

**THE BISHOP'S SCHOOL  
SUMMER STUDENT AND FAMILY HANDBOOK  
2023**

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*The Bishop's School Student and Family Handbook strives to guide students through their daily lives on campus. Broadly speaking, the rules set forth in this handbook apply during the summer sessions. No handbook can describe or predict every situation which may arise during a student's time at Bishop's. Rules, when they stand alone, are an insufficient means to guide young adults; they must be supported by a spirit of cooperation between students, teachers, families and the School. Collectively, we are working to build a community where all are welcome and respected and where all can reach their full potential. Students and families are urged to contact the Director of Summer Programs when they have questions regarding School policy, student expectations or standards of behavior.*

## **I. THE BISHOP'S SCHOOL MISSION STATEMENT**

Bishop's is an Episcopal school that nurtures students of intellect and character to think independently, learn collaboratively, grow their sense of self and act with greater purpose.

## **II. SUMMER MISSION STATEMENT**

The mission of the Bishop's summer program is to advance the work of current students, assist the transition of new students into our community, and attract prospective students to the School.

## **III. STATEMENT OF DIVERSITY AND INCLUSION**

Bishop's is an inclusive community that believes our differences are a source of strength. We are committed to the pursuit of diversity, equity, inclusion and justice. We respect the dignity of every human being and aspire to be a school where all are known, cared for and feel that they belong.

## **IV. THE BISHOP'S SCHOOL VALUES**

**Integrity:** We commit to self-examination and honest reflection. Our moral compass informs our thoughts, words and actions, and brings forth our best selves.

**Compassion:** We foster a spirit of humility, empathy and concern for the well-being of ourselves and others, and we seek to love and serve our neighbors as ourselves.

**Inclusion:** We welcome all identities, family structures, religious beliefs and backgrounds. We value our differences and embrace the responsibility for creating an inclusive community where all feel that they belong.

**Intellect:** We believe that inquiry and critical reasoning are essential to an active, engaged mind and the pursuit of knowledge and truth. We encourage curiosity as the motivation that kindles a life of joyful, purposeful learning.

**Excellence:** We hold high expectations for ourselves and each other to develop our fullest potential in our work, deeds and intentions.

**Justice:** We respect the dignity and rights of every human being and confront inequity and injustice.

#### **IV. ACADEMIC POLICIES**

If you are taking a for credit course, the School's academic policies will apply during our summer program and are described in detail in our Curriculum Catalog that is published each spring and can be found on our website. If you have any questions about graduation requirements, grading procedures, dropping and adding courses, independent study, homework guidelines, studying abroad or off-campus courses, please refer to the Curriculum Catalog.

#### **::: FAMILY/TEACHER COMMUNICATION :::**

Our business is teaching students, helping them to reach their full academic potential and to develop integrity and moral responsibility. To achieve our mission, cooperation between teachers and families is vital. We strongly encourage families to contact teachers directly whenever an academic question or concern arises; likewise, we strongly encourage teachers to contact families whenever they deem it necessary.

When a family wishes to contact a teacher, we urge them to call or email the teacher and, if necessary, leave a message. If a concern remains after direct communication with the teacher or advisor, or if the family is unable to contact the teacher, they are asked to contact the director of summer programs.

The School respectfully asks that families do the following:

1. attempt to speak to a teacher before contacting a summer school administrator;
2. contact teachers at the School, rather than at a teacher's personal number;
3. schedule conferences with teachers and or Director at a mutually convenient time.

## **V. MAJOR INFRACTION POLICIES**

We expect that Bishop's students will conduct themselves with dignity and in accordance with the high ideals of the School's values as well as the specific laws of our government (city, state and federal) at all times. Conduct jeopardizing the reputation of the School, whether on or off campus, may be considered grounds for expulsion from the School or other disciplinary action.

We believe that there is a clear difference between right and wrong. As individual members of this community, each of us bears responsibility to contribute to the common good.

Self-discipline is our goal. It is neither feasible nor desirable for the faculty and staff to constantly monitor behavior. Good judgment, coupled with the School's values, directs students when choosing between right and wrong. Bishop's students are expected to do the right thing.

When students realize that they or their peers are engaging in behavior that is in conflict with the School's values, they should cease or intervene in those behaviors, redress any problems resulting from those behaviors, and, if appropriate, report themselves or their peers to the director of summer programs. Under the Honesty Policy (see next section), a student may be granted disciplinary immunity. While it is rare, it is important to note that the head of school may revoke disciplinary immunity in extreme cases or in situations where the safety of the students, faculty or staff is in question.

Students can support the School's values by confronting the offender privately, joining with one or more other students to confront the offender, joining with one or more faculty members to confront the offender or conducting these steps in sequence. If such approaches fail, students should report the offender to the director of summer programs. Under the Honesty Policy, a student reported by a peer may be granted disciplinary immunity.

Current and newly enrolled students of The Bishop's School who breach the school's Major Rules will meet with the director of summer programs and

designated on-site administrator. The director and on-site administrator will recommend a warning, reprimand, probation or expulsion.

Disciplinary actions during the summer session will become a part of a student's school record.

Non-Bishop's students who breach the school's Major Rules will meet with the director of summer programs, who will determine a disciplinary response.

