



Pingry

FAMILY HANDBOOK

THE PINGRY SCHOOL

FAMILY HANDBOOK

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The policies set forth in this Family Handbook are intended to supplement the responsibilities of the School and Parent(s)/Guardian(s) as described in the student's enrollment contract. In the event that anything in the Family Handbook conflicts with a provision of the Enrollment Contract, the Enrollment Contract will supersede the Family Handbook. Pingry reserves the right to update the provisions in the Family Handbook from time to time at its sole discretion.

The Honor Code

Pingry believes that students should understand and live by standards of honorable behavior, which are essentially a matter of attitude and spirit rather than a system of rules and regulations. Decent, self-respecting behavior must be based on personal integrity and genuine concern for others and on the ethical principles, which are the basis of civilized society.

The members of the Pingry community should conduct themselves in a trustworthy manner that will further the best interests of the school, their class, and any teams or clubs to which they belong. They should act as responsible members of the community, working for the common good rather than solely for personal advantage. They should honor the rights of others, conducting themselves at all times in a moral and decent manner while at Pingry and throughout their lives as citizens of and contributors to the larger community of the world.

Created by Pingry Students, 1926

Adopted by Pingry Faculty, 1949

Revised, 1988

Principles of Family Partnership At Pingry

At Pingry, we place the highest value on honor and respect for others, and we believe that both our employees and families play an integral role in upholding these values. While differing opinions may exist, a mutual understanding between the School and its families to support thoughtful decision making is critical to the success of our school and the effectiveness of our educational mission. With this shared mindset that we are on the same team in positioning the young people in our care for success, it is our hope that the course of action determined by the School will be honored and respected.

To assist in creating the most effective relationship, Pingry and its families should strive to uphold the following:

Shared Values and Respect

We agree to uphold and model the [Honor Code](#), conducting ourselves in a trustworthy manner and working for the common good of Pingry and its teams, clubs, and activities.

Positive Community Interactions

We believe we are all better when we treat each member of the community with respect, assume goodwill and positive intent, maintain a collaborative approach, and use cooperative language when faced with conflict and challenge.

Balancing Individual and Community Needs

We agree, as outlined in the Honor Code, that members of the Pingry community should do what is best for the entire school community while recognizing the integrity of each individual student.

Self-Advocacy and Appropriate Intervention

We agree that students should learn the valuable skill of advocating for themselves, but when circumstances require adult intervention, we agree to proactively bring additional concerns to the adult closest to the situation.

Support at Home

We understand that what happens at home should support the development of positive attitudes and habits consistent with those of the School. We will strive to provide opportunities for partnership and education between the School and home.

Communication and Engagement

We agree that, while timing is essential, Pingry employees are engaging with students a majority of regular business school hours and are not available around the clock. We agree to respond as promptly and productively as we can.

Effective Communication Channels

We believe that some questions and concerns are best addressed over the phone or in person rather than by email. A good rule of thumb is that information can be shared via email, but conversations should happen in person, via Zoom, or over the phone.

Embracing Growth and Setbacks

We believe growth and progress are often not linear and that setbacks are a natural part of growing up. Disappointments and setbacks are opportunities for growth and new paths forward. As adults, we should encourage that process as part of a student's development, allowing them to take the lead in their own learning and growth.

Focusing on the Educational Experience

We believe that a Pingry education is an experience; we can best support a student's development by encouraging them to engage in the process rather than worrying exclusively about the outcome.

Non-Discrimination Statement

Consistent with applicable law, Pingry does not discriminate on the basis of race, color, sex, age, national origin or disability, or on the basis of any other protected characteristic, in its admissions, educational programs, or activities, including its educational policies, financial aid programs, or other school-administered extracurricular programs.

Absences and Attendance

Hours

Short Hills Campus students may arrive at school after 7:45 a.m. and are expected to be in class no later than 8:00 a.m. Before Care is available from 7:15 a.m. to 7:50 a.m. on a fee basis.

Students are dismissed at 3:10 p.m. All children who are transported by car will arrive and be picked up at the front and back driveways. Buses and large carpools that have been pre-approved by the Assistant Lower School Director of Student Life will arrive and be picked up at the back driveway. Children not picked up by 3:45 p.m. will be sent to the Aftercare program; parent(s)/guardian(s) will be billed accordingly.

Basking Ridge Campus students may arrive at school after 7:00 a.m., are expected to be in class or advisory by 8:30 a.m., and are dismissed at 3:30 p.m.

All Middle School students who are on the Basking Ridge Campus after 4:00 p.m., including those scheduled for late buses or late pick up, must sign in with the After-School Base Camp proctor. From the After-School Base Camp, students may sign out to locations that include the Wilf Family Commons, one of the gyms, or a school-sponsored athletics event. Students who are not picked up by 5:30 p.m. will be brought to the main entrance of the Upper School, where they will remain with Campus Security until picked up by a parent or authorized designee.

Absences—Short Hills Campus

If a student will be absent due to illness or an unforeseen emergency, please email lsattendance@pingry.org and copy the student's homeroom teacher by 9:00 a.m. If a student is sick for three consecutive days or longer, they must provide a medical doctor's note including a diagnosis and plan of care, and also be fever, vomiting, and diarrhea free for 24 hours before returning to school. A parent conference may be required when a student has been absent ten or more days.

Pingry strongly discourages students from missing school or classes. Absenteeism makes learning more difficult for the student and disrupts the continuity of the class setting. When possible, appointments should be made outside of the school day to avoid missed opportunities that may impact a student's learning and development. Trips should be planned well in advance to avoid conflicts with the school calendar. In the rare occurrence of a scheduling conflict, families are expected to give *advance notice* for extended absences of three or more days at least one week in advance of the planned absence, in writing, to the Lower School Director.

Planned and Unplanned Absences—Basking Ridge Campus

Pingry strongly discourages students from missing school or classes. Absenteeism makes learning more difficult for the student, disrupts the continuity of the class setting and the community. However, if a student has a planned appointment (driving test, medical, etc.) or a personal reason (family event, traveling conflict, unique opportunity, etc.), Pingry may be flexible as long as the following requirements are met.

Upper School

Parents and guardians must record students' early departures, late arrivals, and absences through the **Student Logistics Form** found in the [Veracross Parent Portal](#). This form should be used any time your child will not be on campus for the full academic day, including but not limited to illnesses, doctors' appointments, drivers' tests, college visits, etc. Except in the case of

unforeseen circumstances, this form must be submitted at least 24 hours in advance of the absence.

Additionally, students are responsible for completing a green **Planned Absence Form**. The Planned Absence Form is an agreement between the student and their with the Division Director (or a Dean of Students in the Upper School) and the student's teachers outlining the work that will be missed and a plan to make up that work. If a student does not follow absence procedures, the student may not be given the opportunity to make up missed class work or assessments with extensions. Completing a Planned Absence Form does not void the attendance requirements outlined above." However, completion of the Student Logistics Form and Planned Absence Form in advance allows students to participate in extracurriculars the day of the late arrival as long as they attend at least one full class period and allows a student to arrive after the end of second period, which otherwise they are not permitted to do.

Middle School

Students are expected to be in school on all school days unless they are sick or there is an unfortunate family emergency. If you are keeping your child out of school for any reason, please notify us by emailing msattendance@pingry.org before 8:15 a.m. that morning.

Cumulative Absences - Basking Ridge Campus

If a student is sick for three consecutive days or longer, they must provide a medical doctor's note including a diagnosis and plan of care, and also be fever, vomiting, and diarrhea free for 24 hours before returning to school. A family conference may be required when a student has been absent 5 or more days.

In the Upper School course credit may be denied after missing 15 class meetings for full-year courses, 8 class meetings for semester-long courses, and 2 days for Spring Intensives. These numbers are inclusive of all absences..

In the Middle School, a student who misses more than 5 class meetings of any course in any given trimester may risk not receiving a letter grade for that course in that trimester. In the cases of courses that are cumulative, such as World and Classical Languages, Science, or Mathematics, missing more than 15 class meetings in a year may result in a student being required to repeat their current level of that course or passing an end-of-year placement test in order to advance. Moreover, if a Middle School student misses more than 22 total days of school in an academic year (planned or unplanned), those absences may trigger a meeting between that student's family and the Middle School Assistant Director of Academics and Curriculum. This meeting could result in a mandatory leave of absence for the student and potentially a loss of that student's place in the School for the following year. However, each case will be evaluated individually, especially when absences are largely due to Pingry-required events or illness.

As a part of a medical leave, students may be approved to attend school for partial days while under a doctor's care.

Late Arrival—Short Hills Campus

If students are late to school, parents must park in the lot and walk in with the student(s), and sign them in with the Main Office. It is extremely important that Lower School students be in their homerooms by 8:00 a.m. each morning.

Late Arrival—Basking Ridge Campus

Upper School and Middle School students are considered late for school if they arrive on campus after 8:30 a.m. In the Middle School, four late arrivals in one trimester will result in a partial lost FLEX period. A fifth late arrival will result in a lost full FLEX. Every late arrival after the initial five will result in a detention.

Late Middle School students must report to the Middle School Office to sign in for the day. If students come late and miss a test, they must make up the test before leaving school that day unless their teacher excuses them.

In the Upper School, on the third late arrival, a student will receive a warning. On the fourth late arrival the student and student's advisor will have a phone or zoom conversation with parent(s)/guardian(s). Upon the fifth late arrival the student will receive detention. Additional lates will result in escalated consequences; these could include additional detentions, in-School suspensions, and day(s) of reflection.

Late Upper School students must scan in with their student ID for the day. ***If students arrive after the end of the second period of the day, without having completed a Student Logistics Form and Planned Absence Form in advance, they will not be permitted to attend school that day.*** When a student arrives late, they must see the teachers from the classes that they missed. If an assessment was missed, students must make arrangements before leaving campus that day as to when they will make up the test, and may not participate in co-curricular activities until such arrangements are made. ***Students who arrive on campus after 9:00 a.m. or who miss a class during the day without completing a planned absence form may not take part in interscholastic games, practices, or any extracurricular activities that day.*** Students who arrive late to school due to urgent unforeseen medical reasons and who present a doctor's note may be approved to participate in extracurricular activities. Participation in after-school activities is contingent upon the successful completion of all academic responsibilities scheduled for that day.

Departure and Early Departure—Short Hills Campus

Communication about a student's dismissal plan should be sent via email to lsattendance@pingry.org and homeroom teacher no later than 9:00 a.m. In case of last minute dismissal plan changes, the front desk should be called.

If it is necessary on occasion for a student to leave earlier than the stated dismissal time, notification must be emailed to the Lower School at lsattendance@pingry.org and to the homeroom teacher, before 9:00 a.m. Parent(s)/guardian(s) must use the front entrance and sign in at the front desk. Students must be signed out at the main office by a parent or authorized designee when the student is leaving school at other than regular times. The office may require

the person picking up the student to present photo identification. All early dismissals must be before 2:50 p.m.

Lower School students may not leave campus for any reason without being signed out and accompanied by a parent, guardian, or authorized designee. Students may not be dismissed to an Uber, Lyft, or other rideshare driver.

Early Departure—Basking Ridge Campus

If it is necessary on occasion for a student to leave earlier than the stated dismissal time, notification must be emailed to the Middle School at msattendance@pingry.org or the Upper School at usattendance@pingry.org before 8:00 a.m. Parent(s)/guardian(s) must use the main entrance on each campus and sign in at the front desk. Students who leave campus without signing out will be issued a detention.

Middle School students may not leave campus for any reason without being signed out and accompanied by a parent, guardian, or authorized designee. Middle School students may not be dismissed to an Uber, Lyft, or other rideshare driver.

Extended Absences—Both Campuses

The times allotted for school vacations are clearly defined on the All-School Calendar. Special requests for extended absences at the beginning or end of vacation should not be made. An important component of a Pingry education is the in-person time students spend as members of our learning community, sharing with and learning from classmates. When an instance arises that makes such a request unavoidable (including non-Pingry athletics trips, college visits, or other personal reasons), a letter or email explaining the situation must be sent to the appropriate Division Director or their designate, who will grant or deny the request depending upon the specific circumstances. If approval is granted, Middle School students must complete a Planned Absence Form. Upper School students must complete a Student Logistics Form and a Planned Absence Form. If a teacher has already scheduled an assessment for the day(s) a student plans to be absent, the student may be required to take the assessment prior to the student's departure.

Skippping Class

Once a student arrives for the day, they are required to attend all commitments. If they do not attend a commitment, they will face disciplinary follow-up. Consequences will be assigned at the discretion of the appropriate Deans of Student Life.

If they feel unwell during the school day, students should go to the Nursing Office or a CAST counselor. Students who will be missing class or a school activity should alert that teacher/coach.

Off-Campus Privileges

Juniors and Seniors are permitted to go off campus during the school day at times when they do not have school commitments. **Students must scan out any time they leave campus before**

3:30 p.m., and scan in again when they return to campus. They may scan out and back in at the Main Entrance, Athletics Entrance, Middle School Entrance, or Engel Dining Room.

No students below Form V have off-campus privileges, and they are not permitted to leave campus during the school day (8:30 a.m.-3:30 p.m.), even with a sibling.

Unauthorized leaving of campus (including leaving campus without scanning or signing out) will result in disciplinary consequences. If a student does not have their ID with them, they are not permitted to use Off-Campus Privileges that day. Not scanning or signing in and out may also result in the suspension of a student's off-campus privileges.

Senior Privileges

After Form VI students have been granted Senior Privileges by the Dean of Student Life (usually around the beginning of Semester Two, they may arrive late to school on days when they have a first period free. These privileges may be granted to all seniors who are in good academic and disciplinary standing.

Seniors who do not have an assigned class or meeting with a teacher may be permitted to arrive on campus in time for their first commitment, which includes community time obligations (Morning Meeting, Assembly, Advisory, etc.) Upon arrival to campus, students must scan in.

School Closings and Delayed Openings—Both Campuses

In the event of a weather emergency or other force majeure event that closes or delays the opening of both campuses, the School's emergency notification system will be activated, and the announcement will be posted on the Pingry website at pingry.org. In the event of a delayed opening, a special delayed opening class schedule will be used at both campuses for the day.

Early Closing or Early Dismissal—Both Campuses

Short Hills Campus—In the event of inclement weather during the school day, the Lower School will make every effort to remain open until 3:15 p.m. However, parent(s)/guardian(s), or their authorized designees, may pick up their children at any time if the weather is a concern. In the event that a student cannot be picked up during a weather emergency, they may remain with an employee until they have transportation home. Parent(s)/guardian(s) should call the Lower School Main Office to inform the School of their plans.

Basking Ridge Campus—At times, due to inclement weather or other school emergencies, the Basking Ridge Campus will announce an early dismissal. Pingry will contact bus companies to coordinate arrangements for an early pick-up. Students may be picked up by parent(s)/guardian(s) or authorized designees at the early dismissal time. Students who drive to campus will also be allowed to leave at that time. In the event that a student cannot be picked up by the early dismissal time, they may remain on campus with an employee until they have transportation home.

Emergency Contact Information

The School assumes students will be under the supervision of a parent/guardian or authorized designee throughout the school year. If a parent(s)/guardian(s) leaves their child under the supervision of another adult for more than 24 hours, they must provide that caregiver's emergency contact information to their child's advisor, the school nurse, and the appropriate division office.

Academic Accommodations and Students with a Learning Plan

The Pingry School may provide, on a case-by-case basis, a limited number of reasonable and appropriate accommodations to eligible students with a documented disability that is demonstrated to interfere substantially with learning. Extended time and other accommodations are intended to support a student without fundamentally altering the essential elements of the curriculum or other graduation requirements.

Academic accommodations will be granted only in those cases where there is specific, descriptive documentation that the onset, duration, and severity of the condition or impairment results in a substantial functional limitation. Relative weaknesses within a student's profile do not constitute a disability or impairment warranting accommodations. Medical records or a physician's letter do not sufficiently provide this evidence, although they may be submitted as additional support. All documentation submitted to Pingry must be current (within the past three years) and include, but not necessarily be limited to, the following:

- Statement of the presenting problem
- Relevant history from a formal parent/caretaker intake and, if appropriate, a student interview including: developmental, medical, academic, family and psychosocial.
- Behavioral observations during the testing as well as a subsequent statement about the validity of the test results
- Psychoeducational or neuropsychological testing completed by a licensed psychologist or neuropsychologist, including scores and discussion of results.

