equals in thoroughness, efficiency, and progress of the child, that in the public schools of the same town. *Mass. Gen. L. Ch. 76, §1*.

In *Care and Protection of Charles*, 399 Mass. 324 (1987), the Massachusetts Supreme Judicial Court concluded that the approval process under General Laws Chapter 76, § 1 was constitutionally permissible. The court set forth guidelines for parents and school officials in considering home education plans: 1) curriculum, number of hours of instruction for each proposed course and length of the proposed school year, 2) the competency of the parent (teacher certification and advanced degrees are not required), 3) textbooks, instructional aids and lesson plans, and 4) the superintendent or school committee may require periodic standardized testing or other evaluations of the student's educational progress. However, the Supreme Judicial Court held in *Brunelle v. Lynn Public Schools* 428 Mass. 512 (1998) that home visits by public school officials may not be required as a condition of approval of a home education plan.



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

5 School St. Wenham, MA 01984  
(978) 468-5310

Michael M. Harvey, Ed.D.  
Superintendent of Schools

To: Lawrence Swartz, Chair of HWRSC  
From: Michael M. Harvey, Ed.D.  
Date: April 4, 2016  
Re: Application of the Academy at Penguin Hall to operate a private school

I have reviewed the materials provided to me by President Molly Martins and Director of Communications and Development Dean Tsouvalas to support the Academy at Penguin Hall's application to operate a private school in Wenham, MA beginning in September 2016, in order to provide a recommendation to the Hamilton-Wenham Regional School Committee. The relevant materials I considered in making this recommendation include:

- The Academy at Penguin Hall *Student Handbook*
- 2016-2017 *Program of Study for the Academy at Penguin Hall*
- "A Report on a Visit to the Academy at Penguin Hall" from Bill Bennett, Director of the Commission on Independent Schools, NEASC
- The Academy at Penguin Hall 2016-2017 Proposed School Year Calendar
- Draft Academy at Penguin Hall Organizational Chart, 3/17/16
- Academy at Penguin Hall Student Application package
- Written responses to the DESE's "Sample Criteria for a Private School by a School Committee" prepared by President Molly Martins and Director of Communications and Development Dean Tsouvalas.

I also have consulted with several outside sources regarding the provision of education in Massachusetts outside of the public school system and the elements necessary for approval of a private school in Massachusetts. The Hamilton-Wenham Regional School Committee is also currently in the process of completing a policy to define the process of approving a private school. The Policy Working Group has also consulted with these same sources in drafting its recommended policy. These sources include:



- Massachusetts General Law Chapter 76, § 1.
- The Massachusetts DESE's "Advisory on Approval of Massachusetts Private Schools pursuant to Ch. 76, § 1" 10/1/2007. Available: <http://www.doe.mass.edu/lawsregs/advisory/100207privateschool.html>
- "State Regulation of Private Schools," US Department of Education, 2009. Available: <https://www2.ed.gov/admins/comm/choice/regprivschl/regprivschl.pdf>
- HWRSD School Committee Policy H8003, "Home Education."

Massachusetts General Law Chapter 76, § 1 is Massachusetts' Compulsory Attendance Law and as such requires all school-age children in the Commonwealth to attend the public school in the community in which the child resides. Further, the statute also grants local school committees the authority to "approve a private school when satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town; but shall not withhold such approval on account of religious teaching, . . ." (Mgl Ch. 76, § 1).

Although the law requires the school committee to make this determination, other relevant statutes regarding the requirements for public schools in Massachusetts do not apply to private schools. Therefore, private schools are not subject to the 180 day/990 hours of instruction requirement, they are not required to employ certified teachers, nor do they have any requirements relative to the curriculum that is to be taught (See "Frequently Asked Questions" in The Massachusetts DESE's "Advisory on Approval of Massachusetts Private Schools pursuant to Ch. 76, § 1"). In spite of this, each School Committee is required to determine the criteria by which private schools should be measured.

The process for approval of a private school does have a parallel in the process for approving a home education plan, or homeschooling plan, which is also covered under MGL Chapter 76, § 1. This process was outlined by the Massachusetts Supreme Judicial Court in ruling on the 1987 case "Care and Protection of Charles & others, 399 Mass. 324." In the *Charles* ruling, the SJC determined four areas of focus for school committees to determine whether a home school program is "equivalent" to that of the public schools. The first area is the "proposed curriculum" and the number of hours of instruction in each of the proposed subjects. The second area is the "competency of the parents to teach the children." The third area is the "textbooks, workbooks, and other instructional aids to be used by the children" and the fourth area is "periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards."

Because of the parallels between the approval of a homeschooling plan and the approval of a private school program as cited by the court, I will be using these four areas in making my recommendations regarding the Academy at Penguin Hall.

**I. Proposed Curriculum and Numbers of Hours of Instruction**

The *2016-2017 Program of Study* for the Academy at Penguin Hall lists the proposed requirements for graduation for students in the school. These requirements include four years of study in English and mathematics, three years of study in history, world language and science, and two semesters each of study in fine arts, health education and computer science. The *Program of Study* also lists the sequence of courses a student must take in order to meet these requirements and contains descriptions of each course. In terms of hours of study, the narrative explanation of the Academy at Penguin Hall states the students will exceed the 990 hours of instruction required of Massachusetts public school students. The average school day will run 7 hours from 8:00 am until 4:00 pm. According to the supplied school calendar, classes at the Academy at Penguin Hall will begin on the Tuesday after Labor Day and final exams will conclude on June 9, 2017. During the school year, the Academy at Penguin Hall will observe the customary state holidays and December, February and April Vacation Weeks. It is my professional opinion that the curricular requirements are at least equal with those required at Hamilton-Wenham Regional High School and that the proposed calendar is sufficient to meet these curricular objectives.

**II. Competency of Instructors to Teach**

According to the "Written responses to the DESE's 'Sample Criteria for a Private School by a School Committee'" prepared by Molly Martins and Dean Tsouvalas, "All teachers shall hold a minimum of a bachelor's degree, however advanced degrees are preferred." Furthermore, the staff will be evaluated through several means, including "classroom observation, performance review, committee work, professional goals and adherence to a professional development schedule." Finally, the school administration will ensure that all faculty members are subject to Criminal Offender Record Information (CORI) and FBI Fingerprint background checks. While there is no statutory requirement for private school teachers to hold a bachelor's degree or to be formally evaluated, the plan offered by the Academy at Penguin Hall seems to be a reasonable effort to ensure the instructors in the school are "competent" to teach the students enrolled at the school.

Organizationally, the Academy at Penguin Hall proposes a student to teacher ratio of 10:1. The school's organizational chart lays out a reasonable hierarchy and division of roles between academic and operational areas, and seems sufficient to allow for efficient delivery of services at the school. This hierarchy includes student service areas, such as "Athletics," "Learning Support" and "College Planning." The school has also made provisions for the collection and storage of student records, including student transcripts. From this explanation, it seems that the school will offer the necessary services to meet student needs.

**III. Textbooks, Workbooks and Teaching Materials Used at the School**

The "Written responses to the DESE's 'Sample Criteria for a Private School by a School Committee'" provides an overview of the educational materials to be used at

the Academy at Penguin Hall. These materials will include technological tools, such as iPads, laptop computers, and educationally appropriate software, and traditional resources, such as “textbooks and other educational materials.” The course descriptions contained in the school’s Program of Study also provide an overview of the texts and materials that will be used to instruct students in the various courses offered by the school. The materials described seem to be adequate to providing effective instruction to the students at the school.

#### IV. Assessment of Student Progress

The “Academic Life” section of the Academy at Penguin Hall’s *Student Handbook* provides a detailed explanation of how students will be evaluated to ensure they are making adequate learning progress. Courses will employ a variety of assessments, including tests, projects and presentations in order to measure student learning. Students will be assigned traditional letter grades (A, B, C) on a quarterly basis. Additionally, students will take a final examination in each course. The quarterly grade and final exam will each count for 20% of the students’ final average for the course. Full-year courses will each be worth one credit. Students will need to complete 25.5 credits over four years in order to graduate. These measures seem to be adequate to ensure students are progressing in their learning.

#### V. Final Recommendation

After reviewing the materials provided to me by the Academy at Penguin Hall, as well as the relevant statutes, US DOE and MA DESE advisories and other materials, I recommend the Hamilton-Wenham Regional School Committee approve the application of the Academy at Penguin Hall to operate a private school in Wenham, Massachusetts.



educate ~ enlighten ~ empower

## 2016 - 2017 School Calendar

---

**August 29, 2016**  
New Parent Orientation – Grades 11& 12

**August 30, 2016**  
New Parent Orientation – Grades 9 & 10

**August 30 – 31st**  
Orientation for Class of 2020

**August 31 – September 2**  
Orientation for all students

**September 1, 2016**  
Faculty/Staff Opening  
Convocation  
Faculty Meeting

**September 6, 2016**  
Class meetings for First-Year students,  
Sophomores, Juniors & Seniors

**September 7, 2016**  
First day of classes

**October 10, 2016**  
Columbus Day – no classes

**October 11, 2016**  
Faculty professional day – no classes

**October 16, 2016**  
Open House from 2 – 4pm

**November 11, 2016**  
Veterans day – no classes

**November 13, 2016**  
Open House from 2 – 4 pm

**November 23 – 25, 2016**  
Thanksgiving Break – no classes

**November 28 – December 2, 2016**  
Founder's week

**December 16, 2016**  
Christmas Break begins at 4 pm

**December 25, 2016**  
Christmas Day

**January 3, 2017**  
Classes Resume

**January 15, 2016**  
Open House from 2 – 4 pm

**January 16, 2017**  
Martin Luther King, Jr. Day – no classes

**January 29 – February 4, 2017**  
Catholic Schools Week

**February 17, 2017**  
February Vacation begins at 2:30 pm

**February 27, 2017**  
Classes Resume

**March 1, 2017**  
Ash Wednesday

**March 14, 2017**  
Re-enrollment deposits due for returning  
students

**April 12, 2017**  
April vacation begins at 2:30 pm

**April 16, 2017**  
Easter Sunday

**April 24, 2017**  
Classes Resume

**May 5, 2017**  
Last Day of Classes for Seniors

**May 20, 2017**  
Class of 2017 Baccalaureate Liturgy

**May 21, 2017**  
Class of 2017 Commencement

**May 24, 2017**  
Memorial Day – no classes

**June 2, 2017**  
Last Day of Classes

**June 5 – 9, 2017**  
Final Exams

# THE ACADEMY AT PENGUIN HALL

## Applicant Information

Today's date: \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Current School \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applying for grade \_\_\_\_\_

## Parent/Guardian Information

Name(s) \_\_\_\_\_ Day phone \_\_\_\_\_

Address \_\_\_\_\_ Cell phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

We intend to apply for financial aid    yes ☐    no ☐

## General Information

How did you hear about The Academy at Penguin Hall?    ☐ HS fair    ☐ Open House    ☐ Student Referral

If student/family referral, who may we thank? \_\_\_\_\_

Have you taken the SSAT, ISEE or HSPT?    yes ☐    no ☐    If yes, please indicate which test and date administered \_\_\_\_\_

Please tell us about your non-academic interests? i.e. sports, drama, music, art etc. (Use additional paper as needed)

---

---

---

Please tell us what you hope to gain from your experience at The Academy at Penguin Hall.

---

---

---

In addition to the above questions please submit a 2-3-minute video presentation telling us of your unique gifts, interests and talents.

Email: [admissions@penguinhall.com](mailto:admissions@penguinhall.com)

educate ~ enlighten ~ empower

## Release of Records

### Student:

Please note that all transcripts and standardized test scores are due no later than April 4, 2016

Please submit this completed form to your current school.

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

The above student is a candidate for admission to The Academy at Penguin Hall. The following information is requested to enable our admission committee to make a careful and fair decision. Please complete the form and attach an official transcript, which should, if possible, include last year's grades, as well as those from at least one marking period of the current academic year. In addition, please include the dates and results of any standardized aptitude and/or achievement tests taken by the candidate.

PARENT AUTHORIZATION \_\_\_\_\_

AS PARENT / GUARDIAN OF \_\_\_\_\_

I hereby authorize the release of any and all records of and information about this applicant to The Academy at Penguin Hall.

PARENT / GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### Registrar:

Please attach official transcripts including most recent grades and records. Please mail these documents directly to The Academy at Penguin Hall using the address listed below. Thank you for your assistance.



THE  
**ACADEMY**  
AT PENGUIN HALL,

36 Essex St  
Wenham, MA 01984  
978.468.6200  
[www.penguinhall.org](http://www.penguinhall.org)

attn: Office of Admission

## Recommendation Form

**To the student:** Please provide your name and address below before giving this form to an adult of your choice. Some possible choices might be a music teacher, a coach, or some other adult who you feel could offer insight about your qualifications as an applicant for The Academy at Penguin Hall. Please provide an envelope so that the person can sign across the seal to ensure confidentiality.

Student name \_\_\_\_\_

Address \_\_\_\_\_

Name of current school \_\_\_\_\_

**To the Recommender:** The student named above is a candidate for admission. The Admission Committee places considerable weight on the academic and personal qualifications of each student. Please answer the following questions to the best of your ability or, if necessary, write a recommendation on additional paper and send that to us. We would appreciate your most candid and thoughtful responses.

How well do you know the student academically?

---

---

---

As a person?

---

---

---

Briefly describe the context of your relationship with the student.

---

---

---

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_



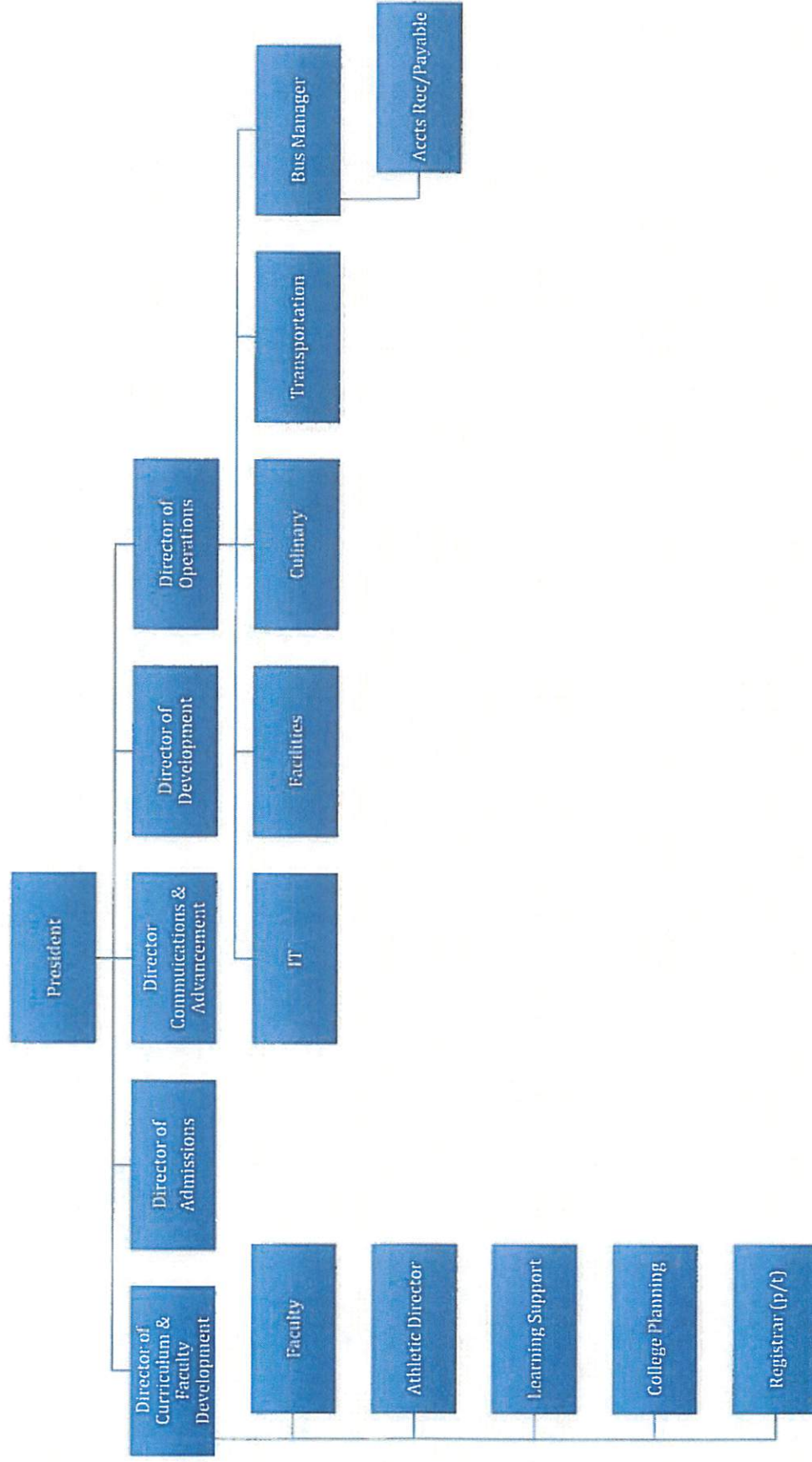
THE  
**ACADEMY**  
AT PENGUIN HALL

36 Essex St  
Wenham, MA 01984  
978.468.6200  
[www.penguinhall.org](http://www.penguinhall.org)

attn: Office of Admission



DRAFT APH Org Chart 3/17/16





# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

One Ashburton Place, Room 1717, Boston, Massachusetts 02108-1512

## ARTICLES OF AMENDMENT (General Laws, Chapter 180, Section 7)

Examiner

Name  
Approved

We, Mary Martins, \*President / \*Vice President,

and Mary Martins, \*Clerk / \*Assistant Clerk,

of The Wenham Academy, Inc.  
(Exact name of corporation)

located at 36 Essex Street, Wenham, MA 01984  
(Address of corporation in Massachusetts)

do hereby certify that these Articles of Amendment affecting articles numbered:

### ARTICLE I

(Number those articles 1, 2, 3, and/or 4 being amended)

of the Articles of Organization were duly adopted at a meeting held on January 15 20 16, by vote of:

1 members, 1 directors, or 1 shareholders\*\*.

☐ Being at least two-thirds of its members legally qualified to vote in meetings of the corporation; OR

☒ Being at least two-thirds of its directors where there are no members pursuant to General Laws, Chapter 180, Section 3; OR

☐ In the case of a corporation having capital stock, by the holders of at least two-thirds of the capital stock having the right to vote therein.

C ☐  
P ☐  
M ☐  
R.A. ☐

ARTICLE I: The exact name of the corporation is: The Academy at Penguin Hall, Inc.

\*Delete the inapplicable words.

\*\*Check only one box that applies.

Note: If the space provided under any article or item on this form is insufficient, additions shall be set forth on one side only of separate 8 1/2 x 11 sheets of paper with a left margin of at least 1 inch. Additions to more than one article may be made on a single sheet so long as each article requiring each addition is clearly indicated.

P.C.

The foregoing amendment(s) will become effective when these Articles of Amendment are filed in accordance with General Laws, Chapter 180, Section 7 unless these articles specify. In accordance with the vote adopting the amendment, a later effective date not more than thirty days after such filing, in which event the amendment will become effective on such later date.

Later effective date: \_\_\_\_\_

SIGNED UNDER THE PENALTIES OF PERJURY, this 18<sup>th</sup> day of January, 20 16

Gregory [Signature] President / Vice President

Gregory [Signature] Clerk / Assistant Clerk

Witness the my hand and seal:

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

January 20, 2016 05:19 PM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized 'G' at the end.

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*

# The Commonwealth of Massachusetts

William Francis Galvin  
Secretary of the Commonwealth

One Ashburton Place, Room 1717, Boston, Massachusetts 02108-1512

## ARTICLES OF ORGANIZATION

(General Laws, Chapter 180)

### ARTICLE I

The exact name of the corporation is:

The Wenham Academy, Inc.

### ARTICLE II

The purpose of the corporation is to engage in the following activities:

The corporation is organized and shall at all times be operated exclusively for religious, charitable, scientific, literary and educational purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, including, but only to the extent not inconsistent with the foregoing, providing secondary education for young women; and carrying on any other activities permitted by Massachusetts General Laws, Chapter 180. Notwithstanding any other provision of these articles, the corporation shall not operate for any purpose other than for its exempt purpose and shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

C ☐  
P ☐  
M ☐  
RA ☐

PC.

*Notes: If the space provided under any article or item on this form is insufficient, additions shall be set forth on one side only of separate 8 1/2 x 11 sheets of paper with a left margin of at least 1 inch. Additions to more than one article may be made on a single sheet so long as each article requiring each addition is clearly indicated.*

### ARTICLE III

A corporation may have one or more classes of members. If it does, the designation of such classes, the manner of election or appointments, the duration of membership and the qualification and rights, including voting rights, of the members of each class, may be set forth in the by-laws of the corporation or may be set forth below:

The corporation shall not have members.

### ARTICLE IV

\*\*Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the corporation, or of its directors or members, or of any class of members, are as follows:

Please see Continuation Sheet I.

### ARTICLE V

The by-laws of the corporation have been duly adopted and the initial directors, president, treasurer and clerk or other presiding, financial or recording officers, whose names are set out on the following page, have been duly elected.

\*\*If there are no provisions, state "None".

*Note: The preceding four (4) articles are considered to be permanent and may only be changed by filing appropriate Articles of Amendment.*

## ARTICLE VI

The effective date of organization of the corporation shall be the date approved and filed by the Secretary of the Commonwealth. If a later effective date is desired, specify such date which shall not be more than *thirty days* after the date of filing.

## ARTICLE VII

The information contained in Article VII is not a permanent part of the Articles of Organization.

a. The street address (post office boxes are not acceptable) of the principal office of the corporation in *Massachusetts* is:

36 Essex Street, Wenham, MA 01984

b. The name, residential address and post office address of each director and officer of the corporation is as follows:

	NAME	RESIDENTIAL ADDRESS	POST OFFICE ADDRESS
President:	Mary Martins	69 Cherry Street, Wenham, MA 01984	69 Cherry Street, Wenham, MA 01984
Treasurer:	Mary Martins	69 Cherry Street, Wenham, MA 01984	69 Cherry Street, Wenham, MA 01984
Clerk:	Mary Martins	69 Cherry Street, Wenham, MA 01984	69 Cherry Street, Wenham, MA 01984
Director: (or officers having the powers of director)	Mary Martins	69 Cherry Street, Wenham, MA 01984	69 Cherry Street, Wenham, MA 01984

c. The fiscal year of the corporation shall end on the last day of the month of *June*

d. The name and business address of the resident agent, if any, of the corporation is:

Mary Martins, 69 Cherry Street, Wenham, MA 01984

I/We, the below signed incorporator(s), do hereby certify under the pains and penalties of perjury that I/we have not been convicted of any crimes relating to alcohol or gaming within the past ten years. I/We do hereby further certify that to the best of my/our knowledge the above-named officers have not been similarly convicted. If so convicted, explain.

IN WITNESS WHEREOF AND UNDER THE PAINS AND PENALTIES OF PERJURY, I/we, whose signature(s) appear below as incorporator(s) and whose name(s) and business or residential address(es) are clearly typed or printed beneath each signature, do hereby associate with the intention of forming this corporation under the provisions of General Laws, Chapter 180 and do hereby sign these Articles of Organization as incorporator(s) this *24<sup>th</sup>* day of *November*, 20 *15*.