### **::: HONESTY POLICY :::**

We expect students to tell the truth. A student's dishonesty in the course of an investigation of a disciplinary offense is itself a disciplinary offense which may result in probation or expulsion. In order to promote honest dialogue, and to ensure student safety and a healthy community, disciplinary action may be waived if the School becomes aware of an offense solely through information provided by a student. In the case of drug overdose or alcohol poisoning, it is imperative that students reach out to an adult for help. In such situations, a disciplinary response may be waived.

The Honesty Policy applies to all disciplinary offenses. Disciplinary action refers to action taken by the director of summer programs and on-site administrator. It does not include academic repercussions, communication with families or other consequences, or the development of a support plan that includes counseling or other appropriate measures.

### **::: MAJOR RULES :::**

The infractions below will likely result in a formal meeting with the director of summer programs and an on-site administrator, which will recommend a warning, reprimand, probation or expulsion.

1. A serious breach of the School's values. These include but are not limited to:
  - a. abuse or harassment of a teacher, staff member or fellow student;
  - b. academic dishonesty;

- c. bullying, cyberbullying and/or hazing;
  - d. stealing, misrepresentation or lying;
  - e. vandalism or abuse of School property;
  - f. violent behavior;
  - g. deliberate disobedience and/or rudeness to another community member;
  - h. major violation of our computer and network policies.
2. Cutting school or leaving campus without permission.
  3. Possession of a weapon, explosive or other dangerous material. Possession of an item on campus that resembles a weapon is inappropriate and may result in disciplinary action.
  4. Possession, use, distribution or being under the influence of alcohol or drugs (unless prescribed for the student by a physician and used accordingly) on campus or at any School-related function off campus.

### **:: SUMMER DISCIPLINE PROCESS :::**

The director of summer programs will manage summer discipline.

1. The director of summer programs, in conjunction with the on-site administrator will review the circumstances surrounding any major rule infraction and will make a recommendation to the head of school.
2. The decision of the head of school is final.

Families will be apprised of the situation as soon as possible.

There are four likely outcomes prior to expulsion. All responses are documented

with a letter to the student and the student's family. These responses are: Dean's Warning, Reprimand, Probation, and Expulsion. Each of these terms is defined below. The director of summer programs and on-site administrator have the authority to recommend responses which best address the student's infraction. Examples include meeting with a counselor and/or the head of school. In certain circumstances, students may be asked to stay at home for a number of days to allow families time to consider their child's actions and relationship to the Bishop's community.

### **Definitions**

Dean's Warning: formal admonition given by the director of summer programs and on-site administrator for a violation of school rules or community expectations.

Reprimand: formal reprimand from the director of summer programs and on-site administrator indicating that a student's behavior is unacceptable and that the student's continued attendance at the School is in jeopardy. Further infractions of any kind, but particularly those that are similar, by the student are likely to bring a stronger response. Either Probation or Expulsion would be likely. A Reprimand is documented with a letter and becomes a permanent part of a student's record.

Probation: is recommended by the director of summer programs and on-site administrator when a student's behavior is unacceptable. It is a formal statement that the student's continued attendance at the School is in jeopardy. Any subsequent major infractions will likely result in Expulsion.

Expulsion: a formal dismissal of a student from the summer program. If a student is expelled or withdraws to avoid a disciplinary consequence, investigation and/or a meeting with the director of summer programs, that student will not be allowed on campus for one year without specific permission from the dean of students. Expulsion from summer programs will lead to a review of all contracts between the student and the School. A student who is expelled from the School's summer programs may lose their opportunity to attend the School during the regular school year. This decision will be made by the head of school or their designee, after consulting with the director of summer programs, the dean of students, and other administrators as needed.

In each of the cases listed above, the School will communicate directly with families.

### **::: ACADEMIC DISHONESTY :::**

Bishop's students are expected to maintain a high standard of integrity. This section describes different forms of academic dishonesty. Students should submit work that they themselves have completed, with appropriate citations and references. Academic dishonesty can occur on tests, quizzes, homework, papers or other assignments. Any teacher who observes an act of academic dishonesty will inform the dean of students or associate dean of students for middle school, who will determine the course of action.

#### **Definitions**

Cheating: Some examples of cheating are:

1. giving or receiving, offering or asking any information during an examination, test or quiz;
2. looking at another student's paper or using any notes or books that have not been authorized by the teacher;
3. providing information about the content of an examination, test or quiz to students in other sections of this course;
4. obtaining information about the content of an examination, test or quiz through inappropriate means.

Inappropriate Collaboration: Often students collaborate on academic work and preparation at the explicit behest of teachers. However, working together or cooperating for deceitful purposes is a form of academic dishonesty. The pressures to resort to this type of academic dishonesty are greater, and the obstacles fewer, than other forms of academic dishonesty. It is just as unacceptable as any other kind of cheating. Some examples of inappropriate collaboration are:

1. copying someone else's answers to homework problems, exercises or study



questions;

2. copying someone else's worksheet, work book, lab report, research project or essay (in whole or in part);
3. using someone else's original idea or essay outline without giving credit;
4. purposefully not following the directions on an assignment to gain an advantage;
5. letting someone else edit, correct or improve one's work, without a teacher's permission.