Testing should include the following areas and use the most current test editions:

- **Aptitude assessment.** Wechsler scales are preferred – the Wechsler Intelligence Scale for Children (WISC) or the Wechsler Adult Intelligence Scale (WAIS). The Woodcock-Johnson IV Tests of Cognitive Abilities (WJ IV COG) or Kaufman Assessment Battery for Children (KABC) may be used in addition or as an alternative.
- **Achievement assessment in reading, written language, and mathematics.** Wechsler Individual Achievement Test (WIAT), Woodcock-Johnson IV Tests of Achievement (WJ IV ACH), Kaufman Test of Educational Achievement (KTEA), Gray Oral Reading Test (GORT), Nelson-Denny Reading Test, Woodcock Reading Mastery Tests (WRMT) and/or Test of Written Language (TOWL). [The Wide Range Achievement Test (WRAT) is not a comprehensive measure of achievement and is not acceptable as the sole measure of achievement.]

- Rating scales to assess social/emotional/behavioral and/or executive functioning needs. These must be completed by parent(s)/guardian(s), teachers and the student (when age appropriate).
- Other assessment measures. Rating forms and computerized performance tests are particularly helpful to substantiate an AD/HD diagnosis and its potential limitations. Other rating forms and informal assessment tools can also be used to clarify diagnoses and impairments.
- DSM-5-TR/ICD-10-CM diagnosis and rationale with alternative diagnoses and explanations ruled out.
- Disability impact: specific indication of how the disability interferes with the student's learning and how it affects the student in school.
- Specific and detailed recommendations, with rationale
- Credentials of the professional conducting the evaluation
- Previous records including test scores and evaluations may also be submitted

School personnel will collect any additional information, including current progress from teachers. After a thorough review of the documentation, the School will use professional judgment to determine what, if any, accommodations will be put into place.

As per the above conditions, one or more of the following accommodations may be granted:

1. 50% extended time on in-school quizzes and tests.
2. Breaks as needed during tests for some students with medical conditions. The timing of the test pauses until the student is ready to continue.
3. Use of a computer for longer written portions on assessments. Any other assessment accommodation deemed necessary by the Academic Support Team.

Additionally, some Upper School students who receive accommodations in school may be eligible for accommodations on College Board and ACT examinations. The Academic Support Manager will assist qualified students in applying for accommodations on these standardized tests. Parental consent to release information to the testing agencies is required. Please note that The College Board and ACT make their own determination in approving or denying accommodation requests.

The Academic Support Manager will meet with Middle and Upper School faculty who have a student with academic accommodations/a learning plan at least once annually, typically at the beginning of the school year. Follow-up conversations will take place on an as-needed basis. Faculty will periodically provide feedback regarding individual students' accommodations and learning plan. Changes to the accommodations and learning plan may arise from this information. The same process is followed at the Lower School in coordination with the Lower School Learning Specialists and Director of CAST.

All evaluation documents are kept in a confidential file managed by the Counseling and Academic Support Team (CAST) team. Pingry faculty and other School professionals with a legitimate educational interest may access these records.

The Pingry School does not have a Special Education Program. A parent who wishes to learn more about their child's educational needs should reach out to the appropriate CAST member, who will share information about psychoeducational evaluations (or neuropsychological assessments) and how the process works.

Academic Reporting and Other Policies

Academic Reporting—Short Hills Campus

Report Cards

Formal report cards are issued at the end of each semester. Students in Grades K-5 receive scale ratings and narrative comments on their report cards. Students in Grade 5 receive letter grades in language arts, math, science, and social studies. Two parent/teacher conferences are held—one in the first semester and one in the second semester.

Additional Reporting

Teachers may contact parent(s)/guardian(s) at any time during a semester to inform them of the caliber of work being done by the student at that time. Pingry encourages parental conferences on the basis of these communications. In an effort to encourage teachers' full-time and undivided attention to all aspects of each student's school life, parent(s)/guardian(s) should not have unscheduled or informal conferences with teachers. Conferences will be held at a mutually convenient time when parent(s)/guardian(s) or the School feel discussion is necessary.

Academic Reporting—Basking Ridge Campus

Grade Reporting—Middle School

Report cards are issued at the end of each trimester. A student-led conference is held after the end of the first and second trimesters. All students will prepare for student-led conferences, and at least one parent or guardian is expected to attend each time student-led conferences are held. Grades and narrative comments for all courses are sent home at the end of Trimesters 1 and 2. Grades and narrative comments for elective classes, and an advisor's comment, though not narrative comments for year-long courses, are sent home at the end of Trimester 3.

Progress Memos—Middle School

These reports are used to comment on homework preparation, quiz or test achievement, Conference Period attendance, classroom conduct, and effort. When indicated as necessary by the subject teacher, Progress Memos are sent home and to the advisor by the Middle School Office. A Progress Memo may share good news about a particular achievement in class, or they could report a grade of C- or below on a major assessment, a behavioral issue, or a significant change in overall performance. In all cases, they are a means for the School to keep families informed about their child's performance at school.

Grade Reporting—Upper School

Report cards are issued at the end of each semester. Interim reports, written by each academic teacher, are sent home midway through each semester. These interim reports contain indications of the student's current grade and a narrative comment suggesting how the student can improve and / or should focus their efforts for the rest of the semester. Semester reports contain the final grades for the marking period in each course. US Transcripts only include a Full Year grade for each course. Full Year grades are calculated using Semester 1, Semester 2, and when applicable, Final Exam grades. When needed, progress reports indicating work at the C- level or below will be mailed during the semester.

Alert Notices—Upper School

Alert Notices are sent by teachers through Veracross to notify families when a student has late or is missing work, earns a C range grade or below on an assessment or their overall grade, performs anomalously on an assessment, or has recurring behavioral issues. Parent(s) / guardian(s) are encouraged to first have a conversation with their student upon receipt of an alert notice and then direct their student to connect with their advisor for support.

Academic Honor Roll—Middle School

A student who attains a B+ or better unrounded grade point average in major courses with no grade below C and no effort grade below a 3 is on the Honor Roll for the trimester or year.

Academic Honor Roll—Upper School

This recognition is given to students in Forms III-VI who achieve an academic average of B+ or better in major courses with no grade below C is on the Honor Roll for the Semester or Year.

Effort Grades—Middle School and Upper School

A student's effort in class is categorized from 1 to 5, with "1" being the highest mark. An effort grade of "1" indicates a student has exceeded the teacher's expectations for effort in the course, whereas a "5" indicates a student has met few expectations for effort in the course.

Project Week—Middle School

In lieu of final exams, during the week following the end of the third trimester, Middle School students complete grade-level final projects. Students may complete summative assessments, such as tests, projects, or essays, in their courses during the last weeks of the third trimester, and Middle School students enrolled in Upper School courses will take final exams in those courses. During Project Week, however, each grade in the Middle School will take part in several days of interdisciplinary, project-based, experiential learning designed around distinct themes. Student attendance is expected throughout Project Week, and student participation and performance in Project Week activities may be included in advisor reports at the end of the year.

Academic Status—Middle School

There are three levels of academic concern in the Middle School: Notice, Warning, and Probation. Generally, a student goes on Notice if the student earns a combination of C- or below in two or more core (year-long) academic subjects for a trimester or if the student receives an F or D-range grade in one of those subjects for a trimester. If the student's academic grades

improve, but the student earns an effort grade of “4” or “5” in any core academic subject, the student may remain on Academic Notice. If a student on Notice continues to perform below expectations academically, the student may move to Academic Warning. In similar fashion, a student on Academic Warning can move back to Notice, stay on Warning, or move to Academic Probation, depending on the student's academic and effort grades. Academic Probation is the most serious level of concern. Students may move from Academic Probation to Academic Warning or stay on Academic Probation, depending on their academic and effort grades. In most cases, students on Academic Probation will have enrollment contracts withheld for the upcoming school year. However, enrollment contracts may be withheld at any level of academic concern.

Academic Status—Upper School

There are three levels of academic concern in the Upper School: Notice, Warning, and Probation. A student will be placed on one of these levels of concern if they earn any of the following on their interim or semester grade reports:

- three C+ or below grades
- two C- or below grades
- one D+ or below grade

Students are placed on Academic Notice during their first grading period of academic concern. If a student remains on Academic Notice for two consecutive grading periods, they move to Academic Warning status. A student of academic concern for three consecutive grading periods is then placed on Academic Probation status.

At any level of academic concern, the student may be required to follow a structured school day as defined by the Academic Dean. The structure may include mandatory meetings with the student's advisor, teachers, or participation in a proctored study hall during Conference Period.

Once a student reaches Academic Warning status, the Academic Dean will schedule a conference for the parents and advisor to discuss opportunities to partner and best support the student. Once a student reaches Academic Probation status, the Division Director will join a conference with the parents, advisor, and Academic Dean to discuss opportunities to partner and best support the student.

As a student improves their grades, they will move down one level of status at a time (Probation to Warning, Warning to Notice, etc) so as to gradually reduce the supports in place.

At the end of the first semester of a given year, a student on Academic Probation will have been of academic concern during at least two consecutive school years, and may have their enrollment contract withheld. If they improve their academic standing, there is the potential for release at the end of the following grading period. Please note, however, that enrollment contracts may be withheld at any level of academic concern.

Grading System

Marking period grades are reported in terms of the system of marks below beginning in Trimester 2 of Grade 4 and in all three trimesters of Grade 5, as well as throughout Middle and Upper School:

| | | | | | | | | | |
|-------|---|----|---|-------|------|---|----|---|-------|
| 96.50 | ≤ | A+ | ≤ | 100.0 | 72.5 | ≤ | C | < | 76.50 |
| | | | | | 0 | | | | |
| 92.50 | ≤ | A | < | 96.50 | 69.5 | ≤ | C- | < | 72.50 |
| | | | | | 0 | | | | |
| 89.50 | ≤ | A- | < | 92.50 | 66.5 | ≤ | D+ | < | 69.50 |
| | | | | | 0 | | | | |
| 86.50 | ≤ | B+ | < | 89.50 | 62.5 | ≤ | D | < | 66.50 |
| | | | | | 0 | | | | |
| 82.50 | ≤ | B | < | 86.50 | 59.5 | ≤ | D- | < | 62.50 |
| | | | | | 0 | | | | |
| 79.50 | ≤ | B- | < | 82.50 | | | F | < | 59.50 |
| | | | | | | | | | |
| 76.50 | ≤ | C+ | < | 79.50 | | | | | |

Please note that the second digit to the right of the decimal point – the hundredths place – is a cutoff. In other words, 96.499% is the highest possible A, and 96.500% is the lowest possible A+.

Veracross, Pingry's web-based Student Information System, calculates final grade averages for the year in year-long courses by turning the final trimester or semester letter grades in those courses into a number on a fourteen-point scale, averaging the number with the other trimester or semester grades for those courses, and then re-converting those averages into letter grades. This conversion means that the letter grades that Veracross assigns may occasionally be different from the year-end percentage grades that are posted on Schoology. In all cases, letter grades on report cards and take precedence over percentage grades reported in Schoology.

Spring Intensives--Upper School

Spring Intensives are graded on a pass / fail basis. To pass a Spring Intensive course, students must participate in all key experiences and submit required deliverables for the course. Those course expectations will be communicated by the faculty members at the beginning of the course. In some cases, students may be able to make up experiences and deliverables. That is at the discretion of the faculty members and the Academic Dean.

Conference Period Study Hall—Upper School

Conference Period Study Hall is a supervised, quiet, distraction-free study and testing environment. Upper School students placed on Academic Warning or Probation status may be assigned to Conference Period Study Hall. Students who have late or incomplete work may be assigned to Conference Period Study Hall until assignments are satisfactorily completed. Students assigned to the Conference Period Study Hall will be required to report to the study hall room from 2:50-3:20 p.m. on Monday through Thursday. Students assigned to Conference Period Study Hall are not required to report to study hall during the time they have an academic, music, or athletic commitment, but must communicate with the faculty member running Study Hall in advance about their commitments. The Academic Dean must approve regular absences in advance and students must return to study hall once the commitment has been fulfilled.

Credit Policy

Students who receive an F for each semester grade will not earn credit for the course (or in the Middle School, might not be able to advance to the next level course). At the end of the year, all year-end grades lower than a C- will be reviewed by the department or Division Director, which may recommend that the student complete summer remediation work or that the student repeat the course.

Lateness Policy for Major Assignments--Upper School

Students who submit a major assignment late will be assessed a penalty up to and including progressive grade reduction and Incomplete for the term. The following Incomplete Policy is applied to any major assignment that is 12 calendar days late. After 12 days, the maximum grade any major work may receive is an F, but still must be turned in to receive credit for the course. Any Upper School coursework not made up within one week of the end of the semester will result in a grade of F for that assignment. All coursework must be made up to the teacher's satisfaction, or the student will receive an F for the semester.

Incomplete Policy--Upper School

Students whose work is incomplete without a medical excuse on the day the marking period ends may be required to attend Conference Period Study Hall or remain after school until the work is completed. A student may be restricted from participating in any extracurricular activities until all incompletes are made up. As stated above, any Upper School coursework not made up within one week of the end of the semester will result in a grade of F for that assignment. All coursework must be made up to the teacher's satisfaction, or the student will receive an F for the semester.

Three Major Assessments Policy

If a student has three major assessments on the same day, the student may request an extension from the teacher who was last to schedule an assessment. The student should speak with the teacher or their advisor upon notice of the third assessment or at least two school days in advance of the assessment. Teachers are not required to grant extensions requested after this time. While it is impossible to make a complete list of major assessments, relevant examples would be lab reports, papers, and unit tests /quests. Short quizzes are not considered major assessments.

Make-up Assessment Guidelines

Occasionally, students may be unable to sit for an assessment during the scheduled class time due to extended time accommodation, illness, or schedule conflicts. With their teacher's approval, students may arrange an alternate time/day to sit for the assessment. This policy provides guidelines for scheduling make-up assessments and ensuring compliance with Extended Time Accommodations.

Rescheduling Missed Assessments

To ensure the integrity of the evaluation, missed assessments must be made up promptly. Unless there is a medical excuse or approval by the Academic Dean or division office, if possible they should be rescheduled within a 24-hour period. If multiple assessments are missed due to an absence, the assessments may be made up on a schedule agreed upon between the teacher and student in consultation with the appropriate Academic Dean. If a student fails to keep a scheduled appointment to make up an assessment without notifying their teacher in advance, in writing, the "Lateness Policy for Major Assignments" may apply.

In-School Extended Time Assessment Policy

Ideally, students with 50% Extended Time should take their assessments in one sitting. However, on occasion, it may be necessary to divide the assessment into two parts, with the student taking part of the assessment in class and the balance at another time. The teacher and the student should establish a convenient time for the student to take the remainder of the assessment, preferably on the same day. However, on occasion, a student may have two tests on one day, and therefore the teacher may need to extend this testing accommodation over a 48-hour period. If the student is unable to schedule the accommodation to fit within the 48-hour window, the student must notify the appropriate teacher and/or Learning Specialist in writing. In the Middle School, students requiring in-school extended time may also speak with their advisor or the Middle School Assistant Director of Academics and Curriculum. The teacher and appropriate divisional learning specialist will work with the student to develop an alternative testing timeline.

Policy on Dropping Courses—Upper School

Students may drop a year-long course without prejudice near the end of the first reporting period (approximately three cycles into the semester). This date is defined as the Add / Drop Deadline and publicized on the school calendar. After that time, any withdrawals will be noted on the student's transcript. Students who withdraw from a course for documented medical reasons, will receive a Withdraw-Medical (WDM) on their transcript. All other students will receive either a Withdraw-Pass (WDP) or a Withdraw-Fail (WDF), based on their grade at the time of withdrawal.

Access to Educational Records

In accordance with applicable New Jersey law, all parent(s)/guardian(s) of a student enrolled at the Pingry School are entitled to receive communications relating to the student's educational progress and accomplishments, which include without limitation: grades, progress reports, awards, college admission applications and decisions, etc. In keeping with the School's policy of not becoming involved in disputes or litigation between parent(s)/guardian(s), the School will

only consider modifications to this policy in response to an appropriate court order. Students may not restrict the ability of a parent / legal guardian to receive such communications unless they do not qualify as an “unemancipated child” under the laws of the state of New Jersey. Typically, this would require the student to neither be living with, nor financially dependent upon a parent / legal guardian, even if they have reached the age of majority.

