



**Princeton Day School  
2022-23  
Upper School Handbook**

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## **I. HONOR CODE**

Princeton Day School is a community of learners. At the heart of this community is an academic, social, and moral education. The School is committed to ethical and personal development and to upholding honorable behavior. Students engage in a continuous process of learning academic and personal integrity, exercising mutual respect, and making ethical decisions.

The purpose of the PDS Honor Code is to set a standard of integrity, respect, and compassion for members of the Upper School community. When we respect other people and their work, and when we act in the belief that we should treat others as we ourselves wish to be treated, then we build our community and fulfill our mission to "act knowledgeably, to share generously, and to contribute meaningfully."

In order to foster the development of our community of learners, students will:

- uphold personal and academic integrity
- respect themselves and others
- act responsibly and lead by example
- be honest in their work
- embrace the values expressed in this code

All members of the community are expected to embrace the values of the Code, and members of the Student Council are expected to keep it a living document. Members of the faculty, as educators inside and outside the classroom, share the responsibility of helping students learn how to uphold the values of the Code.

## **II. ACADEMIC GUIDELINES AND PROCEDURES**

### **II.A. Philosophy**

As a college preparatory school, PDS sets a high standard of academic excellence, which includes independence of thought. It offers rigorous training in core skills of verbal and quantitative reasoning and self-expression. We seek students of character and promising intellect who are capable of responding to this challenge. Our broad and innovative curriculum is complemented by our attention to the individual student and by our commitment to recognizing and supporting differences in learning styles.

### **II.B. Graduation Requirements**

To earn a diploma, a student must complete successfully the equivalent of 18 full-year major courses during the Upper School years, including:

- 4 years of English
- 3 years of mathematics
- 2 years of history: must include American History, usually in 10th grade
- 2 years of core (laboratory) science: Biology in 9th grade and an introductory course in either Chemistry or Physics. Students are encouraged to take all three disciplines before finishing at PDS. They must take an introductory-level course before taking the Advanced Placement course in that discipline.
- 2 years of one foreign language
- 1 year of religion, World Religions in History (unless the student enters after ninth grade)
- 1 year (or 2 minors) in fine or performing arts
- 3 years of electives: 3 year-long major courses, or 2 majors and 2 minors.

Also required for all students:

- Participation in the physical education program for five trimesters, plus Health class in 10th grade
- Completion of a minimum of 50 hours of Service
- Completion of a Senior Project

While we do not waive or modify Graduation Requirements, questions occasionally arise about whether work done at another institution (a prior school, a university program, etc.) counts towards the fulfillment of a PDS Graduation Requirement. We begin with a very strong presumption that Graduation Requirements should be completed at PDS in our classrooms and through our curriculum. But in very limited circumstances, subject to final review and approval by the Head of Upper School, a student may:

1. Petition for credit towards a Graduation Requirement if the academic department involved and the Head of Upper School rule that the student has achieved a level of proficiency commensurate with the credit requirements (for example, if a student entering PDS in 10th grade took a religion course in 9th Grade at his or her prior school, the student can petition to

have the course at the prior school count towards fulfillment of PDS' one-year religion requirement).

2. Petition to complete the PDS diploma requirements and graduate at the end of three years in the Upper School. Such a student should submit plans to the Department Chairs by December of the sophomore year. A student who leaves PDS at the end of their junior year without having completed graduation requirements (e.g., our 4-year English requirement) may later petition for a diploma on completion of the equivalent of those requirements. Petitioners must complete at least 2 years at PDS to be eligible for early graduation.

### **II.C. Service Learning**

Princeton Day School believes that service to others nurtures our students' independence, intellectual growth, compassion, and moral development and also prepares them to be informed and engaged global citizens. We encourage all students to investigate complex issues that are personally meaningful, develop action plans to address these issues, and build collaborative, reciprocal partnerships to build effective solutions.

Upper School students are required to complete 50 hours of Service prior to graduation. These hours may be completed at any time over the course of their four years in the US (including the summer before beginning 9th grade), and may be completed within the school community or beyond. All US students are automatically enrolled in a Service "course," where they can find specific guidelines regarding volunteer opportunities and how to fulfill their hours.

### **II.D. Senior Projects**

Princeton Day School, as it indicates in its statement of philosophy, fosters independence as an integral part of all learning. We provide seniors with opportunities to explore even greater independence through projects during the final weeks of the second semester, during which time all seniors substitute an independent project for all or part of their course work.

In designing their proposal, students research and propose a project, find a mentor, and set the goals they hope to reach. Projects may involve the investigation of career possibilities, service to the community or the pursuit of a particular interest, talent or lifelong dream. Projects, which may be in-school or out-of-school, must have intellectual, artistic or educational content, and require the approval of the senior project coordinators. Projects that are largely service-oriented or involve a fundraiser for an outside organization must be approved by the director of service learning.

Seniors write detailed proposals for their projects and submit such proposals to their coordinator. The proposals must include, among other items, a detailed description of the student's goals and the role of the student's mentor in the project. The coordinators review all proposals, paying particular attention to the appropriateness of the project in light of the philosophy of the school and the overall objective

of the program. The coordinators also consider the level of adult supervision when reviewing proposed projects, especially those that involve off-campus work or study. All proposals must be approved by the coordinators; if they reject, or ask for the refinement of, a student's proposal, it is the responsibility of the student to submit a revised proposal that is satisfactory.

Throughout the project period, the PDS faculty advisor and project mentor help support the student's efforts. The project mentor may be a member of the faculty, an off-campus person (such as a supervisor of an off-campus Project), or the student's PDS advisor. Ideally, there should be a link between the expertise of the faculty member and the topic of the Project.

### **1. General Guidelines for Senior Projects**

- Successful completion of a Senior Project is a graduation requirement.
- Generally, seniors are released from their classes at the beginning of Senior Projects. Students enrolled in AP classes must continue in these classes until the Exam. Seniors enrolled in second-semester courses at Princeton University must complete these courses, and may not drop them during their senior projects.
- Part-time projects may be proposed by students who are remaining in some, but not all, of their classes. If a student drops a course during this period, such as an AP course following the exam, the project will expand accordingly. The time devoted to the project (see below) will be checked weekly by the student's PDS faculty advisor (i.e. the student and their advisor will keep in close communication).
- Students may not accept remuneration for any work they do as a part of the Project. Nor should students be so financially burdened by their Project that they undertake fundraising efforts. PDS is also unable to fund individual Projects or reimburse seniors for expenses.
- A student should devote a minimum of 30 hours a week to a full-time Project or a proportionate time to a part-time Project resulting from AP classes. Projects cannot fulfill the Service requirement. If a student also uses the Project period to complete their service requirement, the Project time commitment will not be reduced proportionately.
- Seniors whose Projects culminate at the Performing Arts Festival (PAF) should include in their original proposals a plan for the weeks that follow the Festival. In order to be included in the Senior Project Exhibition in the PDS Gallery, a senior must have a member of the PDS Visual Arts faculty as a mentor. For Seniors who wish to complete a STEAM-related Project, they must participate in STEAM Night.
- International travel or exchange programs are not allowed for Senior Projects. Off campus senior projects need to be within a daily commuting distance.

### **2. Responsibilities of the Senior**

(These responsibilities need to be fulfilled to the satisfaction of the SPC for graduation.)

- Submit proposal and, if necessary, a revised proposal to the SPC for approval

- Establish and describe weekly goals for the Project
- Identify a mentor who agrees to oversee the Project and to hold the senior accountable for meeting weekly goals
- Meet weekly with the mentor to discuss progress towards goals and incorporate their feedback
- Complete the Project as described in the proposal
- Give a thorough, ten- to fifteen-minute oral presentation after completion of the Project and remain in attendance for the entire presentation session
- Submit a written summary to the SPC chair before the presentation that includes:
  - A title
  - A description of the weekly and overarching goals of the Project
  - An artifact of the Project that was agreed upon in the proposal
  - A reflection upon the success, obstacles, surprises encountered during the Project, as well as advice for anyone contemplating a similar Project

### **II.E. Student Course Load**

These requirements define a minimum Upper School program and are designed to allow flexibility for students with special interests. Students must be enrolled in at least four major courses each semester and are encouraged to choose additional elective courses; most carry five majors and a minor. Six majors is an exception and requires approval from the Head of the Upper School.

### **II.F. Sectioning**

School administrators, department chairs and faculty give careful thought and consideration to the sectioning of individual students. The School does not solicit parental requests for sectioning students, and parents are asked not to make special requests for certain teachers or placement. Parents who feel they have information important to the placement of their child may submit it in writing to the Upper School Head. The School must have the final say about the educational grouping and placement of students.

### **II.G. Course Withdrawal**

The School reserves the right to withdraw any course.

### **II.H. Drop/Add Policies**

A student who wishes to add a new course, change levels of a subject or drop a course must do so by the dates specific to the academic calendar (generally the first three weeks of classes). Courses added or dropped later than this but before the end of the first semester must be approved by the Head of Upper school and classes dropped in this period will appear on the student's transcript with a grade of W (withdrawn). In the first two weeks of the second semester, courses may still be dropped and levels changed, but the grade for the previous term will stand, and a grade of W (withdrawn) will appear in the new term; in the case of level changes within the same subject, the W is generally omitted.



### **II.I. Advanced Placement Course Guidelines**

Many of the departments offer Advanced Placement (AP) courses, which have a nationally-based curriculum, entailing a level of commitment and rigor appropriate to a college level course and culminating in a three-hour national exam. Each department has determined the criteria by which a student may qualify to enroll in a given AP. The School makes sure that this challenge is a correct match by consulting the teachers, department chairs, and advisors, who verify that the student meets the criteria for entering the course. Not all students are eligible or appropriate for AP classes, and the School reserves the right to make that decision. In order to honor the integrity of the AP program, a student who enrolls in an AP class will complete the course and sit for the AP exam. Following the exam, a senior may be excused from the class if they have an approved senior project, while non-seniors must continue in the course until the end of the year. Students are required to attend all classes during the AP exam period, including those held on the remainder of the day of an AP exam, although they are allowed to be unprepared for those classes without penalty.