The giver of information and its receiver are equally responsible for this form of academic dishonesty.

Plagiarism: We all know that it is wrong to steal someone else's money or car, but it is just as wrong to steal someone's ideas or words and then to pass them off as one's own. This kind of theft is called plagiarism and is unacceptable. One can avoid plagiarism by giving credit to the person whose words and ideas are being used in written work. While the form for giving credit (called "documentation" or "citation") will vary from assignment to assignment and from teacher to teacher, there are some basic rules that must be followed.

1. When using a direct quotation of another person's words – that is, words exactly as they were written or spoken – one must put those words in quotation marks and name the author or speaker.
2. When summarizing, paraphrasing or using the ideas, words or argument of another person, one must still ascribe credit by citing the source of those ideas, words or argument.

AI-assisted plagiarism: The use of AI assistance (ChatGPT et al.) on academic work is prohibited except with explicit permission from the teacher.

The consequences for any type of Academic Dishonesty (cheating, inappropriate collaboration, collusion and plagiarism) may include:

1. a Dean's Warning. The director of summer programs will communicate with the student's family;
2. an academic penalty, determined by the teacher. This may include asking the student to redo, make up or lose credit for the material in question. A failing grade on the project, assignment, examination, test or quiz is possible.

For subsequent infractions involving academic dishonesty, the examination, test or quiz may receive a failing grade, and the student will likely receive a more serious consequence.

### **::: DRUG AND ALCOHOL USE :::**

When a student is suspected of a substance-use infraction, a School employee will question the student. If the employee is concerned about the health and safety of the student, they will call the paramedics. This emergency takes priority over any investigation or procedures delineated in this policy. The employee will also collect other information as appropriate. Investigative procedures may include but are not limited to observations from other students and adults; breathalyzer testing; search of person (pockets, wallet, purse, etc.), locker, desk, car, etc.; contacting law enforcement.

A School employee may conduct any appropriate searches of a student's person or possessions. In determining whether a search is justified, the School official shall assess the reliability of the information upon which they are acting, the seriousness of the offense and the urgency of the situation. Any search of a student's person or possessions will be done in accordance with the guidelines stated in privacy and searches in the general student policies section of this handbook.

Students are subject to discipline for substance-use offenses if the offenses occur on the School grounds, at a School-related function off campus or when the student is under the School's jurisdiction off campus.

Families will be notified whenever a student's suspected substance use has been investigated. When a substance-use infraction has occurred, families will be

notified as early as possible and if the student is under the influence, they will be asked to come to the School or the School-related function in order to take the student for further testing or to take the student home.

If, based upon the evidence collected during the investigation, it is reasonable to believe that the student has committed a substance-use infraction, the employee shall refer the case to the Values Committee. The Values Committee will convene as soon as possible to consider the situation.

### **::: HARASSMENT POLICIES :::**

It is the Policy of The Bishop’s School to maintain a learning and community environment that is free from harassment and discrimination due to a person’s actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law (“Protected Classification(s)”), as applicable, or association with an individual because of that individual’s actual or perceived Protected Classification(s). It is also the Policy of The Bishop’s School to maintain a working and educational environment that is free of retaliation.

Conduct that violates this Policy is prohibited on School grounds and at School-sponsored events, activities, functions and programs, as well as on School buses and other vehicles owned, leased or used by the School. This conduct is also prohibited through use of any technology or any electronic device. See *Acceptable Use of Technology Policy*. This may include conduct that occurs off-campus or via social media or other electronic communications. Harassment, discrimination and retaliation which occurs at locations and activities that are not School-related, or through the use of technology or an electronic device that is not owned by the School, is prohibited if the conduct impacts, affects or adversely reflects upon the School community or any member of the School community.

Violations of this Policy will not be tolerated and will result in corrective action, up to and including expulsion from the School. Stricter standards of conduct than those provided by law apply under this Policy. The Bishop’s School has the right to

take corrective action in a case of a single expression, act, or gesture in violation of this Policy. Conduct need not meet the legal definitions of harassment, discrimination, or retaliation to violate The Bishop's School's expectations for appropriate behavior or this Policy.

## **Harassment**

This Policy prohibits harassment based on an individual's actual or perceived Protected Classification(s), as applicable, or association with an individual based on that individual's actual or perceived Protected Classification(s). This Policy prohibits both harassment by students and families toward students and employees, and harassment by others in the community toward students and employees. Harassment violates this Policy and will not be tolerated. Harassing conduct by students and/or families will result in appropriate corrective action, which includes discipline up to and including expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee Handbook. Examples include, but are not limited to:

### Examples of Harassment

Harassment can take many forms, and may include verbal, physical, or visual conduct.

Verbal, written, and visual harassment includes making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classification(s).

Physical harassment includes intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking, or blocking or impeding a person's movement.

## Examples of Sexual Harassment

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

1. submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status or progress;
2. submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution;
5. sexually harassing conduct can occur between students of the same or different sex or gender.

Sexual harassment may include, but is not limited to:

1. unwelcome verbal or written conduct, including notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual attractiveness, activity, or performance;
2. unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering;
3. unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.

## **Complaint Procedure**

Students and families who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to The Bishop's School, either verbally or in writing. Students and families may report the matter to the director of summer programs, associate head of school, the dean of students, the associate dean of students for middle school or their teacher.