Reporting Upper School Disciplinary Information to Colleges and Universities

As a school with an Honor Code, Pingry believes that students should answer honestly all college application questions concerning disciplinary matters. However, Pingry also recognizes that students make mistakes and often mature as a result. The College Counseling Office is available to help coordinate individual responses to colleges. In addition, The Pingry School recognizes its responsibility, if asked by any college or university, to report Upper School violations of the Honor Code or of other School rules which result in a suspension or dismissal from School. Pingry will also report any significant changes in a candidate’s status or qualifications that take place between the time of recommendation and graduation.

Transcripts

The official transcript is a certified statement of a student’s academic record at Pingry. It bears the signature of the Division Director or Head of School. Official transcripts are sent directly from the division offices to such institutions as the student and their parent(s)/guardian(s) may designate. Students are cautioned that most institutions will accept only official transcripts that come directly from the issuing school. Please be advised that Pingry will not issue transcripts for students whose accounts are not in good financial standing. Transcript requests may take up to five business days to process.

AP Exam Policies and Special Exam Policies

All students who take an Advanced Placement course are required to sit for that course’s AP Exam when offered by the College Board during that academic year in order to receive the AP designation on their transcripts.

If a student does not take the AP Exam, (1) the AP designation may be removed from the student’s transcript and replaced with an Honors designation, (2) the student may be asked to take a Pingry exam or complete a project or paper (which will be incorporated into the student’s final grade), and (3) colleges that have received a transcript will be sent an amended transcript.

Any student with a first-semester grade of B or better is expected to earn a passing grade (a 3 or above) on the AP Exam. If a student with a first-semester grade of B or better earns a “1” on the AP Exam, Pingry reserves the right to remove the AP designation from the student’s transcript and replace it with an Honors designation, and colleges will be sent an amended transcript.

Advanced Placement (AP) examinations are ordered by students in January each year. Information about AP exams and ordering is included in the Big Blue Bulletin throughout the winter/spring months. Students have the opportunity to make changes to their exam order through the first week of March. After this deadline, exam orders may not be changed and the student account will be billed for each exam ordered. Students should see the AP Coordinator with any questions about an AP exam order.

All students who take a self-study exam should be aware that their performance on an exam may preclude them from taking that course or lower level courses if offered at Pingry in subsequent years.

In situations where Pingry makes special proctoring arrangements for students taking exams, the School reserves the right to bill the incremental costs associated with these accommodations to the student's account.

Students who take an exam for an AP course in which they are enrolled may, but are not required to, attend their academic classes that day. Students who self-study for AP exams are required to meet all academic commitments including attending morning or afternoon classes and taking assessments (outside of the exam time) on the day of their exam. Students taking the AP English Language or Literature exams are required to attend their morning or afternoon classes on the day of the exam, but may receive extensions for other assessments scheduled for that day.

Middle School students are not permitted to sit for AP exams at Pingry.

Tutoring

The Pingry School believes in the value of the student/teacher relationship. Therefore, it is expected that each student will seek help directly from their classroom teacher. When a scheduling conflict presents itself, students may seek assistance from other Pingry teachers in the department.

Under extraordinary circumstances, a student may require assistance above and beyond what is available during the course of the school day. Families may seek the assistance of an external tutor. When a student is being tutored by a professional outside the Pingry community, the family should inform the advisor and classroom teacher of the relationship. Communication among the tutor, the advisor, and the classroom teacher(s) will maximize the benefit of the tutoring relationship. External tutors are not permitted to meet with students on campus. All tutoring must be consistent with the letter and spirit of our Honor Code.

When a suitable external tutor is not available, families wishing to pay for extra tutoring from a Pingry faculty member MUST obtain in writing the approval of the relevant department head or academic specialist and Division Director. If approved, the Pingry faculty member is responsible for submitting the 2025-26 Tutoring Permission Form. No Pingry teachers may tutor their current students or advisees for compensation or gratuity. If tutoring by a Pingry faculty member has been approved, tutoring must take place before 7:45 a.m. or after 3:45 p.m. for Short Hills Campus students and before 7:45 a.m. or after 4:00 p.m. for Basking Ridge Campus students.

This policy applies throughout the calendar year. Teachers who will be tutoring Pingry students over the summer must have permission from the appropriate department head or academic specialist and Division Directors who approve the ultimate goals (remediation/ enrichment/ advancement) of the tutoring.

Individual academic departments at Pingry may have their own tutoring guidelines and expectations for how students may work with tutors. These guidelines will be published on course Schoology pages as appropriate.

Pingry teachers may not tutor non-Pingry students on a Pingry campus at any time of the year.

Advising and Guidance

Short Hills Campus

Through our homeroom program, we hope to provide efficient and helpful service to our students and to keep an open line of communication with their parent(s)/guardian(s). Each homeroom teacher is the primary advisor to the students in their class and has the responsibility for making initial contact with parent(s)/guardian(s). The homeroom teacher reports any problem to the appropriate administrator, who will work directly with the student(s), parent(s)/guardian(s), and teacher to address whatever issues are relevant.

Questions concerning promotion to the next grade or re-enrollment status should be directed to the Division Director for review. The School makes the final decision in all placement matters, including homeroom assignments and academic groupings.

Basking Ridge Campus

The Pingry School involves the entire community in the guidance and counseling of young people. Each student in Grade 6 through Form VI is assigned an advisor. Form V and Form VI students also have a college counselor who directs the student's college search and application process.

In addition, Deans of Student Life and school counselors are responsible for overseeing the School's wellness efforts and for dealing with individual student issues. The counselors are available to students for individual discussions. Advisors may refer students to a counselor. Students may also make self-referrals.

The Deans of Student Life and the Upper School Academic Dean, and Middle School Assistant Director of Academics and Curriculum coordinate the advising program and are available as a resource to advisors, counselors, students, and parent(s)/guardian(s).

The advising and guidance programs seek:

- To develop in each student sound character and ethical behavior,
- To understand the school norms and expectations of what it means to be a Pingry student,
- To facilitate communication with students, parent(s)/guardian(s), and faculty,
- To foster each student's self-awareness, respect for others and to enhance each student's self-esteem,
- To encourage student responsibility and decision-making abilities,
- To promote student involvement in school and community activities,
- To identify students who need more specific personal guidance or counseling,
- To partner with students on being balanced, healthy and well,
- To facilitate the transition between grade levels,
- To guide students and parent(s)/guardian(s) through the college search and application process,
- To encourage individual student initiative and the development of special talents, interests, and passions,

Communication with Faculty and Advisors

Parent(s)/guardian(s) may need to communicate with the School about a variety of important matters concerning their child. The advisor should be their first point of contact.

Parent(s)/guardian(s) may also contact one of the school counselors directly and have a reasonable expectation of confidentiality.

Parent conferences are often an important means of communication. Formal parent-advisor conferences are scheduled for after Thanksgiving in the Upper School. Student-led conferences are scheduled each fall and spring in the Middle School.

College Counseling

The Pingry college counseling program is geared toward guiding students to find the best matches of colleges or universities that meet their interests and passions. This requires a thorough advisement process by the School, realistic decision-making, and active participation by the student and family. The college counseling program provides step-by-step preparation, guidance, and organized events to help with each step of the process.

After-School Activities

Short Hills Campus

Aftercare is offered at the Short Hills Campus from 3:10 p.m. to 5:30 p.m. The aftercare program is tailored to the age-appropriate needs of Lower School students, offering a range of activities within a nurturing and supervised environment.

Enrichment programs are offered in the Fall, Winter and Spring. Activities are offered from 3:15 p.m. to 4:15 p.m., unless noted otherwise. These activities include topics such as technology, athletics, performing arts, chess, science, yoga, and arts and crafts. Optional instrumental music lessons are offered after school.

Short Hills students who take the 3:15 p.m. Intercampus Shuttle to the Basking Ridge Campus must be picked up from the Hostetter Arts entrance upon the shuttle's arrival. For children enrolled for the Intercampus Shuttle, there is also a second shuttle back to Basking Ridge at 4:45 so that students can attend after school enrichment classes. Pick up will be from the Hostetter Arts entrance upon the shuttle's arrival.

The Basking Ridge campus does not offer programming or supervision appropriate for Lower School students during the academic year and Lower School students are not eligible to attend the Middle School After-School Base Camp or be on campus unsupervised.

Basking Ridge Campus

Upper School athletics, activities and rehearsals are scheduled for the hours between 3:30-5:30. Upper School students may participate in no more than one major activity scheduled during this block of time during any of the three academic year seasons.

Upper School students who remain on campus after school and who are not involved in any defined activity are not under the direct supervision of an adult.

Middle School students who are not participating in a school-sponsored activity such as the musical or sports, must report to the After-School Base Camp proctor by 4:00 p.m. At no point are Middle School students allowed to leave campus without adult supervision.

Participation Policy–Upper School

The Pingry School’s enrollment process is structured to craft and maintain a community of involved students, and enables the School to offer excellent programs across the spectrum of academics and extracurricular activities. Without students’ full participation—both inside the classroom and out—Pingry loses the very dynamic nature of its student body and students miss out on the strong and formative relationships with peers, teachers, and coaches that last a lifetime. Accordingly, it is Pingry’s expectation that students will participate in ways that enhance their own experience and advantage the school community. When students have distinguished themselves through a specific talent or skill and participate outside of Pingry at a high level in an activity currently offered at Pingry, it is the expectation of the School that these students will participate in that activity while enrolled in the Upper School.

It is the School’s experience that students are eager to share their passions and talents with the community. This policy makes explicit a long-held, implicit expectation that all students will participate actively and contribute their talents within our community, especially when those talents are being actively pursued outside of Pingry. We believe that the student experience is richer and our community and our programs become stronger and more dynamic for everyone when this expectation is fully realized. This concept is at the core of Pingry’s philosophy.

Pingry’s faculty and coaches will help to determine what constitutes a “high level” outside activity. (This is generally understood to be an activity performed at the varsity or comparable level.)

Procedures for Review:

If the student elects not to share their talent while enrolled in the Upper School (Grades 9-12) by participating in that activity, yet continues to participate in the same activity outside of school, the School will:

1. Engage in dialogue with the student and the family to better understand the reasons that the student chooses not to comply with the Participation Policy. As a school, we are committed to working closely with students affected by the policy and their families to proactively and collaboratively address each student’s distinct experience and circumstances.
2. If a conversation does not resolve the issue, the Participation Policy Review Committee will gather to work with the family. This Review Committee may consist of the Director of Athletics/Music Chair/Drama Chair, Upper School Director, Director of College Counseling, Head of School, and the student’s advisor as appropriate. A head coach or a member of the student support team may also be included.

If the student elects not to share their talent, yet continues to participate in the same activity outside of school, the school reserves the right - at its sole and exclusive discretion - to take any of the following steps: not re-enrolling the student for the following school year, not forwarding transcripts to colleges, notifying college admissions offices of a change of student status, not allowing the student to march with their class at graduation; and/or dismissing the student from enrollment during the school year.

While each situation will be considered on its own merits, some hypothetical examples may help to guide families as they consider their own circumstances. Examples that would be considered in conflict with the Participation Policy may include:

1. Playing a club sport at such a level that would meaningfully contribute to the same varsity sports team at Pingry and electing not to play for the Pingry team.
2. Playing an instrument for an all-state band or an elite music preparatory school and electing not to contribute to Pingry's Music Department.
3. Performing on stage or screen and not participating in Pingry's drama productions.

Examples that would not be considered in conflict with the Participation Policy may include:

1. Playing club lacrosse at a high level during other seasons and playing Pingry lacrosse in the spring.
2. Attending Julliard to study an instrument and also playing in Pingry's Jazz Ensemble.
3. Riding horses competitively year-round (because Pingry does not offer an equestrian program).

Families who would like feedback on their own circumstances are invited to contact the Upper School Director.

Athletics

Physical Education Program—Short Hills Campus

Every student must participate in Physical Education class unless there is a written doctor's excuse prohibiting participation, which must be submitted to the School Nurse. If a student is excused from Physical Education class, the student will also be restricted from participation in recess and any school-organized sports activities after school.

All students must bring in a separate pair of sneakers to be used only for Physical Education class. Students in Grades 3 through 5 are required to wear P.E. uniforms.

Athletics Program—Basking Ridge Campus

Middle School

The Middle School ethos includes an enthusiastic involvement in Pingry team sports and/or activities such as Robotics and theater. As such, the Middle School Athletics and Activities block is built into the school day, beginning at 2:25pm and ending at 3:30pm, with games often

occurring beyond school hours. To that end, Middle School students do not qualify for exemption from the Middle School athletics and activities program for sports they play outside of Pingry.

Every student will be required to participate in at least one interscholastic option (can participate during all three seasons), and may choose an additional team or activity for the remaining trimesters

Upper School

Every student is encouraged to participate in the athletics program offered at Pingry. The athletics period begins at 3:30 p.m. for varsity sports and 3:45 p.m. for other levels. According to the sport selected, each student will need to provide the required athletic equipment. Participation on a team does commit a student to the season's complete schedule for that sport. Frequently, when a student returns from an "away" competition, the student may not be back at school in time to take the 5:45 late bus home. It then becomes the responsibility of the family to arrange for transportation home.

Policy Concerning Absences and Participation in Athletics Events/Extracurricular Activities

Participation in after-school activities is contingent upon the successful completion of all academic commitments scheduled that day. **Students who arrive at school after 9:00 a.m. or who miss a class during the day without receiving prior permission from the Division Director may not take part in interscholastic games or in any extracurricular activities that day.**

When participating in most interscholastic sports, students are provided a school-owned uniform. Students are responsible for checking out that uniform at the beginning of the season and returning it at the end of the season. If the uniform is not returned, the family will be charged for a replacement.

Expectations for Fan Behavior at Pingry Athletics Events

As the players on the field have a responsibility to do their very best, so also do the fans in the stands. Fan support is best when it is loud and positive; it should also be good-natured and sportsmanlike.

Behavior should include:

1. Positive cheering for Pingry
2. Celebration of good plays for Pingry
3. Appropriate behavior during injuries, time outs, and other critical periods of the game
4. Representing Pingry with class and sportsmanship in accordance with the Honor Code

Behavior that is prohibited:

1. Booing, taunting, negative cheering or deriding an opposing player, coach, fan or game official
2. Cheers, chants, or signs or gestures that are profane, obscene, mocking or derogatory

3. Being under the influence of or in possession of alcohol or any other drug before, during or after any Pingry athletic event
4. Any verbal, written, or physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion shall not be tolerated, could subject the violator to ejection, and may result in penalties being assessed against your team
5. Any behaviors that reflect poorly on the school and are in violation of the Honor Code

Violations of these expectations may result in removal from the venue and disciplinary action.

Athletics Teams

Middle School Athletics and Activities —Grade 6, Forms I & II

*** Interscholastic Teams**

Fall

At Play in the Attic

Cross Country *

Field Hockey *

First Lego League Interscholastic Team (Fall and Winter Required) *

Football *

Introduction to Squash

Introduction to First Lego League

Outdoor Adventures

PE Fit

Soccer (boys, girls) *

Tennis (girls) *

Volleyball (girls) *

Water Polo *

Winter

Basketball (boys, girls) *

Dance Team *

Fencing *

First Lego League Interscholastic Team (Fall and Winter Required) *

Flag Football (outdoors)

Ice Hockey *

PE Fit

Squash *

Swimming *

Wrestling *

Yoga

Spring

Baseball

Lacrosse (boys, girls)

Musical *

PE Fit *

Softball

Tennis (boys)

Theater Tech *

Track & Field

Athletics Teams—Forms III-VI

Fall

Cross Country (boys, girls)

Field Hockey (girls)

Football

Sailing (co-ed)

Soccer (boys, girls)

Tennis (girls)

Volleyball (girls)

Water Polo

Winter

Basketball (boys, girls)

Fencing (boys, girls)

Ice Hockey (boys, girls)

Skiing (boys, girls)

Squash (boys, girls)

Swimming (boys, girls)

Winter Track & Field (boys, girls)

Wrestling

Spring

Baseball

Golf (boys, girls)

Lacrosse (boys, girls)

Softball

Tennis (boys)

Track & Field (boys, girls)

The Bear Pause—School Store

The Bear Pause, Pingry's school store, is located on the Basking Ridge Campus. It offers a variety of items including school supplies, Pingry spirit wear, graduation gifts, snacks, and general merchandise. The store accepts cash, credit/debit cards, and checks. Students may also charge non-food items to their school store account using their Pingry-issued student ID.