### **II.J. Homework Guidelines**

Homework is an integral part of the learning process at PDS. In order to help students manage their time and workload, faculty provide students with course syllabi and post assignments a cycle in advance on Schoology. A general guideline for homework is 45 minutes per class, or approximately 2 to 3 hours of homework per night.

### **II.K. Missed Classes: Student Responsibilities**

Students are expected to be proactive and communicate frequently with faculty about both planned and unplanned absences. For planned absences, students must inform their teachers well in advance. For unplanned absences, students should check their courses' Schoology sites for assignments and email their teachers to see what else might have been missed in class. When a student returns to class, they should talk directly with the teacher. Teachers may assess penalties for late or missed work that was not appropriately communicated consistent with their course expectations.

### **II.L. Late Work**

Unexcused late work will receive a  $\frac{1}{3}$  letter grade reduction per day late. After ten days, the work is not eligible for credit and will receive a failing grade (50%). For this policy, weekends count as one day.

### **II.M. School Holidays and Religious Observances**

To allow students to enjoy time with their families, teachers may not assign work over Winter and Spring breaks. The only exception to this rule is that AP classes may assign two nights of work over Winter and Spring breaks.

To allow students to enjoy time with their families and faith communities, teachers may not assign work for the first academic day after the following holidays:

- Thanksgiving
- Rosh Hashanah

- Yom Kippur
- Easter
- Diwali
- Lunar New Year
- Eid al-Fitr

In honor of the other religious traditions followed by our diverse student body, students may request extensions for any work due following a religious holiday.

### III. GRADING SYSTEM, PROMOTION, AND PROBATION

#### III.A. Grading System

Princeton Day School utilizes traditional letter grades, with (+/-), correlated to a 100 point scale. When classes begin in the fall, each faculty member will distribute a course syllabus to students, clearly stating how student work is to be evaluated.

A+	98-100	Outstanding
A	93-97	Exceptional
A-	90-92	Superior
B+	87-89	Excellent - exceeds course expectations
B	83-86	Very Good
B-	80-82	Fine Quality
C+	77-79	Good
C	73-76	Satisfactory
C-	70-72	Adequate
D+	67-69	Weak, Poor
D	63-66	Minimally acceptable, summer work may be required
D-	60-62	Minimally acceptable, summer work may be required
F	0-59	Failing - No credit

#### III.B. Comments

Grades are a shorthand way of conveying much of a student's progress, effort, and achievement. The written comments remain the most important aspect of the grading process and, to this end, the grade should be placed in the context of the written comment.

In semester one, a midterm grade is provided and accompanied by a comment only if a student's grade is a C+ or lower. In semester two, both grades and comments are provided mid-semester. Senior grades are provided on a different schedule to align with the college admissions process. Advisors also write comments for each advisee twice during the year, once in December and again at the end of the year.

#### III.C. Incomplete Grade

An "incomplete" (INC) grade indicates that the student owes the teacher some work. The student will receive a written comment, indicating an agreed-upon deadline for completing the work. The student

must meet the deadline in order to receive a grade and credit for the course.

### **III.D. No Credit Grade**

A “no credit” (NC) grade indicates insufficient attendance in a course; it is intended for frequent and/or extended absences only. Students are expected to be in school and present in class. Frequent absences (seven per semester) from a course will result in a written interim comment from the teacher. If the absences continue, the parents and student will confer with the teacher, the student’s advisor and the class dean. Repeated absences (more than seven per semester) could lead to the student receiving “no credit” for the course. “No credit” may not be used in place of a failure. If the decision is made to award “no credit” for a course, the Head of Upper School will inform the family, and in consultation with the faculty, investigate ways for making up the credit.

### **III.E. Pass/Fail (optional)**

Any 11th or 12th grade student who is taking a fifth course that is not a requirement for graduation has the option of taking this course on a pass/fail basis. The decision to exercise this option must be made before the end of the fourth week of classes. Once a student decides to opt for a pass/fail grade, it needs to remain as such and not switch back to a standard grade. It is only a pass/fail option (no High/Low Pass). Passing grade is a 60.

### **III.F. Pass/Fail (required)**

Because of the pace and rigor of our academic program, students who are away from school for extended periods and miss a substantial amount of class time (e.g., a medical leave) may not be eligible to earn grades or credit for their courses. If a student misses more than two weeks of classes in a semester, they may be graded on a pass/fail basis for that term. If a student misses more than four weeks, they may be required to repeat the entire academic year.

### **III.G. Promotion**

A student must pass English, mathematics, and two other majors in order to be promoted to the next grade. All failed courses must be made up unless the Department Chair and Head of Upper School decide otherwise. A senior may not graduate if they fail a course in their senior year. Each department will be responsible for determining how failed work is to be made up.

A final grade of a D+, D or D-, although passing, indicates that summer work may be required as determined by the relevant department. In the event that a failed course is not made up satisfactorily during the summer, the decision as to what course of action will be followed will be made by the administration and the department concerned.

### **III.H. Academic Probation**

A student who is in serious academic difficulty is placed on academic probation upon a review by their teachers, advisor, and learning specialist and based upon the following criteria:

- Grades: an “F” or two “D+”s or lower automatically places a student on academic probation.

One “D+” or lower and concerned comments (e.g. a dramatic drop) warrants a meeting with the parents.

- Teacher and advisor comments
- Student’s declining grades discussed at an academic meeting
- Excessive absences may lead to a “no credit” grade (NC), which in turn might be a factor leading to a student being placed on probation.

Academic probation may take slightly different forms but must include:

- a meeting of the advisor and class dean with the student to devise a contractual plan of action to address the problem, drawn up by the student and advisor in consultation with the Learning Specialist, then signed by the student, the student's parents, advisor, and teachers;
- a meeting of the advisor and class dean with the student's parents; Head of Upper School will attend the meeting if the student is on Academic Probation more than once;
- a letter to the parents, written by the Head of Upper School with the class dean, officially informing them of their child’s academic probation and including a copy of the contract and a description of the academic probation policy and procedures;
- after the third (for 9th and 10th graders) or second (for 11th and 12th graders) academic probation, the Head of Upper School will meet with student and parents to advise them to seek another school.

This contract focuses on establishing academic priorities, but generally does not affect the student's involvement in athletics and/or other extracurricular activities with a few exceptions (see below). The probationary period is usually for one semester but can be for two. The student's academic status is reviewed at subsequent academic meetings, and they are released from academic probation based partly on the successful completion of the contract and with approval of the student's teachers, advisor, class dean, and the Head of Upper School. A student must fulfill the terms of the contract in order to remain at the School. Timely counseling is part of this process.

### **III.I. Participation in Extracurricular Activities**

To represent the School in any extracurricular activity (elected office, athletic team, play, etc.), a student must meet satisfactory standards of scholarship and citizenship. Each case in question will be decided individually by the administration and, when appropriate, in conference with the teachers, athletic coaches, and advisors concerned. A student who is on academic probation may not run for elected office. For students to participate in School-sponsored trips, all their academic work must be up to date. No student may be barred from any regularly scheduled physical education activity for academic reasons without the approval of the administration.

## **IV. ATTENDANCE**

Education at Princeton Day School takes place in the classrooms, in assemblies, in extracurricular activities, in discussions with teachers and classmates, and during free time. As a result, we believe that students must be in School in order to be a contributing member of our community of learners and to benefit completely from the School's educational experience. All Upper School students are thus expected to be in School for the duration of the academic day unless granted permission or exercising senior or junior privileges (described below). The School expects parents to take responsibility for ensuring their child comes to school and arrives in time to check in with their advisor.

### **IV.A. Absences**

If their child will be absent, guardians should notify the School as soon as possible via the attendance form on the Veracross Parent Portal. No student may excuse themselves from School. If the School does not receive word from home, it will contact the student's guardians to verify the absence. Students must recognize their responsibility to attend all classes. Repeated absences may impact academic standing - please see Section III for impact of class absences on grades and promotion. Guardians are therefore asked to schedule doctor's appointments, etc., during vacations or after school whenever possible.

#### **IV.A.1. Absence for Religious Celebrations**

When students are absent from School because of religious holidays for which PDS does not close, these absences will have no impact on their academic standing. Guardians should notify the school about the religious reason for the absence via the attendance form on the Veracross Parent Portal.

#### **IV.A.2. Absences for Family Events and Vacations**

We ask guardians to respect the scheduled dates for School vacations. Absences prior to or following School vacations, family-determined vacations during School days, non-vacation travel, and programs requiring extended time away from PDS all require approval from the Head of Upper School. Guardians must submit their request via the attendance form on the Veracross Parent Portal in a timely manner.

#### **IV.A.3. Prolonged Medical Absence**

If a student is absent for five or more consecutive days due to a medical issue, a note from the physician must be submitted to the Health Office before the student will be admitted to class.

#### **IV.A.4. College Visit Policy**

We encourage students to visit colleges during the summer and school vacation periods so as to minimize disruption of their academic and extracurricular commitments at school.

Nevertheless, we are sensitive to the fact that some college visits must take place during the School year and thus the School allows missed classes for visits to colleges within reason.

Guardians must inform the School of the college visit via the attendance form on the Veracross Parent Portal.

#### **IV.B. Morning Check-In**

The school day starts with an in-person check-in with the student's advisor, not first period class. Students are expected to arrive at school and sign in with their advisors prior to 8:00 a.m. Texting or emailing an advisor is not an acceptable form of checking in.

#### **IV.C. Late to School**

If a student arrives after 8:00 a.m., they are considered to be late to school and must sign in at the front desk (other than junior or senior privileges). If a student is late to school three times in a given semester, guardians will be notified and the student will receive a formal warning; subsequent lateness during the semester will result in disciplinary action.