Alternatively, students and families may choose to report harassment to any other employee of the School with whom they are comfortable, such as a counselor or coach, all of whom must report the matter to the head of school under this policy. While The Bishop's School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide a range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

### **24-Hour Anonymous Hotline**

Bishop's is contracted with a 24-hour reporting service. Anyone with information about past or new reports of inappropriate conduct can make a report anonymously online at [www.lighthouse-services.com/bishops](http://www.lighthouse-services.com/bishops), by telephone at (833) 940-0002 (Spanish speaking at (800) 216-1288) or via email to [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com). We hope that current and former students, faculty or staff would feel comfortable contacting the School directly, but we provide this resource in the event someone would prefer to make an anonymous report. For more information about Student Safety at Bishop's, see the School's website: <https://www.bishops.com/student-life/student-safety>.

### **Interim Measures**

The Bishop's School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment, to provide a safe educational environment and/or to protect the integrity of an investigation. The Bishop's School will, in its sole judgment and discretion, determine the necessity and scope of any interim support and/or measures.

### **Investigation Process**

Upon receipt of a report of alleged harassment, The Bishop's School may request clarification and/or conduct an initial inquiry to determine whether the verbal report or written complaint alleges a potential violation of this policy. To request

clarification and/or conduct an initial inquiry, the associate head of school, or their designee, may meet with the individual(s) who made the report and/or who was reportedly subjected to conduct that violates this policy.

If The Bishop's School determines that the report pertains to conduct that may be in violation of this policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator at The Bishop's School's sole discretion.

Students and families are expected to fully cooperate in any investigation as needed. The withholding of material information in an investigation by the individual(s) who made the report and/or who was reportedly subjected to conduct that violates this policy, the witnesses, or the individual accused of engaging in conduct that violates this policy, is prohibited. Any individual who fails to fully cooperate with the investigation or abuses the process by withholding material information or providing false information may be subject to appropriate corrective, disciplinary or other action, up to and including expulsion from School.

### **Confidentiality**

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to protect and safeguard students and employees, to take disciplinary, corrective, or other action, to conduct ongoing monitoring, if already known to multiple students, employees, or other community members, as needed in relation to any administrative or legal proceedings, or as otherwise required by law.

### **Discrimination**

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification(s) as defined in this policy, by taking an adverse action against or denying a benefit to that individual. Students or families who believe they have experienced, witnessed, or are otherwise aware of discrimination by The Bishop's School, should immediately report the matter using the same complaint procedure provided for in this policy under the above section on harassment. The above sections on interim measures, investigation, and confidentiality for harassment reports also apply to reports of

discrimination.

### **No Retaliation**

The Bishop's School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this policy and may result in disciplinary, corrective, or other action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, making real or implied threats of intimidation toward an individual, or taking adverse actions against an individual because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination. Students or families who believe they have experienced, witnessed or are otherwise aware of retaliation by The Bishop's School should immediately report the matter using the same complaint procedure provided for in this policy under the above section on harassment. The above sections on interim measures, investigation, and confidentiality for harassment reports also apply to reports of retaliation.

### **Remedial and Disciplinary Action**

The Bishop's School will determine if the conduct violates School policy and if so, the appropriate disciplinary, corrective, or other action will be taken. Any student determined to have violated this policy will be subject to disciplinary, corrective, or other action, up to and including expulsion.

### **Anonymous Reports**

Members of the faculty and staff may not make reports under this policy anonymously. Students and families may make reports anonymously, but generally no disciplinary action will be taken based solely on an anonymous report.

### **False Complaints/Abuses of Process**

Because allegations of discrimination, harassment, hazing or bullying are serious and can be damaging to accused persons' reputations, any person who knowingly, maliciously or recklessly makes a false complaint will be subject to severe discipline. In addition, because candor and honesty are essential to the investigation



and remediation process, they are required of all participants, including third-party witnesses.

### **::: POLICY AGAINST BULLYING :::**

The Bishop's School believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of The Bishop's School and is not tolerated. This policy applies to all students and prohibits students and any other member of the school community, including teachers, staff, families and volunteers from engaging in conduct toward students that is prohibited under this policy. Conduct that violates this policy is prohibited on School grounds and at School-sponsored events, activities, functions and programs, as well as on School buses and other vehicles owned, leased or used by the School. This conduct is also prohibited through use of any technology or any electronic device. See *Acceptable Use of Technology Policy*. This may include conduct that occurs off-campus or via social media or other electronic communications. Bullying which occurs at locations and activities that are not School-related or through the use of technology or an electronic device that is not owned by the School is prohibited if the conduct impacts, affects or adversely reflects upon the School community or any member of the School community.

#### **Prohibited Conduct**

Bullying is defined by this policy as any physical or verbal act or conduct, including communications made in writing or electronically (including but not limited to email, instant messaging, text messages, blogs, mobile phones, online games, chat rooms and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing a student in reasonable fear of harm to that student's person or property;
2. causing a reasonable student to experience a substantially detrimental effect on their physical or mental health;
3. causing a reasonable student to experience substantial interference with his or her academic performance;
4. causing a reasonable student to experience substantial interference with their

ability to participate in or benefit from the services, activities or privileges provided by the School.