All Pingry students are automatically provided with a store account, which is active from September through May. Regular store hours are 8:00 a.m. to 4:00 p.m., and the store is also open during select events such as Homecoming and Reunion. For more information, please

contact the [Store Manager](#). Pingry merchandise can also be purchased online at www.bearpause.org.

Students may order their textbooks through the [MBS Direct Virtual Bookstore](#) generally starting at the end of July, after class schedules have been received. The book list specifies each course's required books and lists each book's ISBN. Notices about book ordering will be emailed to families.

A Book Buy Back program is held every year in June. Rental books (from MBS) may also be returned during the Buy Back. More specific information and instructions will be available at the end of the school year.

Building Security

Building Access – Short Hills

All visitors to campus, defined as anyone who is not a student or employee, must check in at the Main Entrance. We ask that visits be planned in advance whenever possible, so we can ensure a smooth welcome and direct you promptly to your destination.

To check-in, visitors will need to present a valid government-issued photo ID. This ID will be checked against federal and state offender and watch lists, as well as the School's internal security list. g. Once cleared, visitors will receive a personalized, temporary ID badge that must be worn visibly at all times while on school property and returned to the main office when leaving campus.

After 3:45 p.m., visitors should call the after-care phone number posted in the entry vestibule to gain access to the building.

All other building entrances remain locked during the school day and are only for student and employee access with an electronic access card.. Visitors should only use the Main Entrance to check in. Please do not knock on the doors to request entry. Our students and colleagues are trained to not open the doors for anyone, including people they know, as part of our commitment to campus safety.

Building Access – Basking Ridge

All visitors to the Basking Ridge Campus, defined as anyone who is not a student or employee, must check-in at the reception desk at the Main (Clock Tower) Entrance. We ask that visits be planned in advance whenever possible, so we can ensure a smooth welcome and direct you promptly to your destination.

To check-in, visitors must present a government-issued photo ID. This ID will be checked against federal and state offender and watch lists , as well as the School's internal security list . Once cleared, visitors will receive a personalized temporary ID badge. This badge must be worn visibly at all times while on school property and returned to the reception desk upon departure from campus.

Students and employees may use designated entry points during morning drop-off and afternoon activities in addition to the Main Entrance. These entries include: the Middle School entrance, the Middle School Courtyard doors, the Athletics Wing main hallway and middle hallway doors, and the Engel Dining Room doors. These entrances remain locked and are only accessible via electronic access cards.

Visitors may not use these entrances under any circumstance. If you arrive at one of these locations, please proceed to the Main Entrance to check in instead. Please do not knock on the doors to be let in. Doing so places our students and colleagues in a difficult position as they have been trained not to open the doors for anyone, even someone they know.

A special note to our Middle School families: The Middle School entrance is not open to visitors during the school day. Visitors to the Middle School should walk around the building to the Main Entrance for check-in. A paved outdoor walkway is available for this purpose. Visitors to the Middle School departing during school hours may exit through the Middle School doors; temporary ID badges may be dropped off at the Middle School Office. Please do not knock on the doors to be let in. Doing so places our students and colleagues in a difficult position as they have been trained not to open the doors for anyone, even someone they know.

Building Access - Volunteers

Parent volunteers who will be on campus frequently (e.g. school store volunteers, library volunteers, PSPA leaders, etc.) may request a volunteer access card through their School liaison. These cards should be visibly displayed in lieu of a visitor badge while on campus. Volunteers who do not have their volunteer access card with them will need to check in as per the above visitor procedures.

Propping Doors and Unauthorized Access

Unknown and unsupervised propped doors are the greatest security threat to our school community. They offer easy unauthorized access to potential intruders and undermine several security measures in place at Pingry. Students and adults are expected to understand and respect this as a serious risk, and if found propping doors, they will be subject to disciplinary action.

Pingry-Issued Student ID

To support campus safety, operational efficiency, and student access to essential services, all Basking Ridge Campus students are expected to carry and display their Pingry-issued student ID card at all times. ID cards are required for:

- Verifying student identity as a member of the Pingry community
- Checking out library materials
- Accessing secure areas of the building
- Making purchases at the Bear Pause
- Using school printers - Upper School students only

Display & Usage Expectations

- ID cards must be worn on a lanyard and remain clearly visible to Pingry employees and peers throughout the school day. Simply carrying one's ID card in a pocket or backpack is not sufficient.
- Each ID card is intended solely for the student it identifies and may not be used by or shared with others.
- Cards must display the current school year's official sticker, issued by the school, to remain valid.

Scanning In & Out

To ensure accurate attendance and support student safety, **Upper School students** must scan their ID card at the Main Entrance, Athletics Entrance, Middle School Entrance, or Engel Dining Hall each morning upon arrival.

- Students who leave campus before the end of the academic day (3:30 p.m.) are expected to scan out at one of these locations.
- Scanning out is not required if the student remains on campus until regular dismissal.
- These scans help us account for students in real time, streamline attendance, and enhance emergency response.
- Students who do not follow scanning expectations as outlined in the attendance section of this document will face disciplinary consequences.

Lost or Misplaced Cards

If a student loses or misplaces their ID card, they should visit the Bear Pause school store to receive a replacement. A replacement fee will be charged to the student's account.

Cell Phone, Phone, and Electronics Policy

Short Hills Campus

Lower School students are required to leave their phones off and away and other electronic devices off during school hours (7:45 a.m. until the student is dismissed). Parent(s)/guardian(s) who need to communicate with their children should contact the Lower School Office at 973-379-4550. Students may use the telephones located in the Main Office with the permission of their teacher and under the supervision of the administrative staff.

Basking Ridge Campus—Middle School

Middle School students are required to leave their phones off and away during school hours (8:30 a.m. until 3:30 p.m.), either at home or in the advisory storage space provided. Parent(s)/guardian(s) who need to communicate with their children should leave a message with the Middle School Office. Students wishing to contact home may do so in the Middle School Office. Middle School students may use personal electronic devices before 8:30 a.m. and after 3:30 p.m.. During this time, students should be mindful of the content with which they engage; media that contains excessively violent, pornographic or otherwise inappropriate content does not create a school environment conducive to safety and learning. Teachers may ask students to close out such content, and repeated or extreme circumstances may result in disciplinary action.

Basking Ridge Campus—Upper School

The use of cell phones, as with all technology, must be of an appropriate nature. To avoid disruptions and distraction during the academic day (8:30 a.m. until 2:45 p.m.), students must turn in their phones to their advisors each morning and may pick up their phones from their advisor upon their departure from campus. If a student misses morning advisory (8:30-8:35 a.m.), the student is responsible for keeping their phone turned off and away until they can turn in their phone to their advisor at the first opportunity.

Form V and VI students with off-campus privileges may collect their phone from their advisor before leaving campus. They must return their phone to their advisor upon their return to campus, and are responsible for keeping their phones turned off and away until they do so. Students may not interrupt their advisor's class or a meeting to collect their phone.

Students may use their phones before 8:30 a.m. or after 2:45 p.m. During those times, students should be mindful of the content with which they engage; media that contains excessively violent, pornographic, or otherwise inappropriate content does not create a school environment conducive to safety and learning. Teachers may ask students to close out such content, and repeated or extreme circumstances may result in disciplinary action.

Basking Ridge Campus—Middle and Upper School

Photograph and Recording Policy

Taking photos, audio recordings, or videos of employees or students without their consent is prohibited. While the School understands that taking photos of other people on campus is inevitable and a part of the social experience, community members must respect the dignity and boundaries of others and may not take, post, or distribute photos or videos of others without their consent. Taking, posting, or distributing inappropriate, revealing, or demeaning photos or videos of others without their consent may violate the School's harassment, intimidation, and bullying policy and applicable laws.

Violators of this policy may be subject to disciplinary action, up to and including dismissal.

Co-Curricular Rules and Regulations

Any student involved or participating in a co-curricular activity (sports, music, drama, clubs, publications, etc.) or holding a leadership position is representing the School. All students will conduct themselves to further the best interests of Pingry and their club, team, or group. All will take into consideration the rights of others and conduct themselves in such a manner that clearly demonstrates the Pingry Honor Code.

During the time a student is involved in or participating in a co-curricular activity, the student should not, regardless of quantity,

1. Use or be in possession of a beverage containing alcohol.
2. Use or be in possession of vaping devices, tobacco, nicotine, or marijuana in any form.
3. Use or consume, possess, buy, sell, or give away any other controlled substance or performance-altering chemicals.

Coaches, faculty, and advisors are required to report known violations of the stated rules to the appropriate Dean and the Director of Athletics immediately.

For all teams, activities, clubs, etc., the season shall be from the first day of participation until the final performance or team-related event.

Consequences for Violations of Rules - Upper School

First offense

1. Meeting of the student (and parent(s)/guardian(s) if required), student's advisor, Dean of Student Life, Director of Athletics, director, or club advisor as appropriate
2. Suspension from involvement in all co-curricular activities for the next game, contest, event, or performance
3. Referral for counseling as outlined under Guidance and Counseling

Second and subsequent offenses

1. Meeting of student, parent(s)/guardian(s), student's advisor, Division Director, or Director of Athletics, where appropriate
2. Possible dismissal from all co-curricular activities for the remainder of the season, trimester, or school year and loss of post-season Pingry awards
3. Referral for counseling as outlined under Guidance and Counseling

This statement reinforces, and in no way substitutes for or overrides, the School's policy on the use or possession of dangerous, illegal, or controlled substance(s) and performance-altering chemicals or the state or federal laws on the use or possession of drugs.

Community Engagement and Social Impact

Pingry considers its community engagement and impact program an integral part of the School's educational philosophy and curriculum. The development of character and integrity and the building of self-confidence are essential goals of the School and are achieved through community engagement and partnership. Through building meaningful connections with our community, our students recognize the reciprocal benefits of our community efforts.

Short Hills Campus

Building character is at the forefront of the Lower School experience. Although there is not a specific time requirement for each student, all Lower School students are expected to participate in class and school-wide community engagement projects that occur several times per school year. Buddy classes and students from the Basking Ridge Campus also spend time working on community engagement projects with Lower School students.

Basking Ridge Campus

The community engagement and social impact program encourages students to develop meaningful partnerships with our greater community in an effort to co-create a better world. A

myriad of projects, both individual and group-oriented, are offered throughout the year. It is, however, the responsibility of students to plan how they plan to make a positive impact in their community through volunteering.

Starting in Form I, every student is required to complete 10 hours of volunteering by June 1 of each academic year. An Upper School student may serve a maximum of three hours of volunteer hours to the Pingry community and may serve all of the required 10 hours in summer volunteer work. For Middle School students, there is no limit on the number of Pingry-related volunteering that they can complete. Students are also responsible for reporting their hours in the Helper Helper Application, which is also where they can find different opportunities and track their progress toward their volunteering goals. Satisfactory completion of volunteer hours is recorded on Upper School students' transcript.

Volunteering is a vital part of our students' growth as compassionate and engaged citizens. Volunteer opportunities that support this growth include voluntary, unpaid activities that directly benefit the broader community or address a genuine need, such as helping at a food pantry, tutoring younger students outside of school requirements, or participating in environmental clean-ups. Activities must be supervised by an adult at a non-profit organization (not a family member), and they should not be compensated. Tasks that benefit only one's family or close friends—like babysitting a sibling or working at a family member's business—do not count. We encourage families to support students in choosing meaningful, outward-facing experiences that align with their interests and have a clear community impact.

In both the Upper School and the Middle School, students who do not complete their volunteer hours may have report cards and transcripts withheld pending the completion of their volunteer requirements. Please note that Grade 6 students complete their community engagement through group opportunities throughout the year; there are no additional volunteer requirements for Grade 6 students.

Special Note for Seniors

Seniors must complete their community engagement and impact requirements before beginning their Independent Senior Projects (ISP). In addition, all seniors must complete their community engagement and social impact responsibility in order to receive their diplomas.

Contacting Students At School

Lower School and Middle School

Lower and Middle School students do not carry cell phones during the school day. In the event of an emergency that requires contacting a student during school hours, please call the main office of the Short Hills Campus at 973-379-4550 or the Middle School office at the Basking Ridge Campus at 908-647-5555 x1216. Messages will be taken for students and teachers and forwarded appropriately. For non-emergency messages, please call early in the day to ensure the recipient is contacted. Please use this system only for information and messages that cannot be communicated before or after school hours.

Upper School

In the event of an emergency that requires contacting a student during school hours, please call the Upper School Office at the Basking Ridge Campus at 908-647-5555 x1283. Messages will be taken for students and teachers and forwarded appropriately. Please use this system only for information and messages that cannot be communicated before or after school hours.

Cum Laude Society

The Cum Laude Society is a national honor society dedicated to honoring scholastic achievement in secondary schools. The motto of the Cum Laude Society stresses excellence, justice, and honor in the broadest sense. While recognition of academic achievement is the major objective, the regents of the national organization assume that chapters will induct only those students who demonstrate good moral character, honor, and integrity in all aspects of their lives.

A chapter may induct no more than 20 percent of each graduating class; however, it is not required that the full 20 percent be inducted. If in a particular year the chapter feels that more than 20 percent of the class should be inducted, it will seek permission to exceed that limit from the district regent before elections are held.

A maximum of ten students from each graduating class will be selected for induction at the beginning of the senior year. These students are the most academically distinguished members in the class. These students will be inducted at the beginning of the senior year. The remaining students will be inducted at the end of the senior year.

To be eligible for induction, a student must achieve a cumulative GPA of at least 12.5 (A) and honor roll status during their time in the Upper School. A student who enters Pingry after the start of the freshman year will be ineligible for induction at the beginning of the senior year but will receive full consideration for induction at the end of the senior year.

Fulfillment of the eligibility requirements does not guarantee selection. More students are eligible than can be inducted. Therefore, Pingry's chapter seeks the most well-rounded students, who not only demonstrate academic excellence, but who also adhere to and promote Pingry's community norms and uphold the Honor Code.

Dress Code

Basking Ridge Campus: Upper School & Middle School

The clothing that students choose to wear must be neat and appropriate, reflecting the values of The Pingry School.

Suitable tops include sweaters, button-down or polo-style shirts, turtlenecks, collared shirts, blouses, or t-shirts. All tops should be of appropriate covering for the work engaged in at school. Suitable bottoms include pants (not sweatpants or pajama pants), non-athletic shorts, or skirts.

Alternatively, students may wear dresses. Dresses, skirts, and shorts should be an appropriate length for the work engaged in at school.

- In addition to footwear, students must wear tops with pants, shorts, skirts, or opaque leggings, or wear dresses.
- Tops and dresses must have fabric in the front, in the back, and on the sides (under the arms). All tops must meet the waistband of the bottom garment and have straps and/or sleeves. Clothing must cover undergarments at all times.
- Clothing may not display lettering. The only writing that may appear on clothing is “Pingry” or the name of a college.
- Hats, caps, sweatshirt hoods, and sunglasses may not be worn in the school building. Head coverings worn for religious reasons are permitted.
- Torn or ripped clothing is not permitted.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing must not threaten the health or safety of any other student or staff member.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, or other controlled substances.

Student ID must be worn and visible at all times. Simply carrying a Student ID in a pocket or backpack is not sufficient to comply with this policy.

Students who arrive at school out of Dress Code may be asked to change, receive a warning, and/or face disciplinary consequences.

Dress Code for Special Occasions

Special occasions include concerts, awards ceremonies, Convocation Day, Career Day, etc. On these days students are asked to wear attire more suitable for the occasion, such as jackets and ties, dress pants, dresses, skirts, dress shirts or blouses, and appropriate footwear. Notification will be made in advance when the Dress Code for Special Occasions will be in effect. Students must remain in formal attire until the end of the academic day unless otherwise determined by the Dean of Students.

Dress Code for Relaxed Dress Code Days

On designated days, students are permitted to dress in more relaxed attire. On Relaxed Dress Code Days, sweatpants, athletic pants, and athletic shorts are permitted. Pajamas, hats, and sunglasses are not permitted. Additionally, all tops must meet the waistband of the bottom garment and have straps and/or sleeves.

Short Hills Campus: Lower School

At Pingry, our commitment to excellence and honor is reflected in all aspects of school life, including how we present ourselves. The Lower School Dress Code is grounded in our core values and aligns with our priority to cultivate a care-centered learning environment. More than a set of rules, the Dress Code is intended to support the educational experience by fostering a sense

of belonging, encouraging self-respect, and promoting safety and comfort as our youngest students learn and play. It reflects our belief in an inclusive learning environment that honors student identity while maintaining expectations that are clear, age-appropriate, and respectful.