#### **IV.D. Leaving Campus Early**

Permission to leave school early (other than junior or senior privileges) must be communicated by guardians via the attendance form on the Veracross Parent Portal at least one day in advance of the planned dismissal. In case of illness, a note from the Health Office must be given to the front desk when the student signs out. Any time a student returns to campus after leaving, they must sign in at the front desk.

#### **IV.E. No-Signs**

For safety and liability reasons, it is essential to know whether or not a student is in school. Being on campus but not signing in is unacceptable. Any time a student is on campus but not signed in, they are considered a "no-sign." Students who accumulate two no-signs in a given semester will receive a formal warning, and their guardians will be notified; subsequent no-signs will result in disciplinary action.

#### **IV.F. Special Time Arrangement**

If a student does not have commitments during school hours and would like to use that time to pursue an off campus opportunity, they may submit a formal proposal (including the guardians' written permission) to the Head of Upper School. If the proposal is endorsed, the student is required to submit regular progress reports to their advisor in order to ensure that the student's time is being used profitably. Should the advisor and Head of Upper School deem that the student is not fulfilling their stated goals or that the off campus opportunity is interfering with their on campus commitments, the student will be asked to return to the regular school schedule.

#### **IV.G. Senior Privileges**

One aspect of a Princeton Day School education is the importance of making thoughtful decisions and acting responsibly. We seek to support these values in a variety of ways, including granting seniors certain privileges and responsibilities not afforded to other members of the student body.

Among these privileges most valued by our seniors is the ability to arrive late to school, leave early, or sign out for lunch. We have listed the expectations of these privileges below. However, the most important expectation is that seniors sign out and sign in when leaving and arriving at school. Knowing where students are during their school day is critically important to a safe school, and we ask that faculty and students alike take this responsibility very seriously.

Senior Privileges are not a right given automatically to all members of the senior class. Students must earn their privileges by fulfilling the requirements below. The class dean determines whether seniors qualify for privileges, which may be suspended by the class dean at any time.

- Submit at least 20 service hours to Schoology. After Winter Break, the number of hours needed to maintain privileges increases to 30
- Observe PDS parking and driving regulations, including vehicle registration and speed limits
- If drivers, register their cars
- Meet deadlines for submission of materials to *The Link*
- Meet Senior Project deadlines
- Secure guardian consent
- Serve any School Service commitments

Senior Privileges start during the first month of school after daily routines are established and include the following:

- If a senior has no early class or other commitment, they may come to school late but must sign in at the front desk by 9:00am.
- Seniors may sign out and leave school after 2:45 assuming that they have no academic or other scheduled commitment and still return for athletics.
- Seniors may sign out during free periods for no more than one hour, unless the time overlaps with our lunch period, in which case they have 90 minutes. Time off campus starts when they sign out and ends when they sign back in. Seniors should exercise caution when planning to go out, making sure that they will drive safely and return on time for their academic or other school commitment.
- If the senior violates any of these expectations, they may lose the privilege of signing out for a period of time to be determined by the class dean.

#### **IV.H. Junior Privileges**

Juniors may enjoy some of the same privileges as seniors in the final month of school, generally one or two weeks after seniors leave on Senior Projects. These are privileges rather than rights. They may be denied to an individual student or to the whole class at any time.

Those juniors who are eligible to receive privileges must have:

- Submit at least 20 service hours to Schoology
- Observe PDS parking and driving regulations, including vehicle registration and speed limits
- Secure guardian consent



- Complete any School Service

Students who are granted Junior Privileges benefit as follows:

- If a junior has no academic or other commitment, they may come to school late one day each week but must sign in at the front desk by 9:00 a.m.
- Juniors may sign out and leave school each day after their last academic or other commitment.

## **V. TEMPORARY LEAVE OF ABSENCE AND WITHDRAWAL**

### **V.A. Medical Leave**

Extended absence due to illness or other medical conditions will result in the student being placed on "Medical Leave." Depending on the nature and duration of the student's condition, the student may or may not be able to continue academic work. However, being physically present in class is the core of the PDS academic experience; therefore, if a student misses more than 2 weeks of a class, they will be graded pursuant to the policies outlined in Section III.F. Temporary incompletes can be given at the discretion of the Head of Upper School.

### **V.B. Leave of Absence**

The guardians of a student considering a leave of absence for medical or other reasons or wishing to participate in an outside program requiring an extended time away from PDS should contact the Head of Upper School in a timely manner and follow-up with a formal written request. The Head of Upper School, in consultation with the advisor, dean, and other appropriate people, will review the request on an individual basis.

### **V.C. Withdrawal**

The School will exercise its obligation to require the withdrawal of a student any time it becomes evident that the School program is clearly unsuited to the student's needs, that progress is unsatisfactory, that the student's influence does not serve the best interests of the School, or that the attitude of the student or of the student's guardians is uncooperative.

### **V.D. [Concussion Protocol](#)**

## **VI. ACADEMIC OPPORTUNITIES BEYOND THE CLASSROOM**

### **VI.A. School Sponsored Trips and Events**

Our concern for the safety and well-being of our students extends beyond our campus, especially when they attend a School-sponsored event or trip. Moreover, we wish to remind students that they represent Princeton Day School when they take part in such activities. With this in mind, our students are subject to School rules whether on the campus or off-campus at any School-sponsored event, including (but not limited to) an athletic contest at another school, an off-campus Senior Project, a class field trip, a School-sponsored social event, or a club activity. Furthermore, a PDS student who is employed by the School must abide by the general school rules.

While there may be rules specific to particular off-campus trips and events, the following general guidelines apply to all such activities (where "director" refers to the adult ultimately responsible for the trip arrangements):

- All laws, rules and regulations of the United States and the host country, if the event takes place outside the United States, are to be obeyed.
- Students are expected to travel with the group by the school's transportation.
- Students are not to depart from the group without the specific permission of the director. Permission to do so will be given to small groups, not to individuals. Students may not visit private homes or residences without the explicit permission of the director.
- Schedules are to be strictly observed. Tardiness inconveniences the group and is not tolerated.
- Switching rooms or roommates without the specific permission of the director is not permitted.
- There will be no sexual intimacy between students; students must meet socially in public areas only.
- The curfew assigned by the director is to be observed in order to ensure readiness for morning activities.
- Common courtesy, good manners, proper dress and respect for others are to be observed at all times.
- The director should be made aware, well in advance (before departure), of any special medical situations that may arise.
- Any behavior that deliberately violates the letter or spirit of these rules and regulations should be reported to the director at the earliest opportunity. At the discretion of the teacher, coach, and/or chaperone, the student may be sent home at the expense of their parents.
- If a student on an off-campus trip or attending a school-sponsored event violates either the general rules outlined above, the Student Code, or the specific rules of the trip, the school may prevent such student from returning to classes until a meeting concerning the disciplinary matter takes place.

- Members of athletic teams who violate guidelines or rules for school-sponsored team trips may be suspended or removed from the team at the discretion of the head of upper school, athletic director, team coach, and deans.

### **VI.B. Independent Study**

Students may receive credit for independent study, with departmental approval. They must submit a written proposal to the Head of Upper School, which includes: a description of the course including expectations, course length, meeting times, and amount of credit earned. (Forms may be obtained from the registrar's office.)

The physical education department will evaluate individual requests from Upper School students to substitute outside projects in place of their regular physical education classes. Each request will be reviewed, evaluated, and voted on by all members of the physical education department. The following guidelines may be used in determining its decision:

- The project must be an activity that is not already offered at PDS. (Recreational activities are not to be used for this purpose.)
- A minimum of 8-10 hours of instruction and/or supervision must be met per week.
- No more than two terms per school year may be used for this purpose.
- A biweekly report checking activity progress must be handed in to the chair of the physical education department. These reports must be handed in on time to ensure continuation with said project.

### **VI.C. Foreign Travel**

Trips beyond the United States must be of educational value and of relevance to Princeton Day School's academic program. These student trips are not required and usually occur over school breaks or holidays. No trips may occur, however, to those foreign countries for which the State Department has issued travel warnings ([www.state.gov](http://www.state.gov)) or for which the Center for Disease Control has issued health warnings ([www.cdc.gov](http://www.cdc.gov)).

### **VI.D. Exchange Programs**

PDS offers Upper School students a remarkable array of exchange opportunities to spend part or all of the year in another country or in a different region of the United States and/or to host a student from another country or part of the United States in Princeton. These PDS programs include the following:

- Foreign language exchanges: over the years, PDS has developed various language and cultural exchanges with such countries as France, China, India, England, and Japan.
- International exchanges: School Year Abroad (SYA), the English-Speaking Union, and Swiss Semester.
- Domestic Programs: the semester exchange program with 10 independent schools, the Maine Coast Semester and the High Mountain Institute.

Students and their families may ask the School to consider other programs not approved by PDS.

Decisions will be made on an individual basis, with special consideration given to programs endorsed by the Council on Standards for International Education Travel (CSIET), an accrediting body to which PDS belongs. Such applications will be acted upon as either an exchange program, adjunct status, or (where more appropriate) as an independent project. Any program that might fulfill course, departmental, and/or graduation requirements would require approval by the department chairs. PDS endorses programs that are inclusive in scope, and open to any member of the Upper School. As a matter of policy, and for financial reasons, the School grants the equivalent of three full tuition waivers (6 semesters) each year, with the programs listed given priority. Students participating in an off-campus program for an entire school year are categorized as a Leave of Absence from PDS. In these situations, the entire tuition will be waived. While a PDS student is participating in a longer exchange or off-campus program they are not technically enrolled at PDS, and thus may not participate in athletics or any other extracurricular activities at PDS. All grades submitted by the hosting exchange program will be represented separately on the PDS transcript.

#### **VI.E. Princeton University Courses**

Students with very strong academic records who have exhausted the PDS curriculum in mathematics, chemistry, physics, biology, computer science, music or foreign language, or wish to study a foreign language not offered at PDS, may apply to enroll in designated courses at Princeton University, with the approval of the Head of Upper School. The impact of the Princeton University course on the student's attendance at PDS is a critical factor in receiving approval.