While the California Education Code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for the School to determine that there has been a violation of this policy. Examples of bullying may include, but are not limited to the following:

1. social exclusion;
2. threats and intimidation;
3. stalking;
4. direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
5. theft;
6. public humiliation;
7. destruction of property;
8. verbal or written insults, teasing or name-calling;
9. creating a false profile on a social networking platform, for the purpose of having one or more of the effects listed above.

Students are also prohibited from engaging in any conduct toward any employee of The Bishop's School that if directed toward a student would be defined as bullying and prohibited under this policy.

### **Complaint Procedure**

Students and families who believe that they have experienced, witnessed or have relevant information about bullying should immediately report the matter to The Bishop's School, either verbally or in writing. Students and families may report the matter to the director of summer programs, the associate head of school, the dean of students, the associate dean of students for middle school or their teacher.

Alternatively, students and families may choose to report harassment to any other employee of the School with whom they are comfortable, such as a counselor or coach, all of whom must report the matter to the head of school under this policy. While The Bishop's School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide a range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

### **Interim Measures**

The Bishop's School may provide appropriate interim support and reasonable protective measures, if and as needed, based on the particular applicable circumstances, to protect against further acts of bullying, to provide a safe educational environment and/or to protect the integrity of an investigation. The Bishop's School will, in its sole judgment and discretion, determine the necessity and scope of any interim support and/or measures.

### **Investigation**

After The Bishop's School receives a verbal report or written complaint or otherwise learns of an alleged potential violation of this policy, and also receives any clarification requested, the head of school or designee will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation as it deems appropriate in its sole discretion.

Students and families are expected to fully cooperate in any investigation as needed. The withholding of material information in an investigation by the individual(s) who made the report and/or who was reportedly subjected to conduct that violates this policy, witnesses, the individual accused of engaging in conduct that violates this policy, is prohibited. Any individual who fails to fully cooperate with the investigation or abuses the process by withholding material information, or providing false information, may be subject to appropriate, disciplinary, corrective or other action, up to and including expulsion from School.

### **Confidentiality**

Reports of bullying will be kept confidential, except as needed to conduct an investigation, to take interim measures, to protect and safeguard students and employees, to take disciplinary, corrective or other action, to conduct ongoing monitoring, if already known to multiple students, employees, or other community members, as needed in relation to any administrative or legal proceedings, or as otherwise required by law.

### **Remedial and Disciplinary Action**

The Bishop's School will determine if the conduct violates School policy and if so,

the appropriate disciplinary, corrective or other action will be taken. Any student determined to have violated this policy will be subject to disciplinary, corrective or other action, up to and including expulsion. Any violation of this policy by families will be considered a violation of the School's expectations for family behavior, and may be grounds for expulsion of the family's student.

As a separate policy, harassment is also prohibited by the School's policy against Harassment, Discrimination, and Retaliation.

### **Anonymous Reports**

Members of the faculty and staff may not make reports under this policy anonymously. Students and families may make reports anonymously, but generally no disciplinary action will be taken based solely on an anonymous report.

### **False Complaints/Abuses of Process**

Because allegations of discrimination, harassment, hazing or bullying are serious and can be damaging to accused persons' reputations, any person who knowingly, maliciously or recklessly makes a false complaint will be subject to severe discipline. In addition, because candor and honesty are essential to the investigation and remediation process, they are required of all participants, including third-party witnesses.

The withholding of material information in an investigation by complainants, witnesses and/or the accused party is prohibited. All members of the community are expected to cooperate fully in an investigation conducted by the School; failure to demonstrate such cooperation will lead to disciplinary action. Abuse of the process, including falsifying information, will result in discipline being imposed, up to and including dismissal from school or termination of employment.

## **::: REPORTING PROCEDURES :::**

### **Pending Disciplinary Action**

If a student withdraws from the School while under pending disciplinary action, the School will truthfully answer questions from the secondary schools to which the student has applied or will attend. The School will disclose that a student's

departure from Bishop's was predicated by a disciplinary infraction, investigation and/or a meeting with the director of summer programs.

### **Expulsion**

In the case of expulsion of an underclassman, the expulsion will be disclosed to the secondary schools to which the student has applied or will attend.

If a student is expelled or withdraws to avoid a disciplinary consequence, investigation and/or an appearance before the director of summer programs and on-site administrator, that student will not be allowed on campus for one year without specific permission from the dean of students.

### **Child Welfare Services**

The Child Abuse and Neglect Reporting Act (CANRA) law requires a mandated reporter to submit a report when, in the course and scope of employment, one observes, or has knowledge of, or reasonably suspects child abuse or neglect. A mandated reporter must report physical abuse, emotional abuse, sexual abuse and/or neglect involving any child under age 18. A reasonable suspicion that a child has been abused or neglected is sufficient to trigger the duty to report. Families are not typically informed when reports are made. A mandated reporter is not to conduct an investigation or collect evidence before making a report. While reports are typically made by the School's counselor, dean of students, and the associate head of school, all Bishop's employees are mandated reporters. Within the state of California, reports may be made on a 24-hour hotline: (800) 344-6000.