To support the spirit of the Lower School Dress Code, students are expected to follow these guidelines:

- Students should arrive at school neat, clean, and dressed in a way that allows them to participate fully and comfortably in all aspects of the school day.
- Clothing may not display lettering. The only writing that may appear on clothing is “Pingry” or the name of a college.
- No torn or ripped clothing is permitted.
- Undergarments must remain covered at all times, and clothing should be of an appropriate size and length for the activities students are engaged in at school.
- All tops must meet the waistband of the bottom garment and have straps and/or sleeves.
- Students are welcome to wear comfortable, school-appropriate athleisure. This can include full length and full coverage leggings, tailored joggers, and sweatshirts, including sweatshirts with hoods; however, clothing should still reflect a school-ready look (no sports jerseys, sweatpants, mesh running tops, spandex, or mesh shorts).
- Hats, caps, sunglasses, and sweatshirt hoods may not be worn indoors, except on special occasions or designated Relaxed Dress Days. Head coverings worn for religious reasons are always permitted.
- All footwear must be safe and appropriate for play; therefore, flip-flops, high-heeled sandals or shoes, or slippers are not permitted.
- Smartwatches are not permitted unless students have a diagnosed health condition on file with the Health Office stating that they may wear one.
- Any jewelry must be safe for play and PE.

Faculty and administration will support and uphold the Dress Code daily. If a student’s attire does not align with these expectations, parents/guardians will be notified. Our goal is to partner with families to ensure all students feel confident, safe, and ready to learn.

Dress Code for Special Occasions

Special occasions which include concerts, awards ceremonies, etc. may require more uniform attire from the student body. On these occasions, students may be asked to wear more formal attire such as jackets and ties, dress pants, skirts, shirts or blouses, dresses, and dress shoes. Notification will be made in advance for when the Dress Code for special occasions will be in effect.

Clothing Identification

Parent(s)/guardian(s) are urged to mark all students' personal belongings. Nametags or indelible inks are useful in making identification marks.

Driving and Parking Privileges

Pingry will extend campus parking privileges to students who are licensed to drive. Permission to drive or park on campus will be granted only with the understanding that the following rules and regulations apply to all Pingry drivers.

Students are expected to adhere to these rules as well as the general rules of vehicular safety and courtesy. Failure to do so will result in disciplinary action and loss of on-campus driving and parking privileges.

Driving Rules and Regulations

1. Student vehicles must be registered in Veracross by either a parent or guardian.
2. Fast or reckless driving on campus will not be tolerated and will be addressed by the Upper School Deans of Students.
3. Students must park within designated parking spaces. There are no assigned student parking spaces. Cars parked in no-parking areas may be towed at the owner's expense.
4. A student may not leave campus during the school day without permission of the Upper School Office or without having Junior and Senior off-campus privileges.
5. If a student must drive a car other than one designated on their permit, the student must inform the Upper School Office immediately upon arrival at school.

Dropping Off and Picking Up at the Basking Ridge Campus

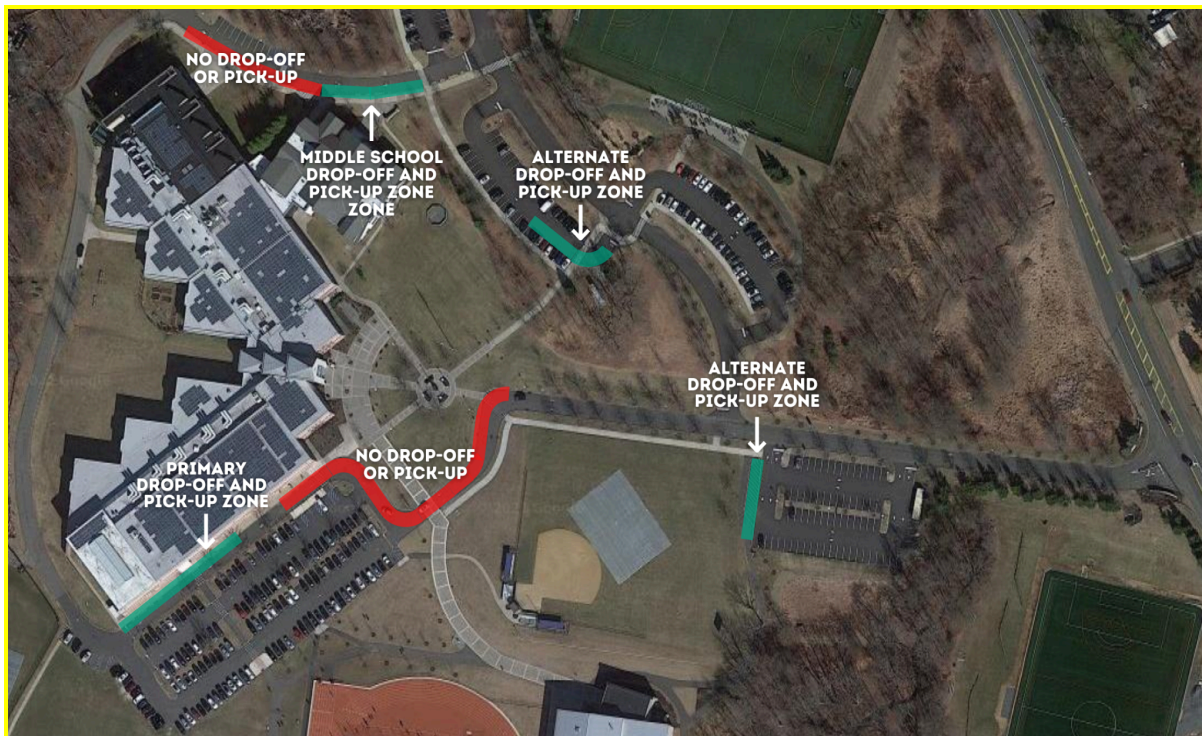
At Pingry, our first priority is creating a safe environment for all community members. The School relies on members of the Pingry community to respect and adhere to the campus' procedures for arrival and dismissal to ensure the safety of our community.

Arrival and Dismissal Etiquette:

- Observe the posted **10 MPH speed limit** while driving on campus. Speeding is a safety hazard for our families, employees, and visitors.
- **Follow the directions of school personnel at all times.**
- When dropping off or picking up in a pick-up/drop-off zone, pull all the way up to the front of the drop-off zone or to the car in front of you.
- Students should only exit or enter the passenger side of the vehicle.
- **Do not pass the car(s) in front of you at any time.**
- Adhere to safety signs, speed limit postings, traffic signs and signals, crosswalks, and other visual cues/signage at all times.
- Only use designated zones for pick-up/drop-off. Pick-up/drop-off zones are clearly marked; please refer to the image below.
- Do not use other parts of the campus for pick-up/drop-off. Doing so causes a traffic issue that endangers the safety of our students, employees, and visitors. **Students exiting a car during morning drop-off in violation of the school's policies will receive a late for that day, regardless of their arrival time.**
- The Basking Ridge Campus has plenty of parking, although not every spot is equally convenient. On regular school days, there are always available spots in Lot 1. Parking Lot 6, located next to the Middle School driveway entrance, is also available for parking.

Vehicles parked in no-parking zones are subject to suspended parking privileges and/or being towed at the owner's expense.

- Pedestrians should cross the driveway or enter the parking lot(s) via the crosswalks. Pedestrians in the crosswalk always have the right of way.



Dropping off and picking up at the Short Hills Campus

The Short Hills community is committed to ensuring the safety of students, faculty, and staff. We take great pride in carrying out the [Honor Code](#) through our actions, and we rely on *all* members of our community to respect and adhere to the School's procedures for drop-off and pick-up. All K-5 students will be dropped off and picked up by personal vehicle at the front entrance.

- Display your family's placard prominently on the vehicle's dashboard. Placards for vehicles will be mailed to families before the beginning of the school year. Families that misplace their placards may [print temporary copies here](#).
- The front and back circles support *one-way* traffic only. Vehicles must use the designated entrances to enter the driveways.
- Pull all the way up to the bridge or the car in front of you. Children may only exit or enter the passenger side of the vehicle.
- Do not speed into or out of the front or back circles or on surrounding streets. **The speed limit is 10 mph on school grounds.**
- **Do not pass the car in front of you or attempt to back up in the driveway.** It is a safety hazard for students, employees and other visitors.
- Do not park your car in the parking lot and walk into the school to pick up your children to avoid the afternoon car line.

- Be considerate of our neighbors when entering or exiting the campus. Do not block any driveways and drive at a safe and prudent speed.
- Please keep the Short Hills Campus a “no-idling zone” by turning off your vehicle’s motor when waiting in the car line.

Emergency Drills

To support community preparedness and maintain a culture of safety, Pingry conducts emergency drills throughout the school year in alignment with the Standard Response Protocol (SRP). These drills help students and staff practice how to respond effectively in a range of situations.

Each campus conducts two drills per month. One is a required Evacuation drill (fire drill), as mandated by the State of New Jersey. The second drill may involve one of the four additional SRP actions: Hold, Secure, Lockdown, or Shelter. Additional activities, such as tabletop exercises, emergency notification tests, and hardware checks, may be conducted as part of our overall preparedness program.

Employees receive annual training on the school's safety and security protocols. In addition, students in each division attend an annual safety assembly to review the procedures and expectations for each type of drill.

Students are expected to follow instructions carefully and remain silent during all drills in order to hear directions or critical updates. Some drills may be unannounced, and all drills should be treated as if they were real emergencies.

Visitors on campus during a drill are expected to participate and will be guided by their Pingry host. Students and visitors may not leave campus during a drill or active emergency.

Food Delivery Policy

Students may not have food or beverages delivered to campus before 3:45 p.m. Deliveries create a distraction to the learning environment and compromise campus security. Food delivered in violation of this policy will be discarded and students will face disciplinary consequences. Students should not attempt to circumvent this policy by having food delivered to a Pingry parking lot or other location on campus.

Fundraising Policy

Any student solicitation of the Pingry community for any reason must be pre-approved by the Director of Community and Civic Engagement and the appropriate Division Director or Dean of Students. Approvals must be received before entering any dates on the School calendar, recruiting volunteers, or communicating with potential donors and third parties. Generally, these fundraising initiatives benefit recognized charities or not-for-profit organizations. Student solicitations of cash or in-kind donations should be targeted to the student body and will not be included in the *Big Blue Bulletin*.

All projects, organizations, and/or events that raise or receive funds or in-kind gifts for the benefit of the School and/or its students and faculty must be approved in advance by the Director of Development. All gifts of cash or in-kind solicited or unsolicited to the School or for the benefit of the School, its students, or faculty must be coordinated through the Development Office prior to solicitation and/or acceptance. No individual, group, employee, or other organization should undertake a fundraising project or solicit funds in the name of, or for the benefit of, The Pingry School, its students, programs, constituencies, or employees without coordinating with the Development Office and seeking approval as provided by the policies of the School's Board of Trustees..

Generative AI Policy (Upper School)

In line with the Honor Code, Pingry embraces the following principles for the responsible use of generative AI by all members of our community. These values reflect our collective commitment to ethical innovation, meaningful connection, and the human-centered pursuit of excellence.

1. Preserve the Human Element: Generative AI must serve as a tool to support—never supplant—human intellect, empathy, and judgment.
2. Uphold the Honor Code: Use of Generative AI must reflect personal integrity, accountability, and a deep concern for others.
3. Use Pingry-Supported Platforms: Engage with AI technologies that have been thoughtfully vetted and supported by the school.
4. Be Accountable for AI-Generated Content: You are accountable for how you use, represent, and integrate AI-generated content.
5. Protect Privacy and Data: Respect the confidentiality of the Pingry community by safeguarding personal and institutional data.

Students are responsible for understanding if and how generative AI may be used on each assignment they complete. If students use generative AI, they must cite it properly. If there is ever any doubt as to the legitimacy of aid, the student must consult the teacher. Some academic departments have specific guidelines as to what constitutes authorized and unauthorized aid. In all cases, the letter and spirit of these guidelines should be followed meticulously.

Harassment, Intimidation, and Bullying

The Pingry School is a community in which respect for others is an integral value. Consequently, in keeping with our Honor Code, and in accordance with state and federal law, the School provides equal educational opportunities for all of our students without regard to race, creed, color, nationality, gender, gender identity or expression, sexual orientation, disability, or socioeconomic condition.

We believe strongly in the inherent dignity of each member of the community. Therefore, we will not tolerate any instance of harassment, intimidation, or bullying that targets or impacts any

member of our community to make a person uncomfortable or creates an intimidating, hostile, or offensive environment.

In any community, there will be disagreements and conflicts. At times, these disagreements or conflicts may cause disappointment, anger, or sadness. It is important for members of the community to both be aware of this and be willing to work out these issues. Disappointment, anger, or sadness do not necessarily indicate that harassment, intimidation, or bullying has occurred. Furthermore, it is important to note that disagreements, conflicts, or other interactions that do not meet the definitions of harassment, intimidation, or bullying may still be deemed to be violations of the Honor Code. In the following paragraphs, specific definitions of harassment, intimidation, and bullying are discussed. It is important for members of the community to read and understand these definitions.

Please note that sexual harassment is also prohibited by, and is further discussed below in, the School's Sexual Harassment Policy and Reporting Procedure.

Harassment

Harassment may include any behavior which threatens or intimidates another person or which creates a hostile or offensive educational or social environment for students. Harassment between students, between adults, from adult to student, or from student to adult cannot be tolerated.

Harassment is a form of discrimination and can take many forms. It may be, but is not limited to:

- Words, signs, gestures, offensive jokes, cartoons, pictures, posters, or digital media
- Postings or comments made on social media
- Email jokes or statements, electronic downloads or files
- Pranks
- Psychological or physical intimidation
- Physical assaults, contact, or violence
- Hazing

Harassment is not necessarily sexual in nature; it may be based on an individual's physical appearance or personal characteristics. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. It may include displaying or circulating written material such as notes, photographs, cartoons, digital media, and/or articles of a harassing or offensive nature.

Bullying

Students have the right to feel safe and respected, and to learn and thrive in an environment that is free from bullying. This policy applies to all Pingry School campuses, all Pingry School-sponsored and affiliated events, and transportation arranged or provided by the Pingry School. It applies to bullying between students, and between adults (faculty/staff, coaches, volunteers, and employees of contracted service providers) and students. No student shall be subjected to bullying by adults or students on Pingry's property or at a Pingry School function. The Pingry School prohibits all forms of bullying as defined herein.

Definition of Bullying

Bullying is the creation of a hostile environment by conduct or verbal or written threats, intimidation or abuse - including communication by texting or email or on social media - that would have the effect of unreasonably and substantially interfering with a student's performance; opportunities; or mental, emotional, physical or social well-being. Any of the above actions that would reasonably cause a student to fear for his/her physical safety is also bullying.

Bullying is often based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any category protected by law. Prohibited conduct includes, but is not limited to: epithets, slurs, quips or negative stereotyping that relate to any of the categories above. This list is not all-inclusive.

Bullying can be characterized by four components:

- Intentional: The bully means to hurt the student, it is not an accident.
- Harmful: Bullying can cause physical and/or emotional damage or injury.
- Repetitive: Not usually a one-time occurrence.
- Imbalance of Power: The bully usually has a source of power over the student they choose to bully. It can be age, size, strength or social status. Students are often targeted due to the fact that the bully thinks action won't be taken against him/her.

Students and parent(s)/guardian(s) should be aware that there are different types of bullying. The most common are:

- Physical threats such as hitting, shoving, spitting, or punching — or threatening any of the aforementioned.
- Verbal bullying such as name calling, threats, intimidation, or spreading rumors or lies.
- Social exclusion that involves purposely leaving the student out of activities and including all forms of exclusion or isolation.
- Cyberbullying that occurs through electronic communication, such as by text message, social media, etc.

Procedures for Reporting Complaints of Bullying

The Pingry School encourages all members of its community to report all incidents of bullying, regardless of who the offender may be. The School will take prompt, reasonable action to prevent, investigate, and remedy bullying.

The School has designated certain employees as “Point People” (listed below) who share the responsibility for receiving, responding to, and investigating bullying reports. A list of Point People can be found at the end of this document. When a report is made to a Point Person, the Point Person must notify the Division Director. Students may report to any employee with whom they feel comfortable, in which case the employee must report the matter to a Point Person.