Mary Martins, 69 Cherry Street, Wenham, MA 01984

*Mary Martins*

*Note: If an existing corporation is acting as incorporator, type in the exact names of the corporation, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said corporation and the title below holds or other authority by which such action is taken.*

## ARTICLES OF ORGANIZATION

### Continuation Sheet I

#### Article IV

Other lawful provisions, if any for the conduct and regulation of the business and affairs of the corporation, etc.

---

- (a) The corporation shall have, and may exercise in furtherance of its corporate purposes, the following powers:
- (1) The corporation shall have perpetual succession in its corporate name.
  - (2) The corporation may sue and be sued.
  - (3) The corporation may have a corporate seal which it may alter at its pleasure.
  - (4) The corporation may elect or appoint directors, officers, employees and other agents, fix their compensation and define their duties and obligations, and indemnify such corporate personnel.
  - (5) The corporation may purchase, receive, take by grant, gift, devise, bequest, or otherwise lease, or acquire, own, hold, improve, employ, use, and otherwise deal in and with, real or personal property, or any interest therein, wherever situated in an unlimited amount.
  - (6) The corporation may solicit and receive contributions from any and all sources and may receive and hold, in trust or otherwise, funds received by gift or bequest.
  - (7) The corporation may sell, convey, lease, exchange, transfer, or otherwise dispose of, or mortgage, pledge, encumber or create a security interest in, all or any of its property, or any interest therein, wherever situated.
  - (8) The corporation may purchase, take, receive, subscribe for, or otherwise acquire, own, hold, vote, employ, sell, lend, lease, exchange, transfer, or otherwise dispose of, mortgage, pledge, use and otherwise deal in and with, bonds and other obligations, shares, or other securities or interests issued by others, whether engaged in similar or different business, governmental, or other activities.
  - (9) The corporation may make contracts, give guarantees and incur liabilities, borrow money at such rates of interest as the corporation may determine, issue its notes, bonds and other obligations, and secure any of its obligations by mortgage, pledge or encumbrance of, or security interest in, all or any of its property or interest therein, wherever situated.

- (10) The corporation may lend money, invest and reinvest its funds, and take and hold real and personal property as security for the payment of funds so loaned or invested.
  - (11) The corporation may do business, carry on its operations, and have offices and exercise the powers granted by Massachusetts General Laws, Chapter 180, as now in force or as hereafter amended, in any jurisdiction within or without the United States of America, provided that the corporation shall not engage, otherwise than as an insubstantial part of its activities, in activities which in themselves are not in furtherance of its tax exempt purposes under Section 501(c)(3) of the Internal Revenue Code.
  - (12) The corporation may make donations for religious, charitable, scientific, literary or educational purposes.
  - (13) The corporation may pay pensions, establish and carry out pension, savings, thrift and other retirement, incentive and benefit plans, trusts and provisions for any or all of its directors, officers, or employees.
  - (14) The corporation may be a partner in any business enterprise which it would have power to conduct by itself.
  - (15) The corporation may have and exercise all powers necessary or convenient to effect any or all of the purposes for which the corporation is formed; provided that no such power shall be exercised in a manner inconsistent with Massachusetts General Laws, Chapter 180, or any other chapter of the General Laws of The Commonwealth of Massachusetts or Section 501(c)(3) of the Internal Revenue Code.
- (b) The directors may (a) amend the Articles of Organization; (b) amend or repeal the By-Laws in whole or in part; (c) transfer substantially all of the corporation's assets to another corporation exempt from taxation under Section 501(c)(3) and described in Section 170(b)(1)(A) of the Internal Revenue Code, and formed for purposes similar to those of the corporation; (d) merge the corporation with another corporation or consolidate the corporation into a new corporation in accordance with the applicable provisions in Massachusetts General Laws Chapter 180; or (e) dissolve the corporation.
- (c) The corporation shall, to the extent legally permissible and only to the extent that the status of the corporation as an organization exempt under Section 501(c)(3) of the Internal Revenue Code is not affected thereby, indemnify each of its directors and officers and any person who serves at the request of the corporation as a director or officer of another organization or who serves at the request of the corporation in any capacity with respect to any employee benefit plan, against all liabilities and expenses, including amounts paid in satisfaction of judgments, in compromise, or as fines and penalties, and counsel fees reasonably incurred by him or her in connection with the defense or disposition of any action, suit, or other proceeding, whether civil or criminal, in which he or she may be involved or with which he or she may be threatened, while in



office or thereafter, by reason of his or her being or having been a director or officer of the corporation or a director or officer of another organization at the request of the corporation or serving in any capacity with respect to any employee benefit plan at the request of the corporation, except with respect to any matter as to which he or she shall have been adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his or her action was in the best interests of the corporation or, to the extent that such matter relates to service with respect to an employee benefit plan, in the best interests of the participants or beneficiaries of such employee benefit plan; provided, however, that as to any matter disposed of by a compromise payment by such person, pursuant to a consent decree or otherwise, no indemnification either for such payment or for any other expenses shall be provided unless such compromise shall be approved as in the best interests of the corporation, after notice that it involves such indemnification:

- (1) by a majority vote of a quorum consisting of disinterested directors;
- (2) if such a quorum cannot be obtained, then by a majority vote of a committee of the board of directors consisting of all the disinterested directors then in office;
- (3) if there are not two or more disinterested directors in office, then by a majority of the directors then in office, provided they have obtained a written finding by special independent legal counsel appointed by a majority of the directors to the effect that, based upon a reasonable investigation of the relevant facts as described in such opinion, the person to be indemnified appears to have acted in good faith in the reasonable belief that his or her action was in the best interests of the corporation (or to the extent that such matter relates to service with respect to an employee benefit plan, in the best interests of the participants or beneficiaries of such employee benefit plan); or
- (4) by a court of competent jurisdiction.

Expenses, including counsel fees, reasonably incurred by any such person in connection with the defense or disposition of any such action, suit, or other proceeding, may be paid from time to time by the corporation in advance of the final disposition thereof upon receipt of (a) an affidavit of such individual of his or her good faith belief that he or she has met the standard of conduct necessary for indemnification under this article; and (b) an undertaking by such person to repay the amounts so paid to the corporation if it is ultimately determined that indemnification is not authorized hereunder, which undertaking may be accepted without reference to the financial ability of such person to make repayment.

The right of indemnification hereby provided shall not be exclusive of or affect any other rights to which any director or officer may be entitled. Nothing contained herein shall affect any rights to indemnification to which corporate personnel other than directors or officers may be entitled by contract or otherwise under law. As used in this paragraph, the terms "directors" and "officers" include their respective heirs, executors, and administrators, and an "interested" director is one against whom in such capacity the

proceeding in question or another proceeding on the same or similar grounds is then pending.

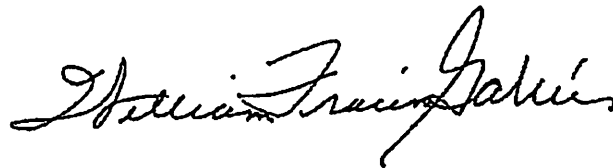
- (d) No part of the net earnings, properties or assets of the corporation, on dissolution or otherwise, shall be divided among or inure to the benefit of any officer or director of the corporation or any private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes described in Section 501(c)(3) of the Internal Revenue Code.
- (e) No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.
- (f) Notwithstanding any other provision of these Articles of Organization, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from federal income taxation under Section 501(c)(3) of the Code or by an organization to which contributions are deductible under Sections 170(c)(2) and 2055(a) of the Code.
- (g) It is intended that the corporation shall be entitled to exemption from federal income tax under Section 501(c)(3) of the Internal Revenue Code and shall not be a private foundation under Section 509(a) of the Internal Revenue Code. In the event that the corporation is a private foundation as that term is defined in Section 509(a) of the Internal Revenue Code, then notwithstanding any other provisions of the articles of organization, the following provisions shall apply:
  - (1) The directors shall distribute the income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code.
  - (2) The directors shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; nor retain any excess business holdings as defined in Section 4942(c) of the Internal Revenue Code; nor make any investments in such manner as to incur tax liability under Section 4944 of the Internal Revenue Code; nor make any taxable expenditure as defined in Section 4945(d) of the Internal Revenue Code.
- (h) Upon the liquidation or dissolution of the corporation, after payment of all of the liabilities of the corporation or due provision therefor, all of the assets of the corporation shall be distributed to one or more organizations exempt from taxation within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to a governmental unit referred to in Section 170(c)(1) of the Internal Revenue Code (or corresponding section of any future tax code) exclusively for public purposes.

- (i) No officer or director of the corporation shall be personally liable to the corporation for monetary damages for breach of fiduciary duty as an officer or director notwithstanding any provision of law imposing such liability; provided, however, that the foregoing provision shall not eliminate or limit the liability of an officer or director of the corporation: (1) for any breach of the officer's or director's duty of loyalty to the corporation, (2) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law, or (3) for any transaction from which the officer or director derived an improper personal benefit. The foregoing provision shall not eliminate or limit the liability of an officer or director of the corporation for any act or omission occurring prior to the date upon which the foregoing provision became effective. To the extent permitted by law, no amendment or deletion of the foregoing provision shall apply or be effective with respect to actions or omissions of any officer or director of the corporation occurring prior to the date said amendment or deletion became effective.
- (j) All references herein to the Internal Revenue Code shall be deemed to refer to the Internal Revenue Code of 1986, as now in force or as hereafter amended.

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears  
that the provisions of the General Laws relative to corporations have been complied with,  
and I hereby approve said articles; and the filing fee having been paid, said articles are  
deemed to have been filed with me on:

November 24, 2015 05:56 PM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized initial "W".

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*

**BY-LAWS**  
**OF**  
**THE WENHAM ACADEMY, INC.**

**SECTION 1**

**NAME, PURPOSES, LOCATION, CORPORATE SEAL AND FISCAL YEAR**

1.1 **Name and Purposes.** The name and purposes of the corporation shall be as set forth in the articles of organization.

1.2 **Location.** The principal office of the corporation in the Commonwealth of Massachusetts shall initially be located at the address set forth in the articles of organization. The directors may change the location of the principal office of the corporation in the Commonwealth of Massachusetts and establish such other office or offices as the directors may deem appropriate, effective upon the filing of a certificate of such change with the Secretary of the Commonwealth of Massachusetts.

1.3 **Corporate Seal.** The directors may adopt and alter the seal of the corporation.

1.4 **Fiscal Year.** The fiscal year of the corporation, unless otherwise decided by the directors, shall end on June 30 of each year.

**SECTION 2**

**NO MEMBERS**

The corporation shall have no members or classes of members. Any action or vote required or permitted by Massachusetts General Laws, Chapter 180, as the same now exists or may hereafter be amended, or by any other law, rule, or regulation, to be taken by members of the corporation shall be taken by action or vote of the same percentage of the directors of the corporation.

**SECTION 3**

**SPONSORS, BENEFACTORS, CONTRIBUTORS,  
ADVISORS, COMMITTEES, AND FRIENDS OF THE CORPORATION**

The directors may designate certain persons or groups of persons as sponsors, benefactors, contributors, advisors, committees or friends of the corporation or such other title as the directors deem appropriate. Such persons shall serve in an honorary or advisory capacity and, except as the directors shall otherwise designate, shall in such capacity have no right to notice or to vote at any meeting, shall not be considered for purposes of establishing a quorum, and shall have no other rights or responsibilities.

## SECTION 4

### BOARD OF DIRECTORS

4.1 Number and Election. The incorporator shall initially fix the number of directors and shall elect the number of directors so fixed. Thereafter, the directors at the annual meeting shall fix the number of directors and shall elect the number of directors so fixed. At any special or regular meeting of the directors, the directors then in office may increase the number of directors and elect new directors to complete the number so fixed, or they may decrease the number of directors, but only to eliminate vacancies existing by reason of the death, resignation, removal or disqualification of one or more directors.

4.2 Term of Office. Each director shall hold office until his successor is chosen and qualified, or until he or she sooner dies, resigns, is removed, or becomes disqualified.

4.3 Powers. The affairs of the corporation shall be managed and controlled by the directors, who shall have and may exercise all the powers of the corporation.

4.4 Committees. The directors may elect or appoint one or more committees (including an executive committee) and may delegate to any such committee or committees any or all of their powers, except the power to (a) authorize a petition for the dissolution of the corporation; (b) change the principal office of the corporation; (c) amend these by-laws; (d) elect officers and fill vacancies in any such offices; (e) change the number of the board of directors and fill vacancies in the board of directors; (f) remove officers or directors from office; or (g) authorize a merger. Any committee to which the powers of the directors are delegated shall consist solely of directors. Unless the directors otherwise designate, committees shall conduct their affairs in the same manner as is provided in these by-laws for the directors. The members of any committee shall remain in office at the pleasure of the directors.

4.5 Removal. A director may be removed from office with or without cause by the vote of the directors. A director may be removed with cause only after reasonable notice and opportunity to be heard before a body proposing to remove the director.

4.6 Resignation. A director may resign by delivering his or her written resignation to the president, treasurer or clerk of the corporation, to a meeting of the directors or to the corporation at its principal office. Such resignation shall be effective upon receipt, unless specified to be effective at some other time, and acceptance thereof shall not be necessary to make it effective unless it so states.

4.7 Vacancies. Any vacancy in the board of directors, except a vacancy resulting from enlargement which must be filled in accordance with Section 4.1, may be filled by the directors. Each successor shall hold office for the unexpired term of the director whose place is vacant or until he sooner dies, resigns, is removed or becomes disqualified. The directors shall have and may exercise all their powers notwithstanding the existence of one or more vacancies in their number.

4.8 Regular Meetings. Regular meetings of the directors may be held at any time and at any place within the United States as the directors may determine.

4.9 Special Meetings. Special meetings of the directors may be held at any time and at any place within the United States when called by the chairman of the board of directors, the president, or by two or more directors.

4.10 Notice of Meetings.

a. All Meetings. Reasonable notice of the time and place of each meeting of the directors shall be given to each director. Such notice need not specify the purposes of the meeting, unless otherwise required by law, the articles of organization of the corporation, or these by-laws.

b. Reasonable Notice. Except as otherwise expressly provided by law, the articles of organization of the corporation, or these by-laws, it shall be reasonable notice to a director to send notice by mail at least seventy-two (72) hours or by electronic mail or telecopier at least forty-eight (48) hours before the meeting addressed to him or her at his or her usual or last known business or residence address or to give notice to him or her in person or by telephone at least twenty-four (24) hours before the meeting.

c. Waiver of Notice. Whenever notice of a meeting is required, such notice need not be given to any director if a written waiver of notice, executed by him (or his or her attorney there unto authorized) before or after the meeting, is filed with the records of the meeting, or to any director who attends the meeting without protesting prior thereto or at its commencement the lack of notice to him. A waiver of notice need not specify the purposes of the meeting unless such purposes were required to be specified in the notice of such meeting.

4.11 Quorum. At any meeting of the directors a majority of the directors then in office shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the postponed meeting may be held without further notice.

4.12 Voting. When a quorum is present at any meeting, a majority of the directors present and voting may decide any question, including the election of officers, unless otherwise provided by law, the articles of organization or these by-laws.

4.13 Action by Consent. Any action required or permitted to be taken at any meeting of the directors may be taken without a meeting if all of the directors consent to the action in writing and such consents are filed with the records of the meetings of the directors. Such consents shall be treated for all purposes as votes at a meeting.

4.14 Participation by Telephone. Members of the board of directors or any committee designated thereby may participate in a meeting of the board or such committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at the meeting.

4.15 Compensation. Directors shall not receive compensation for their services, but may be reimbursed reasonable amounts on account of their expenses of attendance at meetings.

Directors shall not be precluded from serving the corporation in any other capacity and receiving reasonable compensation for any such services.

4.16 Chairman of the Board of Directors. The directors may elect from their own number a chairman. If a chairman is elected, he or she shall preside at all meetings of the directors, except as the directors shall otherwise determine, and shall have such other duties and powers as may be determined by the directors.

## SECTION 5

### OFFICERS

5.1 Number and Qualification. The officers of the corporation shall be a president, treasurer, a clerk and such other officers, if any, as the directors may elect. An officer may, but need not, be a director. The clerk shall be a resident of The Commonwealth of Massachusetts unless the corporation has a resident agent appointed to accept service of process. A person may hold more than one office at the same time. If required by the directors, any officer shall give the corporation a bond for the faithful performance of his duties in such amount and with such surety or sureties as shall be satisfactory to the directors.

5.2 Election. The president, treasurer and clerk shall be elected annually by the directors. All other officers, if any, may be elected by the directors at any time.

5.3 Term. The president, treasurer and clerk shall each hold office until his or her successor is chosen and qualified, and each other officer until his or her successor is chosen and qualified, unless a shorter period shall have been specified by the terms of his or her election or appointment, or in each case until he or she sooner dies, resigns, is removed or becomes disqualified.

5.4 President and Vice President(s). The president shall be the chief executive officer of the corporation, except as the directors may otherwise provide, and, subject to the control of the directors, shall have general charge and supervision of the affairs of the corporation. The president also shall have such other duties and powers as the directors may determine. If no chairman of the board is elected, or in the absence of the chairman, the president shall preside at all meetings of the directors, except as the directors otherwise determine.

The vice president or vice presidents, if any, shall have such duties and powers, as the directors shall determine. The vice president, or first vice president, if there is more than one, shall have and may exercise all the powers and duties of the president during the absence of the president or in the event of his or her inability to act.

5.5 Treasurer and Assistant Treasurer. The treasurer shall be the chief financial officer of the corporation. The treasurer shall, subject to the direction of the directors, be in charge of the financial affairs of the corporation and shall keep full and accurate records thereof. The treasurer shall have such other duties and powers as the directors shall determine. In the absence of the treasurer, or in the event of the treasurer's inability to act, the assistant treasurer, if any, shall have and may exercise all of the powers and duties of the treasurer.



5.6 Clerk and Assistant Clerk. The clerk shall record and maintain records of all proceedings of the directors in a book or books kept for that purpose, which book or books shall be kept within the Commonwealth of Massachusetts at the principal office of the corporation or at the office of its clerk or of its resident agent and shall be open at all reasonable times to the inspection of any members. Such book or books shall also contain records of all meetings of incorporators and the original, or attested copies, of the articles of organization and by-laws and the names of all directors and the address of each. In the absence of the Clerk from any meeting of the stockholders or from any meeting of the Board of Directors, the Assistant Clerk, if one be elected, or, if there be more than one, the one designated for the purpose by the Board of Directors, and otherwise a temporary Clerk designated by the person presiding at the meeting, shall perform the duties of the Clerk. Any Assistant Clerks shall have such other powers and duties as the Board of Directors may decide.

5.7 Removal. Any officer may be removed from office with or without cause by the vote of a majority of the directors then in office. An officer may be removed for cause only after reasonable notice and opportunity to be heard before the directors.

5.8 Resignation. Any officer may resign by delivering his written resignation to the president, treasurer or clerk of the corporation, to a meeting of the directors, or to the corporation at its principal office. Such resignation shall be effective upon receipt, unless specified to be effective at some other time, and acceptance thereof shall not be necessary to make it effective unless it so states.

5.9 Vacancies. If the office of any officer becomes vacant, the directors may elect a successor. Each such successor shall hold office for the unexpired term of the officer whom he or she replaced, and, in the case of the president, treasurer and clerk, until his or her successor is chosen and qualified, and in each case until he or she sooner dies, resigns, is removed or becomes disqualified.

## SECTION 6

### MISCELLANEOUS

6.1 Execution of Instruments. Except as the directors may generally, or in particular cases otherwise determine, all deeds, leases, contracts, bonds, notes, checks, drafts and other instruments or obligations authorized to be made, accepted or endorsed by an officer of the corporation on its behalf shall be signed and, as required, sealed, acknowledged and delivered by the president or treasurer.

6.2 No Personal Liability. No director or officer of the corporation shall be personally liable for any debt, liability or obligation of the corporation. All persons, corporations or other entities extending credit to, contracting with, or having any claim against the corporation may look only to the funds and property of the corporation for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the corporation.

## **SECTION 7**

### **AMENDMENTS**

These by-laws may at any time be altered, amended or repealed, in whole or in part, by vote of a majority of the directors.

## **SECTION 8**

### **RACIAL NONDISCRIMINATION POLICY**

The corporation admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the corporation's school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Adopted November 24, 2015



Department of the Treasury  
Internal Revenue Service

OGDEN UT 84201-0046

In reply refer to: 0423274550  
Mar. 08, 2016 LTR 252C 0  
81-0729618 000000 00  
00005606  
BODC: SB

THE ACADEMY AT PENGUIN HALL INC  
% MARY MARTINS  
36 ESSEX ST  
WENHAM MA 01984-1710

013196

Taxpayer Identification Number: 81-0729618

Dear Taxpayer:

Thank you for the inquiry dated Jan. 22, 2016.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at [www.irs.gov](http://www.irs.gov) or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Sincerely yours,

A handwritten signature in black ink that reads "Brett S. Bemenderfer".

Brett S. Bemenderfer  
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):  
Copy of this letter

## **Report on a Visit to the Academy at Penguin Hall**

**February 24, 2016**

I spent an hour and a half today at the Academy at Penguin Hall. I met with Phyllis Morrison, Head of School of Nazareth Academy; Joe Luna, Board Chair of Nazareth Academy; Molly Martins, Head of School and Co-Founder of the Academy at Penguin Hall, Al Martins, Co-Founder of the Academy at Penguin Hall; and senior staff.

The Academy at Penguin Hall has a great facility, strong finances, good community support, and a very strong commitment to developing a great school for girls north of Boston. They are actively recruiting, interviewing, showing the facility with good response and a realistic shot at opening in the fall with 100 students.

The partnership/merger with Nazareth Academy is real. Nazareth has been looking for a partner for three years – recognizing that they weren't going to make it where they are long term. At the same time, they have built ties with the alumni of the former Nazareth school, have themselves compiled a college record of which to be proud, and have fought fiercely for a girls' school option. The tie between the two schools now is a common vision about girls' education and the opportunity to pool resources. Nazareth has fewer financial resources, but it brings history, a potentially large alumni base (including the previous Nazareth), the record of success of its girls, a beginning place for curriculum, and experience with all the challenges.

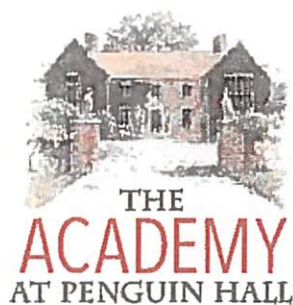
There is no doubt in my mind that this is a legitimate merger, not a sale of accreditation. I suggest we request they send NEASC a letter, signed by the current chairs of both boards, that states that:

1. Nazareth Academy and the Academy at Penguin Hall are pooling resources and merging to form one outstanding school for girls north of Boston. A date for the merger should be included.
2. Both boards are satisfied that the schools share a vision and sense of mission that is fully compatible and that will guide the new entity.
3. The current students at Nazareth Academy will be given automatic admission to the new school.
4. The final organization of the merger will be one non-profit school, the Academy at Penguin Hall, and the school will be governed by a board that, at least initially, includes representation from both schools.

When we receive such a letter, I recommend we extend the NEASC accreditation of Nazareth Academy to the Academy at Penguin Hall, effective on the stated date of the merger, with the understanding that the school remains on Warning, that the Commission will review enrollment and finances in June, and that a Substantive Change Report will be required at the end of the first full year of operation.