## **VI. MINOR DISCIPLINARY POLICIES**

### **Attendance**

All absences must be reported to the summer session office before start of class time on the day of the missed class by emailing [summer-school@bishops.com](mailto:summer-school@bishops.com). Parents or guardians will be contacted in case of an absence if the School has not received notification. Tardiness is disruptive and discouraged. For a for-credit course, e.g., health or religion, a student will be dropped after missing more than

one day unless the absence is pre-approved by the director. Requests to split classes between sessions is discouraged and likely will not be approved.

### **Buildings and Grounds**

School buildings are open from 7:15 a.m. until 6:00 p.m. Students are asked to leave the campus at the end of the school day unless participating in a School-sponsored activity. Students are asked not to block the front steps while waiting for a ride but to use the benches provided for this purpose. It is a tradition of the School that no one walks on the Quad until middle school lunch begins. It is everyone's responsibility to deposit trash and litter in the receptacles placed around the campus and to pick up litter when one sees it and throw it away.

### **Cell Phones**

We want Bishop's to be a community where everyone can be greeted openly and easily by other members of the community while on campus. Our cell phone policy is designed to support that effort, allowing all community members to engage thoughtfully with one another when they are passing in the hallways, on the Quad or in our buildings. This helps build a sense of community and belonging, and it distinguishes Bishop's from the hurried world outside our walls.

In general, cell phones may not be used during the school day. If a student needs to use a phone for academic purposes (checking homework assignments, reading email, etc.) or to contact a family member, the student may go to the Manchester Library, Larmour Plaza or the Student Center. Seniors may use their cell phones in the senior recreation room. Of these locations, students may speak on their phone only in the Student Center and in the recreation room (use outside and in the library must be silent). As with our use of computers on campus, students are expected to refrain from using their phones as entertainment (i.e. watching movies, playing games or using social networking sites).

Cell phones may be used in class only with the authorization of a teacher for academic work.

Students may receive detentions for any violation of this policy and the student's cell phone may be confiscated. Confiscated phones will be available for pick up in the dean of students' office at the end of the day.

Please note that an additional academic and disciplinary response may be applied if there is any concern about academic dishonesty as a result of cell phone use during class.

Students may listen to music on their electronic devices during the school day in the library, Student Center and senior recreation room only if they use earphones or earbuds. In order to be available to greet other community members on campus, students may not wear their earbuds or earphones while walking around campus.

Laptops and iPads may be used during the school day for academic work only. Laptops and iPads are prohibited from use while walking in hallways and in the cafeteria during lunch periods. The consequences for misuse will be the same as those listed above for portable music devices.

### **Classroom Courtesies**

The standard rules of courtesy apply to the classroom situation.

### **Computing: Acceptable Use Policy**

The technology resources at The Bishop's School, including all networking devices, hardware and software, internet bandwidth, cloud services, email, telephone equipment and voicemail, are provided to enable students, faculty and staff to communicate and share information related to their activities at Bishop's. For students, access is provided so that academic and extracurricular requirements can be more easily met. This policy applies to all students who access the School's network or equipment using School-owned or personally-owned equipment, including wireless devices.

Use of the School's technology systems is a privilege and not a right. All users are expected to conduct themselves on the network in a manner consistent with the School's Values.

### Authorized Use

An authorized user is any person who has been granted authority by the School to access its computing, network and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. Students are provided with

network accounts, email accounts, internet access as well as accounts on various services to which the School subscribes. Whenever a student ceases being a member of the school community, use of technology resources for which the individual was authorized shall cease.

### Privacy Expectations

The Bishop's School's technology resources, including all telephone and data lines, are the property of the School, and students must recognize that there is no guarantee of privacy associated with their use of these resources. Users should not expect that email, voicemail or other information created, maintained or passed through the system (even those marked "personal" or "confidential") are private, confidential or secure.

Although the School does not routinely monitor individual user activity on the network or the contents of storage devices, cloud services, email or voicemail messages, such monitoring may occur when required to protect the integrity of the system or to comply with legal obligations. The School reserves the right to inspect the contents of storage devices, cloud services, email or voicemail messages in the course of an investigation of impropriety. In addition, the School reserves the right to conduct routine maintenance and track problems that might interfere with the function of the School network, the integrity of our online services or the integrity of the voicemail system. In such cases, contents of email, files or voicemail messages may be revealed. Members of the technology staff are expressly prohibited from accessing the contents of email, files or voicemail except under the circumstances outlined above.

### Responsible Use

The following provisions shall govern responsible use of technology at The Bishop's School:

1. all students must respect and value the privacy of others, behave ethically and comply with all legal restrictions regarding the use of electronic data. All students must also recognize and honor the intellectual property rights of others;
2. all students must maintain confidentiality of School information in compliance with federal and state law;



3. a student's editing, deleting or otherwise altering files within a shared directory or folder is permitted only if the file in question relates directly to the person's responsibilities as a Bishop's student;
4. all students must refrain from acts that waste School technology resources or prevent others from using them. Students will not tamper with others' files or modify or delete system settings. Deliberate attempts to tamper with or degrade the performance of a School computer system, telephone system or network or to deprive authorized users of access to or use of such resources are prohibited;
5. misrepresentation (forgery) of the identity of a sender or source of electronic information is prohibited.
6. all students must abide by all copyright, trademark and other laws governing intellectual property. No software may be installed, copied or used on school equipment except as permitted by law. All software license provisions must be strictly adhered to;
7. all users of the network must recognize that storage space for files and email messages is limited and are therefore encouraged to delete all inactive items. The IS department staff, after giving prior notice to all users, will periodically purge inactive files.