If a senior enrolls in such a course during Princeton's second semester, they are required to continue with the course up to and through the final examination, including during the senior project period. Shortly after the semester ends, Princeton sends the grades to PDS. The University does not issue transcripts to high school students.

Students who have been approved by the Head of Upper School to enroll in a University class must bring a note from home, signed by their dean, detailing their schedule and submit it to the receptionist.

#### **VI.F. Frank Jacobson Music Scholars Program**

The Frank Jacobson Music Scholars Program is designed for students who envision a career in music and are planning to major in music in college. The program allows the serious music student the opportunity to elect four majors, with the fifth major being independent study with an experienced private music teacher who would provide appropriate instruction. The student receives major course credit for the independent study. This reduction in academic course load allows the student access to ample daily practice time to prepare for their college auditions. Overall, the requirements of the Jacobson program prepares a student for the rigors of music performance study at a college, university, or conservatory.

#### **Requirements:**

- This two-year program is to be taken during a student's junior and senior years. Therefore,

interested students must apply in the spring semester of their sophomore year.

- Students apply to the program by completing an application and giving a live audition and interview.
- Students must submit a letter of recommendation from a music teacher outside the PDS faculty.
- If accepted, the student must have a private teacher and take a weekly lesson in their major performance instrument or voice during both years.
- The student must maintain upstanding enrollment in one of the main PDS music ensembles (US Choir, US Orchestra, or US Band) during their years as a Jacobson Music Scholar.
- The student is required to perform a recital at the end of each year of study.
- The student is required to take Intro to Music Theory and AP Music Theory. These courses can be taken before applying to the Jacobson Program or concurrently with the program.

## **VII. STUDENT SUPPORT**

In addition to the Director of Wellness Services and school nurses, advisors, deans, and counselors are available to support student wellbeing.

### **VII.A. Advisory Program**

Every student in the Upper School has a faculty advisor with whom they check in daily and who is their primary advocate within the School. The advisor is the first point of contact for questions and concerns, and parents should confer with the advisor as the need arises. Incoming 9th graders are assigned advisors, while 10th-12th graders choose their advisors. The advisor is invested in all aspects of their advisees' success at school and meets with them regularly to discuss academic progress, course selection, leadership opportunities, and extracurricular life. Advisors write individualized reports about their advisees in January and June that provide overviews of successes and challenges, as well as guidance for continued progress. The success of the advisory program rests on the relationships between student, advisor, and parents, and students come to realize that the more initiative they show in seeking out their advisor for consultation, the more beneficial the relationship becomes.

### **VII.B. Class Deans**

Although all faculty are in communication with their students' families, it is the dean who is the central liaison home about issues relating to a particular grade level. Each dean is responsible for grade-level activities, including social events and service opportunities. In collaboration with Advisors and the US Counselor, one of a Class Dean's most important roles is to ensure that every student feels a sense of belonging in our school community, helping students navigate interpersonal problems and the anxieties of adolescence in an increasingly complicated world. The deans are also central to maintaining School rules and have the right and responsibility to enforce them.

### **VII.C. Counseling Services**

While all PDS faculty play an important role as concerned adults and advisors in the lives of students, there may be times in a student's life and development where there is a need for professional counseling services. Counselors are available in each division to provide short term counseling and

crisis intervention. If long-term treatment is needed, students may be referred to appropriate private licensed professionals in the Princeton area. Parents are routinely notified if ongoing treatment is required or if issues of safety arise, otherwise the student's need for confidentiality is respected.

Students of all ages may be referred by parents and teachers. Upper School students in need of counseling may schedule appointments by contacting counseling staff directly.

#### **VII.D. College Counseling**

The process of researching, applying to, and being accepted by colleges can be an exciting time for students and their families. While the College Counseling Office begins its official work with students during the fall of their junior year, we recognize that anxiety, rumors, and misconceptions can surround this process long before then. Thus, the College Counseling Office at PDS provides many resources to students and guardians throughout their four years in our Upper School. We officially assign students to a counselor during the fall of their junior year; however, all PDS students and families can request to meet with a member of our College Counseling team anytime. Our college counselors spend many weeks traveling to conferences and college campuses each year and maintain their membership in several professional organizations. In addition, they stay on top of the most recent college admissions trends and forge strong connections with admissions representatives throughout the country.

##### **1. Highlights of College Counseling Process**

- Individual meetings with students and families (open to all Upper School families)
- A college seminar for juniors, covering all aspects of the college admissions process
- Several programs that aim to expose guardians to all aspects of the college search and application process (for guardians of students in 7th through 12th grade)
- Expertise from three college counselors, all of whom have worked in highly selective college admissions offices and have collectively visited over 200 colleges
- Guidance in the athletic recruiting process
- Visits to Princeton Day School from college admissions representatives from many different colleges around the country and around the world

##### **2. Standardized Tests**

Students in the Upper School take a number of standardized tests in anticipation of college matriculation throughout their four years including PSAT in 10th and 11th grades; in 11th grade and 12th grade; and, if appropriate, Advanced Placement tests following completion of an AP course at PDS.

## **VIII. Student Technology**

PDS is committed to maintaining an environment in which student learning is enhanced by technology. The Technology Department continually evaluates the infrastructure and policies of the School and adopts improvements after careful assessment. While the specific details of technology at PDS may shift over time, the values that inform the School's mission -- integrity, respect, and compassion -- will always dictate what acceptable use of technology looks like at PDS.

### **VIII.A. Student Computing Devices - "Bring Your Own Device" (BYOD) Program**

Upper School students are required to acquire and maintain an approved computing device throughout their career at PDS. This flexible "Bring Your Own Device" or "BYOD" approach allows students to choose a device that will make them comfortable and productive while simultaneously meeting the requirements of our rigorous curriculum and network environment. Specifications for approved devices are listed on the PDS website, and there are options for Apple and Windows laptops. Students entering the Upper School should consult these requirements before purchasing a device to ensure their new laptop will serve them well throughout their Upper School career.

Please note that certain software is required, as detailed in the specifications, including up-to-date anti-malware software and supported operating systems. It is important that all devices meet our specifications. Devices that do not meet these requirements will not be supported and may not be permitted on the School network. In addition, students should purchase any additional technical support or warranty necessary to keep devices performing well throughout the product life cycle. The Technology Department will assist with getting approved devices onto the network and providing other assistance where possible, however it will not be able to provide in-depth technical support or repair services for the wide range of personally-owned devices that will be at the School. Students are responsible for properly maintaining and backing up their devices. A malfunctioning laptop or crashed hard drive will not be considered an acceptable excuse for missed academic work. School-issued loaner laptops may only be used within the school day and are not an acceptable long-term solution for a laptop that is broken or does not meet the BYOD requirements.

### **VIII.B. Campus Technology Resources**

PDS campus technology is intended to facilitate student learning. To supplement use of student-owned computing devices, students also have access to desktop computers in the Upper School library and computer lab, color printing and copying in the Upper School library, and laptops or iPads specifically configured for use in certain courses. A cart of loaner laptops is also available for limited student use in the Upper School library, however these devices are not intended for long-term use and must be checked-out and returned within the same school day. The PDS network gives student devices access to the internet and networked resources like printers in order to facilitate academic work and communication between PDS adults and students.



## **IX. STUDENT BEHAVIORAL EXPECTATIONS**

The student code and disciplinary system of Princeton Day School are extensions of the School's educational philosophy, which describes how members of the community work together to uphold the values we all share. Throughout their years in the Upper School, students make choices that influence their lives and those of their peers. As educators, we seek to guide students in making responsible decisions and to work together to help them learn from any errors in judgment that they may make.

As members of a community of learners, students at Princeton Day School are obligated to uphold the School's expectations for behavior. These expectations reflect a desire to maintain standards that contribute to an environment of trust and respect for other individuals, their property, and school property. When a student violates the behavioral expectations of Princeton Day School, a part of the educational process that transpires is the application of disciplinary consequences. All violations of behavioral standards result in consequences to the student, but the nature of such consequences is a function of the nature and circumstances of the offense.

The student code describes the community's standards for behavior and the rules and procedures by which the Upper School of Princeton Day School is run. For specific policies addressing harassment, bullying, sexual misconduct, and discrimination, as well as the acceptable use of technology, please see Section X. Each student is responsible for upholding these standards in their personal conduct. A PDS student is subject to School rules whether on campus or off campus on a school-sponsored event. Students are also responsible for their online activities, whether on or off campus, pursuant to our Acceptable Use Policy. Furthermore, a PDS student who is employed by the School must abide by the general School rules.

Although academic and personal conduct offenses are often dealt with by the deans and/or Director of Student Life, the Judiciary Committee, Head of Upper School, and the Head of School have the right to deal directly with the issue and its consequences, including dismissal from PDS.

### **IX.A. Academic Offenses**

These offenses occur in the academic realm and thus cut to the heart of the mission and purpose of PDS. At the core of academic work is the principle that it is the product of one's own efforts and labors, done without violating ethical standards and expectations. Given the centrality of academic endeavors at PDS, offenses in this area will be treated with the utmost seriousness.

In addition to a student facing disciplinary consequences, students will receive academic consequences. Compromised work will receive no credit. But we believe that learning should remain central to the student experience, hence students will be asked to re-do the compromised work for a grade no higher than a 75%.