I believe that we should support a very positive endeavor that will give Nazareth Academy continuing life and will help to launch a powerful initiative at the Academy at Penguin Hall.

**Bill Bennett, Director of the Commission on Independent Schools, NEASC**



educate ~ enlighten ~ empower

**1. Population to Be Served**

- a. The Academy at Penguin Hall is a private college preparatory school for young women in grades 9 through 12. Regardless of their economic background, our students have access to the best teachers and technology to learn the skills they need to be tomorrow's leaders and innovators.
- b. In addition to our application our admissions criteria include: Transcripts from current school, any standardized test results, recommendation from English, Math and additional educator or coach. Finally, we ask for a 2-3-minute video presentation telling us of the students unique gifts, interests and talents.

**2. Physical Plant/Safety**

- a. The Academy at Penguin Hall has current Certificate of Occupancy, passed all fire and safety inspections, elevator inspections and is compliance with applicable federal and state health and safety standards. Annually as renovations are made all applicable regulations will be followed and inspections will be maintained.

**3. Curriculum**

- a. Our curriculum offered is "equivalent" to that offered in the local school system and can be reviewed in our 2016-2017 program of study.
- b. We provide a student-centered, diverse and challenging educational experience, enhanced by a project-based philosophy that enables comprehensive study through the integration of meaningful student research, collaboration, communication, confidence, creativity, and life-changing service learning.
- c. The Academy of Penguin Hall's program to educate, enlighten and empower the whole person is focused on six areas of development: Academics, Arts, Athletics, Community, Spiritual Life and Service.

**4. Educational Materials**

- a. Methods of research, communication, organization and development are constantly changing. To prepare students for life beyond high school, they must be familiar with the latest technological tools. The latest technology is available on each student and teacher iPad or laptop. Classbooks and other traditional textbooks and other educational materials will be used as teaching and learning

resources. Teachers may incorporate Adobe Creative Suite in many classroom projects. Students and faculty receive hands-on software training and individualized technology support. Students will typically utilize computers and the Internet, as well as interactive whiteboards, digital cameras, video cameras, associated editing equipment, and specialty software. The Academy at Penguin Hall understands that access to technology should not be a financial burden to our families. Therefore, we provide needed materials and equipment.

#### **5. School Staff**

- a. Teachers at The Academy at Penguin Hall foster a lifelong love of learning, spark curiosity, encourage students to make good choices, and serve as role models. They deliver their content expertise to their assigned classes so that all students have rigorous and inclusive access to the curriculum and instruction every day to meet their learning goals.
- b. Our founding teachers are committed to engaging students and facilitating deep learning through project based and inquiry curriculum, rather than merely preparing students for standardized tests. They join a thoughtful, fun, and entrepreneurial organization dedicated to developing the competence and confidence of young women within a nurturing yet challenging community.
- c. Teacher Qualifications: All teachers shall hold a minimum of a bachelors degree, however advanced degrees are preferred.
- d. The Student Teacher ratio is 10:1
- e. The staff will be evaluated through several different means including: classroom observation, performance review, committee work, professional goals and adherence to a professional development schedule.
- f. The Director of Faculty Development will review criminal offender record information (CORI) and fingerprinting.

#### **6. Administration**

- a. Please see attached organizational chart in regard to our clearly defined structure that facilitates all its objectives.

#### **7. Records**

- a. The school maintains a School Information System (SIS) for school records, leveraging a platform. (e.g., Blackbaud or another operating system).
- b. Student records are secured and organized in a manner that is consistent with state and federal laws.

- c. All transcripts will be released in a timely manner with individual requests and college deadlines. Transcripts will be generated through our SIS.
- d. The school is prepared efficiently to transfer transcripts of all students and former students to the DOE as well as new institutions that students plan to attend.

**8. Student Services**

- a. The school provides adequate pupil personnel services for all students such as health care procedures, guidance and counseling programs as well as discipline policy all found in The Academy at Penguin Hall Student Handbook.

**9. Financial Support**

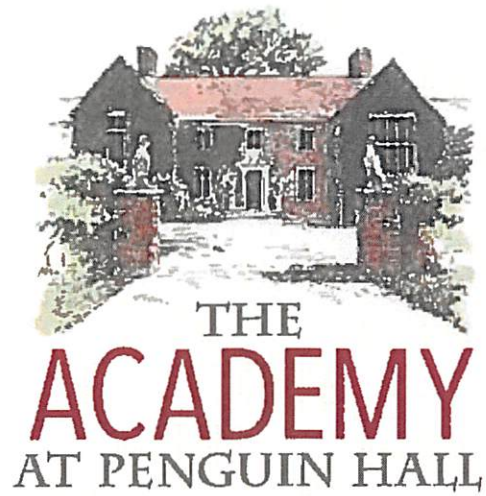
- a. The school provides evidence of financial solvency and resources to sustain the educational programs as evidenced in our operating plan.
- b. The Academy at Penguin Hall is incorporated in the state of Massachusetts as a 501(c) 3. Articles of organization and bylaws are provided.

**10. Student Learning Time**

- a. The Academy at Penguin Hall will exceed the 900/990-hour minimum of structured learning time. The average school day of The Academy at Penguin Hall will be 7 hours. Our day starts at 8:00am and ends at 4:00pm. The school calendar will generally follow that of the public schools. Please see attached.

**11. Student Performance**

- a. Students will be graded quarterly. Mid-quarter warnings will be issued if a student is not meeting standards. A variety of assessments including tests, projects and presentations will be implemented to ascertain knowledge and skill set.



educate ~ enlighten ~ empower

2016-2017

Program of Study



## Introduction

The purpose of this Program of Studies is to provide our students and their parents with a description of the courses offered at The Academy at Penguin Hall. Students follow a prescribed course of studies and are placed in the appropriate class based on recommendations of the previous year teacher, guidance counselor and prior grades.

**The Academy at Penguin Hall reserves the right to make changes in courses, program requirements, policy, and regulations as circumstances, funding, and enrollment dictate. There is no guarantee that any course listed in this Program of Studies will be offered in any given semester.**

Students are required to complete 24 credits for graduation one of which must be a VHS course. Each student is expected to carry six major credits yearly. Any changes in this requirement must be approved by the Administration. The following are course requirements for all students.

Subject	Number of Years	Number of Credits
Theology	4	4
English	4	4
History (World and two years United States History)	3-4	3-4
Mathematics (Algebra I, Geometry, Algebra II)	4	4
World Languages	3	3
Science (Biology and Chemistry required)	3	3
Fine Arts	2 semesters	$\frac{1}{2}$ (1/4 each)
Health Education	2 semesters	1 (1/2 each)
Computer Science	2 semesters	1 (1/2 each)

<b>Subject</b>	<b>Freshmen</b>	<b>Sophomore</b>	<b>Junior</b>
<b>English</b>	Intro to World Literature	World Literature	American Literature
<b>Math</b>	Algebra 1 Geometry	Geometry Algebra 2	Algebra 2 Precalculus
<b>History/ Social Sciences</b>	World History	US History 1 US History 1 (Pre-AP)	US History 2 AP US History European History
<b>World Language</b>	Spanish 1 Spanish 2 French 1 French 2 ESL (required for Int'l students)	Spanish 2 Spanish 3 French 2 French 3 ESL (required for Int'l students)	Spanish 3 Spanish 4 French 3 French 4 ESL (required for Int'l students)
<b>Science</b>	Intro to Physics	Chemistry	Physics Anatomy & Physiology Biochem / Pathophys/ TX Biology
<b>Theology</b>	Theology 1	Theology 2	Theology 3
<b>Fine Arts</b>	Concert Choir	Music History Studio Art	Concert Choir Studio Art Art History
<b>Health &amp; Wellness</b>	Wellness	Wellness	Wellness
<b>Computer Science</b>		Computer Science 1	Computer Science 2

## Four Year Course of Study at The Academy at Penguin Hall

## Theology Department

**Course:** Theology 1 Jesus in Scripture/Who is Jesus Christ

**Grade Level:** 9

**Weight:** College Prep

**Prerequisites:** none

**Course Description:** This course explores the Gospels, the religious and political world of Jesus, His parables and miracles. In addition, this course will study Who Jesus is and what He did based on historical facts as recorded in the scriptures and the Catholic faith.

**Course:** Theology 2 The Mission of Jesus Christ: The Pascal Mystery/Jesus' Mission continues in the Church

**Grade Level:** 10

**Weight:** College Prep

**Prerequisites:** none

**Course Description:** The purpose of the first part of this course is to help students understand all that God has done for us through his Son, Jesus Christ. Students will learn that they share in redemption through Jesus Christ Who gave Himself for all humanity in His passion, death, and resurrection. In the second part of the course the students learn that in and through the Church they encounter the living Jesus Christ in the sacramental economy, through the work of the Holy Spirit, and as part of the one Body of Christ which is the Church.

**Course:** Theology 3 Morality/Catholic Social Justice

**Grade Level:** 11

**Weight:** College Prep

**Prerequisites:** none

**Course Description:** In order for a student to move toward understanding of the

Church's teachings, they must engage in honest dialogue. This course provides students with the opportunity to explore how Christian (Catholic) morality calls each of us to responsible relationships with God, ourselves and others. The Church supports and guides us in being faithful to Jesus and his law of love. The course ending focuses on awareness of the world and the student's role in it.

**Course:** Theology 4 World Religions/Vocations

**Grade Level:** 12

**Weight:** College Prep

**Prerequisites:** none

**Course Description:** In the first part of this course students understand the manner in which the Catholic Church relates to non-Catholic and non-Christian religions through the world by understanding the teachings, practice, and traditions of world religions as compared to Catholicism. The course ending focuses on exploring vocations in order to open the student's awareness to the various paths to which God calls; the student, therefore, in studying vocations, further explores God's call to live as a witness of faith in the world and the student's role in it.

---

## English Department

**Course:** Introduction to World Literature (English 9)

**Grade Level:** 9

**Weight:** College Prep/ Honors

**Prerequisites:** none

**Course Description:** This course introduces students to the different forms of literature from around the world. These include poetry, the short story, the novel, drama and

creative nonfiction. Emphasis is placed on literary terminology, devices, structure and interpretation. Vocabulary and grammar are integral parts of the course. Students receive extensive practice in the writing process, developing prewriting, writing and editing skills.

**Course:** World Literature (English 10)

**Grade Level:** 10

**Weight:** College Prep

**Prerequisites:** Recommendation of the English 9 Teacher

**Course Description:** This course explores the development of the self and the increasing importance of the individual in literature. Students will read texts by a variety of authors from Chinua Achebe to Charles Dickens to Amy Tan. In addition to these literary works, students investigate diaries, journals, letters, speeches, essays, and autobiographical writings. Writing focuses on poetry and its changes to modern free verse. Students explore writing forms beginning with reading responses and progressing to reviews, research, and critical analysis.

**Course:** World Literature (English 10)

**Grade Level:** 10

**Weight:** Honors

**Prerequisites:** Recommendation of the English 9 Teacher

**Course Description:** This course explores the development of the self and the increasing importance of the individual in literature. Students will read texts by a variety of authors from Chinua Achebe to Charles Dickens to Amy Tan. In addition to these literary works, students investigate diaries, journals, letters, speeches, essays, and autobiographical writings. Writing focuses on poetry and its changes to modern

free verse. Students explore writing forms beginning with reading responses and progressing to reviews, research, and critical analysis. The topics in the Honors Course are covered at a more sophisticated and comprehensive level than College Prep World Literature.

**Course:** American Literature (English 11)

**Grade Level:** 11

**Weight:** College Prep

**Prerequisites:** Recommendation of the English 10 Teacher

**Course Description:** This course provides a survey of 19th, 20th, and 21st century American Literature. The works studied closely examine the themes of the American Dream, the American Experience, search for identity, and morality and justice. Particular attention is paid to the myriad of cultures and ethnicities represented in the United States. In conjunction with literary analysis, the course focuses on writing techniques and genres, which include a research paper. Required authors include: Hemingway, Miller, Tan, Hansberry, Poe, Fitzgerald, and Salinger.

**Course:** American Literature (English 11)

**Grade Level:** 11

**Weight:** Honors

**Prerequisites:** Recommendation of the English 10 Teacher

**Course Description:** This course explores similar themes as College Prep Modern American Literature while working at a more erudite level. This course requires more rigorous critical thinking and writing skills from the students. The Honors course also requires the writing of a research paper. In addition to in-class reading, students will be expected to read a variety of texts outside of class. Required authors include:

Hemingway, Miller, Tan, Hansberry, Poe, Fitzgerald, and Chopin.

**Course:** British Literature (English 12)

**Grade Level:** 12

**Weight:** College Prep

**Prerequisites:** Recommendation of the English 11 Teacher

**Course Description:** This course provides a survey of selected works in British literature from the beginnings to the Modern Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry and drama. Students will also read some world literature as a comparison to British literature. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Writing well is emphasized and students will write a variety of essays, including college essays, personal essays, a research paper, and analyses of various forms of literature. Individual consultations with the teacher in writing workshops will help the students hone their writing skills for college. Students continue to study vocabulary and grammar is covered as needed.

**Course:** British Literature (English 12)

**Grade Level:** 12

**Weight:** Honors

**Prerequisites:** Recommendation of the English 11 Teacher

**Course Description:** This course provides a survey of selected works in British literature from the beginnings to the Modern Period, but at a more advanced level and faster pace than College Preparatory. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry and drama. Students will also

read some world literature as a comparison to British literature. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Writing well is emphasized and students will write a variety of essays, including college essays, personal essays, a research paper, and analyses of various forms of literature. Individual consultations with the teacher in writing workshops will help the students hone their writing skills for college. Students continue to study vocabulary and grammar is covered as needed.

---

## History/Social Sciences Department

**Course:** World History

**Grade Level:** 9

**Weight:** College Prep

**Prerequisites:** none

**Course Description:** This course commences with the fall of the Roman world and culminates with the key issues of the contemporary world. The major themes of the course include the collapse of the Roman Empire, the Dark Ages, feudalism and the Medieval Era, the Crusades, the Renaissance, the Scientific Revolution, the Reformation and the emergence of modernity in Europe. The course will then offer a study of the African, Islamic, Indian subcontinent and Far Eastern civilizations that flourished during the time Europe was experiencing the feudal way of life. Attention will be given to the Enlightenment, the French Revolution, the Revolutions of 1848, nationalism, the emergence of constitutional government

**Course:** World History

**Grade Level:** 9

**Weight:** Honors

**Prerequisites:** Eligibility based on results of placement exam

**Course Description:** This course commences with the fall of the Roman world and culminates with the key issues of the contemporary world. The major themes of the course include the collapse of the Roman Empire, the Dark Ages, feudalism and the Medieval Era, the Crusades, the Renaissance, the Scientific Revolution, the Reformation and the emergence of modernity in Europe. The course will then offer a study of the African, Islamic, Indian subcontinent and Far Eastern civilizations that flourished during the time Europe was experiencing the feudal way of life. Attention will be given to the Enlightenment, the French Revolution, the Revolutions of 1848, nationalism, the emergence of constitutional government.

**Course:** US History 1

**Grade Level:** 10

**Weight:** College Prep

**Prerequisites:** Recommendation of World History Teacher

**Course Description:** The evolution of the human experience is traced from the Enlightenment and Industrial Revolution in the early 19th Century. The nature of the social systems, cultures, and economic transformations, role of religion, education, and criminal justice in the development of modern cultures will be explored. Topics of study for the 20th Century include the collapse of colonial empires, significance and consequences of various 20th Century wars, and global industrial development. Political ideologies, such as Fascism,

Communism, Leninism, Stalinism, and Nazism will be explored.

**Course:** US History 1

**Grade Level:** 10

**Weight:** Honors (Pre-AP)

**Prerequisites:** Recommendation of World History Teacher

**Course Description:** The evolution of the human experience is traced from the Enlightenment and Industrial Revolution in the early 19th Century. The nature of the social systems, cultures, and economic transformations, role of religion, education, and criminal justice in the development of modern cultures will be explored. Topics of study for the 20th century include the collapse of colonial empires, significance and consequences of various 20th Century wars, and global industrial development. Political ideologies, such as Fascism, Communism, Leninism, Stalinism, and Nazism will be explored. For Honors students, the material listed above will be covered in- depth with significant emphasis on reading, research and writing.

**Course:** U.S. History 2

**Grade Level:** 11

**Weight:** College Prep

**Prerequisites:** Recommendation of US History 1 Teacher

**Course Description:** Beginning with Industrialization and the Gilded Age in the U.S., the American experience is traced through modern times. Students will examine progressive response to industrialization, growth of U.S. imperialism, WWI, the Roaring Twenties, and the Great Depression. Students will study WWII and its impact on U.S. foreign relations during the Cold War. The post-war years will include particular

attention to popular culture and politics, the Civil Rights Movement, and social upheaval during the Vietnam War. The course will end with an in-depth look at the late 20th Century presidencies of Nixon, Ford, Carter, Reagan, Bush and Clinton. Also, themes for the 21st Century

**Course:** U.S. History 2

**Grade Level:** 11

**Weight:** Honors

**Prerequisites:** Recommendation of US History 1 Teacher

**Course Description:** Beginning with Industrialization and the Gilded Age in the U.S., the American experience is traced through modern times.

Students will examine progressive response to industrialization, growth of U.S. imperialism, WWI, the Roaring Twenties, and the Great Depression. Students will study WWII and its impact on U.S. foreign relations during the Cold War. The post-war years will include particular attention to popular culture and politics, the Civil Rights Movement, and social upheaval during the Vietnam War. The course will end with an in-depth look at the late 20th Century presidencies of Nixon, Ford, Carter, Reagan, Bush, and Clinton, and themes for the 21st Century. For Honors students, the material listed above will be covered in-depth with significant emphasis on reading, research and writing.

**Course:** AP U.S. History

**Grade Level:** 11, 12

**Weight:** Advanced Placement

**Prerequisites:** A- average in all previous history courses and departmental approval.

**Course Description:** Beginning with Industrialization and the Gilded Age in the

U.S., the American experience is traced through modern times.

Students will examine progressive response to industrialization, growth of

U.S. imperialism, WWI, the Roaring Twenties, and the Great Depression.

Students will study WWII and its impact on U.S. foreign relations during the Cold War.

The post-war years will include particular attention to popular culture and politics, the Civil Rights Movement, and social upheaval during the Vietnam War. The course will

end with an in-depth look at the late 20th

Century presidencies of Nixon, Ford, Carter,

Reagan, Bush, and Clinton, and themes for

the 21st Century. This course is designed to

prepare students for the AP exam. Special

focus is placed on interpreting primary

source documents and writing analytical essays.

**Course:** Social Justice

**Grade Level:** 12

**Weight:** College Prep

**Prerequisites:** None (Elective)

**Course Description:** This course will explore the concept of social justice, its definition, historical denial to certain groups and the possible pathways to achieving equal opportunity as guaranteed by the Constitution. It will rely heavily on the analysis of news programs, and certain movies will be studied around the theme of social justice. Discussion and follow up written analysis will be a major aspect of the course

**Course:** Economics

**Grade Level:** 11, 12

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** In this yearlong course, the student will gain an understanding of basic economic principles of both micro and macroeconomics. Emphasis is placed on important social issues and real world problems of our time, along with a demonstration of how simple economic tools can be used to analyze them. A representative, but not all inclusive, sample of concepts and topics covered includes; supply and demand, government policies, taxation, different types of product markets, labor markets, inflation, unemployment, the banking system, monetary and fiscal policy.

**Course:** Psychology

**Grade Level:** 12

**Weight:** College Prep

**Prerequisites:** None (Elective)

**Course Description:** This course introduces the student to major schools and concepts of psychology. By exploring human behavior and experience, the student becomes familiar with differing theories, Freudian analysis, social-environmental approaches, motivation, perception, memory, learning, emotions, and stress.

**Course:** European History

**Grade Level:** 12

**Weight:** Honors

**Prerequisites:** Departmental Approval

**Course Description:** Honors European History places heavy emphasis on the use of primary documents, college level lectures, thesis formation and document based questions. The time frame of the course spans the Fourteenth Century to post World War II Era. The entire continent of Europe is examined as well as Europe's influence throughout the world.

Thus, the course has a global reach that spans seven centuries of political, economic and culture development.

---

## **World Languages**

**Course:** English as a Second Language (ESL)

**Grade Level:** 9-12

**Weight:** College Prep

**Prerequisites:** Required for all International Students. Taken as a World Language requirement.

**Course Description:** This course is designed for lower intermediate to intermediate level non-native English speakers. It focuses on developing student's communication skills in English. Students will develop skills to improve vocabulary, grammar, reading comprehension and pronunciation with a heavy focus on academic writing. Additionally, students will develop skills to understand the thoughts and experiences of others as well as skills for self-expression through discussions and oral and written presentations. Classes are designed to promote active language use through small group and large group work that requires collaboration and participation. Course materials include writings, grammar exercises, reading excerpts and topics that enable students to explore social and cultural differences.

**Course:** Spanish I

**Grade Level:** 9

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** This course provides the foundation for the student to pursue a



three or four-year study of the language. The goal of the course is to develop the student's ability in the basic skills of oral comprehension, speaking, reading and writing systematically and progressively. Attention is given to basic grammatical structures and audio-lingual development. The students are also exposed to the culture, customs, and geography of the Spanish speaking countries.

**Course:** Spanish 2

**Grade Level:** 10

**Weight:** College Prep

**Prerequisites:** Successful completion of Spanish 1

**Course Description:** This course combines a review of Spanish I with the introduction of new vocabulary and grammatical points, including the preterit, imperfect and future verb tenses. Interactive communication is stressed. English will be used as little as possible to encourage proficiency in Spanish. Students will continue to be exposed to the culture and customs of Spanish speaking countries.

**Course:** Spanish 2

**Grade Level:** 10

**Weight:** Honors

**Prerequisites:** B+ average in Spanish 1/Departmental Approval

**Course Description:** This course offers the accelerated student a faster paced as well as a more intensive study of the Spanish language. Students at this level are expected to cover material in more depth. Communication is stressed. English will be used as little as possible to encourage proficiency in Spanish. Students will be exposed to the culture and customs of Spanish speaking countries.

**Course:** Spanish 3

**Grade Level:** 11

**Weight:** College Prep

**Prerequisites:** Successful completion of Spanish 2

**Course Description:** Advancement toward proficiency is the focus of this course. Students are introduced to Spanish and Latin American short stories. Through the readings and classroom discussions, students will increase their Spanish vocabulary, their oral proficiency, and their knowledge of the culture of Spanish speaking countries.

**Course:** Spanish 3

**Grade Level:** 11

**Weight:** Honors

**Prerequisites:** B+ average in Spanish 2/Departmental Approval

**Course Description:** Advancement toward proficiency is the focus of this course. Students are introduced to Spanish and Latin American short stories. Through the readings and classroom discussions, students will increase their Spanish vocabulary, their oral proficiency, and their knowledge of the culture of Spanish speaking countries. The honors level students must perform at a more intense level.

**Course:** Spanish 4

**Grade Level:** 12

**Weight:** College Prep

**Prerequisites:** B+ average in Spanish 3/Departmental Approval

**Course Description:** Fourth year students will review all Spanish grammar. They will increase their proficiency in the spoken and written language through the readings of selected Spanish and Latin American Authors. Daily conversations about literature and other topics are expected.