### Inappropriate Materials

Using the School's network or equipment to create, access, download, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, pornographic or obscene is prohibited.

Any material posted that is publicly accessible (such as social networking sites) must be appropriate and must be in keeping with the values of The Bishop's School's Values. It is prohibited to use the School's insignia, logo and name on off-campus sites in ways that violate the best interests of the institution (for example, posting pictures of students drinking alcohol wearing Bishop's sweatshirts). The School will respond to questionable material.

The School reserves the right to block sites or categories of sites that it deems inappropriate for users, sites that cause distractions or are of no academic merit or sites that create legal liability for the School (i.e. sites for sharing copyrighted

material).

These provisions are not intended to prohibit an authorized user from carrying out assigned educational, employment or administrative functions.

### Security

Students may not allow other persons to log onto or otherwise access their accounts. It is the responsibility of students to protect their personal and shared accounts from unauthorized use by periodically changing passwords, using passwords that are not easily guessed and logging out of all authorized accounts when leaving a computer unattended. Passwords are for security purposes and do not infer a right to privacy on the network. The Bishop's School reserves the right to bypass such passwords and to access the system at its sole discretion.

Removing or relocating School-owned technology resources requires prior authorization of the IS department. Students may not move, repair, reconfigure, modify or attach external devices to existing systems without prior authorization of the IS department.

Students may not attempt to circumvent or subvert the security provisions of any other computer on the School network or on the internet. Without authorization from the IS department, no one may attach a server to or provide server services on the campus network.

Student personal computers are not allowed to connect to any network on campus except the Bishops Guest and Bishops Student wireless networks – specifically plugging in a personal machine to any Ethernet jack without the specific approval of the IS department is a violation of this policy. All personal computers connected to the allowed wireless networks must have working virus protection and up-to-date virus definitions. No personal equipment shall ever be connected to the School's internal network without the specific permission of the IS department. This includes using network credentials to access the internal wireless network or plugging a personal computer or appliance into an Ethernet port unless the port has a sign permitting such connections.

Personal network devices (computers, phones, etc.) must be connected to the

School's authorized wireless networks and may not under any circumstances be connected to the internal secure network, neither wired nor wireless, without the direct supervision of the IS department.

Wireless access points pose a security threat to the network as a whole and users are not permitted to run a wireless access point, be it stand-alone or integrated within a computer.

Users may use only the Internet Protocol (IP) address assigned to their computers by the School's DHCP server. Under no conditions may a user manually assign a computer's IP address.

### Internet Usage

There are risks involved with using the internet. To protect personal safety, internet users should not give out personal information to others on bulletin boards, forums, chat lines or other systems. The School cannot guarantee that users will not encounter text, pictures or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with email, information that a user places on the internet is akin to sending a postcard rather than a sealed letter. Its contents may be accessed by system administrators on this campus and elsewhere.

Students must be aware that some material circulating on the internet is copyrighted and subject to all copyright laws. Materials taken from the internet must be properly footnoted. Students must also be aware that some material circulating on the internet is illegally distributed. Further, students must never use the School's system to download illegally distributed material.

### Policy Enforcement and Sanctions

All members of the community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a variety of sanctions, including disciplinary action.

Violation of the rules pertaining to the computer network shall be reported to the senior director of educational technology and information systems and the appropriate administrative staff. The School may initiate or assist in the prosecution

of violations that constitute criminal offenses as defined by local, state or federal law.

### **Concern for Property**

Generations of families, students, alumni and friends have made The Bishop's School and its programs possible. It is an honor to be a part of this School and each of us should do everything in our power to keep the buildings and grounds attractive and make the best use of all facilities. Maintaining and preserving the personal property of individuals as well as the School's property (including grounds, buildings, furnishings, dining facilities, other structures and infrastructure) is the responsibility of all members of the Bishop's community. Damage, destruction or defacement of Bishop's property or personal property of others (due to malice or to carelessness) is unacceptable. This behavior may be considered a major violation of the School's Values and may face disciplinary consequences as a result. In addition, students will be assessed the cost of any vandalism or damage, and that cost will be charged to the student's account.

### **Crutches**

Students who are on crutches are not permitted to go up or down stairs on campus. If a student is on crutches, the student must notify the school nurse. The nurse will communicate with the student's teachers to ensure all of the student's classes are on the ground floor or accessible by elevator.

### **Email**

Each student has a Bishop's email account and is responsible for checking email daily. Failure to do so will not be an excuse if a student misses important information. Please read the *Acceptable Use Policy* above for more information.

### **Gum**

Gum is never allowed.

### **Library Laptops**

Bishop's students, faculty and staff are allowed to borrow a laptop from the Manchester Library & Learning Center provided they adhere to the following guidelines:

1. laptops are for use in the library only and are not to be removed from campus, or taken home;
2. laptops must be returned 15 minutes prior to library closing time on the day of check out;
3. all borrowers are required to adhere to the School's Acceptable Use Policy.