Academic offenses include, but are not limited to, the following:

#### **1. Cheating and academic dishonesty**

Cheating and academic dishonesty are any action or attempted action which may create an unfair advantage (or disadvantage) for oneself or for someone else in the community. This is a broad category that includes, but is not limited to, the follow types of behaviors:

- The use and/or possession of written or printed materials in a testing or evaluation setting that are not expressly permitted by the teacher. All such material should be stored in a locker or closed bag during assessments.
- The use and/or possession of an electronic device in a testing or evaluation setting that is not expressly permitted by the teacher. All such devices should be turned off beforehand and stored in a locker or closed bag.
- Obtaining and/or seeking to obtain information during a testing or evaluation situation unless expressly permitted to do so by the teacher.
- Obtaining and/or seeking to obtain information about a test or evaluation beforehand unless expressly permitted to do so by the teacher.
- Obtaining help from any person (student, parent, sibling, tutor, friend, etc.) or other resource in completing any evaluated assignment unless expressly permitted to do so by the teacher.
- Misrepresenting to a teacher the status of an evaluated assignment or other academic work. Lying to a teacher in an academic context (see “Lying” below).
- Sharing information or assignments or collaborating on assignments that are meant to be completed individually.
- Violation of other academic guidelines established by a teacher or department.

Note: The above also apply to additional testing situations which occur at PDS, including AP, PSAT, SAT tests, etc.

## **2. Plagiarism**

Plagiarism is the use of another person's words or ideas without proper acknowledgment. By placing one's name on a piece of writing, a student pledges that the work submitted is entirely their own. Plagiarism violates the academic integrity and the moral code of the institution. To avoid allegations of plagiarism, students must properly cite another person's words and ideas. Students should understand that citing sources adds credibility to their work and is critical to learning and growth.

## **IX.B. Personal Conduct Offenses**

The School's most solemn obligation is to ensure the health, safety, and well-being of every student and of the entire PDS community. A student may be removed from School -- or restricted from participation in School programs or other activities -- in circumstances affecting their own safety, the safety of a community member, or the health, safety, and well-being of the overall PDS community. The School has an "Individualized Risk Assessment" process that it follows in these situations. Parents and students will be provided with a copy of these policies and processes when circumstances requiring an individualized risk assessment arise.

Personal conduct offenses are actions that pose a risk to the health, safety, and well-being of others, oneself, or the overall PDS community. Such actions include, but are not limited to, the following:

### **1. Violent and Abusive Behavior**

Violent and abusive behavior is a major violation of the code of conduct and are resolved by following the Procedures for Violations of Behavioral Expectations detailed below. Such violations include, but are not limited to the following:

- Possession of any weapon, including, but not limited to, guns or knives
- Violent or dangerous conduct of any kind - including, but not limited to, fighting, reckless driving, etc.
- Threatening or abusive behavior -- physical or verbally threatening, abusive, or intimidating behavior towards a member of the School community, visitor, or guest.
- Harassment, including hazing and bullying in person or through any other means, including through social media. See the PDS Harassment Policy below.
- The use of demeaning, obscene, offensive, or deliberately disrespectful language or behavior towards other members of the community, visitors, or guests. This includes language or behavior that creates a hostile learning environment for any student.
- Sexual misconduct of any kind. See the PDS Sexual Misconduct Policy below.

### **2. Drugs, Alcohol, and Nicotine**

Offenses involving drugs, alcohol and nicotine are major violations of the code of conduct and are resolved by following the Procedures for Violations of Behavioral Expectations detailed below. Such violations include but are not limited to the following:

- Use, possession of, being under the influence of, being in the presence of, or trading in drugs or alcohol or being in possession of drug paraphernalia.
- Nicotine use is prohibited on campus. This includes smoking as well as vaping, juuling and other methods of consumption. Presumptive use, i.e. the possession of cigarettes, or e-cigarettes or paraphernalia may also be subject to disciplinary measures. Princeton Township ordinance forbids students from smoking within 1,000 feet of a school. Students may be subject to civil procedures after exhausting the school's remedies.
- See the PDS Substance Abuse Policy and Protocol for more information on this topic.

### **3. Property Damage, Theft, and Unauthorized Use**

Offenses involving damage to or theft of property are major violations of the code of conduct and are resolved by following the Procedures for Violations of Behavioral Expectations detailed below. Such violations include but are not limited to the following:

- Stealing.
- Vandalism, destruction, damage, or defacing of school property or the property of others. Princeton Day School belongs to everyone and should be respected. As well, the

property of community members, guests, and visitors should also be respected. Each student should assume a personal responsibility to see that school property and the property of others is safeguarded. Those found to have destroyed, damaged, or defaced school property or the property of others may be charged for that property's replacement or repair.

- Unauthorized use of school property or the property of others.
- Violations of the PDS Acceptable Use Policy (see below).

#### **4. Personal Integrity**

Dishonesty, including, but not limited to, lying to a faculty or staff member, misrepresenting facts concerning one's academic and other school responsibilities is considered to be a major violation of the code of conduct and are resolved by following the Procedures for Violations of Behavioral Expectations detailed below.

#### **5. Being on Campus Without Authorization**

Being on campus, unless under faculty supervision, when the School buildings are closed is considered a major violation of the code of conduct. The buildings are generally closed between the hours of 7pm and 7:45am weekdays, and on weekends. Unauthorized activity on campus may result in a police investigation with legal action taken against violators.

#### **6. Leaving Upper School Bounds Without Authorization**

Leaving school bounds without signing out or without proper authorization, even if the student just forgot, is considered a major violation of the code of conduct and is resolved by following the Procedures for Violations of Behavioral Expectations detailed below. School bounds refers to areas visible from the building: lawns around Colross, the island in the center of the traffic circle, the playground areas and the near edge of the ravine behind the school. The playing fields, Athletics Center, parking lots, and woods, both to the south and north of the building are out of bounds. In addition, Upper School students are asked not to use the Middle School, Lower School playground, the gymateria, the Mathey Gymnasium, and the Middle School recess area during the academic day.

#### **7. General Expectations**

The violations of the following general expectations are generally considered to be more minor in nature than the previous list of expectations. Consequences may be determined by the Director of Student Life and/or the class deans and may include a conversation with a student's advisor, lunch duty, campus work detail, or a Saturday morning detention. If violations of these expectations are sufficiently concerning or repeated, deans may choose to follow the Procedures for Violations of Behavioral Expectations detailed below.

Such violations include, but are not limited to, the following:

- Disobedience of a direct request from a member of the faculty or staff;

- Absence from or lateness to any scheduled activity, including classes, teacher conferences, study halls, assemblies, class meetings, all-school meetings, lunch duty, athletic practices and games, club meetings, and other activities as designated by the School unless an acceptable excuse has been submitted to the appropriate member of the faculty or dean;
- Disruptive or inappropriate behavior that violates community standards of decorum;
- Minor damage to school property;
- Improper use of computers or other electronic devices;
- Failure to respect the privacy of any member of the School community;
- Eating food or drinking beverages other than water in any area of the School other than the Campus Center the outside picnic tables;
- Littering;
- Leaving book bags, backpacks, athletic equipment and other School materials in the way of School traffic in halls and classrooms. Students are to use their lockers for such items. Objects impeding the flow of students and faculty may be subject to confiscation;
- Gambling;
- Violations of the PDS Standards of Dress.

### **IX.C. Procedures for Violations of Behavioral Expectations**

*When a student does not live up to the School's expectations for behavior, we believe that an opportunity arises for education. This learning process for the student may include both disciplinary consequences for the particular offense and ongoing support with the goal of encouraging better decision making in the future.*

#### **1. Initial Investigation**

Potential disciplinary matters are reported to Class Deans. The appropriate Class Dean will investigate the issue via conversations with the involved student(s) and their advisor(s) present. The Class Dean meets with those involved in the offense to help students understand how they may have violated the behavioral standards of the school and/or how a positive learning experience may arise from the incident.

When a Class Dean determines that an academic offense (see “IX.A.1-2 Academic Offense”) or personal conduct offense (see “IX.B.1-7 Personal Conduct Offenses”) may have taken place, the Director of Student Life and Class Deans meet to determine whether the Judiciary Committee should hear the case. Consideration is given as to the nature of the offense and whether it justifies a community response. If the group decides a case should be heard by the Judiciary Committee, a hearing is scheduled.

#### **2. Judiciary Committee**

The Judiciary Committee is a panel of elected student representatives and faculty members. As it includes both students and faculty, the Judiciary Committee reflects the School's emphasis on both community and student responsibility for upholding behavioral standards. The Judiciary Committee is not a court of law and attorneys may not be present at Judiciary Committee meetings. Rather, the committee is responsible for hearing the facts of a disciplinary case and recommending consequences for the infraction to the Head of Upper School, if the committee determines that an offense did in fact take place. (If the Head of Upper School is the advisor to the accused student, a Judiciary recommendation goes to the Head of School.)

The committee is composed of five (5) elected students and three (3) appointed faculty members. A quorum consists of five total members; a simple majority vote is required for any recommendation. The following appointed faculty members serve on the committee:

- One Faculty Advisor to Judiciary (appointed by the Head of School) whose duty it is to guide and direct the committee.
- Two faculty representatives (appointed by the Head of Upper School). If one of these representatives is unable to serve in a hearing, the Faculty Advisor to Judiciary, in consultation with the Head of Upper School, may appoint another faculty member to serve in their place.

The following student members of the Judiciary Committee are elected in accordance with procedures outlined in the Community Council Constitution:

- Three seniors and two juniors, elected annually by the entire Upper School community

In some instances, the Head of Upper School, in consultation with the Director of Student Life, may determine that an all-faculty Judiciary Committee is better suited to hear a case. In such instances, this all-faculty Judiciary Committee will consist of three faculty members chosen from among the following - the Faculty Advisor to Judiciary, the faculty representatives to Judiciary, or any other faculty member chosen by the Faculty Advisor to Judiciary or the Director of Student Life.

In addition, in certain cases, including those involving drugs or alcohol, or altercations or fighting, or any other situation that might be deemed significantly inappropriate or volatile for the community, the Head of Upper School and the Director of Student Life may act immediately and may require that the student not return to School until the results of a drug test are available, and/or a meeting is held among the student, the student's parents and the Head of Upper School.

Moreover, within the last three weeks of the end of the school year, during school breaks, or after school is over, Judiciary hearings may be handled by an all faculty Judiciary Committee (see above).