The School will attempt to protect the privacy of the individuals involved during any investigation, restricting related information on a “need to know” basis. However the School cannot guarantee confidentiality. Whenever possible, we will seek permission from a person who reports bullying prior to revealing his/her name.

The School will not retaliate against any individual who submits a complaint under this policy in

good faith, or who assists in providing information about a complaint or participates in an investigation pursuant to this policy.

The Pingry School recognizes that false accusations of bullying can cause serious harm to innocent people. Although the School encourages complaints made in good faith, if an investigation reveals that a student, parent, or guardian knowingly or maliciously accused another person falsely of bullying, we will take all appropriate action, including suspension, termination, or dismissal from the School.

Reporting Bullying by Students

Any student who believes that he or she has been or is being bullied by a student or who has witnessed an incident of bullying by a fellow student should take the following steps to report the incident:

1. Speak to the offender, if comfortable doing so, and request the bullying stop.
2. Although Pingry believes that many disagreements among students can be successfully resolved by both parties focusing on the values espoused by our Honor Code, there may be bullying instances whereby it is best to immediately report the incident to a Point Person. Students should always feel free to report to a Point Person instead of speaking to the offender directly.
3. The student reporting the bullying should make every effort, where applicable, to save any evidence of bullying contained in electronic media, e.g. text messages or social media posts.

Any parent or guardian who believes that a student has been or is being bullied by another student, or any parent or guardian who has witnessed an incident of bullying by another student should report the incident to a Point Person.

Reporting Bullying by Adults

Any student who believes that he or she has been or is being bullied by an adult or that he or she has witnessed an incident of bullying by an adult, should report the incident to a Point Person.

Any parent or guardian who believes that a student has been or is being bullied by an adult or any parent or guardian who has witnessed an incident of bullying by an adult, should report the incident to a Point Person.

Investigations

Following consultation between the student and the Point Person, the School will determine whether further investigation is required. The Point Person will promptly investigate any such matter. The investigation may include interviews of the complainant, the alleged offender, and others.

Discipline

If Pingry determines that its policy prohibiting bullying has been violated, the School will take

disciplinary action against the offender. Such action will include referral of the matter for disciplinary procedures. Discipline may include suspension, termination, or dismissal. The School may require that an offending student or employee receive counseling, as a condition to resume attendance or for continued enrollment/employment.

Confirmed incidents of bullying by students are considered Honor Code violations.

Recordkeeping

The Pingry School will maintain records of complaints of sexual harassment and any subsequent investigation. Access to these files is strictly limited.

Training

The Pingry School offers instruction and training to all members of its community on issues of bullying and related policies. The School also notifies all incoming students and employees of this policy. In addition, the Division Director and all Point People receive training about identifying bullying and applying the appropriate investigative and remedial techniques.

Point People

The following employees are designated as “Point People” who may be consulted for assistance in determining whether a report should be made:

Basking Ridge Campus

- Division Directors
- Deans of Students
- Middle School Assistant Director of Academics and Curriculum
- Human Resources Personnel
- DEIB Personnel (Diversity, Equity, Inclusion and Belonging)
- CAST Counselors (Counseling and Academic Support Team)

Short Hills Campus

- Division Director
- Assistant Director of Academics
- Assistant Director of Student Life
- CAST Counselors (Counseling and Academic Support Team)

Point People

The following employees are designated as “Point People” who may be consulted for assistance in determining whether a report should be made:

Basking Ridge Campus

- Division Directors
- Deans of Students
- Middle School Assistant Director of Academics and Curriculum
- People Operations Personnel

- DEIB Personnel (Diversity, Equity, Inclusion and Belonging)
- CAST Counselors (Counseling and Academic Support Team)

Short Hills Campus

- Division Director
- Assistant Director of Academics
- Assistant Director of Student Life
- CAST Counselors (Counseling and Academic Support Team)

Policy and Procedures for Reporting Sexual Harassment

Students have the right to feel safe and respected, and to learn and develop in an environment that is free from sexual harassment. This policy applies to all Pingry campuses, all Pingry-sponsored and affiliated events, and transportation provided or arranged by Pingry. It applies to sexual harassment between students, and between adults (faculty/staff, volunteers and employees of contracted service provider) and students. The Pingry School prohibits all forms of sexual harassment as defined herein.

Definition of Sexual Harassment

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of the type of behavior that may constitute sexual harassment include demands, in person or through electronic media, for sexual activity; sexual flirtations, advances or propositions; sexual innuendos or suggestive jokes; comments of a sexual nature to describe an individual or an individual's body; unwelcome physical contact such as touching, pinching or brushing the body; any type of coerced sexual activity; displays of sexually suggestive objects or pictures; and obscene gestures or materials. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute sexual harassment.

Romantic or sexual relationships between faculty/staff, volunteers, or employees of contracted service providers and students are expressly prohibited. Such relationships, as well as all forms of sexual harassment towards a student, are considered sexual abuse and must be reported to a Point Person (*listed below*). State and federal laws also apply to situations of adult/student romantic or sexual relationships, and as such, may be reported to law enforcement.

Students should also be cautioned that state and federal laws may prohibit sexual relationships between students, depending upon age differences, regardless of their being consensual. These laws also impact students who take, possess or distribute images of sexual acts or private body parts such as the penis, vagina or anus of individuals under the age consent. If prosecuted and convicted, a student may be placed on the National Sex Offender Registry for life, thus severely restricting that student's future opportunities in certain careers, professional certification, travel – and other consequences.

Procedures for Reporting Complaints of Sexual Harassment

The Pingry School encourages all members of its community to report all incidents of sexual harassment, regardless of who the alleged offender may be. The School will take prompt, reasonable action to prevent, investigate, and remedy harassment.

The School has designated certain employees as Point People (listed below) who share the responsibility for receiving, responding to, and investigating sexual harassment reports. A list of Point People can be found at the end of this document. When a report is made to a Point Person, the Point Person must notify the Division Director. Students may report to any Pingry employee with whom they feel comfortable, in which case the employee must report the matter to a Point Person.

The School will attempt to protect the privacy of the individuals involved during any investigation, restricting related information on a “need to know” basis. However the School cannot guarantee confidentiality. Whenever possible, we will seek permission from a person who reports sexual harassment prior to revealing his/her name.

The School will not retaliate against any individual who submits a complaint under this policy in good faith, or who assists in providing information about a complaint or participates in an investigation pursuant to this policy. The Pingry School recognizes that false accusations of sexual harassment can cause serious harm to innocent people. Although the School encourages complaints made in good faith, if an investigation reveals that a student, parent, or guardian knowingly or maliciously accused another person falsely of sexual harassment, Pingry will take all appropriate action, including suspension, termination, or dismissal from the School.

Reporting Sexual Harassment by Students

Any student who believes that he or she has been or is being sexually harassed by a student or who has witnessed an incident of sexual harassment by a fellow student should take the following steps to report the incident:

1. Speak to the offender, if comfortable doing so, and request the sexual harassment stop.
2. Although Pingry believes that many disagreements among students can be successfully resolved by both parties focusing on the values espoused by our Honor Code, there may be sexual harassment instances whereby it is best to immediately report the incident to a Point Person. Students should always feel free to report to a Point Person instead of speaking to the offender directly.
3. The student reporting the sexual harassment should make every effort, where applicable, to save any evidence of sexual harassment contained in electronic media, e.g. text messages or social media posts.

Any parent or guardian who believes that a student has been or is being sexually harassed by another student, or any parent or guardian who has witnessed an incident of sexual harassment by another student should report the incident to a Point Person.

Reporting Sexual Harassment by Adults

Any student who believes that he or she has been or is being sexually harassed by an adult or that he or she has witnessed an incident of sexual harassment by an adult, should report the incident to a Point Person.

Any parent or guardian who believes that a student has been or is being sexually harassed by an adult or any parent or guardian who has witnessed an incident of sexual harassment by an adult, should report the incident to a Point Person.

Investigations

Following consultation between the student and the Point Person, the School will determine whether further investigation is required. The Point Person will promptly investigate any such matter. The investigation may include interviews of the complainant, the alleged offender, and others.

Discipline

If Pingry determines that its policy prohibiting sexual harassment has been violated, the School will take disciplinary action against the offender. Such action will include referral of the matter for disciplinary procedures. Discipline may include suspension, termination, or dismissal. The School may require that an offending student or employee receive counseling, as a condition to resume attendance or for continued enrollment/employment. Confirmed incidents of sexual harassment by students are considered Honor Code violations.

Recordkeeping

The Pingry School will maintain records of complaints of sexual harassment and any subsequent investigation. Access to these files is strictly limited.

Training

The Pingry School offers instruction and training to all members of its community on issues of sexual harassment and related policies. The School also notifies all incoming students and employees of this policy. In addition, the Division Director and all Point Persons receive training about identifying sexual harassment and applying the appropriate investigative and remedial techniques.

Point People

The following employees are designated as “Point People” who may be consulted for assistance in determining whether a report should be made:

Basking Ridge Campus

- Division Directors
- Deans of Students
- Middle School Assistant Director of Academics and Curriculum
- Human Resources Personnel

- DEIB Personnel (Diversity, Equity, Inclusion and Belonging)
- CAST Counselors (Counseling and Academic Support Team)

Short Hills Campus

- Division Director
- Assistant Director of Academics
- Assistant Director of Student Life
- CAST Counselors (Counseling and Academic Support Team)

Health and Medical Policies

Pingry is committed to ensuring the health and safety of all members of the community. The following policies are intended to be helpful and supportive rather than punitive.

Sick Policy

Students are expected to be on-campus and in-person every day. When students are too ill to attend school in person or need to miss school for other reasons, they should report an absence and work with their teachers to make up any missed work.

If a student misses an assessment due to an absence, they must reach out to the teacher within 24 hours of returning to school to schedule a makeup assessment. In most cases, a student should make up any missed assessments within the same number of days that they were absent.

If a student is sick for three consecutive days or longer, they must submit a medical provider's (MD, DO, APN, or PA) note that includes a diagnosis and plan of care, and they must be fever, vomiting, and diarrhea free for 24 hours before returning to school. Additionally, if at any other time, for any reason, an athletics trainer, school nurse, or counselor deems it necessary for the student to see a medical provider, written communication from the medical provider will be required. The student will not be allowed to return to activity without written medical clearance from their medical provider's office. The medical provider must have no personal or familial relationship with the student.

In the event that a student becomes ill or injured during the school day and is deemed unable to remain at school, a parent or guardian will be notified. To ensure the health and safety of all students, we ask that children be picked up within **one hour of parent/guardian notification**. Prompt pick-up helps prevent the spread of illness and allows the student to receive appropriate care.

Health Forms

An annual physical examination is required for all Pingry students. The physical examination must be performed after March 1 of each school year and returned to the School through the Magnus portal no later than August 1. No student may attend the first day of school or participate in preseason athletics or field trips without all health requirements being completed and cleared through Magnus. The medical provider may not have a personal or familial relationship to the student.

All students attending public or private school in New Jersey must have complete immunization records. In addition, the New Jersey Department of Health and Senior Services requires that every child born on or after January 1, 1997, and entering or attending Grade 6 receive one dose of Tdap (tetanus, diphtheria, acellular pertussis) and one dose of meningococcal-containing vaccine given no earlier than the tenth birthday.

Privacy of Health Information

The School athletics trainers, nurses, and counselors maintain medical records and personal health information for all students. The Pingry School makes every reasonable effort to maintain the privacy of the personal health information of its students. This information is shared with individual faculty and staff only on a need-to-know basis.

Management and Treatment of Concussions and Head Injuries

Pingry's policy for the management and treatment of concussions and head injuries, which encompasses emergency response, plan of care, academic accommodations, and a gradual return-to-activity protocol, can be found in the enrollment materials.

Administration of Medicine

Please note the following rules regarding the administration of medication:

- With the exception of students permitted to carry an inhaler or Epinephrine Auto Injector® as outlined below, students are prohibited from self-medicating in school. A student in Grade 6 through Form VI with a life-threatening illness may self-medicate with an inhaler or Epinephrine Auto Injector® if the proper forms are completed and signed by the student's physician and parent/guardian. Please contact the school nurse if your child requires self-medication for a life-threatening illness.
- Over-the-counter and prescription medications must be administered by the school nurse. The student's physician must check off the over-the-counter medications that the school nurse may administer on the Over the Counter Medication Authorization document. The student's parent/guardian must also grant permission for the administration of medication by the school nurse by signing the Over the Counter Medication Authorization document.
- If your child requires any medication during the school day that is not listed on the Over the Counter Medication Authorization document, an Authorization for Medication Document must be completed by your child's physician and signed by a parent/guardian. This includes both prescription medications and over-the-counter medications not previously authorized. Medications will not be administered by the school nurse without a completed and signed form on file. Please contact the school nurse to obtain the appropriate form.

On either campus, if a student feels ill, they should report to the nurse's office. The nurse, not the student, will make the necessary telephone calls.

Students authorized to carry a **two pack** Epinephrine Auto Injector® are expected to have both Epinephrine Auto Injectors in their possession at all times. If an authorized student experiences a medical emergency and does not have their two pack Epinephrine Auto Injector® in their

possession, the School may administer a School-owned Epinephrine Auto Injector®; the cost of which will be billed to the student's account.

Medical Leave Policy

Students may be placed on medical leave for physical or mental health reasons. All requests for medical leave must be made in writing to the appropriate Division Director and approved by the Division Director in consultation with Deans, counselor(s), and nurses. While on medical leave, the individual retains status as a Pingry student through the end of the school year, but they may not attend school or class events. They may do academic work only if it is in conjunction with the academic coordinator of a program in which they are enrolled. Re-enrollment contracts are held until the student is in good academic standing and the school counselor has reviewed the student's progress. While on medical leave, the student may request classes for the upcoming school year pending the issuance of a re-enrollment contract for the upcoming year.

If a student's aggregate medical leave exceeds for three months during a school year, the student may be asked to repeat the grade. While on medical leave status during the school year, students may receive credit for Pingry courses completed under the direction of Pingry faculty; however, in some cases coursework will be graded on a Pass/Fail basis or a medical withdrawal from the course may be recommended. All coursework missed while on leave must be completed by August 1 of the current school year.

Students on medical leave are not permitted to attend partial school days, conference periods, morning help sessions, or other academic commitments. Pingry does not grant Pingry credit for course work completed through a home study or other off-campus academic program.

Parent-Requested Medical Leave

In the event that a parent/guardian requests a medical leave due to concerns they have for their child, written documentation must be provided to the School by a licensed medical professional. The documentation must be submitted on letterhead and include a specific diagnosis. In order for a medical leave to be considered, the diagnosed concern must preclude the student's ability to engage in the basic required activities and interactions of a Pingry student. In addition, the documentation must include the anticipated length of time for the medical leave. Once the School has received the documentation, the nursing team, CAST and/or the appropriate Division Director will review all paperwork. If medical leave is approved, the student's absences are excused and academic requirements are postponed and will need to be completed by August 1st of the current school year, per above. The school's medical and CAST team must be provided with written consent to speak and collaborate with the treating professional. The student's progress and status of the medical leave will be regularly reviewed. Progress will be monitored in a collaborative manner involving the student's parent(s)/guardian(s), the treating professional, and members of the school.

Involuntary Leave of Absence or Withdrawal

Pingry may require an involuntary leave of absence or withdrawal of a student if it is determined that the student is engaging in or is likely to engage in behavior that poses a danger of harm to self or others, disrupts the learning environment for others, or renders the student unable to

engage in basic required activities and interactions that are central to being a fully participating member of the community.

In the event that a student is judged to fit the above criteria, the following procedure will be followed after consultation with the school's medical and counseling team:

The Division Director will request an immediate conference with the parent(s)/guardian(s) and the student, after which the student will be sent home and referred to a qualified, licensed professional for a medical, mental health and/or risk assessment. The family will be required to sign a release giving the treating professional permission to speak with a nursing or CAST team member.

The student is considered to be on medical leave from the time they are sent home until they are cleared to reenter. The medical leave and re-entry processes will apply.

Process for Responding to Mental Health Concerns

In certain cases, the Pingry CAST team may determine that a student is at serious physical and/or emotional risk and will require ongoing therapy with a licensed mental health professional who has been approved by the School as a condition of the student's attendance and/or enrollment at School.

Parent(s)/guardian(s) will be required to sign a release allowing the school counselor(s) and therapist to communicate on a periodic basis on a schedule deemed appropriate by the School. The therapy will continue until both the therapist and CAST are in agreement that therapy is no longer necessary. See the Re-entry Process above. Counselors' notes are confidential and do not become part of a student's permanent record.