**Course:** Spanish 4

**Grade Level:** 12

**Weight:** Honors

**Prerequisites:** B+ average in Spanish  
3/Departmental Approval

**Course Description:** Fourth year students will review all Spanish grammar. They will increase their proficiency in the spoken and written language through the readings of selected Spanish and Latin American Authors. Daily conversations about literature and other topics are expected. The honors level students must perform at a more intense level.

**Course:** French 1

**Grade Level:** 9

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** Students will begin their study of the French language by developing basic reading, writing, listening, and speaking skills. They will learn to communicate about subjects relevant to their everyday lives (introducing and describing themselves, school, family, leisure activities, and shopping for clothes and food). They will also study the culture of France and other francophone countries through art, music, and film.

**Course:** French 2

**Grade Level:** 10

**Weight:** College Prep

**Prerequisites:** Successful Completion of French 1

**Course Description:** Students will build on the skills acquired in French 1 and expand their vocabulary, as well as learn new verb tenses to be able to discuss present, past, and future events. This course will continue to develop students' proficiency in the four

target areas of reading, writing, listening, and speaking. Students will expand their knowledge of French and francophone cultures through art, music, and film.

**Course:** French 2

**Grade Level:** 10

**Weight:** Honors

**Prerequisites:** B+ average in French  
1/Departmental Approval

**Course Description:** Students will build on the skills acquired in French 1 and expand their vocabulary, as well as learn new verb tenses to be able to discuss present, past, and future events. This course will continue to develop students' proficiency in the four target areas of reading, writing, listening, and speaking. Students will expand their knowledge of French and francophone cultures through art, music, and film. Students in honors level courses should expect to cover the material in greater depth, with greater intensity and at a faster pace.

**Course:** French 3

**Grade Level:** 11

**Weight:** College Prep

**Prerequisites:** Successful completion of French 2

**Course Description:** This is a transitional course to prepare students for the study of French literature. Class will be conducted primarily in French.

Students will learn new vocabulary at a faster pace and be able to communicate in situations that may arise when traveling to a French-speaking country (vacation activities, shopping, airplane and train travel, hotel stays). By the end of the course they will have mastered all major verb tenses. There is an increased emphasis on writing through regular journal entries and compositions. Students will also study

French history and begin studying literature through poetry and short stories.

**Course:** French 3

**Grade Level:** 11

**Weight:** Honors

**Prerequisites:** B+ average in French 2/Departmental Approval

**Course Description:** This is a transitional course to prepare students for the study of French literature. Class will be conducted primarily in French.

Students will learn new vocabulary at a faster pace and be able to communicate in situations that may arise when traveling to a French-speaking country (vacation activities, shopping, airplane and train travel, hotel stays). By the end of the course they will have mastered all major verb tenses. There is an increased emphasis on writing through regular journal entries and compositions. Students will also study French history and begin studying literature through poetry and short stories. Students in honors level courses should expect to cover the material in greater depth, with greater intensity, and at a faster pace.

**Course:** French 4

**Grade Level:** 12

**Weight:** College Prep

**Prerequisites:** Successful completion of French 3

**Course Description:** This course includes a thorough review of grammar previously taught, as well as the introduction to more advanced grammatical concepts. The students will view French films, and read French literature.

Conversation is expected to be at a proficient level.

**Course:** French 4

**Grade Level:** 12

**Weight:** Honors

**Prerequisites:** B+ average in French 3/Departmental Approval

**Course Description:** This is an upper-level course that requires a strong level of language proficiency (mastery of vocabulary and grammar from

French 3, plus ability to learn new vocabulary through context). The class will be conducted entirely in French. This course is an introduction to French literature.

Students will read poetry, plays, short stories, and novels from a wide range of time periods in the original French. New vocabulary will be taken directly from these texts and advanced grammatical structures will be presented and explained as needed. However, emphasis will be on written analysis and oral discussion of the literary texts being studied, rather than thematic vocabulary and grammar units. French art, music, and film will be used to supplement the study of literature.

---

## **Mathematics Department**

(Texas Instruments TI-83 or TI-84 Graphing Calculators are required for all mathematics courses.)

**Course:** Algebra I

**Grade Level:** 9

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** This is an intensive course in elementary algebra that includes algebraic and set notation, operations on real numbers and polynomials, solving equations, inequalities, special products and factoring, ratio and proportions, graphs, systems of equations, introductions to

functions, and verbal problems in all areas. An effort is made to supplement and/or reinforce arithmetic needs. As time and class ability permit, further study includes irrational numbers, analyzing and graphing quantities and an in depth study of systems and graphing.

**Course:** Geometry

**Grade Level:** 9, 10

**Weight:** College Prep

**Prerequisites:** Successful completion of Algebra 1. For First-Year students departmental approval is required pending results of placement exam and verification of successful completion of Algebra 1 in 8th grade.

**Course Description:** This is a fundamental course that develops an understanding of the basic structure of plane and space geometry and the relationship of cause and effect. The content grows from the basics of points, lines and planes to angles, parallel and perpendicular lines and planes, congruent and similar polygons, circles, area and volume, constructions, and right triangle trigonometry. These ideas are strengthened through deductive reasoning and proofs.

**Course:** Geometry

**Grade Level:** 9, 10

**Weight:** Honors

**Prerequisites:** Successful completion of Algebra 1. For First-Year students' departmental approval is required pending results of placement exam and verification of successful completion of Algebra 1 in 8th grade.

**Course Description:** This is an intensive course that develops an understanding of the basic structure of plane and space geometry and the relationship of cause and effect. The content grows from the basics of points,

lines and planes to angles, parallel and perpendicular lines and planes, congruent and similar polygons, circles, area and volume, constructions, coordinate geometry and right triangle trigonometry.

Deductive reasoning, direct proofs and indirect proofs will be extensively explored. This course moves at an accelerated pace, covering topics at a more comprehensive and sophisticated level than other Geometry courses.

**Course:** Algebra 2

**Grade Level:** 10, 11

**Weight:** College Prep

**Prerequisites:** Successful completion of Algebra 1 and Geometry.

**Course Description:** This course includes a thorough review and extension of topics and techniques studied in Algebra 1. The study is expanded to include: functions (linear and quadratic), irrational and complex numbers, algebraic and graphic solutions of linear and quadratic systems, matrices, verbal word problem work, and basics of coordinate geometry.

**Course:** Algebra 2

**Grade Level:** 10, 11

**Weight:** Honors

**Prerequisites:** Successful completion of Algebra 1 and Geometry with a minimum of a B+ average.

**Course Description:** This course includes a thorough review and extension of topics and techniques studied in Algebra 1. The study includes negative, fractional and zero exponents, functions (linear and quadratic), irrational and complex numbers, algebraic and graphic solutions of linear and quadratic equations and systems, theory of quadratic equations, analytic geometry, binomial expansion, considerable verbal word

problem work, and trigonometry approached from the dual perspectives of functions, matrices and vectors.

**Course:** Precalculus

**Grade Level:** 11, 12 **Weight:** Honors

**Prerequisites:** Successful completion of Algebra 2 and Geometry with a minimum of a B+ average and departmental approval.

**Course Description:** This course is a preparation for Calculus and includes the role of logic in deductive systems and the unification of mathematical areas. Topics include extensive work in trigonometry and continuation of Algebra II concepts regarding functions, quadratics, sequences and series. Additional areas include: vectors, complex numbers and polynomials, logarithmic and circular functions, probability, and mathematical inductions.

**Course:** Calculus

**Grade Level:** 12

**Weight:** Honors

**Prerequisites:** Successful completion of Algebra 2 and Geometry Honors, and Precalculus Honors with a minimum of a B average and departmental approval.

**Course Description:** This course is for the student who has successfully completed the work normally covered in the four-year sequence of high school mathematics. Topics include: concepts of continuity and limits, differentiation, applications of differentiation, integration, Riemann Sums, the Fundamental Theorem of Calculus, logarithmic, exponential and other transcendental functions, and integration techniques. Graphing calculators will be used extensively to augment all topics.

**Course:** Probability and Statistics

**Grade Level:** 11, 12

**Weight:** Honors

**Prerequisites:** Successful completion of Algebra 2

**Course Description:** This course involves techniques for both quantitative and qualitative data analysis. Topics include the interpretation and construction of graphs; stem-and-leaf plots; box and whisker plots; measures of dispersion and central tendency; the normal curve including standard deviations and z-scores; probability calculations including dependent and independent events; binomial and geometric distributions; sampling distributions and the Central Limit Theorem; confidence intervals and error of measurement; and inference using hypothesis testing. Students will interpret data and formalize arguments based on calculations and analysis. Graphing calculators will be used extensively to augment all topic

---

## Science Department

**Course:** Biology

**Grade Level:** 9

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** This fundamental course introduces the student to the study of living organisms. Major topics include: the scientific method as applied to biology, cell structure and function, the chemistry of biological systems, genetics, evolution theory, the classification of life and a survey of the major groups of organism and ecology. Laboratory exercises are an integral part of this course.

**Course:** Biology

**Grade Level:** 9

**Weight:** Honors

**Prerequisites:** Eligibility based on results of placement exam.

**Course Description:** This fundamental course introduces the student to the study of living organisms. Major topics include: the scientific method as applied to biology, cell structure and function, the chemistry of biological systems, genetics, evolution theory, the classification of life and a survey of the major groups of organism and ecology. Laboratory exercises are an integral part of this course. This course covers topics at a more sophisticated and comprehensive level than College Prep Biology.

**Course:** AP Biology

**Grade Level:** 11

**Weight:** Advanced Placement

**Prerequisites:** Cumulative average of A- or better in Biology Honors and Chemistry Honors and departmental approval.

**Course Description:** This course is designed to prepare the student to take the Advanced Placement Biology Exam at the end of the student's junior year. This course presents Biology at a content level and pace similar to that of a freshman college Biology class.

**Course:** Chemistry

**Grade Level:** 10

**Weight:** College Prep

**Prerequisites:** Successful completion of Biology

**Course Description:** This course is a student-centered, activity based, issues oriented chemistry program that has been designed for students who will most likely be non-science majors in college. The students will learn many of the traditional concepts of chemistry and develop laboratory skills as well as explore how chemical concepts apply to our everyday

lives. All concepts will be strengthened and further explored in laboratory activities.

**Course:** Chemistry

**Grade Level:** 10

**Weight:** Honors

**Prerequisites:** Successful completion of Biology and Algebra I with a final minimum average of B+ and departmental approval.

**Course Description:** This rigorous course is designed to meet the needs of students who have a strong interest in science and may be planning to enter science related fields in college, and have displayed above average mathematical achievement. The course investigates the relationship between the structure and properties of matter. Topics include: atomic and kinetic theories, chemical reactions, molecular concept, chemical equilibrium, solution chemistry, oxidation reduction, and states of matter. Laboratory exercises include qualitative and quantitative experiments and are an integral part of this course.

**Course:** Intro to Physics

**Grade Level:** 9

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** Focusing on physics concepts and methods, students will be solving problems utilizing the processes of technicians, engineers, and scientists. The students test hypotheses, apply conceptual understanding, conduct experiments, design and modify models, test and assess improvements, and analyze results. The students utilize data acquisition and analysis skills to formulate decisions and draw conclusions. The problems addressed are the physics of everyday machines such as cars, radios, speakers, tires and bicycles.

**Course:** Physics

**Grade Level:** 11

**Weight:** College Prep

**Prerequisites:** B+ or better average in Biology and Chemistry Honors with Mathematics and Science departmental approval.

**Course Description:** This course is designed to meet the needs of those students who are planning to major in chemistry, physics, engineering, mathematics, medicine or some other science related field. A strong background in mathematics and a high interest in science are recommended.

**Course:** Physics

**Grade Level:** 12

**Weight:** Honors

**Prerequisites:** B+ or better average in Biology and Chemistry Honors with Mathematics and Science departmental approval.

**Course Description:** This course is designed to meet the needs of those students who are planning to major in chemistry, physics, engineering, mathematics, medicine or some other science related field. A strong background in mathematics and a high interest in science are recommended. Topics include: force, motion, energy, waves, light, electricity, space, and quantum theory. Laboratory work complements class work by examining phenomena associated with the physical world with the intent of developing understandable descriptions and predictable models.

**Course:** Anatomy and Physiology

**Grade Level:** 11, 12

**Weight:** Honors

**Prerequisites:** Successful completion of Biology and Chemistry with a minimum final grade of B in those courses.

**Course Description:** This course focuses on the structure and workings of the human body. Major topics include: the anatomical reference systems; organization of cells into four tissue types; and an in depth study of the major organ systems in the human body. Laboratory exercises are an integral part of this course.

**Course:** Advanced Topics in Biochemistry, Pathophysiology& Therapeutics

**Grade Level:** 11, 12 (elective)

**Weight:** Honors

**Prerequisites:** Department Approval

**Course Description:** This course is divided into 2 semesters. Biochemistry will focus on the general and very relevant chemistry in organisms. Topics to include protein structure and function; mechanisms of enzyme action; nutrition and metabolism; membrane structure and receptor signaling; cell cycle regulation; DNA and RNA structure and function; epigenetics, regulation of gene expression and techniques in molecular medicine. Pathophysiology/Therapeutics describes general principles and mechanisms of disease state and presents information dealing with specific disorders of body systems or individual organs as well current diagnostics, treatment and pharmacology focuses on the structure and workings of the human body. Major topics include: the anatomical reference systems; organization of cells into four tissue types; and an in depth study of the major organ systems in the human body. Laboratory exercises are an integral part of this course.

---

## **Computer Science**

**Course:** Computer Science 1 (Applications)

**Grade Level:** 10 (one semester)

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** Students must be able to effectively use technology to research, organize, create, and evaluate information. In this introductory course, students become familiar with the basic principles of a personal computer, including the internal hardware, operating system, and software applications. Students gain practice in using key applications such as word processing, spreadsheet, and presentation software, as well as understanding social and ethical issues around the Internet, information, and security.

**Course:** Computer Science 2 (Functions & Programming)

**Grade Level:** 11 (one semester)

**Weight:** College Prep

**Prerequisites:** Successful completion of Computer Science 1 and Algebra 1

**Course Description:** In addition to creating advanced spreadsheet functions, students use interactive programming languages such as Visual Basic, Alice and Scratch to create applets, interactive stories, games and animations. Students foster their creativity and innovation through opportunities to design, implement, and present solutions to real world problems. Students develop problem solving and reasoning skills that are the foundation of computer science.

---

## **Health and Wellness Education**

**Course:** Health and Wellness 1

**Grade Level:** 11 (one semester)

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** A basic foundation of health and wellness presented and discussed in meeting the objectives of preparing students for responsible decision-making skills regarding their health choices as well as those of the greater community.

**Course:** Health and Wellness 2 - Woman's Health

**Grade Level:** 12 (one semester)

**Weight:** College Prep

**Prerequisites:** Health 1

**Course Description:** The issues of woman's health in today's society will be presented and discussed in meeting the objectives of preparing senior students for health-related decisions regarding themselves and the greater community.

**Course:** Wellness 1 and 2

**Grade Level:** 9 and 11 (one semester)

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** Fundamentals of health-related fitness will be presented and practiced in a format of team and individual sport.

---

## **Fine Arts**

**Course:** Fine Arts1 and 2

**Grade Level:** 9, 10 (one semester)

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** This introductory course in Music, Art, and Drama is intended to arouse the student's interest in the Fine



Arts and teach them to respond intelligently to the great masterpieces that constitute our artistic, dramatic and musical heritage. This course will be a chronological survey of art, and musical forms against the background of world events.

**Course:** Music History

**Grade Level:** 10 (one semester)

**Weight:** College Prep

**Prerequisites:** None

**Course Description:** This course surveys the history of music in correlation with fine art from the middle ages through the classical period. Students will study the historical events of the time period and their influence on the masterpieces of the era. Students will be introduced to the ways of constructive and critical listening skills and applying those skills to various kinds of music styles.

**Course:** Studio Art

**Grade Level:** 10, 11 – semester course

**Prerequisites:** None

**Course Description:** Basic art concepts are explored. Elements of design, composition, and form will be covered. Students will explore techniques in drawing, painting, and sculpture, with emphasis on painting and drawing techniques. Students will work at their own level. Creativity and expressiveness are encouraged. Portfolio preparation is recommended.

**Course:** Advanced Art

**Grade Level:** 12

**Prerequisites:** At least one year of Studio Art

**Course Description:** Advanced Art is intended for motivated students who are seriously interested in the study of art. Through the creation of works that exhibit

quality, concentration and a broad exploration of artistic concepts and media use the student can prepare a portfolio that represents their individual skills.

**Course:** Art Through the Ages

**Grade Level:** 9

**Prerequisites:** none (elective)

**Course Description:** Art through the Ages studies art from Ancient to Contemporary using a hands on approach creating artistic projects representing each period. This is a one-semester course

**Course:** Experiences in Art

**Grade Level:** 10

**Prerequisites:** none (elective)

**Course Description:** Discover your own creativity. Students will be encouraged to create original pieces using a variety of mediums including acrylics, oils, pastels and charcoals and much more. This is a one-semester course

**Course:** Art History

**Grade Level:** 11, 12

**Weight:** College Prep (Elective)

**Prerequisites:** None

**Course Description:** This interdisciplinary course looks at historical and sociological events as they are expressed in literature, art and music. The goal is to lead each student to reflect about things that she sees and hears to consider differences and the similarities of great works, which have been expressed in various mediums such as art, opera, and ballet.

**Course:** Music Theory

**Grade Level:** all grades

**Weight:** College Prep (Elective)

**Prerequisites:** None

**Course Description:** Music Theory examines the various parts, or elements, of music - melody, harmony, rhythm and timbre, texture, form, and the ways in which these individual elements combine and interact to create a piece of music. This course is an introductory course in the fundamentals of music which involves learning major and minor scales, key signatures, intervals, and triads. It also includes the study of time signatures, various rhythms, and note values through rhythmic and melodic dictations.

**Course Description:** Students will learn the technique of vocal production, singing, breathing techniques, articulations and diction for public speaking and singing as well as the art of sight singing, solfeggio, and repertoire.

**Course:** Voice

**Grade Level:** 10, 11, 12

**Class Size:** Semi-Private (max. 2)

**Prerequisites:** None

**Required:** Membership in Concert Choir and Chamber Singers

**Fee:** \$600 per year

**Course Description:** More individualized class with attention to voice problems and solutions and intermediate repertoire for singers.

---

### **Music and Art Lessons Offered for a Fee**

The following classes may be taken for a fee during the school day if the student's schedule permits.

**Course:** Piano

**Grade Level:** All Levels

**Class Size:** Private

**Prerequisites:** None

**Fee:** \$750 per year

**Course Description:** Beginner through advanced lessons covering basic techniques, scales, chords, classical and popular methods.

**Course:** Voice

**Grade Level:** 9

**Class Size:** Maximum 5 students per class

**Prerequisites:** None

**Required:** Membership in Concert Choir and Chamber Singers

**Fee:** \$300 per year

**Course:** Voice

**Grade Level:** 10, 11

**Class Size:** Private

**Prerequisites:** Previous year of study

**Required:** Membership in Concert Choir and Chamber Singers

**Fee:** \$750 per year

**Course Description:** These lessons are offered to the student who exhibits mature vocal potential and serious intent to study the art of Bel-canto singing.

**Course:** Voice

**Grade Level:** 11, 12

**Class Size:** Private

**Prerequisites:** 2 years of previous study

**Required:** Membership in Chamber Singers and Concert Choir

**Fee:** \$750 per year

**Course Description:** These lessons are offered to the student who exhibits mature

vocal potential and serious intent to study the art of Bel-canto singing.

**Course:** Voice, Intensive

**Grade Level:** 12

**Class Size:** Private

**Prerequisites:** 2 years of previous study

**Required:** Membership in all choirs

**Fee:** \$750 per year

**Course Description:** Students will study Vaccai and Sieber vocalists, standard repertoire for singers of Bel-canto from the Italian anthology as well as the French and German Art songs. Students will prepare Oratorio solos for the Christmas performances as well as operatic literature for the National Voice Teachers' competitions, music for the District and All-State competitions of the Music Educators' National Conference. All students in this class are required to study music theory, a study of notation both rhythmic and melodic; all forms of major and minor scaled, major, minor, augmented; and diminished intervals and chords and melodic composition. Listening skills, dictation, sight singing, and chord recognition will be cover

**Organization:** Chamber Singers

**Grade Level:** 9-12

**Prerequisites:** Must be voice student

**Course Description:** This advanced voice ensemble will perform music from advanced choral repertoire at the Christmas Concert and will be featured in the Spring Musical. In school and after school rehearsals are required.

**Organization:** Trinity

**Grade Level:** 9-12

**Prerequisites:** Audition

**Course Description:** A Capella music ensemble in three parts which will perform Gospel Music, Madrigals, and a cappella music of a high caliber from advanced choral repertoire. Students will prepare music for District and State Music Educators' competitions. In school and after school rehearsals are required.

---

## **Performing Organizations**

**Organization:** Concert Choir

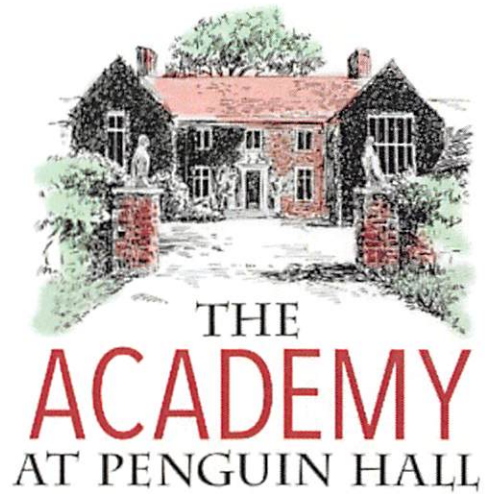
**Grade Level:** 9-12

**Prerequisites:** Audition (open to all)

**Fee:** \$75/ robes, costumes, & contest fees

**Course Description:** Students will be selected after an audition to sing in this choir which will prepare major choral works from standard and oratorio repertoire for public performances. This choir will form the chorus for the Spring Musical. In school and after school rehearsals are required.

**The Academy at Penguin Hall**  
**Student Handbook**  
**2016-2017**



educate ~ enlighten ~ empower

The Academy at Penguin Hall's Mission is to educate, enlighten and empower young women to live and to lead exemplary lives.

The Academy at Penguin Hall is an independent, college preparatory secondary school for young women, rooted in the Catholic tradition of education which is committed to developing the whole person: intellectually, spiritually, socially, physically and creatively.

## About this Handbook

This Student/Parent Handbook is intended to serve as a guide to help students and their families come to know The Academy at Penguin Hall's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, school rules, safety, athletics and other topics. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of The Academy at Penguin Hall to deviate from the normal rules and procedures set forth in this handbook, and/or to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the students, the School, its faculty, employees, and/or overall school community. These policies, rules and guidelines may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Director of Faculty Development and Curriculum. This Handbook supersedes any other manuals or guidelines that have been previously published and any other prior practices related to the policies in this Handbook. All such prior manuals, guidelines, and practices are hereby revoked.

## **Non Discrimination Policy**

The Academy at Penguin Hall prohibits discrimination in education based on race, color, national/ethnic origin, religion, physical ability, sexual orientation, social class or economic status. The Academy admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded to students at the school. All educational policies, admissions policies, scholarship and financial aid programs, athletic policies and general school policies are administered in a non-discriminatory manner. This policy is not intended to disallow special financial aid or admissions policies intended to increase diversity. The Academy is committed to a diverse community, which includes students with disabilities.