### **3. Judiciary Committee Procedures**

When a disciplinary matter is referred to the Judiciary Committee, the Student works with their Advisor and Class Dean in order to prepare for the hearing. The following guidelines describe this process, for the benefit of all parties involved:

- The Class Dean and the Advisor review the case with the Student.
- The Class Dean presents the Student and Advisor with the formal charge(s) and describes the Judiciary Hearing format to the student.
- The Advisor telephones the parents of the Student to inform them of the reported offense and of the Judiciary Hearing. The Advisor reviews the procedure with the parents and explains that parents have a right to attend the Judiciary Committee hearing (though they may not participate in the hearing).
- Judiciary Committee schedules a hearing
  - The Class Dean meets alone with the Judiciary Committee to discuss the facts and circumstances of the offense;
  - The Committee members ask questions as needed and the Class Dean is then excused;
  - The Student and their Advisor are invited to join the meeting;
  - The Student reads their statement to the Committee;
  - The Committee members ask questions as needed and the student is excused from the meeting.
  - If called to do so, the Advisor may remain to answer any further questions;
  - The Advisor is excused;
  - Committee deliberates; and
  - The Committee decides on a recommendation and presents it to the Head of Upper School (if absent, it is presented to the Head of School).
- When a Judiciary Committee recommendation is sent to the Head of Upper School, it may be accepted or modified as necessary. The decision for disciplinary consequences is then communicated to the student by the Head of Upper School (or Head of School when the Head of Upper School is the student's advisor).
- The Student may accept these consequences or submit an appeal within 48 hours to the Head of School. The appeal may only be based on either new information about the case becoming available after the Judiciary Committee hearing or the student's claim that proper process was not followed in the disciplinary case. The decision of the Head of School is final.

- The disciplinary decision will be communicated with the Student in question and with their parents, and a follow-up letter will be drafted for the parents and a copy placed in the student's file. The final disciplinary decision will also be communicated to the Director of Student Life, the Faculty Advisor to Judiciary, and the appropriate Class Dean.
- The student's Class Dean will oversee the student's reintegration into the community as is warranted by the specifics of the infraction and consequences recommended by the Committee.

#### **4. Restorative and Educational Consequences**

*The School's disciplinary process is always an educational one, not legal, with the paramount goal being that the individual student and the School community learn from the experience.*

All students who are found in violation of an offense by the Judiciary Committee are automatically given a written standard warning that further infractions could result in more severe consequences.

Other possible disciplinary consequences, beyond our educational and restorative programming include, but are not limited to, the following:

- Detention
- On campus work detail
- Suspension or loss of parking and/or driving privileges on campus
- Suspension or loss of opportunity to be employed by the School
- Suspension or loss of junior or senior privileges
- Suspension or loss of school leadership positions or suspension or loss of eligibility to seek leadership positions
- Out-of-school suspension
- Final Warning
- Expulsion/Dismissal
- A Senior found to have committed an offense within eight weeks of graduation may be prevented from participating in commencement exercises.

#### **5. Final Warning**

The Judiciary Committee or the Executive Committee of Judiciary may also recommend that a student be placed on final warning, which means that any major violation of the student handbook may result in the student being asked to leave the School. This recommendation is usually reserved for students who have committed repeated violations of school rules or for offenses of a serious nature.

#### **6. Discretionary Situations**

If, in the School's judgment, the behavior of a student or their parent(s)/guardian(s) is disruptive



to the learning environment of the School, unsafe, illegal, or damaging to either the School community or its reputation within the greater community, Princeton Day School reserves the right to subject the student to a leave of absence or disciplinary action(s) that may include suspension or dismissal from the School community. In addition, continued enrollment in the School is not automatic, but is at the discretion of the School and is based on factors that include a student's academic progress and commitment and conduct that is in keeping with the School's standards and policies.

## **7. Disciplinary Action and the College Admission Process**

College admission offices typically ask applicants to list and explain any academic or behavioral misconduct in high school that resulted in disciplinary action. Princeton Day School uses the following process to determine whether students need to report disciplinary actions to colleges.

Students who have been found responsible for a disciplinary violation prior to senior year will have their cases reviewed at the end of the junior year by the deans, the Faculty Advisor to the Judiciary Committee, and the Head of Upper School. This group will determine (based on the specifics of the case, student learning since the disciplinary matter and any repeated violations) whether or not the disciplinary infraction will remain on the student's record or be expunged and will communicate their decision in writing to the student. If a student's record is expunged, the student will not be obligated to report the infraction on college applications. If an infraction remains on the student record, the student must disclose information about the disciplinary matter. The College Counseling Office offers assistance to students who would like help wording a thoughtful response to questions on disciplinary matters asked on college applications.

Students who are the subject of disciplinary action during their senior year may be required to report this information to colleges to which they are applying and/or to which they have been offered admission.

As a matter of course, PDS does not keep disciplinary records with permanent records, and upon graduation any disciplinary records are purged.

## **X. SPECIAL BEHAVIORAL POLICIES**

### **X.A. Harassing, Bullying or Inappropriate Behavior Against Students**

No student attending Princeton Day School should be subjected to harassing, bullying or inappropriate behavior of any kind, whether such behavior originates from a member of the community, including but not limited to administration, faculty, staff, parents, contractors or other students. This includes any form of harassing or inappropriate behavior based on the student's sex, race, creed, color, national origin, ancestry, disability, sexual orientation or other characteristic protected by law. In addition, any behavior of a sexual or intimate nature between faculty/staff members and students is strictly forbidden, even if such conduct appears to be welcomed by the student. If a faculty or staff member obtains any information which indicates that harassing or inappropriate behavior involving a student may be occurring, they should report such information to the Head of School, an Assistant Head of School, the Division Head, or the Director of Human Resources immediately. In the event the circumstance involves student-on-student harassment, the matter will be handled using established disciplinary procedures in the student's division.

Use of the School's technology program and systems is a privilege extended to the community that is attended by significant responsibility; the School's high standards for behavior apply equally whether in electronic form or in person. Students should know that all School rules apply without regard to the form of communication. The public nature and widespread use of social media has heightened the need for students to be cautious about any electronic posting. Expectations of privacy are frequently compromised, and intent of communication is easily altered or misinterpreted. For these reasons, students should expect that anything they post may become public and should know that the School will act strongly if any acts of harassment, hazing, or bullying come to the attention of adults in the community.

#### **What To Do If You Feel You Are A Victim Of Harassment, Hazing, or Bullying:**

Anyone who believes that they have experienced any form of harassment should feel compelled to take action. These are some steps to take if you are being harassed. Some suggestions may work best in one situation, others in another.

Speak to a teacher, Division Head, or Head of School.

Whenever possible, speak up at the time. Tell the individual that the behavior is unwelcome and must cease immediately.

All members of the School community are obligated to take these complaints seriously. The School will investigate any charge of harassment brought by or against a member of the community and will take action in valid cases of harassment. Members of the community should be aware that, depending on the circumstances and severity or repetition of the offense, the response may range from reprimand up to and including dismissal of a student or

termination of employment for an adult. Any person who directs any form of retaliation toward someone making a complaint about harassment will be subject to discipline.

### **X.B. Substance Abuse Policy and Protocol**

PDS is a substance-free environment whose policies and procedures are designed to ensure the health of all of our students. It is not our goal to police our children at school, but rather to teach them to make good decisions about illicit substances and recreational drug use. Smoking, vaping, juuling, snorting, ingesting or injecting any substance that is not specifically prescribed by a medical professional for a medical condition is not allowed on campus or during any school related functions.

Should a faculty or staff member suspect a student of being under the influence, as a 'mandated reporter', the adult is legally bound to inform the health office, counseling office, the class dean and administration. An adult concerned should immediately bring the student to the health office, if open, for medical evaluation. In addition, the student's guardians will be called and the student must submit to a drug test at the local hospital if suspicions remain. Finally, a body search (in the presence of a witness) as well as a locker search may be conducted.

On the other hand, PDS institutionally offers support to those individuals and their families who are in need. In this case, should a student or their family find that they require assistance, they should simply identify themselves to the health office, the director of wellness, the counseling office or their dean, and we will do our utmost to help.

PDS's policies and protocol with regard to substance abuse are primarily about ensuring the safety of students rather than creating safe haven zones. We are committed to providing a 100% drug-free and safe learning environment and must comply with all state and federal law on this matter. Should PDS exhaust its resources and abilities to address a certain concern, the School may involve local authorities.

### **X.C. Sexual Misconduct Policy**

Princeton Day School (PDS) is unequivocally committed to the safety of each student entrusted to our care. While harassment, abuse, and intimidation have no place in a school community, regardless of the particular forms they assume, sexual misconduct warrants heightened attention and consideration because of its especially pernicious effect on the safety and well-being of our community. Princeton Day School categorically prohibits all forms of sexual misconduct – including sexual assault, abuse, harassment, intimidation, stalking, and discrimination.

Through education and intervention, PDS aspires to create an educational environment that is free from these inappropriate behaviors. Where inappropriate conduct is found, PDS will act promptly with the goal of eliminating the conduct and taking whatever other corrective action it deems necessary.

Read the complete policy on sexual misconduct at this link:

[https://www.pds.org/uploaded/School\\_Life/Students\\_Handbook/Sexual\\_Misconduct\\_doc\\_2018.pdf](https://www.pds.org/uploaded/School_Life/Students_Handbook/Sexual_Misconduct_doc_2018.pdf)

#### **X.D. Nondiscrimination Policy**

Princeton Day School (PDS) is unequivocally committed to creating and preserving a diverse, inclusive and equitable community. This commitment respects the inherent value of every individual and acknowledges that diversity is essential to creating a robust learning environment. To this end, the School has a duty to foster a diverse and equitable community. This includes holding itself and its members accountable when they fall short.