Process for Responding to Threat of Harm to Self or Others

In the event that a student is judged to be in danger of self-harm or harming someone else, the following procedure will be followed:

CAST will inform the Division Director and, if deemed necessary, law enforcement may be notified. CAST will request an immediate conference with the parent(s) and student, after which the student will be sent home and referred to a qualified, licensed mental health professional for risk assessment. The family will be required to sign a release giving the mental health professional therapist permission to speak with the school counselor(s) prior to the assessment to discuss the reason for referral for a risk assessment.

Re-entry Process: Before the student can return to School, a letter from the therapist will be required, stating that the student is not a danger to self or others. In addition, the school counselor will speak with the mental health professional prior to re-entry to discuss the results of the assessment. A decision regarding re-entry will be made after receiving documentation and speaking with the mental health professional. Should ongoing therapy be required, refer to Process for Responding to Mental Health Concerns.

Medical Clearance for Illness and Injury

If a student is sick or injured and sees a healthcare provider, they must provide a medical doctor's note including a diagnosis and plan of care. If an athletics trainer, school nurse or CAST member deem a physician referral necessary, written communication from the physician's office will be required. The student will not be allowed to return to activity without written medical clearance from their medical physician's office. The physician or healthcare provider should have no personal or familial relationship to the student.

Substance Abuse Policy

The purpose of the Substance Abuse Policy is to prevent drug and alcohol dependence and help drug and alcohol-dependent students become drug-free.

Pingry encourages and supports students' choices to develop and maintain a chemical-free lifestyle. Therefore, the School has established the following substance abuse policy statement:

Pingry recognizes that the use of dangerous, illegal, or controlled substances and performance-altering chemicals is a significant health problem, resulting in negative effects on health, behavior, learning, and total development. It is the School's purpose to create a learning environment that:

1. Emphasizes the School's concern for the health and safety of the students while they participate in activities,
2. Defines the long-term physical and emotional effects of substance abuse on students' health,
3. Promotes a sense of order and discipline,
4. Confirms and supports existing laws which prohibit the use of dangerous, illegal, or controlled substance(s) and performance-altering chemicals,
5. Establishes standards of conduct to assist students who desire to resist peer pressure, and
6. Guides those students who should be referred for assistance, evaluation, counseling, or treatment.

Procedure for students suspected of being under the influence during the school day

- If a student is suspected of being under the influence of alcohol during the school day, the student will be escorted to the nurses' office.
- The student will be required to take a breathalyzer test.
- The Division Director or Deans will call the student's parent(s)/guardian(s) to update them on the situation and let them know the results of the breathalyzer test.
- If the student's blood alcohol concentration (BAC) is >0%:
 - The student's parent(s)/guardian(s) will be required to pick them up from campus as soon as possible.
 - The student will go through the disciplinary process.

Procedure for testing students during school events

- At certain school events, students will be required to take a breathalyzer test upon entry and/or exit.

- If the student's BAC is 0%, they will be admitted to the event.
- If the student's BAC is >0%:
 - The Division Director or Deans will call the student's parent(s)/guardian(s) to let them know the results of the breathalyzer.
 - The student will not be admitted to the event. The student's parent(s)/guardian(s) will be required to pick them up as soon as possible.
- Upon returning to school, the student will go through the disciplinary process.

Process for Responding to Suspected Chemical Use or Abuse

New Jersey State Law requires school employees who suspect chemical use by a student to report it to the employee(s) designated to handle such situations. The law further states that a student suspected to be "under the influence" must receive a medical evaluation to test for the presence of drugs and/or alcohol.

Possessing, selling, or being under the influence of alcoholic beverages or illicit drugs, or the inappropriate use of prescription or over-the-counter medications on the campus, on a school bus, or on a school-sponsored activity or trip is considered a violation of the Honor Code.

Testing Policy

If there is reasonable suspicion that a student is using, under the influence, or in possession of alcohol or drugs:

- The parent will be immediately contacted by an administrator or CAST member and be required to have the student drug tested at a school-designated lab within 4 hours.
- If a student is suspected of being under the influence of drugs or alcohol and the parent or emergency contact cannot be reached within one hour of suspicion, the student may be transported to a designated facility by School personnel or E.M.S. may be notified and the student may be transported to the Emergency Room.
- If the parent refuses to have the student tested, the administrator will report the incident to the Division of Child Protection and Permanency, DCP&P for investigation and will exclude the child from School until such test is completed.
- If a student is in possession of drugs, alcohol, and/or drug paraphernalia the police may be notified.

The following circumstances shall constitute grounds for reasonable suspicion:

- Direct observation by a School employee of drug or alcohol use or possession.
- Abnormal or erratic behavior indicating intoxication in class, at School, or at a School event, function, or activity.
- Physical symptoms indicating intoxication, including but not limited to glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes, fatigue, extremely wide or constricted pupils, unusual body odor/breath odor, or needle tracks.
- First-hand information provided by reliable and credible sources of use, possession, or intoxication.
- The presence of the drugs, alcohol, or paraphernalia on the student, detectable by the senses, such as the smell of activated marijuana or alcohol.

- Possession of illegal drugs, prescription drugs for which the student does not have a prescription, or alcohol containers or drug paraphernalia.

If testing is positive or the student admits to using any controlled, illegal, or dangerous chemical substance, the family will be expected to seek an evaluation for their student from a licensed mental health professional in the State of New Jersey who specializes in substance abuse. The licensed mental health professional cannot be a relative or a friend of the family. The licensed mental health professional specializing in substance abuse will need to provide a written evaluation for the School. The evaluation must be on letterhead, include credentials and must be signed. Thus, emailing or calling the School is not acceptable.

Students must remain off campus until an evaluation is completed, a report is sent from the evaluator to the school counselor and a re-entry meeting is scheduled. The re-entry meeting will determine whether/when the student is allowed to return to campus. Once the evaluation is completed, the family must contact the counseling office to schedule an appointment with one of the school counselors.

The school counselor and the Division Director or Dean will meet with the student and the family to review the evaluation and ongoing recommendations. If it is determined the student can return to School, the counselors will then make a determination regarding the circumstances of the student's return and make their recommendations. Recommendations can include, but are not limited to, ongoing substance abuse counseling and contact with the treating mental health professional. The School may require the student to complete a treatment program before the student is permitted to return to School.

The School will require the parent(s)/guardian(s) to sign a release allowing the counselor(s) to speak with the treating professional. See the Re-entry Process.

Virtual Appointments with Healthcare Providers

Student well-being, safety and security are always a key priority for Pingry. The Pingry campuses are not an appropriate environment for students to participate in virtual physical or mental healthcare appointments. Pingry cannot provide the appropriate privacy, confidentiality, supervision or other safeguards that such interactions require. Families should schedule such appointments outside of school hours. When that is not possible, families should follow the policies related to Planned Absences, Late Arrival and/or Early Departure as they would with an in-person appointment. In any event, students are prohibited from participating in virtual physical or mental healthcare appointments while on any Pingry campus or while using Pingry Technology Services. In the case of an emergency, students should seek out a member of the nursing or CAST teams.

Homework

Short Hills Campus

Homework assignments provide practice and develop skills and methods that have been explained and taught in class. Homework is not meant to be busy work or to be used as a punishment.

Homework is an exercise in organization and responsibility. Receiving assignments from teachers, the student learns to establish priorities, to plan study time both at School and at home, and to prepare for the increased independence and responsibility necessary to achieve success in the higher grades.

If a student is having significant difficulty completing assignments, parent(s)/guardian(s) should contact the homeroom teacher.

Basking Ridge Campus

Homework is an integral part of the daily academic program. It gives the students an opportunity to practice what has been presented in the classroom and to prepare for the next day's academic activities. Assignments are given regularly by every teacher. Each student is responsible for completing the work assigned carefully, according to the guidelines set by the teachers. It is expected that parent(s)/guardian(s) will work to reinforce good study habits and self-discipline.

In Grade 6 and Form I, homework assignments may average 30 to 35 minutes per course. In Form II, this average may be closer to 40 minutes. If students are having significant difficulty completing assignments, they or their parent(s)/guardian(s) should speak with their advisor.

In the Upper School, daily homework assignments should average 40 to 45 minutes per class with an outside limit of 60 minutes for reading intensive or Advanced Placement courses.

The Honor Code–Short Hills Campus

The Lower School Code of Honor

The Lower School Code of Honor seeks to empower students to cultivate a strong sense of self-worth and co-create a community where all are treated with dignity and respect.

Community
Aspire as a Team
Responsibility
Empathy
Self-Awareness

Community

- I will contribute, volunteer, and participate in activities and projects that benefit my community.
- I will help to take care of the school building and all its supplies and materials because it belongs to all of us.
- I will follow the guidelines stated in Pingry's Dress Code and Acceptable Use of Technology Policy.
- I will be an upstander.

Aspire as a Team

- I will contribute for the good of the group.

- I will be a good sport even when my idea is not chosen.
- I will listen to others and respond thoughtfully.
- I will look for opportunities to help others.

Responsibility

- I will keep a positive attitude.
- I will do the right thing because it's the right thing to do.
- I will do the right thing even when no one is watching.
- I will be truthful knowing there will be times when that is very hard to do.
- I will keep my word to myself and others.

Empathy

- I know that we are all different and will respect the needs of others.
- I will be kind to others with my actions and my words.
- I will be respectful of the boundaries of others.
- I will strive to learn about the feelings of others.

Self-Awareness

- I will control the expression of my words and thoughts and body language.
- I will take pride in my work, school day, and community.
- I will be responsible for what I say and how I say it to others.
- I will care for myself and advocate for my own personal needs.

Violations of the Honor Code

Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to refuse to engage in any unauthorized activity which profits them or which helps or hinders others in any work that is submitted for a grade or in any work that ultimately leads to a grade. Such work would include exams, quizzes, tests, oral or written work, lab exercises, and other assignments leading to a grade.

In all cases, a student will be considered to have committed academic dishonesty if the student should reasonably have understood that their actions were in violation of the Honor Code.

Examples of violations of Pingry's Honor Code include:

1. Cheating during examinations and tests where actions defined as cheating are:
 - a. looking at another's examination
 - b. communicating to another student in any manner or providing any information concerning the content of the exam
 - c. using any unauthorized materials, such as notebooks, notes, textbooks, or other sources not specifically designated by the teacher of the course for student use during the exam period
 - d. engaging in any other activity for the purpose of seeking or giving aid during an examination
2. Unauthorized academic aid — The spirit that should guide all questions of academic aid is the development of the student as an independent learner and a person of integrity. The

general rule to follow is that all students should do their own work at all times. If there is ever any doubt as to the legitimacy of aid, the student must consult the teacher.

3. Plagiarism — Plagiarism is defined as copying or imitating the language or thought of another and passing it off as one's own. If, in a paper, a student copies the language of someone else (as from a book, periodical, another paper, reference or critical work, Internet, study guide such as CliffsNotes, etc.), the student must credit the quotation and clearly set it off with quotation marks or other generally- accepted formatting. All copied passages must be credited, no matter how short.

Imitating (rather than copying verbatim) the language or ideas of another is paraphrasing— restating the material in one's own language. In this case, quotation marks are inappropriate, but the source must still be credited.

Violations of the Attitude and Spirit of the Code of Conduct/Honor Code:

The Honor Code defines “standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations.” Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to behave in a “decent, self-respecting way based on personal integrity and genuine concern for others.”

Examples of violations of the attitude and spirit of Pingry's Code of Conduct/Honor Code may include, but are not limited to, the following:

- Lying
- Forgery
- Feigning illness to the nurse or teacher in order to miss a class or test
- Disrespect towards a member of the Pingry community or a guest of the School
- Insubordination (excessive talking back and disrespect to an adult)
- Repeated violations of School rules
- Harassment, intimidation, bullying, physical aggression, or abusive behavior of any form
- Tampering with fire or safety equipment
- Damaging property
- Vandalism
- Theft
- Pattern of absences on days when assessments are given or assignments are due
- Violations of Pingry's technology and computer usage policies
- Smoking, possessing, or using tobacco products or e-cigarettes
- Possessing, distributing or selling alcoholic beverages, illicit drugs or drug paraphernalia, being under the influence of alcoholic beverages or illicit drugs, or the inappropriate use of prescription or over-the-counter medications on the campus, on a school bus, or on a School-sponsored activity or trip
- Bringing discredit to The Pingry School, whether during or outside of school hours when on or off school property

Consequences

Choosing not to follow the Honor Code will result in certain consequences. These consequences will be reasonable, related, and immediate.

Consequences may include one or more of the following:

- Spending time in a separate place until given permission to rejoin the group
- Apologizing to the person who has been hurt by my words and/or actions
- Repeating the process in an approved manner
- Informing my parent(s)/guardian(s) of inappropriate behavior
- Meeting with parent(s)/guardian(s) to discuss behavior and solutions
- Making restitution for damaged or stolen property
- Having a grade lowered in the case of cheating
- Cleaning the School building or grounds
- Being excluded from a School field trip
- Being dismissed from School for one day or an in-school detention for repeated or extreme offenses
- Meeting with my parent(s)/guardian(s), the faculty, and administration to determine continued enrollment at Pingry

The selling, use, or possession of illicit drugs or alcoholic beverages is considered an extremely serious offense, in accordance with state and federal laws, and will lead to severe disciplinary actions.

The Honor System–Basking Ridge Campus

The Honor System

I. Philosophy of The Honor System and General Description

The Honor System, which governs the Honor Code, was established in 1925 on the initiative of the senior class council and was approved by the student council and accepted and signed by all members of the School. It is one of the most respected traditions of The Pingry School. Under its provisions, all students will uphold their honor by never cheating on any quiz, test, or examination, and by not copying from any book or other student's paper when doing homework. The purpose is to support the moral growth of the student and to cultivate an atmosphere of trust and confidence between the faculty and student.

The Honor Code defines “standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations.” Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to refuse to engage knowingly in any unauthorized activity which profits them or which helps or hinders others in any work which is submitted for a grade or any work which leads ultimately to a grade. Students are also expected to behave in a “decent, self-respecting way based on personal integrity and genuine concern for others.”

II. Institution of the Honor System

Each student will be required to sign the honor pledge (“I have neither given nor received any unauthorized aid on this assignment.”) on any graded assessment. This is to remind the student body of the presence and importance of the Honor Code.

A Dean of Student Life will:

1. Personally inform new students of the Honor System at the new student orientation at the start of the school year.
2. In the Upper School, provide for meetings of representatives of the Honor Board and each Form to further discuss the system.

The Head of School or designees will:

1. Explain the Pingry Honor System to all new teachers at the faculty meetings prior to the commencement of school in September.
2. Ensure that the Honor System is discussed and reaffirmed by the entire faculty at the first meeting of the school year. The Head of School will make clear that all teachers will explain the Honor System and discuss the proper methods for implementing the system, both at the start of the school year and during the school year.
3. Address the entire School community on the Honor System and the Honor Code.
4. See to it that all students sign an honor statement indicating their full comprehension of and commitment to the Honor System.
5. Provide programs throughout the school year that will serve to reinforce the successful implementation of the Honor System.
6. Provide for academic department meetings at which department guidelines for cheating are thoroughly discussed.

III. Violations of the Honor Code: Definitions

Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to refuse to engage in any unauthorized activity which profits them or which helps or hinders others in any work that is submitted for a grade or in any work that ultimately leads to a grade. Such work would include exams, quizzes, tests, oral or written work, lab exercises, and other assignments leading to a grade.

In all cases, a student will be considered to have committed academic dishonesty if the student should reasonably have understood that their actions were in violation of the Honor Code.

Examples of violations of Pingry’s Honor Code include:

1. Cheating during examinations and tests where actions defined as cheating include:
 - a. looking at another’s examination,
 - b. communicating to another student in any manner or providing any information concerning the content of the exam,
 - c. using any unauthorized materials, such as notebooks, notes, textbooks, or other sources not specifically designated by the teacher of the course for student use during the exam period, and

- d. engaging in any other activity for the purpose of seeking or giving aid during an examination.
2. Unauthorized academic aid
The spirit that should guide all questions of academic aid is the development of the student as an independent learner and a person of integrity. The general rule to follow is that all students should do their own work at all times. Even when assisted by a tutor, a student's work must adhere to the spirit of the Honor Code.
3. Plagiarism
Plagiarism is defined as copying or imitating the language or thought of another and passing it off as one's own. If, in a paper, a student copies the language of someone else (as from a book, periodical, another paper, reference or critical work, Internet, study guide such as CliffsNotes, individuals including peers, etc.), the student must credit the quotation and clearly set it off with quotation marks or other generally accepted formatting. All copied passages must be credited, no matter how short. Imitating (rather than copying verbatim) the language or ideas of another is paraphrasing—restating the material in one's own language. In this case, quotation marks are inappropriate, but the source must still be credited.
4. False information
It is forbidden to knowingly furnish false information to the School (including advisors, registrar, and instructors) for the purpose of obtaining special consideration or privilege (i.e. postponement of an examination or a deadline for written work).