## Letter from the President

Dear Students:

Welcome to the new academic year. The Student Handbook provides you with the expectations you will need to live out The Academy at Penguin Hall's mission each day both within and outside the classroom. Please review the pages that follow carefully. They will help you to honor your commitment to take care of each other, contribute to a positive culture, become your best possible self and reach your full academic potential.

The Academy at Penguin Hall is a family, and as in any family, routines and rituals facilitate safety and order. We count on each of you build up this family spirit as you strive to become women of faith, character and vision.

I look forward to great new year!

Warmly,

Molly Martins  
President, The Academy at Penguin Hall



## **Areas of development**

Our programs is focused on six areas of development:

### **Arts**

The Arts are an integral component of The Academy's curriculum. Participation in the arts encourages students to react to, record and share impressions of the world. The goal of the Arts program is to enable students to experience, understand and enjoy the visual and performing arts, studio art, music, speech, theater, and dance. Our students express themselves through the arts, develop their imagination and curiosity, and embrace beauty and originality, thereby enriching life and nourishing the body, mind and spirit.

### **Academics**

Students learn the skills they need to succeed in an atmosphere that supports their intellectual, social, athletic, spiritual and personal growth. Our project-based and interdisciplinary program prepares students not only for college but life beyond academic walls.

### **Athletics, Fitness, Health and Wellness**

Athletics, health, and wellness are essential to the program at The Academy. Participation in athletics is integral to the educational experience of the whole person. We believe that athletics provide important educational value for our students, the motivation to improve their talents, the discipline to reach new levels of success, the commitment to work with others toward a common goal, and the adherence to codes of fairness and good sportsmanship. Therefore, we strive to provide an environment that promotes the values —leadership, respect, perseverance, and faith—through interscholastic and intramural competition.

### **Community**

We are a community not only of scholars, but engaged, committed citizens. Our students are part of many communities: family, school, local, and a global community. How do we operate in those communities? We ask students to define for themselves what it means to be good neighbors. We encourage our school community to support one another, celebrate one another's successes and share each other's burdens.

### **Spiritual Life**

The Academy is committed to offering our students varied experiences for prayer, mindfulness, introspection and service. Through this process, students will aspire to higher ethical standards, integrity and dignity. Students are encouraged to explore and deepen their faith. Whether you are unsure of your spiritual beliefs, firmly Catholic, or practice another faith, you are welcome at The Academy at Penguin Hall.

### **Service**

The Service component of our program combines learning goals and community service in ways that can enhance both student growth and the common good. Service to those in need is woven into the fabric of our school. This experience can improve students' abilities to apply what they have learned in the real world. Students have much to learn from those they serve. Their developing identities are shaped in part by their active service to others in the school and the global community.

## **BASIC INFORMATION**

The Academy at Penguin Hall  
36 Essex Street  
Wenham, MA 01984

Phone: 978-468-6200

Fax: 978-468-1929

Website: [www.penguinhall.org](http://www.penguinhall.org)

## **School Hours**

7:00 am – 4:00 pm

## **After School**

(Program schedule to be determined)

## **ACADEMIC LIFE**

### **ACADEMIC INTEGRITY**

The Mission of The Academy at Penguin Hall involves the complete education of each student. Essential to the complete education of The Academy at Penguin Hall student is personal integrity. Academic integrity and honesty apply to all aspects of academic performance. More specific guidelines and definitions of cheating, plagiarism, and academic dishonesty are listed below.

*"Plagiarism refers to a form of cheating that has been defined as 'the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own' (Alexander Lindsey, *Plagiarism and Originality* [New York, Harper, 1952] 2)".*

A growing percentage of the reported cases of plagiarism occurs because students share work, either in person or through technology, without the expressed approval of the teacher assigning the work. In such cases, the originator of the work is just as culpable for the academic dishonesty as the student borrowing the work, even if he was unaware of the receiving student's intention to borrow the work. Therefore, students are encouraged to protect their work at all times, only assist other students with assignments with the expressed consent of teachers, and never share their work digitally with another student.

A student who plagiarizes is subject to disciplinary action. The Academy at Penguin Hall challenges its students to embrace the offerings of our rigorous college preparatory curriculum. To fulfill the mission and goals of The Academy at Penguin Hall students are offered opportunities to develop their educational opportunities through research-based projects, papers or presentations. Copying information from sources, electronic or traditional, submitting the work of others as one's own, copying, sending or receiving answers on academic assignments from other person(s) or item(s), or the use of electronic or Internet translation services constitutes plagiarism, a form of cheating. Plagiarism does not allow students to benefit from their work.

Academic dishonesty and plagiarism are seen as serious offenses to the community of The Academy at Penguin Hall. In all instances of cheating and academic dishonesty, teachers will determine the academic penalty for the assignment in question; a zero or no credit is the most common academic penalty. Teachers will then refer instances of academic dishonesty or plagiarism to the Director of Faculty Development and Curriculum.

In some cases of academic dishonesty or plagiarism, more severe disciplinary action may be warranted. These cases will be reviewed on an individual basis by the Administration.

## **ACADEMIC INELIGIBILITY**

A student is ineligible to take part in **athletic and co-curricular activities** if she has failed more than one subject in a marking period. Ineligibility begins on the day the report cards are posted and ends on the last day of the marking period.

Students who are ineligible may not participate in optional field trips, campus ministry programs, co-curricular activities, intramural athletics or other programs that result in missing classes. Participation in activities that take place outside the context of the regular school day including dances, proms, semi formals, field trips, intramural athletics, etc. will only be permitted at the discretion of the Director of Faculty Development and Curriculum.

Director of Faculty Development and Curriculum at **their** discretion, may determine the athletic and co-curricular eligibility of a student who is not demonstrating academic progress.

## **ACADEMIC PROBATION**

Students are placed on academic probation when they have failing grades, are demonstrating a poor overall academic performance, and /or failed a course during the previous academic year. Academic probation is defined to be a period of time during which a student must demonstrate a significant improvement in academic performance. The Director of Faculty Development and Curriculum will determine the specific terms of the probationary period. At a minimum, students on academic probation will be required to work with **National Honor Society** tutors in on regular basis. The progress of the individual student will be monitored by the Director of Faculty Development and Curriculum along with the classroom teacher and school counselor.

At the end of the probationary period, the Director of Faculty Development and Curriculum will review the academic progress of the student and determine the academic standing of the student. At that time, the Director of Faculty Development and Curriculum may decide, but is not limited to: rescind academic probation, extend and/or modify the probationary period, or recommend to the President that the student withdraw from The Academy at Penguin Hall.

A student on academic probation who fails two or more courses at the end of the first semester may not be allowed to continue at The Academy at Penguin Hall. The Director of Faculty Development and Curriculum will meet with the student, parents and school counselor to make an appropriate recommendation to the President.

## **ACADEMIC TRANSCRIPTS**

A transcript of a student's records will be sent to any college designated by the student. Should seniors apply early, mid-year and end-of-year grade reports are automatically sent to colleges by the School Counseling Office. Any student, parent or guardian will be provided with a written copy of the student's academic transcript upon a written request to the President.

## **ACCESS TO STUDENT RECORDS**

A parent/guardian may request access to their daughter's official records by submitting a written request to the Director of Faculty Development and Curriculum. Official school records refer to those documents maintained in a student's electronic portfolio. The School will comply with this request in a timely manner.

## **AWARDS AND ACADEMIC HONORS**

The Academy at Penguin Hall believes that the recognition of achievements is an essential element in a student's development. For this reason, the President's List, Directors List, and Honor Roll are prepared quarterly and acknowledge deserving students. In addition, at Commencement and at class assemblies, awards are presented to students whose accomplishments in the various subject areas and extracurricular activities have been truly outstanding.

To qualify for quarterly academic honors a student must achieve the following grades:

President's List	A- or above in all subjects
Director's List	B+ or above in all subjects
Honor Roll	B or above in all subjects

**THE VALEDICTORIAN AWARD** is given to the graduating senior who has the highest cumulative GPA at the close of the **second** marking quarter of her senior year.

**THE SALUTATORIAN AWARD** is given to the graduating senior who has the second highest cumulative GPA at the close of the **second** marking quarter of her senior year.

## **THE NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is a national organization developed to recognize students' ongoing commitment to excellence in the areas of:

- Scholarship
- Leadership
- Character
- Service

There are multiple opportunities to apply for membership: after the second marking period of a student's sophomore and junior year and during the first marking period of a senior year. On these occasions students eligible to apply will receive application materials in the mail. To be eligible a student must have a cumulative GPA of 3.50 or higher and have completed a minimum of thirty (30) hours of community service. For seniors there is one further academic qualification: no final course grade below B in the junior year.

Applications for membership may be obtained from the faculty moderator. Through the application process, a student provides the Faculty Committee with information concerning character, leadership, service and involvement in activities. Service is an essential criterion as the Faculty Committee requires that a student has successfully completed 30 hours of service (on or off campus) during the twelve months prior to application. Hours of service that are completed for credit in a Social Action course are not applicable to the National Honor Society service requirement. Both service and activity involvement require the signature of the responsible adult who is in charge of the particular program. Through the application process a student must demonstrate an ongoing and authentic commitment to service. Students are discouraged from completing service activities as a means of gaining admission to the NHS.

In addition to the above mentioned criteria, students must demonstrate a holistic commitment to leadership, scholarship, character and service, the core values of the NHS. This commitment is reviewed through the lens of the student's essays and her overall record of academics, athletics, and service. Membership in the NHS is a privilege and is awarded at the discretion of the Faculty Committee.

Students who are either not eligible or not accepted as sophomores or juniors will be invited to apply in September of their senior year provided they are eligible to apply at that time. Members of the National Honor Society are required to assist in a number of school sponsored activities.

The induction ceremony will take place in the fall.

Once placement of accepted students who are members of the National Honor Society must continue to maintain the required high standards of the Society through their senior year in order to retain membership. A student's membership will be reviewed at the end of each marking period. Members must demonstrate their holistic commitment to the values of the NHS throughout the term of their membership. Membership status of each student will be reviewed in March of each academic year. Members must volunteer to serve in at least two (2) school events and demonstrate their ongoing commitment to service of The Academy at Penguin Hall and local community. Any member who has not maintained the required high standards may be placed on probation or removed from the National Honor Society by the Director of Faculty Development and Curriculum or President.

Members of the National Honor Society who violate the school policy and philosophy of academic integrity will be removed from the National Honor Society. Students who violate the policy of academic integrity prior to applying to the National Honor Society will be ineligible for membership. Members of the NHS must ensure compliance with the bylaws of both The Academy at Penguin Hall and CFX Chapter of the National Honor Society, posted on The Academy at Penguin Hall web portal and bylaws of the NHS ([www.nhs.us](http://www.nhs.us))

Any student who is suspended from school for disciplinary reasons, either internally or externally, will be removed from the NHS. Any student who is placed on disciplinary probation will also be placed on probationary status in the society. That status will be reviewed by the Faculty Committee to determine the student's future in the society.

Prior to graduation, the Faculty Committee will review each member's status. The result of that final review will determine National Honor Society recognition at graduation.

## **ACADEMIC PLACEMENT OF INCOMING STUDENTS**

There are three levels of curriculum at The Academy at Penguin Hall for students in grade 9: College Prep, Accelerated and Honors. Incoming students are required to complete a series of placement tests in the spring of their eighth grade year. Placement test results, coupled with previous academic performance and HSPT or SSAT results, are used to determine appropriate academic placement in the areas of Mathematics, Biology, Global Studies, English, and World Languages.

Should there be a question about academic placement, families may request a review of placement by the Director of Faculty Development and Curriculum. The Director of Faculty Development and Curriculum will complete a review and communicate her decision to the family. The Assistant Principal may suspend action on a review until the student has completed 4-6 weeks of study at The Academy at Penguin Hall.

Any student enrolling as a transfer student must meet with the Director of Faculty Development and Curriculum for Academics.

## **COURSE FAILURES AND REMEDIATION**

Students who fail a course for the year must remediate the course before they are invited back to The Academy at Penguin Hall. Remediation of a failed course must be approved by the Assistant Principal for Academics. Options for remediation include accredited private tutoring, with an approved tutor, for thirty (30) hours for a one credit course or fifteen (15) hours for a ½ credit course or an approved summer school program.

Seniors who fail a first semester course may remediate the course prior to graduation. The remediation program must be approved by the Assistant Principal for Academics prior to the initiation of studies.

Once a student has successfully completed remedial coursework for a failed course, the final grade on the student transcript will be changed to a D **and** a note will be made on the transcript that the course was failed and remediated.

Students failing the equivalent of two credits, in an academic year, will not be allowed to continue at The Academy at Penguin Hall



## **EXTRA HELP**

Teachers are available for extra-help Monday –Friday (3:00 pm – 4 pm). Any student experiencing difficulty in a subject is expected to seek out her teacher for extra help immediately.

If more extensive assistance is warranted, a student is expected to seek out her advisor and arrange for additional extra-help.

Requests for extra-help should be initiated by a student, but can also be initiated by a parent, teacher, school counselor and/or administrator. It is the responsibility of the student being tutored to attend all tutoring arrangements. If a student is required to attend tutorials, she must do so or be placed on academic probation at the discretion of the Director of Faculty and Curriculum or advisor.

## **GRADUATION REQUIREMENTS**

To receive a diploma from The Academy at Penguin Hall a student must complete a total of 25½ academic credits as follows:

Religious Studies: 2 credits

English: 4 credits

Mathematics: 4 credits

Social Studies: 3 credits

Science: 4 credits

World Language: 2 credits

Computer Science: ½ credit

Wellness: 2 credits

Fine Arts: 1 credit

Electives: 4 credits

All students must carry (at least) 6 ½ credits in their freshman, sophomore and junior years and 6 credits in their senior year.

The course of study for each year is outlined on the school web site.

## **HOMEWORK ASSIGNMENTS**

Students are expected to complete all assignments in order to be fully prepared for their classes each day. This will require nightly home study that includes specific assignments as well as study and review of material covered during the academic day. Students are expected to properly use collaboration periods during the school day.

Long-term reading and major papers will be assigned periodically. Students are advised to budget their time appropriately in order to give proper attention to these assignments.

## **MARKING PERIODS AND FINAL EXAMINATIONS**

A final assessment or final examination will be given in all courses and will count 20% (1/5) of the course average. Each marking period in a full year course will count 20% of the course average.

Seniors having an A- average for the first three marking periods in a full-year course and a grade no lower than B for the fourth marking period in that course are exempt from the final examination in that subject. Seniors will be notified of exemptions by teachers by May 1.

All semester courses will have a final examination or an equivalent final assessment which will count for 20% (1/5) of the semester average. Each quarter grade will count 40% (2/5) of the final grade for semester courses. There are no exemptions from semester course examinations or evaluations.

## **PARENT / GUARDIAN – TEACHER CONFERENCES**

Parents will have the opportunity to meet teachers each semester to discuss their daughter's progress. Dates for conferences are published on the school calendar.

## **PARENT / GUARDIAN COMMUNICATION WITH TEACHERS**

Communication between parents / guardians and teachers is an essential component of The Academy at Penguin Hall educational experience. Prior to contacting teachers, it is important for parents/guardians to speak with their sons to obtain as much information as possible regarding any concerns.

Parents / guardians should be comfortable with contacting the classroom teacher first when attempting to address concerns or questions. Teachers will answer parent / guardian questions and concerns, by the next school day. A faculty e-mail directory is available on the school web site and messages can be left on their voicemail or e-mail.

In the event that the teacher and parent are not able to resolve questions or concerns, the parent / guardian should then contact the student's school counselor who will work with the parents to address remaining concerns.

The Academy at Penguin Hall Portal is a web-based communication tool that allows students and parents to access course and grade information. New students and parents will be provided log in information during the enrollment process. The School strongly recommends that families create a shared plan to guide student and parent use of the grade reporting feature. The Academy at Penguin Hall reserves the right to disable cancel portal accounts of students and / or parents / guardians who, in the school's discretion, abuse this privilege.

Teachers will post student assessments to the portal twice during each marking period. Posting dates are listed on the school calendar. The final report of the marking period will be the student's report card.

**PLEASE NOTE:** If you have questions or concerns about any grades or assessments, please be sure to discuss them with your daughter before contacting the teacher and/or school counselor. Parents should also refer to the “Parent Conduct” policy in the “Student Life” section of this Handbook regarding the importance of building a constructive relationship and communication with the school.

## **REPORTING OF GRADES**

Four report cards are issued during the year and will be posted to the Student and Parent portals at the end of each marking period.

A transcript of student grades is maintained for each student at The Academy at Penguin Hall. The transcript is the official record of the student’s academic achievement. The final grade for each course is reported on the transcript. The transcript also contains a weighted Grade Point Average (GPA). The weighted GPA takes into the consideration the degree of difficulty of a student’s academic program. All levels of curriculum are designed to prepare students for a four-year college / university program. **D is the passing grade at The Academy at Penguin Hall.**

Final course grades are weighted according to the table below.

**(GPA SCALE IN PROGRESS)**

## **REQUESTING AN ACADEMIC COURSE CHANGE**

The course registration process for the following academic year commences at the beginning of the second semester. Students are given course registration forms based on their current schedule of courses, they obtain course registration stickers from their current teachers or department chairs if they need to change a course level or choose electives, and then they submit these forms to the Director of Faculty and Curriculum.

Schedule changes will be recommended by the teacher or school counselor, in consultation with the student and parents, and approved by the Assistant Principal for Academics or Assistant Principal for Grades 9 and 10. Preliminary schedules will be available to students in the fourth marking period. The official student schedule for the next year will be posted to the portal in August. There will be a blackout period for course change requests from the end of final exams until the first day of classes for the next school year. During this time frame no course changes will be made.

In the fall, a student who believes that a course change is needed must take the following steps:

- 1) consult with parents
- 2) consult with the present teacher
- 3) consult with her school counselor
- 4) consult with the Director of Faculty and Curriculum

All course changes must be approved by the Director of Faculty and Curriculum. Changes in placement can be discussed, the Director of Faculty and Curriculum, will make the final decision. All sophomore, junior and senior course changes should be completed by the end of the second full week of classes. Freshmen and transfer students are expected to complete changes by the end of the first marking period. Changes in semester courses elected for the second semester must be completed by December 1.

## **STUDENT LIFE**

### **REGULATIONS TO FOSTER SCHOOL COMMUNITY**

The Academy at Penguin Hall endeavors to provide an atmosphere in which faculty and students will develop a Christian Community through mutual understanding, cooperation, and respect. The School's philosophy of discipline is rooted in a commitment to respecting the inherent dignity of all human beings and a desire to enhance the common good. The purpose of School policy is to establish the general expectations of student conduct so as to foster the development of self-responsibility, self-discipline and mutual respect in our community. The Academy at Penguin Hall community regards discipline as a necessity for the attainment of individual and community goals, and involves the provision of structures which help a student develop motivation and self-esteem through the encouragement and expectation of responsible behavior.

Individuals are held accountable for decisions that are contrary to the common good as a means of developing a community where students endeavor to take ownership of poor decisions and learn to use better judgment. Within this policy the School identifies infractions that will merit discipline. The Administration specifically reserves the right to hold students accountable for decisions, actions or statements, on or off campus, that violate the mission, vision, values and policies of The Academy at Penguin Hall, in accordance with the stated policies and disciplinary sanctions. Stated policies of The Academy at Penguin Hall are outlined in this *Student Handbook* and the school website. The contents of the school website are considered an addendum of this student handbook and are governed by the Student / Parent / Guardian contract submitted each year.

Please note that this *Student Handbook* is not exhaustive, and that the Administration reserves the right to hold students accountable for actions and/or decisions that are not specifically identified herein, should any such actions or decisions be deemed contrary to the mission and values of The Academy at Penguin Hall

The Administration is responsible for the clear communication of school rules and procedures through the *Faculty Handbook* and *Student Handbook*. The goal is to create an academic atmosphere that enhances teaching and learning opportunities throughout the campus.

### **RIGHTS OF THE SCHOOL ADMINISTRATION – SEARCHES**

The Academy at Penguin Hall is a community that endeavors to provide every student with the emotional and physical safety she deserves. When any member of the faculty or school administration has reason to suspect that a student has jeopardized the safety of himself or others, been involved in a disciplinary infraction, or may possess any contraband material, on campus or at an off campus school sanctioned or sponsored event/activity, the school administration reserves the right to search any item in the student's possession or belonging to a student, including without limitation a book bag, gym bag, backpack, locker, vehicle or other possessions of such student. In addition, in the school's ongoing efforts to ensure compliance without rules and that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the school can choose to conduct random

search of any area of the school premises, including but not limited to the school's electronic systems and technological resources, as well as any item of a student's personal belongings or vehicle at any time and without prior notice.

The right to search and sanction is extended to any electronic resource used by students at school or school related activities. Electronic resources include, but are not limited to:

- student-assigned or student-owned computers
- cell phones, other electronic equipment
- Facebook, Instagram, Twitter, Snapchat and all other social media sites

The administration reserves the right to hold students accountable for any material posted on their devices, equipment, or sites that is contrary to the mission at The Academy at Penguin Hall. The administration may review social networking sites and other Internet activity at any time.

## **DISCIPLINARY SANCTIONS**

A student may be subject to disciplinary action, up to and including dismissal, for any conduct, on or off campus, which is of such a nature as to jeopardize the good name of the school, or which is detrimental to the common good, or harmful and offensive to faculty/staff or fellow students, jeopardizes the health and / or safety of the faculty, staff or fellow students or violates the mission, policies and expectations of The Academy at Penguin Hall.

Typically, the Director of Faculty and Curriculum will meet with students when dealing with disciplinary issues and/or will take such other responsive action as deemed necessary under the circumstances. The Director of Faculty and Curriculum has the authority to assign consequences for disciplinary infractions that include, but are not limited to, detention, mandatory service hours, suspension, probation or recommend dismissal to the Director of Faculty and Curriculum. Continued poor conduct or a single serious offense will result in suspension, probation, or the recommendation of dismissal from school. The Director of Faculty and Curriculum will determine the sanction based on the nature of the infraction. Typical sanctions include, but are not limited to:

## **RESTORATION OF COMMUNITY- (CONSEQUENCES TO BE DETERMINED)**

SERVICE HOURS will be used as the consequence for multiple or more serious infractions of school policy as determined by the Director of Faculty and Curriculum. Students will be provided a deadline for the completion of the service hours. Failure to complete service hours will result in more serious disciplinary action. Service sites must be approved by the Director of Faculty and Curriculum prior to the service work commencing.

**SUSPENSION** is used as the consequence for multiple minor infractions or a single major infraction of school policy. Suspension is the temporary separation of the student from the class day in order to allow the student to reflect upon the nature of her poor decision-making. In the event it is necessary to suspend a student, the Director of Faculty and Curriculum will contact a parent/guardian and conference with them in person or via phone conversation.

There are two forms of suspension: in-school suspension and external suspension.