These guidelines are in place to ensure that all students and members of the Bishop's community have access to computers while working in the library. Failure to follow these guidelines will result in the loss of laptop borrowing privileges. Repeated failure to follow these guidelines may result in a conduct infraction and a student's borrowing privileges will be revoked.

Questions about the library laptop borrowing policy can be directed to [library@bishops.com](mailto:library@bishops.com).

### **Medical Issues**

The Bishop's School is required to abide by and observe the California state immunization laws.

Any student who is too ill to attend class must report to the Health Center. Although there is no nurse on campus in the summer, staff will evaluate the problem and call home, if necessary.

Students are not permitted to carry medication during the academic day except for asthma inhalers, Epi-Pens and diabetes supplies. Failure to follow this protocol may result in disciplinary action.

Several students have severe nut allergies. Please avoid bringing foods with nuts.

### **Parking, Valuables, Bicycles**

Student parking in the garage is available in the summer. There is no student parking in the Draper Avenue, La Jolla Boulevard or Cuvier building lots. Student parking is available on the street. Wheeled skate shoes, bicycles, scooters, mopeds and skateboards may not be used on campus. Rental scooters and bikes may not be

parked on campus.

The School strongly recommends that all valuable items be left at home. If brought to campus, they should be left in a locked locker or with an adult.

### **Privacy and Searches**

Bishop's recognizes that students have legitimate privacy interests for their belongings and in their conduct. However, a student's privacy interests are not absolute, particularly when those interests collide with real or perceived dangers to that student or to others, or when they collide with real or perceived violations of Bishop's rules and regulations, or of federal, state and/or local laws. Bishop's reserves the right to inspect, search and/or seize any student's belongings or property at any time if Bishop's faculty, staff or other representatives reasonably believe that conduct violating Bishop's rules or policies has occurred, or that unlawful conduct has occurred, is occurring, or will occur. Bishop's may take this action on its own or in conjunction with law enforcement authorities, as it sees fit under the circumstances. Moreover, no set guidelines can foresee or describe every situation that might arise, and we cannot limit the School's ability to act as it deems appropriate under the circumstances.

Any search of a student's person or possessions (including cars) will observe the following provisions, whenever practical:

1. a second adult employee of the School in addition to the School official shall be present;
2. the student shall be present;
3. no other students shall be present.

### **Student Relationship Policy**

It is the wish of the Bishop's community that all students, faculty and staff be comfortable in their surroundings, and this includes not being embarrassed by witnessing kissing, lap-sitting and/or other conduct that may be deemed inappropriate. Any student or adult wishing to report an incident of public display of affection may do so to the dean of students or to the associate dean of students for middle school. Repeated infractions will result in disciplinary action.

In order to promote healthy personal relationships between students and encourage students to comply with California Penal Code 261.5, we discourage students from dating in situations where three or more years or grade levels separate the students. For example, a twelfth grader and a ninth grader should not be romantically involved. Additionally, students should maintain a healthy separation across middle and upper school divisions in their personal relationships.

### **Students with Diagnosed Learning Differences**

It is the Bishop's policy to grant students with documented learning differences (including ADHD, other cognitive impairments and/or impairments in motor functioning) reasonable and appropriate accommodations on a case-by-case basis. Generally, students are approved for 50 percent additional time (time and one-half) on full-length classroom assessments based on the recommendations specified in the diagnostic evaluation. While the School is committed to ensuring that students with diagnosed learning differences receive the accommodations they deserve, it is incumbent upon students and families to advocate for themselves if they feel their needs are not being met. Ultimately, the goal of this program is to ensure that all students reach their full potential; in order to ensure this, students must learn to be their own best advocates.

New technologies are developing that allow the increasingly common but also discrete use of audio and video recording devices or tools. In the course of our instruction, students may be asked to make videos and record one another practicing a particular skill (e.g. a dialogue in language class, etc.). The School draws a distinction between this common, public and general use of technology *for active instruction* with the more specific use of audio and video recording devices to memorialize conversations or student-teacher interactions.

The School abides by the philosophy that video or audio recording to memorialize instructional activity or student-teacher interactions is typically disruptive to a collaborative, positive learning environment. The School must also protect the privacy of third parties, particularly other students and minors, whose comments or actions could be recorded, without their knowledge or consent, as well as any intellectual property that may be presented to students in the course of class discussion but is of a proprietary nature.

For these reasons, audio and video recording is not generally considered by Bishop's to be the principal option as a reasonable accommodation for diagnosed disabilities and, if ever granted, would be restricted to instructional moments (namely lectures and demonstrations by teachers) only. As with all requests for accommodations for documented disabilities, students who wish to record instructional activity as a part of a plan for accommodation must follow the School's procedures for students with disabilities.

At the School's request, video or audio recording of teachers in the instructional setting might be employed but only in the course of assisting teachers in their professional development and the development of their teaching practices.

Nevertheless, and at all times, the School abides by accepted legal practice, that no class, lecture or conference between school personnel and students and/or their families will be recorded without the explicit consent of all parties in attendance.

### **Summer attire**

No uniform is required, but attire must be modest and appropriate. The School reserves the right to require a student to dress appropriately.