Read the complete policy that identifies the School's affirmative duties, defines discriminatory conduct and outlines policies and procedures for investigating and resolving complaints at this link:

[https://resources.finalseite.net/images/v1603983834/princetonday/brsvsqagefajxgmvna02/Non-DiscriminationPolicy\\_FINAL.pdf](https://resources.finalseite.net/images/v1603983834/princetonday/brsvsqagefajxgmvna02/Non-DiscriminationPolicy_FINAL.pdf)

#### **X.E. Acceptable Use Policy (AUP)**

The following Acceptable Use Policy (AUP) applies to all technology resources owned or managed by Princeton Day School, including but not limited to the network, email and learning management systems, and all PDS hardware. These rules apply to any devices used on PDS premises or at School functions, any devices on the School's network, and all School-owned devices. Any activity, regardless of the device or location, that involves other members of the PDS community is subject to this policy. Technology resources are provided by Princeton Day School for the primary purpose of conducting academic work and facilitating communication among PDS faculty and students. The School expects that students will treat these resources and others who use them with respect and for what they were intended. Access to PDS campus technology, including the network, is a privilege rather than a right, and appropriate usage is governed by the behavioral standards outlined in the PDS Honor Code, Upper School Handbook, and this AUP.

Academic and personal integrity are essential to the PDS learning community, and thus these values should also extend to behavior involving PDS technology. The same ethical standards apply to digital situations that apply to all other spheres of life at PDS. For example:

- Just as you may not steal another student's belongings, you may not steal their password or their online identity.
- Just as we expect you to treat others with respect and civility when speaking to them in person, we expect the same standards of respect and civility when interacting with others online.
- Just as you represent PDS when you are off campus, you represent PDS whenever and wherever you engage online, even when you are not using the PDS network.

PDS has the responsibility to monitor its network, and thus all activity is logged. It also has the right, when requested by a faculty member, dean, or administrator, to review student activity on the network, including email, if there is concern about possible impropriety or violation of school rules. As

a matter of course, PDS does not read the content of student emails without cause, however there is no guarantee of privacy with use of the network. The network is the property of PDS, and the School reserves the right to monitor a student's network use at any time and for any reason. In order to protect the network from malicious parties and shield students from inappropriate content, student access to the internet is also regulated by a web filter. Downloads for academic purposes are allowed and logged.

The PDS network is monitored by members of the School's Technology Department, who serve along with the Class Deans, Director of Student Life, and Head of Upper School to uphold the AUP as defined below.

- Acceptable Use Guidelines: Those who employ PDS technology resources, including the network, are responsible for upholding the following standards of behavior. Please refer to the "Student Behavioral Expectations" section of the US Student Handbook for a more comprehensive explanation of community standards and the role of the Judiciary Committee in addressing violations.
- Students must abide by appropriate standards of etiquette and respect when interacting with others online. Threatening or abusive behavior and harassment will not be tolerated at PDS or on the PDS network. Posting messages to Schoology groups, public or private email lists, texting or social media platforms, or other digital forums using offensive, threatening, abusive, bullying or harassing language and/or obscenities (even with alterations or missing letters) are considered inappropriate. Students who witness or receive words or media considered offensive or harassing should notify their advisor, class dean, the Director of Student Life, or the Head of Upper School.
- Engaging in any activity online or using PDS resources that is potentially damaging to oneself, to others or to the School is considered unacceptable.
- Vandalism of PDS technology resources, whether petty or significant, is always unacceptable. Damage, abuse, dismantling or unauthorized modification of hardware or software (including the network) is considered vandalism.
- Students must not use the PDS name or logo on communications or media that are not officially controlled, operated or sanctioned by the School.
- Students must not be involved in any activities that promote violence or that are prohibited by law, including the transmission of sexually explicit material.
- Students must respect and abide by the copyright and licensing agreements of published software. These agreements usually state that copying, altering, or distributing licensed software is illegal.
- Students must not copy or download any unauthorized applications through the PDS network, including but not limited to games and unlicensed software.
- While connected to the PDS network, students must not use a virtual private network (VPN). No attempts may be made to bypass the school's web filter or other safety or security measures, or to anonymize one's identity on the network.

- Attempting to access or “hack” someone else’s email account or personal computing device is considered a form of theft.
- Regardless of whether or not permission is granted, students must never log into the accounts of others. PDS network accounts are for individual use only, and account credentials must always be kept secret. Similarly, masquerading as someone else or otherwise attempting to hide one’s own identity is considered lying (pretending to be someone else online) and/or theft (falsely assuming or stealing another person’s online identity). Whenever possible, students should use their PDS accounts to access the School’s systems and resources. Remaining anonymous or using a personal, non-PDS account to access the School’s systems and resources is unacceptable (unless permission is granted by a faculty member).
- Students must not make any attempt to break, alter or infiltrate the School's computer or network security systems. This is a form of vandalism.
- Students must abide by -- and not attempt to circumvent -- any other rules that the School deems necessary to enforce the AUP such as private chat and email restrictions, network access protocols, and account access limitations.
- Capturing, using, or sharing images, audio, or video of community members (including teachers) without their consent is unacceptable. Similarly, school materials should not be shared beyond their intended audience without the permission of the creator.

### **AUP Violations**

If one is suspected to be in violation of the AUP, the Director of Student Life will work with the Technology Department to investigate. Consequences will depend on the severity of the infraction and may include:

- confiscation of a student-owned device
- temporary or permanent loss of account privileges
- an appearance before the Judiciary Committee for disciplinary action
- immediate referral to the Head of Upper School

Please refer to the “Student Behavioral Expectations” section of the US Student Handbook for a more comprehensive explanation of community standards and the role of the Judiciary Committee in addressing violations.

## **XI. STANDARDS OF DRESS**

The Standards of Dress at Princeton Day School reflect both philosophical and practical considerations. They recognize the fact that we are first and foremost an educational institution encompassing a broad range of ages and backgrounds. This fundamental truth is balanced with our desire to respect an individual's need for self-expression and comfort. The goal of these standards is to ensure that we all feel comfortable and respected as we engage in our community.

The Upper School standards of dress reflect a further delineation between academics and play, respecting self-expression and comfort while reflecting students' role in the academic community of PDS as they prepare for their future beyond PDS:

- Clothing tops must overlap with bottoms.
- All clothing must be opaque and completely cover skin on the stomach, waist, and back.
- All shorts and skirts must extend beyond the upper thigh.
- Undergarments must be completely covered by clothing.
- Shoes must be worn at all times.
- Hats must be removed inside classrooms and other indoor gathering spaces.
- All athletic special attire days ("psychs") must be approved at least 24 hours in advance by the Athletic Department and Director of Student Life. Other special attire days must be pre-approved by the Director of Student Life or Class Dean.
- Students may not wear pajama pants unless part of an authorized psych.
- Clothing must be free of all messages that promote violence, tobacco, alcohol or drug use, or messages that are demeaning to any group of people.

## **XII. CAMPUS SAFETY AND SECURITY**

### **XII.A. Lockers and Valuables**

We strongly encourage students not to bring valuables (jewelry, money, electronic equipment, etc.) to school; Princeton Day School is not responsible for any valuables lost or taken from a student at school. To provide a place to store school and personal items, we assign a locker to each student. Any student interested in a combination lock may request one from the Upper School Office. Students may only use school supplied combination locks.

Students are to respect the privacy of another student's locker and not go into it without the permission of that student. Athletic equipment should be stored in athletic lockers or the Athletic Center whenever possible.

### **XII.B. Visitors Policy**

All visitors to the academic building must sign-in at the Main Entrance upon arrival to campus and sign-out upon departure. Students are also expected to direct any visitors to the main entrance to be checked-in and should not allow them entry through any other doors.

Students who wish to bring a guest to School should request a visitor's form from the Upper School office at least three days prior to the visitor coming to campus. The form requires teacher approval for each class the visitor will join. We ask that a student host no more than one visitor on a given day. Faculty members have the right to ask students not to bring guests to class. All guests must sign in with the receptionist and are subject to the same rules as PDS students.



## **XII.C. Student Driving and Parking**

### **1. Student Driving Guidelines**

The School remains committed to maintaining a safe environment. At all times, students driving on campus are expected to use good judgment and are discouraged from engaging in any activity that might endanger the safety of others. Reckless driving is a primary offense in the student code. Other violations may include: speeding; not observing one-way signs or other rules of the road; parking in a no parking zone/fire zone; parking in the circle during the academic day; driving groups of students around campus; failure to register a car; and failure to display a parking decal. The posted speed limit is 10 mph on campus. Students speeding on campus will lose their privilege to drive at PDS.

Specific guidelines for student drivers are as follows:

- PDS Driver's Registration form must be completed, signed and returned to the Upper School Office. Failure to register one's car will result in a loss of driving privileges.
- Students driving on School property must have a valid driver's license unless they are driving within the guidelines of a legal driving permit.
- Students must follow all state driving laws and regulations, including appropriate vehicle registration.
- Once on campus, parking areas are off limits during the academic day. Students may not go to or use their cars until the school day has been completed and all commitments have been satisfied, unless they have legitimately signed out with a note from home that has been approved by a dean or are leaving campus under the guidelines of their senior or junior privileges. If students need to go to their car to retrieve something during the school day, they must ask any dean for permission, since parking lots are considered "out of bounds."
- Parents are urged to send their children to school early to avoid fast driving and improper parking.
- Princeton Day School has no jurisdiction over who rides with whom. Parental guidance on this matter is strongly suggested, however.
- Students may not drive a group of other students around campus to sporting events or other destinations such as to athletic practices after school.

### **2. Student Parking Guidelines**

Princeton Day School provides parking for approximately 350 faculty, staff, visitors, and students. Because space is at a premium, the school assigns individual parking spots to faculty, staff and students and reserves space on the front circle for visitors only. Access for emergency vehicles is also a major concern -- fire and safety codes dictate that we keep the circle, fire lanes, and gym areas clear in case of an emergency; the township has issued costly tickets to student drivers who have parked in these areas.