Students placed on **in-school suspension** will be allowed to complete academic work for credit. Students will be required to stay in an assigned location on the days of suspension until they leave at the conclusion of the school day. Students on internal suspension may not participate in any athletic, recreational, co-curricular or school-sponsored events during the time of the suspension and must leave campus at the close of the school day. Upon return to classes from a suspension, the Director of Faculty and Curriculum will determine when a student is eligible to resume participation in or attendance at any school functions or related activities

Students placed on **external suspension** are prohibited from being on campus and from participating in any athletic, recreational, co-curricular or school sponsored events during the time of external suspension. Students on external suspension may receive permission from the Director of Faculty and Curriculum to contact teachers for work or assistance. A student on external suspension should coordinate with her school counselor and teachers to discuss the form of make-up work that will be acceptable. Assignments due during the suspension should be completed and submitted on the first day the student is eligible to be back in school. Violation of these terms render a student liable for expulsion.

When a student is externally suspended, he will receive a letter outlining the causes for the suspension and a contract outlining the action plan to prevent future incidents. Copies of both documents will be maintained in the student's official file. Upon returning to school after a suspension, the student must meet with the Director of Faculty and Curriculum, or Dean of Students, and present her contract, signed by the student and her parent/guardian (s). Should a student not fulfill the criteria of the signed contract, he shall be subject to expulsion from The Academy at Penguin Hall. Students suspended from The Academy at Penguin Hall are automatically placed on disciplinary probation for a minimum of one semester.

**EXPULSION** is a permanent dismissal of a student from school. It is employed in extreme situations when a student by her behavior demonstrates that she cannot function within the desired goals of the school and actually poses a threat to those goals. Once expelled there is no re-entry into the school. A student will be subject to expulsion for any conduct either at or away from school which is of such a nature as to jeopardize the good name of the school, or which is detrimental to the common good, or harmful or offensive to any member of the school community.

**PROBATION** is assigned when a student is suspended for frequent repetitions of the same offense, for multiple offenses, or for a serious infraction of the school's rules. A student is placed on probation and assigned terms of probation by the Director of Faculty and Curriculum. A student on probation is expected to demonstrate immediate and marked behavioral improvement during the probationary period. Any continued violation of the rules and regulations of the community while on disciplinary probation is regarded as a serious offense and will subject the student to expulsion.

Probationary status will be reviewed quarterly. A student on disciplinary probation in June will

be required to meet with the Director of Faculty and Curriculum and Assistant Principal for Student Life to determine whether they are eligible to return to The Academy at Penguin Hall.

**DISMISSAL** is used as the consequence for repeated or multiple infractions of school rules or a single major infraction. The Director of Faculty and Curriculum makes the recommendation for expulsion.

Upon the recommendation of the Dean, the Director of Faculty and Curriculum will convene and chair an Accountability Board Hearing. The Accountability Board generally is comprised of the Director of Faculty and Curriculum and five additional faculty / staff members who are appointed on a case by case basis. Accountability Board hearings are attended by the student, her parents / guardians and the appointed members. The President, as final arbiter of all appeals, attends the hearing to witness proceedings. Hearings are closed and no other individuals (advocates, legal counsel, friends or relatives) may attend. The school further prohibits the recording or transcribing of Accountability Board hearings.

The Accountability Board hearing generally proceeds as follows:

- The Chair summarizes the facts of the incidents and reviews the student's disciplinary record.
- The student has the opportunity to explain the behavior (s) in question to the Board and the Board has the opportunity to question the student. Lying to the Board, even if discovered at a later date, is grounds for immediate dismissal.
- The student can make a final statement and request that her chosen faculty/staff member make a statement on her behalf.
- Parents / Guardians are invited to make a closing statement on the student's behalf.
- The Chair will close the hearing. The Board generally reconvenes the following day, or if this is not practical, then as soon as possible thereafter, to make a final recommendation to the Director of Faculty and Curriculum.
- After the Board has made a recommendation, the Director of Faculty and Curriculum makes a final decision.
- The Director of Faculty and Curriculum will convey the final decision to the family.

In the event a student is dismissed, the student / family may appeal the decision to the President. The appeal process is as follows:

- The student/family sends a written request / rationale for an appeal within 72 hours of receiving the expulsion notice.
- After reviewing the request and rationale for the appeal, the President will meet with the student and family.
- The President will render a decision 24 hours after the meeting, or, if this is not practicable, then as soon as possible thereafter. The decision of the President is final.



- In some instances, the President may offer families the opportunity to withdraw their son from The Academy at Penguin Hall for disciplinary reasons. In the case of a disciplinary withdrawal there is no opportunity for appeal and as stated in the tuition contract there is no opportunity to seek a refund. A student's transcript is marked as "WITHDRAWN" with the date of withdrawal.
- The President retains the right to inform a receiving school of the circumstances surrounding the student's withdrawal or dismissal.
- A Student who is dismissed or withdrawn for disciplinary reasons must return her school ID, clean out her locker and return all The Academy at Penguin Hall property (athletic uniforms, library books etc.) prior to processing the withdrawal process.
- A Student who is dismissed or withdrawn for disciplinary reasons may not attend any The Academy at Penguin Hall events held on campus, and may not be on campus without the permission of the Director of Faculty and Curriculum.
- A Student who is dismissed or withdrawn for disciplinary reasons may not reapply for admission to THE ACADEMY AT PENGUIN HALL.
- A student who is dismissed or withdrawn for disciplinary reasons is not entitled to a tuition refund. Families with tuition loans are obligated to pay remaining tuition balance.

**AUTOMATIC DISMISSAL:** If a student's behavior is determined to be an immediate threat to the School community or community at large, the President or his/her designee may issue an automatic dismissal from The Academy at Penguin Hall. The dismissal is immediate and prohibits the student from attending school as a student, being on campus and attending school sponsored events

The list above of types of discipline is not intended to be exhaustive. The Academy at Penguin Hall reserves the right to impose other forms of discipline or corrective action as the Director of Faculty and Curriculum or other school administrator deems appropriate. Examples include (without limitation) letters of apology, essays or research papers, or assistance with a school-sponsored program.

## **DISCIPLINE RECORDS**

In accordance with the laws of the Commonwealth of Massachusetts, the Director of Faculty and Curriculum will maintain records of offenses reported for each student. The Dean will inform the parents of all serious offenses, or the accumulation of minor offenses. When necessary, the Dean will request a parental conference to discuss a student's conduct. A student's discipline record is an internal document, but information from a student's discipline record can be shared with a receiving school or a health care professional, as the President, in his/her discretion, may determine is warranted. All discipline records are expunged either three years after a student graduates from The Academy at Penguin Hall, or when the student turns 21, whichever occurs later, unless such records are subject to or related to any investigations or legal proceedings, in which case they will be preserved for the duration of such investigations and related proceedings.

## **DAMAGE TO SCHOOL PROPERTY**

As noted in the School Contract parents and students are responsible for reimbursing The Academy at Penguin Hall for any damages caused by the student.

## **ATTENDANCE PHILOSOPHY**

The Academy at Penguin Hall expects regular and punctual daily attendance. The following policies will teach students the importance of regular and punctual attendance. The Attendance Officer, in collaboration with the Director of Faculty and Curriculum, is responsible for implementing all policies related to student attendance. In accordance with this philosophy, students and parents / guardians are expected to abide by the following policies:

## **ATTENDANCE POLICY**

All students are required to report to their first period class or assigned homeroom period each academic day by 8:20 am.

To facilitate scheduling some elective courses meet at 7:20 am. Students registered for these classes must report by 7:20 am or be marked tardy. Not attending this class but coming to school for the next class period may result in a class cut/skip.

Students who rely upon others for transportation to campus are still subject to disciplinary action if the individual driving the car arrives on campus after 8:20 am.

## **ABSENCE POLICY**

All absences are generally considered and recorded as unexcused absences. Parents/guardians must provide a written request to the Attendance Officer for an excused absence to be granted. Excused absences are provided only in the case of an illness with a doctor's note, death in the family or a serious illness in the family. There must be a written request for an excused absence to be granted. The Attendance Officer /Dean of Students may deny this request.

Upon the fourth recorded unexcused absence in an academic quarter, the student will be required, by the Attendance Officer, to meet with the Director of Faculty and Curriculum to discuss the nature of her absences. Disciplinary action may be warranted. After twelve (12) unexcused/excused absences within the academic year, the student and her parents may be asked to attend a conference with the Director of Faculty and Curriculum, at which the student's attendance record and status as a student at The Academy at Penguin Hall will be discussed.

Students with absences in excess of twelve (12) may be required to participate in a parent conference with the President, the Director of Faculty and Curriculum to discuss the student's ability to remain at The Academy at Penguin Hall and/or the academic penalties that may result from the excessive absences.

In circumstances where a student is absent without either school or parental permission, the student will be deemed truant and subject to discipline pursuant to the school's Truancy

Policy.

Exemptions to this policy can be made in cases of prolonged illness and granted by the Director of Faculty and Curriculum.

Students are required to inform the Attendance Officer, their teachers and school counselors if they know they will not be in school/class for any reason. Failure to do so could result in the loss of academic credit for missed assignments, quizzes or tests.

Seniors may request two (2) days to be excused in order to visit colleges and universities during the academic year. Students must provide a written request signed by parents/guardians, teachers, and a school counselor to the Attendance Officer or Dean of Students at least 48 hours before the planned absence. College visitation forms are available in the School Counseling Office.

Family vacations (including business travel adjuncts, athletic contests, and other non-school related travel) should not extend into the academic calendar. School days missed to accommodate these plans will not be excused for any reason, and students may jeopardize academic credit for assigned and/or missed work.

Appointments are best scheduled during school closings or after school. If an appointment must be made during the school day, an explanatory note should be sent to the Attendance Officer the day prior to the appointment. It is the student's responsibility to inform her teachers if a class will be missed.

Students absent from school are not allowed to participate in any school sponsored activity. Exemptions from this policy are granted by the Director of Faculty and Curriculum.

Grades 9 and 10 and/or The Director of Faculty and Development to discuss the student's ability to remain at The Academy at Penguin Hall and/or the academic penalties that may result from the excessive absences.

In circumstances where a student is absent without either school or parental permission, the student will be deemed truant and subject to discipline pursuant to the school's Truancy Policy.

Exemptions to this policy can be made in cases of prolonged illness and granted by the Director of Faculty and Curriculum.

Students are required to inform the Attendance Officer, their teachers and school counselors if they know they will not be in school/class for any reason. Failure to do so could result in the loss of academic credit for missed assignments, quizzes or tests.

Seniors may request two (2) days to be excused in order to visit colleges and universities during the academic year. Students must provide a written request signed by

parents/guardians, teachers, and a school counselor to the Attendance Officer or Dean of Students at least 48 hours before the planned absence. College visitation forms are available in the School Counseling Office.

## **ABSENCE PROCEDURES**

When it is necessary for a student to be absent from school parents are asked to comply with the following procedures:

Parent/guardian calls 978-468-6200 before 8:00 am each day to report their daughter absent from school.

Students are expected to communicate with classmates and teachers to acquire missed assignments. In the event of absences of more than three days, parents should contact their advisor for academics for assignments.

Upon returning to school, a student must present a written note from a parent/guardian explaining her absence to the advisor.

Failure to call and/or provide a written note (electronic notes/emails will not be accepted) will result in a minimum of detention and may result in suspension from school.

Students are expected to complete all make up work in a timely fashion. Students have one day for each day absent to complete missing assignments. Work not completed within this time frame is subject to academic penalties determined by the individual teacher.

Assignments due on the day of an absence should be forwarded to a teacher electronically. Exemptions to this policy may be granted by the advisor or the Director of Faculty and Curriculum

## **TARDY POLICY**

Students are expected to be in their first period class or assigned homerooms by 7:50 am each day. Any student who is not in her assigned seat by 8:00 am is considered and recorded as tardy.

Students are expected to arrive on time each day. Exceptions to this policy are granted by the Director of Faculty and Curriculum and the Attendance Officer. During the winter, hazardous driving conditions are taken into consideration when granting excused tardiness.

Students dismissed for early morning appointments are expected to return to school for afternoon classes.

Students recorded tardy after 8:30 am may be referred to the Director of Faculty and Curriculum and subject to disciplinary action.

When a student accumulates three unexcused tardiness in one marking period, he will be assigned one hour of detention by the Attendance Officer. Upon the fourth unexcused tardy

in the quarter, the student will be assigned one (1) hour of restoration from 7:00 am -8:00 am

or two (2) hours in service. After the fifth unexcused tardy in one academic quarter, the Attendance Officer will refer the student to the Director of Faculty and Curriculum who will request a conference with the student and her parent/guardian. Any further days tardy in one academic quarter will be considered a serious violation of school policy and could result in additional disciplinary action.

The Director of Faculty and Curriculum and advisors have the discretion to assign consequences for any unexcused tardy, regardless of the number of tardiness that a student has earned.

### **TARDY PROCEDURE**

When a student is late for school, she must report directly to reception. After 9:00am all tardy students must report to the Director of Faculty and Curriculum.

Students will report immediately to their assigned class. Failure to report within five (5) minutes to class will result in disciplinary action.

All tardy arrivals must see the faculty member of any class missed on that day and submit any assigned work at that time. Acceptance of late work will be at the discretion of the faculty member.

### **EARLY DISMISSAL**

The school strongly recommends that students not be dismissed before the conclusion of their scheduled academic day, but recognizes that occasionally this cannot be avoided. To ensure student safety, except in cases of family emergencies, parents and guardians may not dismiss their sons via phone calls.

The Director of Faculty and Curriculum or advisors can deny the request for a student to be dismissed via a phone call. To be dismissed early from school a student must:

Bring a note from her parent/guardian (this must be in written form, email will not be accepted) to the advisor no later than 8:00 am on the day to be dismissed. The dismissal note must include a parent/guardian contact phone number. The student will present the dismissal note to the classroom teacher for the class from which he will be dismissed. The student will report to the Director of Faculty and Curriculum at the time of her dismissal.

Any student dismissed early for a school sponsored event must see the faculty member of any class missed on that day and submit any assigned work at that time. Acceptance of late work will be at the discretion of the faculty member.

Any student dismissed from school before 2:00 pm will be ineligible to participate in any school activity on that calendar day. Exceptions to this policy are granted by the Director of Faculty and Curriculum.

**SKIP DAYS**

There are no skip days provided within the school calendar. Any student who participates in a skip day will be subject to disciplinary action and loss of academic credit.

**LEAVE OF ABSENCE**

In some instances, for compelling reasons, a student may be required to take a leave of absence from The Academy at Penguin Hall. Approval for a leave is granted by the Director of Faculty and Curriculum at his/her sole discretion. The President reserves the right to place students on a leave of absence in situations of prolonged absence. The President, in collaboration with others, will define all criteria for reinstatement should a student be placed on a leave of absence.

## **BULLYING**

The Academy at Penguin Hall is committed to providing a safe, respectful learning environment for all students. All members of the school community should be treated with civility and respect in an inclusive manner. Bullying of any student will not be tolerated and will be grounds for discipline, up to and including suspension and expulsion for students, and termination of employment for employees. In accordance with Massachusetts law, the school has developed the following anti-bullying plan for education, discipline, and reporting to prevent bullying and to help adults and students to respond effectively to reports and observations of bullying:

### **Introduction**

The Academy at Penguin Hall expects that all members of the school community will treat each other in a civil manner and with respect for differences.

The School is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The School will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying or teasing.

### **Policy against Bullying, Cyber-Bullying and Retaliation**

The Academy at Penguin Hall will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyber-bullying are prohibited on school grounds and property immediately adjacent to school grounds, at school-sponsored or school-related events, activities, functions and programs whether on or off school grounds. Bullying and cyber-bullying are also prohibited at school bus stops, on school buses or other vehicles owned, leased or used by the School, or through the use of technology or an electronic device owned, leased, provided, or used by the School. In addition, bullying and cyber-bullying are prohibited outside of school property or school-related events and activities if the act or acts in question create a hostile environment at School for the target, infringe on the rights of the target at school, or materially and substantially disrupt the education process or the orderly operation of the School.

Retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

## Definitions and Examples

It is important for everyone to understand what is meant by bullying, cyber-bullying and other terms covered under the policy. The following definitions are drawn from the Massachusetts law against bullying:

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- a. causes physical or emotional harm to the target or damage to the target's property;
- b. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- c. creates a hostile environment at school for the target;
- d. infringes on the rights of the target at school; or
- e. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

Examples of bullying: Bullying can include, but are not limited to, any of the following:

- a. hitting, slapping, pushing, and other physical conduct that causes bodily harm;
- b. teasing or threatening in a manner that puts someone down or is cruel;
- c. deliberately excluding someone, spreading rumors, psychological manipulation, and other actions that hurt someone's feelings or demeans them;
- d. sexually harassing conduct; hazing activities.



### Examples of cyber-bullying:

Cyber-bullying may include the following kinds of behaviors:

- a. taking a private email, instant message or text message and forwarding it, or threatening to forward it to others or posting it where many can see it to embarrass or intimidate a person;
- b. spreading hurtful rumors online about another person;
- c. threatening or insulting through aggressive emails, instant messages, or text messages;
- d. posting, or threatening to post embarrassing pictures of someone online without his or her permission;
- e. creating a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying found at the end of this Plan.

It is important to bear in mind that stricter standards of behavior may apply under the School's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act or gesture might cause harm to another.

This Plan is consistent with broader protections provided by the School such as against discrimination, harassment, hazing, violence and retaliation that may appear in our Student Handbook, Faculty Handbook, and/or Staff Handbook.

### Reporting of Bullying, Cyber-bullying or Retaliation

**Reporting by Students:** Any student who is the target of bullying or cyber-bullying or who has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the President, The Director of Faculty and Development or the School Counselor. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

**Reporting by Parents and Guardians:** Any parent or guardian of a student who is the target of bullying or cyberbullying or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying is strongly encouraged to promptly notify the President or the Director of Faculty and Curriculum. Furthermore, any parent or guardian who has witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to come forward to the President or the Director of Faculty and Curriculum. A parent or guardian should also report any incident of retaliation in violation of this policy to the President or The Director of Faculty and Development.

**Anonymous reporters:** Reports made by students, parents or guardians, or other individuals who are not School members, may be made anonymously, however, the law provides that no disciplinary action may be taken against a student solely on the basis of an anonymous report.

**Reporting Resources:** The School makes a variety of reporting resources available to the school community including, but not limited to:

- (1) an Incident Reporting Form
- (2) a dedicated mailing address (Julie Calzini, The Academy at Penguin Hall, 36 Essex Street, Wenham, MA 01984]

While use of an Incident Reporting Form is not required as a condition of making a report, the School makes the Form readily available as a convenient and efficient means of providing necessary information on which the School can base its response and investigation. The Incident Reporting form will be provided in the beginning of the year packets for students and parents or guardians. It is available in the school's main office, the counseling office, the school nurse's office, the school athletic office and other locations determined by the President or designee. It is also posted on the school's website.

**Reporting Contact Information:** Contact information for reporting bullying or retaliation to the President, The Director of Faculty and Development or the Director of School Counseling is as

Name	Title	Email Address	Telephone Number
Molly Martins	President	<a href="mailto:mmartins@penguinhall.org">mmartins@penguinhall.org</a>	978-468-6200 Ext.1001
Julie Calzini	Direct of Faculty and Curriculum Development	<a href="mailto:jcalzini@penguinhall.org">jcalzini@penguinhall.org</a>	978-468-6200 Ext. 1006
Dean Tsouvalas	Director of Communication and Development	<a href="mailto:dtsouvalas@penguinhall.org">dtsouvalas@penguinhall.org</a>	978-468-6200 Ext. 1003

**Reporting by Faculty and Staff:** Any member of the faculty or staff of the school who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against any student who reported information concerning a violation of this policy is required to report it immediately to the President or his/her designee. Staff may not make promises of confidentiality to a student or parent who

informs him/her of an allegation of bullying or retaliation. The requirement to report to the President or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with the School policies and procedures for behavior management and discipline.

## **Responding to a Report of Bullying, Cyber-bullying or Retaliation**

### **Preliminary Considerations including the Safety and Well-being of Students**

Before fully investigating the allegations of bullying or retaliation, the President or designee may take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to: creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; increasing supervision in certain areas at certain times; and/or altering the aggressor’s schedule and access to the target. The President or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The President or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

### **Obligations to Notify Others**

- a. **Notice to parents or guardians** - Upon determining that bullying or retaliation has occurred, the President or designee will promptly notify the parents or guardians of the target and the aggressor of this, and, if appropriate, of the procedures for preventing further acts of bullying or retaliation. There may be circumstances in which the President or designee contacts parents or guardians prior to, or during any investigation. All such notifications will be made to the extent required by law and consistent with any applicable policies or practices of the School’s regarding confidentiality of student information.
- b. **Notice to Another School or District** - If the reported incident involves students from more than one school, the President or designee will promptly notify by telephone the President or designee of the other school(s) of the incident so that each school may take appropriate action. All such notifications will be made to the extent required by law and consistent with any applicable policies or practices of the School’s regarding confidentiality of student information.

- c. **Notice to Law Enforcement** - At any point after receiving a report of bullying or retaliation, including after an investigation, if the President or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the President will notify the local law enforcement agency. Notice will be consistent with established agreements with the local law enforcement agency and the School's applicable policies and procedures. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the President or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making any determination under this Plan, the President or designee may, consistent with this Plan and with applicable School policies and procedures, consult with other individuals the President or designee deems appropriate.

### **Investigation**

The President or designee will promptly investigate reports of bullying or retaliation and, in doing so, will consider all information made known, including the nature of the allegation(s) and the ages of the students involved. The scope and extent of the investigation will depend upon the particular circumstances of each situation. Pursuant to the School's policies, all students and staff are required to cooperate with the School's investigations of bullying or retaliation complaints.

During the investigation the President or designee may, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The President or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the President or designee, other staff members as determined by the President or designee, and in consultation with the School Counselor, as may be deemed appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, and to take appropriate interim measures to ensure the safety and well-being of students and take appropriate responsive action, the President or designee will maintain confidentiality during the investigative process. The President or designee will maintain a written record of the investigation. Records of investigations will be deemed confidential records of the School and not student records and accordingly, will not be provided to students, parents or guardians except to the extent deemed appropriate by the President in his or her discretion.

Procedures for investigating reports of bullying and retaliation will be consistent with School policies and procedures for investigations. If necessary, the President or designee will consult with legal counsel about the investigation and any other issue related to this Plan.

## **Determinations**

The President or designee will make a determination based upon all of the facts and circumstances as to whether bullying, cyber-bullying, retaliation or other violations of school policy or inappropriate behavior has occurred. If, after investigation, bullying or retaliation is substantiated, the President or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The President or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the President or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The President or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Notice to parents will be consistent with the School's policies on confidentiality of student records and information. Therefore, the President or designee may not be at liberty to report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

In situations where bullying or retaliation has not been found, the School reserves the right to apply disciplinary measures and other corrective action if the conduct is found to violate another of the School's policies, be inconsistent with the School's mission or educational purpose, or be in breach of the School's general expectations for appropriate behavior.

Certain types of conduct, whether or not it meets the definition of bullying, may also trigger the School's duty to report to an outside agency, such as hazing or child abuse. In such situations, the School will comply with its legal reporting obligations.

## **Responses to Bullying**

### **Teaching Appropriate Behavior Through Skills-building**

Upon the President or designee determining that bullying or retaliation has occurred, the School may use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the President or designee may consider include but are not limited to:

- offering individualized skill-building sessions based on the school's anti-bullying policy;

- providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying policy and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

### **Taking Disciplinary Action**

If the President or Assistant Principal of Student Life decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the President or Assistant Principal of Student Life, including the nature of the conduct, the age of the student(s) involved, the need to balance accountability with the teaching of appropriate behavior, and any other factors deemed relevant by the School. Discipline will be consistent with the Plan and with the School's Student/Parent Handbook. Disciplinary actions and other corrective actions for violations of this policy may include, but are not limited to one or more of the following: written warning; parent conferences; classroom or school transfer; limiting or denying student access to a part or area or activity of the school; exclusion from participation in school-sponsored functions and/or extracurricular activities; an apology to the target(s); awareness training; participation in diversity or anti-bullying or anti-harassment programs; mandatory counseling; short-term or long-term suspension; expulsion or withdrawal from the school; any other action authorized by and consistent with the school's disciplinary policy, or as deemed appropriate by the President or designee.

If the President or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action, examples include (without limitation) letters of apology, detention, up to and including expulsion.

### **Promoting Safety for the Target and Others**

The President or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the President or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the President or designee will work with appropriate school staff to implement them immediately.

### **Counseling Assistance**

School Counselors will be available to work with individuals and the families of both the target and the aggressor. The School has an existing relationship with Health and Educational Services Inc. if long term counseling is recommended for either individual involved.

### **Protection from Retaliation**

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

### **Responsibility for Oversight and Implementation**

The President is responsible for the implementation and oversight of this Plan. Questions and concerns related to this Plan may be referred to the President, The Director of Faculty and Development, or the School Counselor (hereinafter these individuals may be referred to collectively as "Principal or designee").

The Bullying Prevention and Intervention Plan (this "Plan") is a comprehensive approach to addressing bullying and cyberbullying, and the school is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. Pursuant to the Plan, we will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this Plan in all aspects of our school community.

### **Annual Notice, Handbooks and Training**

At the beginning of each school year, the School will send parents and students written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to students and parents or guardians will be in hard copy and electronic formats, and be available in the language(s) most prevalent among parents or guardians. The School will post the Plan and related information on its website.

The School will also provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, in the Faculty and Staff Handbooks or by other effective means. The School also will provide all staff with annual training on the contents of the Plan, their responsibilities to prevent bullying and retaliation and to report suspected incidents. Such annual training will also include an overview of the steps that the President or designee will follow upon receipt of a report of bullying or retaliation.

### **Questions**

Any questions about the Bullying Prevention and Intervention Plan can be directed to the President or The Director of Faculty and Development.

## **Conclusion**

The Academy at Penguin Hall is committed to providing a school environment that is free from bullying, cyber-bullying, retaliation or any other form of behavior that has a negative impact on members of our school community. This Bullying Prevention and Intervention Plan is intended to (1) assist the school in its efforts to prevent bullying, cyber-bullying, retaliation and other negative behaviors from occurring; (2) to encourage students, parents, and guardians to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; (3) to implement appropriate disciplinary and other responsive actions when they are found to be warranted, and (4) help the School to maintain a positive, safe and respectful school environment.

## **CALCULATORS**

TO BE DETERMINED BY FACULTY

## **CARPOOLS**

Carpools are arranged by parents. Please check the online student directory for the names of other students from your community, then communicate directly with the families to coordinate travel arrangements. Since parking is limited all students and families are encouraged to use carpool.

## **CELL PHONES**

TO BE DETERMINED BY FACULTY

## **CLASS ATTENDANCE**

Students are expected to attend all scheduled classes. Cutting a class will result in consequences and loss of academic credit and parental notification. A second offense will be cause for suspension.

## **CLEANLINESS OF CAMPUS**

Students are expected to help maintain a neat and clean campus. No food or drinks should be consumed in the academic buildings without the permission of the Director of Faculty and Curriculum. Students must use trash and waste receptacles that are provided throughout the campus, and always clean up after themselves. Recycling of materials is strongly suggested.

## **CHILD ABUSE, SEXUAL ABUSE, & NEGLECT**

The Academy at Penguin Hall is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. Under Massachusetts General Laws (M.G.L) c. 119, § 51A, certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting: (l) from abuse by a caretaker that causes harm or substantial risk of harm to



the child's health or welfare, including, but not limited to sexual abuse; or (ii) from neglect by a caretaker, including malnutrition. As required by this law, all employees of the School are obligated to report all suspected cases of child abuse, including sexual abuse and/or neglect to the Massachusetts Department of Children & Families.

Students who feels they are a victim of such mistreatment are encouraged to report such mistreatment to any counselor, teacher, or to the Director of Faculty and Curriculum or Principal. Any person within the School community with any knowledge whatsoever of suspected abuse or neglect, or any concern about possible abuse or neglect, should report it immediately to the Director of Faculty and Curriculum, the President, or a school counselor so that appropriate reporting to the State and necessary responsive actions can be taken. Failure to report is a crime, but good faith reports are protected under the law. The School will cooperate with any investigation or services provided by the Department of Children & Families and will support the student who is a victim in any way the School can.

## **CUSTODY**

A parent who has court-ordered custody arrangements for a daughter must file a court-certified copy of the custody section of the divorce decree, or other official custody ruling, with the school prior to admission. In the case of students already enrolled, the court-certified copy must be submitted as soon as possible. The school will not be responsible for failing to honor any change in custody arrangements if it has not been properly notified. If it is desired that the school send mailings to the custodial and non-custodial parents of a student, a written request must be submitted to the President.

## **DOMESTIC AND INTERNATIONAL TRAVEL PROGRAMS**

To enhance the overall experience at The Academy at Penguin Hall, the school provides qualified students several educational opportunities involving domestic and international travel. All school rules and regulations, with the exception of the dress code, apply to all international and domestic travel programs. Parents/guardians and students are required to complete a separate release form for all school related travel.

Students must be in good academic, disciplinary, including attendance/ tardiness and financial standing in order to be eligible in order to participate in travel programs. If a program commences immediately after an academic assessment report or marking period and the student receives one or more failing grades, he may not be allowed to participate.

Students who are not in good disciplinary standing are not eligible to participate in domestic or international travel programs offered or sponsored by The Academy at Penguin Hall. All travel programs sponsored by The Academy at Penguin Hall are connected to the academic program and rooted in the mission of the school.

Students participating in domestic or international travel which exceeds \$250 must purchase travel insurance. The Academy at Penguin Hall encourages the purchase of travel insurance for all travel. All participants in travel programs are required to complete a covenant

agreement with the school. Violations of the covenant render a student liable to disciplinary action, up to and including not participating in the trip / program.

## **DRESS CODE**

### **PHILOSOPHY**

A positive learning climate that promotes mutual respect and personal growth is an essential component of The Academy at Penguin Hall community. The Academy at Penguin Hall acknowledges students' need for self-expression and students are offered considerable freedom in our dress code. In that light students are required to embrace and demonstrate a sense of pride in the dress code because it shows a measure of commitment to the community and builds a sense of common mission.

### **EXPECTATIONS**

A dress code is in effect on campus between 7:00 am and 3:00 pm. Any clothing item(s) that is/are not listed below are prohibited.

## **DRESS CODE TO BE DETERMINED**

Liturgies, Convocations, Funerals, Semi-Formals and Other Events:

- All students must dress appropriately when the school community gathers for school wide liturgies, convocations or other occasions as announced by the administration.
- When attending school funerals, wakes or other occasions as announced by the administration students are expected to be attired in dress pants, dress shirt, tie and sport coat. Students are expected to be similarly attired at other formal events as announced by the faculty and administration.

## **ACCOUNTABILITY**

On the first violation of the dress code students will be assigned consequences.

On the second offense of the school dress code, the parents and guardians of the student may be contacted by the Director of Faculty and Curriculum, and further disciplinary action may be taken which may include sending the student home to correct the dress code issue. Repeated offenses of the dress code could result in service hours, probation, suspension or

expulsion from The Academy at Penguin Hall.

## **QUESTIONABLE MATTERS**

The Director of Faculty and Curriculum is the final arbiter in all matters of the dress code and hair style. Any matters of questionable appearance will be referred to the Director of Faculty and Curriculum, who will decide if a student will remain in school, be sent home to get properly dressed or groomed, or stay out of class until proper clothes are brought to the student from home, or until the student is properly groomed. All lost time will be made up in detention.

## **DRUG AND ALCOHOL POLICY**

### **STATEMENT OF PHILOSOPHY**

The Academy at Penguin Hall is committed to maintaining a school community that is drug and alcohol free. It is the responsibility of all students, parents, faculty and administrators to work together to achieve this goal. To be supportive of this effort The Academy at Penguin Hall offers a series of educational programs that provide students with developmentally appropriate information related to the abuse of alcohol and drugs. The educational program focuses on the prevention of use as well as decision making and personal responsibility. Counseling related to drug and alcohol use is available through the School Counseling Department and the Student Assistance Program (SAP). Students may refer themselves to the SAP. Faculty, administrators and parents may also make referrals to the SAP. The primary emphasis of the SAP is directed toward deterrence and intervention for students seeking assistance. Support systems and appropriate interventions will be developed according to the student's needs.

The Academy at Penguin Hall is aware of the need for policies and protocols to be followed in the event a student decides to use alcohol / drugs. To ensure the development of a healthy and safe community and the wellbeing of all members of The Academy at Penguin Hall community, the following policy regarding the use of alcohol, controlled substances (narcotics, steroids, abuse of prescription medications and other substances as defined by law) and tobacco is in effect.

## **SCHOOL POLICY AND CONSEQUENCES**

### **Policy**

- It will be considered a major violation of school rules for any student to possess, sell, distribute, or use alcohol /drugs (including steroids) on campus or at any school sanctioned activity or event off campus.
- It will be considered a major violation of school rules for any student to be under the influence of alcohol/ drugs (including steroids) on campus or at any school sanctioned

activity or event off campus.

- It will be considered a major violation of school rules for any student to possess any type of drug paraphernalia on campus or at any school sanctioned activity or event off campus.
- Abusing prescription or over-the-counter medications, household cleaners, or aerosol propellants on campus or at any school sanctioned activity or event off campus is also a major violation of school rules.
- Exceptions to this policy will be made for authorized and appropriate use of prescription and over-the-counter medications in accordance with the school's policy and protocol on medications.

Any violations of this drug/alcohol policy will result in disciplinary and/or rehabilitative action, and possible prosecution by local authorities. Even drug and alcohol violations during non-school time and/or off school premises may have ramifications, including but not limited to loss of privileges or other disciplinary action at the school's discretion.

### **Specific Violation and Consequences**

- Any student who sells or distributes alcohol or prohibited substances will be recommended for dismissal from The Academy at Penguin Hall and be reported to the appropriate law enforcement agency.
- Any student who possesses, uses, is in the presence of, or is under the influence of alcohol or prohibited substances, or possesses drug paraphernalia may be suspended from school and subject to any of the following stipulations:
  - the student may be required to undergo an assessment by a professional substance abuse counselor or other appropriate medical professional. If this occurs, the student will be required to submit a complete drug / alcohol screening according to the conditions dictated by The Academy at Penguin Hall.
  - the student may be placed on disciplinary probation or other leave status, and may be subject to expulsion.
  - if allowed to reenter school, the student will participate in a conference with the Director of Faculty and Curriculum, Dean of Students, School Counselor and Parent(s) / Guardian(s). The conference will result in a reentry contract that will outline all expectations of the student.
  - if the student is not expelled for a first offense, a second offense or failure to comply with stipulations of the reentry contract or outside counseling agency will render a student subject to dismissal.
  - student athletes in violation of this policy are subject to sanctions outlined in the MIAA Blue Book (Rule 62) and subject to being suspended from the team by The Academy at Penguin Hall for the entire season of play. For MIAA purposes The Academy at Penguin Hall defines the season of play as September 1 – August 30.
  - the school reserves the right to impose other disciplinary or corrective action as it deems is appropriate.

In addition, The Academy at Penguin Hall may require, without prior notification, that a biochemical test for drugs and/or alcohol be performed on a student at any time. The cost of

such testing is the responsibility of the parents/guardians. Failure to appear for testing, failure to provide a sample, or evidence of attempted adulteration may cause a test to be presumed positive. A positive test may result in disciplinary action including possible immediate expulsion.

## **ELECTRONIC DEVICES**

Electronic equipment used solely for personal entertainment are not to be seen or used on campus between a student's arrival on campus and 3:00 pm. These devices should not be used for watching videos/movies or gaming prior to 3:00 pm. After 3:00 pm, videos/movies, gaming, and any other uses of such devices should be consonant with the mission of the school.

The unauthorized use of camera phones or other recording devices, still and video, is strictly prohibited. Use of such devices, is not permitted at any time on campus without the permission of the school administration.

Any electronic device brought onto the campus or to any school sanctioned activity or event may be confiscated by the school and/or searched by the school at any time.

## **EXCHANGE PROGRAMS**

Students of The Academy at Penguin Hall who serve as hosts to guest students are expected to uphold the reputation and good name of The Academy at Penguin Hall at all times while the guest student is in their presence. Decisions or actions that jeopardize the good name of The Academy at Penguin Hall and / or the safety of the School's guest or any other person will result in disciplinary action.

## **FIELD TRIPS**

Students are required to have a "Field Trip Permission Form" signed by a parent or guardian on file prior to participating in any school-sponsored field trip. Moderators of the field trip are required to provide this form, and students are to have parents / guardians sign the form. This form is to be submitted to the moderator at least forty-eight hours in advance of the scheduled trip. Students not submitting the form properly will not be allowed to participate in the trip. A telephone call is not sufficient permission for a field trip.

On all school-sponsored field trips, an appointed moderator represents the school. Students are responsible to this person, and all school regulations and policies, including dress code, are in force throughout the field trip.

Students are required to use school provided transportation on all field trips. Students must be academically eligible to participate in field trips.

Students are required to inform teachers of their participation in field trips and gather assignments at least two days prior to departing. Any academic assignments that were due on the day of the field trip must be submitted on that day.

## **FIRE ALARM AND OTHER CRISIS SITUATIONS**

Whenever the fire alarm signal sounds, all classes must proceed immediately quickly and silently along the route designated for each classroom. When the signal is given, classes will return to their classroom in a quiet and orderly fashion.

For other emergencies, students will follow the directions given over the school's public address system.

Students who are in hallways and/or outside during unstructured time should report to the nearest faculty member to receive instructions.

## **FOOD OR DRINKS**

Food is not to be taken from the dining hall to other areas of campus at any time, unless students are invited to lunch with faculty in different areas of the campus or eating in the student commons. When eating in any location, the student is responsible for disposing of her trash and cleaning the area before leaving.

Students are prohibited from carrying in or consuming food and drink in the library, computer labs, and all other academic buildings (including hallways) during the school day.

Students are responsible for the cleanliness of the cafeteria. Students should clean tables before leaving. The throwing of anything in the cafeteria is forbidden. Students are not allowed to have backpacks, bags or jackets on in the serving area of the cafeteria.

## **GAMBLING**

Gambling in any form is not allowed. Violations of this prohibition may subject a student to suspension or expulsion from The Academy at Penguin Hall.

## **GUIDELINES FOR USE OF SCHOOL BUILDINGS BY STUDENTS**

School buildings are open for student use beginning at 7:00 am. Unless another school-based activity that a student will be attending, is occurring on campus students should be picked up from campus by 5:30 pm.

Unless properly supervised by a member of the faculty, all students must vacate all classrooms, computer rooms, studios and laboratories by 3:00 pm. The A.E. Studzinski Library (5:30 pm) and Computer Labs (5:00 pm) will be open for quiet study after school. Additional study areas also will be provided in periods of inclement weather.

Students wishing to use the gymnasium at times other than those when regular activities are in progress must obtain permission from the Athletic Director. Gym shoes are to be worn at all times on the basketball floor.

## **HALLWAYS**

During unstructured time and lunch periods, students are permitted to be at their lockers or in the hallways during the first five (5) minutes and last five (5) minutes of a period. At all other times students should be in a supervised area.

## **HAZING**

Hazing is a serious offense. **The Academy at Penguin Hall encourages students to report such offenses promptly to any counselor, teacher, the Director of Faculty and Curriculum or the President.** Hazing is prohibited by both state law and the school's policies and will not be tolerated in this community. The school, through the President, will report all incidents of unlawful hazing to appropriate law enforcement officials, as required by law.

Officers and members in any student organization, team, or group are also responsible for making sure that hazing does not happen. Below is the state law that prohibits hazing. However please note that conduct need not meet the legal definition of hazing to violate the school's expectations for appropriate behavior. All student activities related to membership in a student group or team (such as recruiting, new membership, and elections) must comply

with all applicable school rules and community standards, as described in this student handbook. Keep in mind that, under the law, the implied or even express consent of any person toward whom any act of hazing is directed is not a defense to hazing. Offending students will suffer appropriate disciplinary action, including the possibility of suspension or expulsion. For a more detailed description of the types of disciplinary action the school may take for violations of this policy, please see the "Bullying" policy.

Below is the text of the Massachusetts Law Prohibiting Hazing:

**269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED:**

Section 17. Whoever is a principle 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 by 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.

**269:18 FAILURE TO REPORT HAZING:**

Section 18. 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.

**269:19 COPY OF SECS. 17--19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT:**

Section 19. 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.

## **HEALTH INFORMATION**

As a condition of continued enrollment, parents and students consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of The Academy at Penguin Hall, as determined by the President or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The Academy at Penguin Hall will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and wellbeing of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school who have a need to know medical and/or

psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

## **INVESTIGATIONS**

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, including, but not limited to pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to ask the student to leave school.

## **LOCKERS -- BOOK / ATHLETIC / PHYSICAL EDUCATION**

All freshman, sophomore and junior students will be assigned book lockers by the Director of Faculty and Curriculum. Only locks issued by the school may be used to secure school lockers. All other locks will be removed. The Academy at Penguin Hall is the exclusive owner and a cotenant of all school lockers and reserves the right to search a locker at any time. The Academy at Penguin Hall does not assume any responsibility for any items that are lost or stolen from lockers. Seniors who wish to use a book locker should request a locker from the Director of Faculty and Curriculum. Students may only use the school locker assigned to them.

All students are required to lock their valuables in their lockers, especially in the gymnasium/locker room area. Book bags and athletic bags should never be left unattended. The Academy at Penguin Hall does not assume any responsibility for items lost or stolen.

## **LOST AND FOUND**

A lost and found for books, clothing and other items will be maintained in the Student Center. Unclaimed items are discarded or donated to charity at the end of each quarter. The Academy at Penguin Hall is not responsible for lost or stolen items.

## **MEDICATIONS**

Parents and students are required to provide the school's health office with a list of all medications that the student currently takes, including prescription and non-prescription medication. School policy prohibits students from self-administering any medication, prescription or over-the-counter. Certain limited exceptions may be made for emergency medications such as asthma inhalers, epinephrine auto-injectors, or insulin. In the case of a student who may require such medications, parents and students should consult with the School's nurse or his/her designee to develop appropriate measures.

## **MESSAGES**

Families should make every effort to personally communicate messages to their sons. In the event that communication is not possible, the school office will always assist in emergencies, but will not interrupt classes to deliver non-emergency messages. Students will be called to the office for messages during homeroom and at the end of the day.

Students are required to check their The Academy at Penguin Hall e-mail address at least once each day. The school e-mail system is used to communicate a number of announcements throughout the school year.

## **OFF-CAMPUS BEHAVIOR**

Students should be aware that certain activities outside of school hours or off school property may result in loss of school privileges and other disciplinary action up to and including suspension or dismissal. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include: any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of computers, electronic messaging systems, or websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

## **PARENTS AWAY**

Parents are asked to inform the school if they will be away and a student will be staying with someone else as temporary guardian. The school should receive the name and phone number of the guardian and the dates involved. All correspondence should be directed to the Director of Faculty and Curriculum.

## **PARENT CONDUCT**

Parents and guardians are responsible for respecting the rules and regulations described in this handbook. The School believes that a positive and constructive working relationship between the School and the parent or guardian is essential to the fulfillment of the School's

mission. The School reserves the right to terminate enrollment of a student if the School concludes in its sole discretion that the actions of a parent or guardian seriously interfere with the School's accomplishment of its educational purpose or mission, or if any parent or guardian fails to work in a positive or constructive manner with the School, or otherwise fails to respect and support the policies, rules and disciplinary decisions of the School.

## **PARKING**

TO BE DETERMINED

## **PROCEDURES FOR SCHOOL CLOSING OR DELAYED OPENING**

On days when The Academy at Penguin Hall will not be in session or will have a delayed opening due to inclement weather, notice of cancellations will be broadcast over television stations WHDH (7), WBZ (4), and WCVB (5) and WFXT (25) television, and on the school's web page ([www.penguinhall.org](http://www.penguinhall.org)). The school will also contact families via the School Reach Phone Messaging System. Phone messages generally will be sent out between 5:15 am and 5:30 am. Families not wishing to receive a phone message must send a written request to the President's Office by November 1.

## **SCHOOL DANCES**

The Student Council will sponsor dances for the student body. Dance dates are posted on the school calendar. The Academy at Penguin Hall dances are open to all of The Academy at Penguin Hall students and guests from invited schools. Guests from non-invited schools must be a registered guest of a student. Registration will be coordinated through Student Council and the Student Life Office. All students are required to present a picture ID at the entrance to the dance. All students attending the dance are expected to obey the rules of conduct. Violations of the rules will result in disciplinary action. If a student's guest(s) violates the code of conduct at the dance, The Academy at Penguin Hall student will be held responsible for the behavior of her guests. Should an invited guest be expelled from a dance, disciplinary action will be taken against The Academy at Penguin Hall student. No bags/backpacks are allowed at the dances by either student or her guests.

Students must be present at school on the day of the dance in order to attend any dance.

The Academy at Penguin Hall students are expected to behave in accordance with the mission, vision and values of the school. Any behavior contrary to The Academy at Penguin Hall's values or which denigrates the inherent dignity of our guests, chaperones, other students or staff will render a student subject to disciplinary action. Likewise, guests are expected to behave appropriately and comply with the school's code of behavior. If they do not, the student responsible for the guest will be held accountable for the guest's actions. A code of behavior is posted at the entrance of each dance.

### **Rules for School Dances:**

- The Academy at Penguin Hall students and guests only.
- All guests must be in high school.
- Doors will close when we have reached capacity or by 8:00 pm. No guest admittance after this time.
- All students should be picked up **NO LATER** than the specified time.
- All students/guest must show respect for the staff, faculty, campus, each other and themselves.
- No backpacks or large bags are allowed. All purses, handbags, pockets will be searched.

## **SCHOOL IDENTIFICATION CARD**

Students are required to carry their official school identification card with them at all times, during school and at all school-related functions and activities. Loss of a student ID card should be reported to the advisor immediately. Replacement cards will be provided for a \$5.00 fee and it may take up to 24 hrs. for the new card to be printed. A student must produce her ID card immediately when asked to produce it by a faculty or staff member. A student who refuses to produce her ID or is not carrying her ID is liable for disciplinary action.

Student ID cards are non-transferable and lost cards should be reported, for deactivation, to the advisor, as soon as possible. Use of a student ID by unauthorized persons will result in disciplinary action.

## **SECURITY CAMERAS**

In furtherance of its policies and procedures regarding safety, security and appropriate conduct, the School utilizes video surveillance equipment in appropriate places within and around School buildings. While private areas such as restrooms, showers, and dressing rooms will not be subject to video surveillance, the area's leading into and out of such facilities can be subject to monitoring. In addition, such facilities are still subject to visual and physical searches by authorized School personnel, or their designees, for reasonable purposes.