To park on campus, a student must read the Student Parking Guidelines and submit the PDS

Driver Registration form, which is available in the Upper School office. Students must remember that parking on campus is a privilege and not a right. Students who abuse their parking privileges may have them suspended.

Parking Decal: Once properly registered, the student will receive a parking decal, which must be permanently affixed to the bumper or the rear window. Students with multiple registered vehicles will receive the appropriate number of decals. If a student drives an unregistered vehicle to School, they must immediately notify the receptionist, the Upper School assistant, or their class dean, or the car will be deemed illegally parked on campus.

Parking In Assigned Spots: Students must park in their assigned spot or location. Any student who is parked in a space that has not been assigned to them will be considered to be illegally parked. Students may not park on the circle during the academic day. After 3:30 p.m., however, students are free to park in any legitimate open parking spot on campus. Students may not give other students permission to park in their space. The School assumes no responsibility for theft of or damage to any car parked on campus.

Parking Tickets: Students will be ticketed for parking illegally on campus. The following are three typical reasons for ticketing: 1) not having the vehicle properly registered 2) parking somewhere other than one's assigned spot, or 3) not properly displaying a parking decal. Each parking ticket will result in a fine of \$25. After receiving three parking tickets, the price per ticket will be increased to \$50. A copy of the ticket will be mailed home, and if the ticket remains unpaid for 15 days, it will be charged to the student's account. A continued disregard for the parking rules may result in loss of driving/parking privileges or the student being referred to the Judiciary Committee.

Bicycles: Bicycles may be parked and locked in racks located in various places on the school's grounds.

#### **XII.D. Upper School Boundaries**

Inside, US students are expected to stay in the hallways, courtyards and common areas immediately adjacent to US classrooms. Students should not be in the Lower or Middle School areas without permission, with the exception of accessing the Panther Den. Staircases are for moving between approved areas only. In addition, Upper School students are asked not to use the gymateria and the Mathey Gymnasium during the academic day. Finally, US students must stay out of the Campus Center during Lower and Middle School lunch hours. They may, however, access the Snack Bar at these times

Outside, Upper School Students boundaries generally refers to areas visible from the building: this includes the lawns around Colross and the island in the center of the traffic circle. The playing fields, Lower and Middle School playgrounds, Athletics Center, parking lots, and woods, both to the south and north of the building are out of bounds during the academic day.

**XII.E. Student Badges**

US Students are given the privilege of being issued Access/ID cards to permit entry into school buildings during school hours. Students are expected to have their card on their person every day; they should not rely on others to allow them inside.

**XII.F. Signing In and Out**

To ensure student safety, the School must know the whereabouts of all students. Students must therefore sign in when arriving on campus and sign out if leaving campus early. Please see Section IV, Attendance, for specific expectations.

### **XIII. CO-CURRICULAR ACTIVITIES**

#### **XIII.A. Athletics/P.E.**

Athletics at Princeton Day School play an integral role in the overall education of each student. We believe in the classical ideal of “a sound mind in a sound body” -- mens sana in corpore sano -- with a dedication to the lasting values of personal integrity, responsibility, commitment, teamwork and sportsmanship.

Our athletic program, which consists of 22 sports and more than 50 teams, is broad enough to prepare gifted athletes to compete at the college level while, at the same time, ensuring that all students are exposed to the lifelong benefits of athletic participation and physical fitness.

- Fall Girls: Cross Country, Field Hockey, Tennis, Soccer, Volleyball
- Fall Boys: Cross Country, Soccer
- Winter Girls: Basketball, Ice Hockey, Fencing, Squash
- Winter Boys: Basketball, Ice Hockey, Fencing, Squash
- Spring Girls: Lacrosse, Softball, Golf, Figure Skating
- Spring Boys: Lacrosse, Baseball, Tennis, Golf, Skating

#### **1. Upper School Teams**

Varsity: Our finest athletes in terms of ability and attitude are chosen to represent our school in varsity interscholastic competition. We expect a strong commitment to the team. In order to maximize success, playing time and other strategic decisions are determined solely by the coaching staff. Thus there may be contests in which some athletes do not play.

Junior Varsity: Junior varsity teams are geared toward learning and improving the fundamental skills needed in order to play at a more competitive level. Coaches attempt to give all players adequate playing time, but they also take into account attendance, attitude, and game situations.

Team Selections: Choosing the members of a team is the sole responsibility of the coaching staff. Although we would like to have every player who tries out for a team earn a spot on the roster, this is unfortunately not always possible. Since "cuts" are difficult at any age, the coaching staff will make every effort to handle these situations with tact and sensitivity. The Gold P is the school's highest athletic honor and is awarded to a girl and a boy from the senior class who best exemplify excellence in athletics, team spirit, sportsmanship and participation on varsity teams.

#### **2. The Role of a Student-Athlete**

Academics: Academics at PDS certainly do come first, and we expect students to maintain their grades in all subjects. At the same time, however, annual studies conducted by the Department of Education have clearly shown that students who participate in co-curricular activities do

better in their class work, in part because they have better learned the skill of successful time management.

Sportsmanship: While Princeton Day School takes great pride in winning, we discourage any and all pressures which might impede good sportsmanship.

Health: We expect our athletes to prepare for the upcoming season. Being prepared physically and mentally gives students an advantage to set the stage for a rewarding season.

Dedication: Once a student earns a spot on a team, they are expected to remain committed for the entire season, to be on time, prepared, physically fit, and focused in practices or games. Students are expected to maintain a positive attitude towards their teammates and coaches.

### **3. The Role of a Parent**

We believe a partnership among parents, coaches and players provides a foundation for a successful athletic program and team experience. Parent support is crucial to the confidence, progress, and performance of their child.

- Be enthusiastic and encouraging. Support your children in doing their best at whatever level they participate. Let them set their own athletic goals and standards. Be positive as they progress towards them.
- Let the coach be the coach. Regardless of your own sports experience, please do not publicly criticize the coach or teammates. It is crucial to the team's spirit and success that players develop a respect for their coach.
- Demonstrate good sportsmanship at all times.

### **4. Physical Education/Independent Study**

The Health and Physical Education Department will accept and evaluate applications to substitute outside activities in place of regular physical education classes on a case by case basis, typically for up to two terms of the School year.

### **5. Medical Forms**

New Jersey state law mandates that all students, and all team members, must have their medical forms filled out by their physician prior to their gym classes and before they may participate in any interscholastic team.

## **XIV. INTERRUPTIONS TO SCHOOL SCHEDULE: POLICIES AND PROCEDURES**

Princeton Day School follows the lead of Princeton Regional Schools when it comes to our decisions surrounding opening, closing, or delays due to inclement weather. Decisions are sometimes made the night before (in the case of a severe snow or ice storm), but more often are made in the morning (before 6:00am). Decisions about closing and delays are communicated on our School website and through our Connect 5 system. We will also post updates to Upper School Business on Schoology. In the event of School being closed, particularly for inclement weather, no athletic practices, play rehearsals, and/or extracurricular activities will occur.

### **XIV.A. School Cancellations**

A snow day is a "lost" day in the 7-day cycle. If we have to cancel school due to inclement weather and it is a "Day 3," we lose Day 3. When we return to school (hopefully the following day), we resume school with Day 4.

### **XIV.B. Emergency Early Dismissal**

When the decision to close the School is made while school is in session, PDS will inform the community immediately via Connect 5 as well as via our website. NOTE: ALL SCHOOL-RELATED EVENTS/SPORTS ARE CANCELED ON SNOW DAYS & EARLY DISMISSAL.

- Plan Ahead: Please talk to your child beforehand when the weather is threatening, and decide where you would like your child to go in case school closes early. This could be to a friend's or neighbor's house, or to your home, but it would be helpful to have a clearly understood plan in place. You could send a note to the dean with the student that morning, or email the dean directly about the plan.
- Calling PDS: We ask that you do not call the school switchboard but go to the website [www.pds.org](http://www.pds.org). The switchboard should be open for important calls from other area schools, bus companies, and township police. Students will be allowed to use cell phones or public telephones to contact you.
- Signing Out: Class deans are responsible for all sign-outs for early closings.
- Transportation:
  - Car: The class dean records the names of students driving home alone or with others. (NJ law states: a driver under 18 may drive family members, plus one other person.) School buses leave PDS at staggered times, after the announced school closing time.
  - Student drivers—Senior drivers, or juniors with verbal or written permission from parents to the dean, may leave before announced dismissal time by signing out with their dean.
  - Parents picking up—Parents may pick up their children before the announced dismissal time, after written or verbal communication with the class dean.

## **XV. RESPONSE TO COVID-19 OR OTHER SERIOUS HEALTH RISKS**

Committed to the safety of our students, families, faculty and staff, PDS reserves the right to respond to concerns raised by COVID-19 and other pandemics or serious health risks. **The School's response to COVID-19 concerns may include new on-campus policies, such as the wearing of masks and maintaining effective social distancing, or alterations to our classroom environment, such as the adoption of remote or hybrid learning. The COVID-19 response may also require the School to suspend certain policies and permissions outlined in this Handbook.** These decisions will be made in accordance with federal, state, and local law, as well as recommendation from the CDC and our own Medical Director.

To reflect the specific threat and evolving scientific knowledge, changes to campus expectations and the development of hybrid or remote learning policies must be flexible. We will communicate these changes through updates to the school website. These changes will take precedence over the policies expressed in this handbook.

While changes to campus policies or alterations to the classroom environment are intended to protect the health of students, families, faculty and staff, they cannot provide absolute protection from serious health risks. COVID-19 is extremely contagious and while it can cause no symptoms or only mild symptoms in some individuals, it can lead to severe illness and even death in others. While PDS will put preventative measures in place, the school cannot guarantee that transmission will not occur. Students and families must educate themselves to the risks posed by COVID-19 and other pandemics and serious health risks and understand that they assume risk of exposure whenever they interact with other people, regardless of the safety precautions adopted by Princeton Day School.