Activities in the covered areas are monitored and recorded through a closed circuit video surveillance system. The recorded video is stored by the School for a period of time and is subject to review by authorized administrators or security personnel. The School reserves the right to disclose the contents of such recordings as necessary to ensure the security and safety of students and employees, to investigate any suspected misconduct, and to report any suspected illegal activity to the appropriate authorities. If you have any questions regarding the School's use of video surveillance, please contact the President.

All students and employees are prohibited from tampering with or disabling the surveillance equipment. Violation of this prohibition will lead to disciplinary action up to and including expulsion (if a student) or termination of employment (if an employee).

## **SENIOR PRIVILEGE**

Members of the senior class are granted the privilege of leaving campus upon the completion of their last scheduled class. No other student is allowed to leave campus at any time during the school day. Students who leave campus during the school day without express permission are subject to suspension, and/or probation. Students who repeat this offense is subject to expulsion.

## **SNOWBALLS**

The making and throwing of snowballs is prohibited on campus and will result in disciplinary action.

## **STUDENT DIRECTORY**

There is a published Student Directory that includes a student's name, parent / guardian's name, address, phone number and home e-mail address in The Academy at Penguin Hall's portal. Families not wishing to have their information published can opt out through The Academy at Penguin Hall Family Update Form.

## **STUDENTS DISMISSED FROM CLASS**

Students are not allowed to leave a classroom while class is in session without the explicit permission of the teacher.

**Any student sent from a classroom for disciplinary reasons is to report to the Director of Faculty and Curriculum.** The student must remain in the office until he receives further instructions.

In the event a student needs to see the nurse or attend a school counselor meeting the student must check in with her classroom teacher prior to visiting the nurse or attending the guidance appointment. At the conclusion of the nurse visit or school counselor meeting the student must report to class immediately unless a medical emergency makes this impossible. A student who does not comply is subject to disciplinary action.

## **TEACHER ABSENCE**

Students must report for their first period class by 8:00 am each day, even if a teacher is absent, and remain in the classroom until a substitute arrives or until an administrator dismisses the class.

If a teacher fails to appear for class, the class is required to remain and wait quietly while a class member goes to notify the school office. A school administrator will then give directions to the class. Students are required to check the Student Portal for assignments when there is no substitute for an absent teacher.

## **TRUANCY**

A student is deemed truant when he is absent from school or from a class without school and/or parental permission. The student will at a minimum receive in-school suspension. Parents will be informed of any instance of truancy as soon as possible. Truancy also results in a student being placed on disciplinary probation for one semester. Truancy by a student already on probation may result in expulsion.

## **USE OF TOBACCO PRODUCTS**

In view of the evidence that tobacco products are injurious to health, the possession and use of such products are prohibited everywhere on campus and at all school-related activities. Violation of this policy will result in disciplinary action. Repeated violations will render a student subject to expulsion.

## **VANDALISM AND STEALING**

Human dignity and respect for the common good requires that each individual respect the personal property of one another and the school property which is intended for the responsible use of all the members of The Academy at Penguin Hall community. Stealing and vandalism are considered to be serious violations of school policy and will render a student subject to expulsion from The Academy at Penguin Hall. Students caught vandalizing or stealing will be required to make restitution. Students and parents are responsible for reimbursing The Academy at Penguin Hall for any damages and / or theft of school resources.

## **VIOLENCE**

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and will result in disciplinary action including possible suspension or expulsion, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate. Fighting includes (without implied limitation) the throwing of punches or a serious physical struggle. Likewise, threats of violence (physical, verbal, emotional) made in person, electronically, or through other means or people, will not be tolerated. Threatening includes any behavior which purposely places or attempts to place another in fear of imminent bodily injury or physical contact. The theft of another person's electronic identity or the masking of one's true identity as another person to make threats and/or harass individuals on or off campus will render a student subject to expulsion.

## **WEAPON POSSESSION**

The possession of a weapon or other dangerous object on campus or at any off campus school-sponsored activity will result in expulsion from The Academy at Penguin Hall. The appropriate law enforcement agency will be notified and the student may be subject to arrest. Dangerous objects include, without implied limitation, items such as guns, firearms, explosive devices, knives, slingshots, pepper spray, and other chemical sprays.

## **ATHLETICS**

The Academy at Penguin Hall is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and abides by and enforces all MIAA policies, protocols and procedures as published in the MIAA Blue Book ([www.miaa.net](http://www.miaa.net)). Please review this section to ensure your son is eligible to participate in MIAA interscholastic events. The information contained herein is intended to provide student athletes and parent / guardian (s) with an understanding of the Athletic Department's philosophy, goals and policies. Participation on an athletic team can be a rewarding educational experience. It is important that student athletes realize the time demands, responsibility, dedication and sacrifices required when making this commitment. Student athletes must maintain good academic and disciplinary standing to maintain the privilege of participating in the interscholastic athletic program.

## **ATHLETIC PROGRAM GOALS**

The Academy at Penguin Hall emphasizes the development of basic skills, and appropriate attitudes, values, sportsmanship and team concepts. Participation at the varsity level is



generally limited to the most highly skilled players and those with the ability to interact with other players for team success. The coach will make all decisions relative to the level of play and placements on teams (varsity, junior varsity or freshman). It should be understood that playing time could be limited by the strategy of the game. The School strives to allow as many students as possible to participate and share the experience and benefits derived from team membership.

## **CONCUSSION MANAGEMENT**

Any athlete who exhibits signs, symptoms, or behavior consistent with a concussion (such as loss of consciousness, nausea, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

When an athlete is cleared to return to play by a physician with documentation after they have sustained a concussion, a gradual return to play plan will be administered by the Athletic Trainer to monitor the athlete and insure they are symptom free during sports specific activities, before allowing them to participate in live athletic participation. Any prior concussion history for an athlete before attending The Academy at Penguin Hall should be noted in the mandatory Pre-Participation Head Injury Concussion Reporting Form that is due before each sports season for record keeping purposes. This form can be found under the Athletic Tab on the website on the Concussion Information and Protocol page.

The school uses the ImPact concussion program as one tool in the evaluation process and all athletes that participate in contact sports are required to have a baseline test before being cleared for play. Post injury impact test results will be forwarded to the student athlete's licensed physician for evaluation.

The school coaches and medical personnel will always put the student's health and well-being first and are required to err on the side of caution in regards to concussion management.

To promote wellness and assist in the diagnosis and treatment of head injuries the school has implemented the ImPact program. All student athletes must complete an ImPact computer test each year. In the event a student sustains a head injury the student is expected to take the ImPact test, in the school nurse's office, no later than 72 hours after receiving the injury.

## **GAMES/PRACTICE SESSIONS**

Student athletes must make a commitment to be at all practice sessions, contests, and team meetings. Any team member who must be late for or miss practice, games or meetings must confer with her coach. Absences may jeopardize retaining a position on a team. This includes extended trips during vacation.

Students must discuss participation in school sponsored exchange and service programs that conflict with team commitments with the coach and Athletic Director at least six weeks prior to tryouts or the season of play.

Practices are held daily for approximately 2 ½ hours, or as appropriate to the activity. Some practices may be held on weekends. No official practice may be held without a The Academy at Penguin Hall coaching staff member present.

## **STARTING DATES**

**Starting dates for each season are posted on the school calendar.**

The conclusion of the season is defined to include participation through the last MIAA sponsored tournament or event.

## **PRE-SEASON RESPONSIBILITIES**

All candidates for athletic teams must meet the following requirements prior to attending any tryouts or practice sessions:

- Submit a completed physical to the Nurse's Office. Date of physical must be within 13 months of the start of the season.
- Complete an ImPact computer test.
- Demonstrate parental / guardian permission to participate, noted on the Student Contract
- Be less than 19 years of age on or before September 1 of the current school year. Students in grade 9 must be less than 16 years of age on or before September 1 of the freshman year.
- Demonstrate and maintain academic eligibility.
- Fulfill all financial obligations to the School and return all equipment issued the previous season.
- Be in good standing in connection with disciplinary issues.

Students transferring into The Academy at Penguin Hall must work with the Athletic Director to ensure eligibility for participation in the interscholastic athletic program. The Director of Faculty and Curriculum is responsible for declaring eligibility of all transfer students.

## **TEAM TRYOUTS/SELECTION**

Prior to each season the school will sponsor an information night for parents and prospective student athletes. Attendance at the information night is mandatory. During the session staff will explain the School's philosophy of athletics and coaches will provide an explanation of her expectations and guidelines for tryouts. It is the duty of the student to demonstrate to the coach that he can fulfill the required expectations. If a student is not selected for a team, he may contact the coach personally for an explanation. Students not selected are encouraged to explore other sport opportunities.

The coaching staff of each sport has the sole responsibility for selecting the members of the team, determining the level of play beneficial to the development of each player and the amount of playing time. Player concerns should be addressed first between the player and coach. If a resolution is not achieved, parents may schedule a meeting with the coach. If a resolution is not reached between the athlete, parent and coach, the matter may be presented to the Athletic Director. Parents / students should not contact the Headmaster or Principal regarding athletic concerns until all other possibilities have been exhausted. The President is

the final arbiter of all concerns in this area.

### **ATHLETIC PARTICIPATION WARNING**

Although most athletic injuries are usually minor, serious injury, including permanent paralysis or death, may occur.

### **SCHOOL EQUIPMENT RESPONSIBILITIES**

Students are responsible for and are expected to maintain proper care of all equipment issued to them. Students are responsible for payment for any items lost, stolen or damaged. Each item not returned will be assessed at a rate comparable to the current replacement cost. All equipment is to be returned within three days of the completion of the season. Student/athletes are not to wear uniforms (practice or game) at any time other than those allowed by the specified team regulations.

### **SPORTSMANSHIP**

All members of The Academy at Penguin Hall community (student athletes, student spectators, parents, coaches and guests) are expected to model the principles of good sportsmanship. These principles include:

- Cheers and chants that support and encourage THE ACADEMY AT PENGUIN HALL student athletes.
- Refraining from making comments that attack or denigrate officials, members of the opposing team or coaches.
- Support for the values taught by interscholastic high school athletics.

Members of our community who do not abide by these general principles will be ejected from the competition and not permitted to return until a meeting takes place between the individual, Athletic Director and the Director of Faculty and Curriculum. Members of faculty, staff and administration may eject spectators, at their own discretion, at any time.

### **MIAA RULES OF NOTE**

The Academy at Penguin Hall abides by the policies of the MIAA in all interscholastic athletic programs. Student athletes and parents must be familiar with the rules listed below. The text of the rules can be found at [www.miaa.net](http://www.miaa.net) and then click on the Blue Book link.

**Rule 45.** Loyalty to the High School Team: Bona Fide Team Members

**Rule 46.** Only One School Sport Per Season is Permitted

**Rule 62.** Student Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

As noted in The Academy at Penguin Hall Alcohol and Drug policy the school will apply the stipulations of this rule to students who are in the presence of underage alcohol consumption and / or the use of other illegal substances.

## **TECHNOLOGY RESOURCES**

### **Computer Lab Hours:**

#### **THE ACADEMY AT PENGUIN HALL ACCEPTABLE COMPUTER USE POLICY FOR STUDENTS**

The school grants students the privilege of access to computers, peripherals, a local area network, the Internet, and other technology tools, all of which are owned, maintained, and controlled by The Academy at Penguin Hall. The school expects that students will use these technology resources only in accordance with the school's mission and only for academic purposes. The use of The Academy's technology resources is a privilege and may be revoked for repeated violations of policy or a single substantial infraction. ***Students should not expect any privacy in their use of the school's technology resources. All data created, stored, received, sent, and viewed on or through such resources are subject to monitoring and access by the school at any time.***

#### **INTERNET USE**

Internet research is an integral part of the educational process. The school expects students to use appropriate search engines, databases, and other Internet materials in support of their academic and school-related extra-curricular activities in a responsible manner.

The school recognizes that some Internet resources do not serve the school's educational purposes. Access to materials not considered to be of educational value in the context of the school setting is therefore restricted. The school uses an Internet filtering system to help protect students from access to inappropriate materials. If a student unintentionally accesses inappropriate materials, he should contact a member of the Technology Department immediately and report the incident. ***Any attempt to intentionally bypass the school's filtering system is considered a violation of the Acceptable Use Policy. Use of unauthorized proxy servers to intentionally bypass school filtering will result in disciplinary action.***

***As with any other use of the school's technology resources, all Internet activity on the school's systems is subject to monitoring and access by the school at any time. In particular, images or screen shots of any and all web pages, communications and Internet browsing can become stored on the school's systems in temporary Internet files, and are subject to access by the school.***

#### **ELECTRONIC MAIL**

The school provides electronic mail (email) accounts to all students. Students are expected to use this email account for school-related activities only. Email messages sent or received by students are not considered confidential and may be monitored, accessed and disclosed at any time by designated school staff members even if such transmissions have been deleted.

#### **User guidelines for assigned e-mail accounts:**

- Students are expected to check their email regularly and routinely discard old e-mail.
- Caution should be taken when receiving and sending email attachments to minimize the risk of transmitting computer viruses.
- Do not forward or send inappropriate material.
- Students are representing The Academy at Penguin Hall and should use care and respect when using the school's email system.
- Unauthorized use of another individual's e-mail account is prohibited and will result in disciplinary action.

## **SCHOOL NETWORK**

Each student user has access to the technology resources provided by the school. Each student's network account provides limited centralized storage on school servers and should be cleared periodically. It is expected that students will keep passwords secure and private but will disclose them when required to authorized school staff. School administrators have the right to review all files on all servers. Periodically, network and school administrators will review files in order to maintain system integrity and to ensure that the resources are being used for educational purposes and in accordance with the school's mission. Use of school network resources that is contrary to the mission of The Academy at Penguin Hall will subject a student to disciplinary action.

## **CONDITIONS AND RULES FOR USE**

The following rules for conduct are intended to help The Academy at Penguin Hall students use the school's technology resources appropriately.

- All use of the Internet through the school will be for school purposes only.
- Students will respect the privacy of others.
- Students will always use appropriate language.
- Students will only use software provided by the school.
- It is illegal to copy or run software without a proper license.
- Students will not install any software on school machines or use flash drives to run unauthorized software.
- Students will not knowingly spread computer viruses.
- Students will use care when sharing personal information on the Internet.
- Students will not steal, misuse, or vandalize computer equipment and supplies.
- Students will not download anything from the Internet especially executable files sent via email.
- Independent use of "chatting" is prohibited. Chat sites and programs include, but are not limited to, AOL Instant Messenger, MSN Instant Messenger, Lycos Chat, Google Talk, Yahoo Chat, iChat, ICQ, and chat rooms of any kind.
- Students are not allowed to access personal email accounts from school computers.

Furthermore, students will never use someone else's email account.

- Students will never give out or share their password with anyone. Students will never attempt to use another user's password.
- All copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

## **INAPPROPRIATE MATERIALS AND PROGRAMS**

Utilizing the school network or equipment as well as personal laptops to create, access, download, edit, view, store, send or print materials or programs that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values or standards of the school is prohibited. Using, accessing, distributing or creating such resources will render a student liable for disciplinary action.

## **USE OF LAPTOP COMPUTERS, PDA'S, IPODS, IPADS**

Students are afforded the privilege of using personal laptop computers, PDA's, iPads and iPods to connect to the school wireless network. Use of personal electronic resources to connect to The Academy at Penguin Hall network resources (stand alone or network) must abide by the following:

- Users must abide by all components of the Acceptable Use Policy.
- The Academy at Penguin Hall encourages students to use computers and iPads throughout their academic experience. Teachers reserve the right to monitor and restrict computer and iPad use in classrooms if necessary.
- Students will only use software provided by the school.
- It is illegal to copy or run software without a proper license.
- Students will not install any software on school machines or use flash drives to run unauthorized software.
- Students will not knowingly spread computer viruses.
- Students will use care when sharing personal information on the Internet.
- Students will not steal, misuse, or vandalize computer equipment and supplies.
- Students will not download anything from the Internet especially executable files sent via email.
- Independent use of "chatting" is prohibited. Chat sites and programs include, but are not limited to, AOL Instant Messenger, MSN Instant Messenger, Lycos Chat, Google Talk, Yahoo Chat, iChat, ICQ, and chat rooms of any kind.
- Students are not allowed to access personal email accounts from school computers. Furthermore, students will never use someone else's email account.
- Students will never give out or share their password with anyone. Students will never attempt to use another user's password.

- All copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

## **INAPPROPRIATE MATERIALS AND PROGRAMS**

Utilizing the school network or equipment as well as personal laptops to create, access, download, edit, view, store, send or print materials or programs that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values or standards of the school is prohibited. Using, accessing, distributing or creating such resources will render a student liable for disciplinary action.

## **USE OF LAPTOP COMPUTERS, PDA'S, IPODS, IPADS**

Students are afforded the privilege of using personal laptop computers, PDA's, iPads and iPods to connect to the school wireless network. Use of personal electronic resources to connect to The Academy at Penguin Hall network resources (stand alone or network) must abide by the following:

- Users must abide by all components of the Acceptable Use Policy.
- The Academy at Penguin Hall encourages students to use computers and iPads throughout their academic experience. Teachers reserve the right to monitor and restrict computer and iPad use in classrooms if necessary.

## **VIOLATIONS OF THE ACCEPTABLE USE POLICY**

Violations of this Acceptable Use Policy will be handled in the same manner as all other disciplinary issues. All violations will be referred to the Director of Technology and the Director of Faculty and Curriculum. Student sanctions may include the revocation of student access to all technology resources, detention, suspension, or expulsion.

## **STUDENT SOCIAL NETWORKING POLICY**

When using social networking sites, virtual reality sites, email or text/picture/instant messaging systems of any kind, students must consider the impact on themselves and on other members of the community and be mindful of the school rules, mission and values. In particular:

- Any posting that creates, directly or indirectly, an uninviting / threatening atmosphere for any member of our community, or creates an environment that is contrary to the values of The Academy at Penguin Hall, will be investigated and considered a serious violation of the school's harassment and bullying policies no matter when or on what system it was created or transmitted.
- Anonymous postings on sites such as "form spring," Honesty Box, etc. that violate school norms and rules will be investigated.

- Students should be aware that as students at The Academy at Penguin Hall, they need to be mindful that they are always representing the school. Students should not post anything compromising that could then be linked to the school.
- Students should be aware that many college admissions offices and future employers will look at applicants' social networking sites. Be aware of the repercussions of your postings.
- Students may not use the name or logos of The Academy at Penguin Hall for any posting without written permission from the Headmaster and may not use the logos of copyrighted material of any other person or organization without appropriate permission.
- Current students should not send "friend" or "link" requests to faculty or staff at The Academy at Penguin Hall. In addition, any such requests made by faculty or staff to students must be reported to the Director of Faculty and Curriculum. Contact between faculty, staff and students should be limited to school sanctioned online tools.

### **Basic Guidelines for Safety on Social Networking Sites**

- Be careful with the personal contact information you post on social networking sites.
- "Personal contact information" includes your full name, home address, location home phone number, cell phone number, and any other information that would allow an individual to locate you.
- Disclosing personal contact information on social networking sites can lead to unwanted and unsafe attention from individuals you do not know.
- Facebook and other sites provide numerous privacy settings for information contained in their pages. Use these settings to protect personal contact information and other private information.
- Be aware that once posted, the information becomes property of the website.

### **Basic Guidelines for Student Social Networking:**

- You are responsible for the content that you publish or that is published under your name.
- Never assume anything you post is private.
- There is no changing your mind in cyberspace. Anything you send or post will never truly go away.
- Do not misrepresent your identification by using a false name or by impersonating someone else. Always use your own name.
- Consider the reaction of the recipient.
- Consider the reaction of others such as your family, your friends, your school or the media if they were to read your post.
- Your online behavior should reflect the same standards that we ask of you each day at school: respect, integrity, honesty, compassion and trust.



## **POLICY ON SEXUAL AND OTHER HARASSMENT**

The Academy at Penguin Hall is committed to providing an educational environment that is free of sexual harassment. This school will not tolerate sexual harassment of students, employees or other members of the school community by anyone, whether on school property, at school-related activities or events off school property, or at school-sponsored social functions.

It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to "condone" sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment.

Also prohibited is any retaliation against any other person because s/he complains of sexual harassment or assists a School investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint.

The School will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

### **PROHIBITIONS**

- Sexual Harassment Defined Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature or related to a person's sex when:
  - submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or academic standing, or related benefits, services or opportunities; or
  - submission to or rejection of such conduct by an individual is used as the basis for employment, or academic or school-related decisions affecting that individual; or
  - such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive educational or working environment.
- Any condoning of sexual harassment and any retaliation against an individual because he or she complains of sexual harassment or assists a School investigation of such a complaint is also prohibited.

### **Examples and Further Policy Discussion**

Whether particular language or conduct constitutes sexual harassment depends upon the

circumstances of the incident and will be determined by the School on a case-by-case basis. The following are, however, some examples of language and conduct which all students of the School are cautioned to avoid. **This is not an exhaustive list.**

- Comments to, or about, any student or School employee or his/her appearance that are sexual or degrading.
- Any physical contact of a sexual nature.
- Unwanted touching, patting, or pinching.
- Sexual innuendoes or jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others.
- Sexually suggestive sounds or gestures.
- Display of objects, images, cartoons, posters or pictures of sexual nature.

## **PROCEDURE FOR COMPLAINT AND INVESTIGATION**

If any student believes that she has been subjected to sexual harassment or retaliation, whether by a student, a School employee or any other person, or if he has witnessed the sexual harassment of another, the student should report the incident promptly to the President, or any other administrator with whom the student feels comfortable. A complaint of sexual harassment by a student, or by a parent on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the President, or if the complaint is against the President, then to the Headmaster or the Chief Financial Officer. It is the policy of the School to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation. Normally, the investigation of a complaint of sexual harassment will be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment. Information provided during an investigation of sexual harassment will be treated as confidential as possible in line with the School's duty to take appropriate responsive action. This means that such information may be shared with others on a need-to-know basis only or as necessary in light of the school's obligation to take appropriate responsive action to a complaint.

## **DISCIPLINARY ACTION**

Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension or expulsion. Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or School employee because s/he complains of sexual harassment or assists an investigation of harassment will also result in disciplinary sanctions, up to and including suspension or expulsion from the School. Any student found to have condoned sexual harassment by another may, depending upon the extent of her participation, will also be subject to disciplinary action, up to and including suspension or expulsion, as the School deems appropriate. Students who knowingly make false accusations of harassment also will be subject to disciplinary action. For a more detailed description of the types of disciplinary

action the school can take for violations of this policy, please see the "Bullying" policy.

### **OTHER FORMS OF HARASSMENT**

The Academy at Penguin Hall prohibits harassment based on gender, race, color, national/ethnic origin, religion, disability, sexual orientation, social class or economic status. Such harassment may occur when someone tries to humiliate or intimidate you, such as, but not limited to:

- making racist comments
- making derogatory comments about your religion or ethnicity
- making cruel personal jokes
- teasing you about your sexual orientation

Anyone who believes that he/she has been harassed as described above should report such action to the President or any other administrator with whom the student feels comfortable, or to any counselor or teacher. The school will follow the complaint handling and disciplinary procedures set forth above regarding sexual harassment.