Academic Consequences

Any student who has potentially given or received unauthorized aid will face a disciplinary process, as described below, to determine whether their actions have violated the Honor Code. If it is determined that a student has violated the Honor Code for the purpose of academic gain, that student will receive a zero for that assignment. The Dean of Student Life and teacher will work together to clearly communicate the parameters of the make-up assignment. Once the assignment has been satisfactorily completed, it may be assigned a grade that is the average of the original zero and the grade earned on the make-up assignment.

Violations of the Attitude and Spirit of the Honor Code

The Honor Code defines “standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations.” Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to behave in a “decent, self-respecting way based on personal integrity and genuine concern for others.”

Examples of violations of the attitude and spirit of Pingry's Honor Code may include, but are not limited to, the following:

- Lying
- Forgery
- Feigning illness to the nurse or teacher in order to miss a class or test

- Disrespect towards a member of the Pingry community or a guest of the School
- Insubordination (excessive talking back to an adult)
- Repeated violations of school rules
- Harassment, intimidation, bullying, physical aggression, or abusive behavior of any form
- Tampering with fire or safety equipment
- Damaging property
- Vandalism
- Unauthorized absence from School
- Pattern of absences on days when assessments are given or assignments are due
- Violations of Pingry's technology and computer usage policies
- Smoking, possessing, or using tobacco products or e-cigarettes
- Possessing, distributing or selling, alcoholic beverages, illicit drugs or drug paraphernalia, being under the influence of alcoholic beverages or illicit drugs, or the inappropriate use of prescription or over-the-counter medications on campus, on a school bus, or on a School-sponsored activity or trip
- Bringing discredit to The Pingry School, whether during or outside of school hours when on or off School property

IV. Discipline, Honor, and Accountability - Middle School

Procedures for Violations of the Honor Code

General Procedures

Violations of the Honor Code may be reported by employees, students, or other community members. All offenses are to be reported to either the Middle School Dean of Students, Assistant Dean of Students, or Division Director. All violations will be handled by the Dean of Students, Assistant Dean of Students, or Division Director.

When a matter is brought to the Middle School's attention, the Dean of Students will conduct an investigation, including speaking with any students and employees involved. Once the investigation is complete, if the Dean of Students determines that a student has potentially violated the Honor Code, that student will go through the School's process to determine the best interventions and/or follow-up measures.

The Dean of Students or Assistant Dean of Students will inform the student of the response process. That dean will then contact the student's guardians to inform them of the situation.

Response Committee

In the Middle School, all students who have potentially violated the Honor Code will have their case referred to the Middle School Response Committee. This committee will consist of the Division Director; the Dean of Students or Assistant Dean of Students; the Assistant Middle School Director of Academics and Curriculum; a member of the diversity, equity, inclusion, and belonging team; and the student's advisor.

The Dean of Students will state the facts of the case, based on their conversations with the student, the student's guardians, witnesses, and other involved parties. Then, the Dean of Students will inform the committee of A) the Family Handbook's language surrounding Honor

Code violations, B) the student's history of any past situations that have required interventions, and C) any prior similar cases that may serve as precedent.

The following interventions can be recommended by the Response Committee:

- *Official Warning* - An Official Warning is a response normally reserved for students with no prior rule or Honor Code violations who immediately recognize that they have erred in judgment. It results in a written letter indicating that the student's behavior impacted the community and should not be repeated. It also outlines the more substantial response that will be taken in the event of a further Honor Code violation.
- *Conversation for Learning* - A conversation for learning is a written and verbal exchange between a faculty member and a student that digs into matters of a student's intent, the community impact of an action, how to avoid similar situations in the future, and other related topics. In the Middle School, conversations for learning take place from 3:35 p.m. through 4:20 p.m. after a day of school, unless otherwise arranged by the student's guardians and the Dean of Students or Assistant Dean of Students. The response committee may determine that multiple such conversations are appropriate. In specific cases where multiple students have been involved in a conflict, there may be opportunities for these conversations to entail mediated restorative dialogue.
- *Reflection Day* - A reflection day is one in which the student spends time out of school to think about and reflect on actions they have taken. A student should use the time away from school to consider what it means to be a member of the Pingry community and that a subsequent infraction may lead to dismissal; the student will also respond to a written, reflective communication from the Dean of Students or Assistant Dean of Students. The student will also be expected to keep up with their academic classes on their own. All work must be made up the day the student returns to school. The length of the suspension will vary with the magnitude of the impact.
- *Probationary Period* - All students who are suspended will begin a probationary period. This period, which usually lasts one trimester, is one during which the student's conduct will be monitored closely. Even minor situations may be treated more seriously, and subsequent infractions of similar magnitude may lead to suspension or dismissal. The parent(s)/guardian(s) are notified of this status. Any student on disciplinary probation may have their re-enrollment contract withheld until the end of the academic year to determine whether the student will be invited to return the following year.
- *Dismissal* - A dismissal indicates that Pingry can no longer allow a student to remain within the community. This is the strongest statement that a school can make about a student's conduct, and it will be reserved for the most serious situations that could either be blatant disregard for the community or a serious violation while a student is on probation. The Pingry School may report dismissals to colleges if asked.

Informing

If the Associate Head of School upholds the Response Committee's recommendation, the Dean of Students will inform the student's guardians of the outcome. The Dean of Students will support the student, including offering periodic check-ins, as they repair the breach of trust with the School community.

Violations of the Law

Any actions that may involve violations of the law or severely impact the well-being of the School community will be referred directly to the Head of School, who will resolve the matter in consultation with the Response Committee. At the request of either the student or the School, the Director of Diversity, Equity, Inclusion, and Belonging may also be present.

General Student Accountability

One job of the faculty and administration is to enable students to learn to change by examining their attitudes and actions. As a result, Pingry is prepared to respond to individual cases with a variety of appropriate means. The faculty is responsible for enforcing behavior expectations throughout the School. Minor breaches of these expectations, particularly in the classroom, will be handled on the spot. When a teacher feels that a student is not responding to repeated, on-the-spot interventions, the teacher will report the situation to the Dean of Students or Assistant Dean of Students.

School Rule Violations

In cases where students have not potentially committed an Honor Code violation but have violated school rules, they may receive some number of lost FLEX periods or conversations for learning, as determined by the Middle School Division Director, Dean of Students, and Assistant Dean of Students. A conversation for learning is a written and verbal exchange between a faculty member and a student that digs into matters of a student's intent, the community impact of an action, how to avoid similar situations in the future, and other related topics. In the Middle School, conversations for learning take place from 3:35 p.m. through 4:20 p.m. after a day of school, unless otherwise arranged by the student's guardians and the Dean of Students or Assistant Dean of Students.

Lost FLEX periods and/or conversations for learning may be given for:

- Lateness
- Violations of the Dress Code
- Technology violations
- Unexcused absence from a school commitment (i.e., class, assembly, or advisory)
- Unauthorized departure from campus
- Any situation wherein the Division Director, Dean of Students, and Assistant Dean of Students do not determine that a student's actions potentially violated the Honor Code

All violations should be reported to the Dean of Students.

V. Discipline, Honor, and Accountability - Upper School

Procedures for Violations of the Honor Code

Violations of the Honor Code may be reported by employees, students, or other community members. Violations may take place, among other locations, on any Pingry campus, on School buses, or on School trips. All offenses are to be reported to either the Dean of Student Life or the Division Director. All violations will be handled by the appropriate Dean of Student Life or Division Director.

General procedures

When a matter is brought to the School's attention, the appropriate Dean of Student Life will conduct an investigation, including speaking with any students and employees involved. Once the investigation is complete, if the Dean of Student Life determines that a student has potentially violated the Honor Code, that student will go through one of the School's disciplinary processes. For a potential violation of the spirit of the Honor Code, a student will face an Honor Board hearing. For a potential academic violation of the Honor Code, the student will face an Academic Integrity Committee hearing. In rare cases, at the discretion of the Division Director, a student will face the Discipline Committee. In cases where there are multiple students who are potentially in violation of the Honor Code related to the same incident, the students may face a modified disciplinary process.

In certain cases, such as dishonesty or the repeated violation of minor school rules, the Dean of Student Life may issue appropriate consequences in consultation with the Division Director.

Some disciplinary consequences may include:

- Working to repair a relationship with another member of the School community
- Making restitution for damaged or stolen property
- Cleaning the School building or grounds
- Being excluded from a School trip
- A detention

The Dean of Student Life will inform that student of the disciplinary process. The Dean of Student Life will then call the student's parent(s)/guardian(s) to inform them of the situation and process.

Honor Board

In most situations that are not academic in nature, disciplinary cases will be referred to the School's Honor Board. Honor Board consists of the appropriate Dean of Student Life, six student members of the Honor Board, including the Chairperson and Secretary, and three employee representatives to the Honor Board who serve on a rotating basis. The Chairperson, Secretary, and Dean of Student Life are non-voting members of the Honor Board; the other four student members and three employees make up the voting portion of the Honor Board. The student will come to the Honor Board with an employee advocate of their choice, typically their advisor.

During the Honor Board hearing, the Dean of Student Life will state the facts of the case, the student will make a statement explaining the incident, and the student's advocate will make a statement on their behalf. After all three statements, members of the Honor Board may ask questions about the case to the Dean of Student Life and the student. Once all questions have been asked and answered, the student and their advocate will leave the room and the voting members of Honor Board will discuss and deliberate on two questions. First, did the student's actions violate the Honor Code? Second, if so, what is a fair and appropriate consequence for the student? The Honor Board aims to reach unanimous decisions, but in cases where a unanimous decision cannot be reached, five out of seven members must agree. The Dean of Student Life will then present the Honor Board's recommendation to the Division Director, who will either uphold or overturn it. Some factors that are considered when determining the

consequence include, but are not limited to, the grade-level of the student, whether or not the student has violated the Honor Code previously, and the precedent for similar incidents.

Academic Honor Board

In most situations that are academic in nature, disciplinary cases will be referred to the School's Academic Honor Board. The Academic Honor Board consists of the appropriate Dean of Student Life, the Academic Dean, two rotating Department Chairs, and six student members of the Honor Board, including the Chairperson and Secretary. The Chairperson, Secretary, and Dean of Student Life are non-voting members of the Honor Board; the other four student members, the Academic Dean, and the two Department Chairs make up the voting portion of the Academic Integrity Committee. The student will come to the hearing with an employee advocate of their choice, typically their advisor.

During the hearing, the Dean of Student Life will state the facts of the case, the student will make a statement explaining the incident, and the student's advocate will make a statement on their behalf. After all three statements, Honor Board members may ask questions about the case to the Dean of Student Life and the student. Once all questions have been asked and answered, the student and their advocate will leave the room and the members will discuss and deliberate on two questions. First, did the student's actions violate the Honor Code? Second, if so, what is a fair and appropriate consequence for the student? Members aim to reach a unanimous decision, but in cases where a unanimous decision cannot be reached, five out of seven members must agree. The Dean of Student Life will then present recommendation to the Division Director, who will either uphold or overturn it. Some factors that are considered when determining the consequence include, but are not limited to, the grade-level of the student, whether or not the student has violated the Honor Code previously, and the precedent for similar incidents.

Discipline Committee

In rare cases, at the discretion of the Division Director, a potential violation of the Honor Code will go through a Discipline Committee (DC) hearing. The DC consists of the Dean of Student Life, the Upper School Director, and the Director of Diversity, Equity, Inclusion, and Belonging. All of these people are voting members in this committee. The student will come to a hearing with an employee advocate of their choice, typically their advisor.

During a Discipline Committee hearing, the Dean of Student Life will state the facts of the case, the student will make a statement explaining the incident, and the student's advocate will make a statement on their behalf. After all three statements, members of the Discipline Committee may ask questions about the case to the Dean of Student Life and the student. Once all questions have been asked and answered, the student and their advocate will leave the room and the members of the DC will discuss and deliberate on two questions. First, did the student's actions violate the Honor Code? Second, if so, what is a fair and appropriate consequence for the student? The members of the DC must come to a unanimous decision. The Dean of Student Life will then present the DC's recommendation to the Head of School, who will either uphold or overturn it.

Informing

In all cases in which a student is facing a disciplinary process, the Dean of Student Life will communicate with the student's parent(s)/guardian(s) prior to the disciplinary hearing and again

when the consequence has been determined. The Dean of Student Life will support the student and family through the disciplinary process, including offering periodic check-ins, as they repair the breach of trust with the School community.

Violations of the Law

Any infractions that may involve violations of the law or severely impact the well-being of the School community will be referred directly to the Head of School, who will resolve the matter in consultation with the Disciplinary Committee. At the request of either the student or the School, the Director of Diversity, Equity, Inclusion, and Belonging may also be present. Such matters shall not be referred to the Honor Board.

The following consequences can be assigned as a result of a disciplinary process. Additionally, in cases where students have not potentially committed an Honor Code violation but have violated school rules, they may be assigned one of the following consequences by the Dean of Student Life in consultation with the Division Director. The consequences below will be assigned as appropriate and not necessarily in the order listed below. :

Verbal Warning

A conversation with the appropriate Dean of Student Life about a student's behavior with the purpose of working in partnership with the student to correct the behavior before more serious consequences are needed.

Official Warning

An Official Warning is a formal, documented warning to a student that their behavior has been in violation of the Honor Code. It may include language stating that further violations of the Honor Code will result in more serious consequences.

Demerit

In the Upper School, a student who receives a demerit will serve two Friday morning detentions, 7:30-8:25 a.m., on assigned days. The detentions will be device-free, and may include an element of reflection by the student.

Disciplinary Probation

Disciplinary probation is a temporary status usually lasting one semester during which the student's conduct will be monitored closely. Even minor infractions may be treated more seriously, and subsequent infractions of similar magnitude may lead to serious consequences. The parent(s)/guardian(s) are notified of this status. Any student on disciplinary probation may have their re-enrollment contract withheld until the end of the academic year to determine whether the student will be invited to return the following year.

Disciplinary probation may result from:

- Repeated violations of community expectations
- A disciplinary process

Some school, college, and summer program applications ask if a student has ever been placed on disciplinary probation. When asked, Pingry may report an Upper School student's disciplinary probation status.

In-School Suspension

When a student receives an in-school suspension they will be allowed to come to school and attend their classes. However, during all non-class times they will serve their suspension in a designated space where they will reflect on the situation and have a quiet, device-free day of reflection in school. Additionally, they will not be allowed to participate in any co-curricular or after-school activities for the duration of the suspension. The length of the in-school suspension will vary with the magnitude of the violation.

Day of Reflection

When a student receives a day of reflection it has been determined that their behavior has severely or repeatedly violated the Honor Code. Students who receive this will not be permitted to attend school or activities for the duration of their reflection and will be asked to complete a reflection before their return to school. The student is expected to keep up with their academic classes while they are out of school. They should not reach out to their teachers directly; instead they should coordinate with the Academic Dean for support. All work must be made up by the day the student returns to school. Upon returning to school, the student will meet with the Dean of Student Life to discuss their reflection.

Suspension

A suspension indicates that the student must be temporarily removed from the community in response to a serious offense or repeated offenses. A student should use the time away from school to consider what it means to be a member of the Pingry community and that a subsequent infraction may lead to dismissal. The student is expected to keep up with their academic classes while they are out of school. They should not reach out to their teachers directly; instead they should coordinate with the Academic Dean for support. All work must be made up by the day the student returns to school. The length of the suspension will vary with the magnitude of the violation but will not exceed three days. Upon returning to school, the student will meet with the Dean of Student Life.

The Honor Code defines “standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations.” The following are possible examples of some serious violations of this attitude and spirit that may lead to suspension or dismissal:

- Repeated violations of the Honor Code
- Cheating during examinations or tests
- Giving or receiving unauthorized academic aid
- Academic dishonesty or plagiarism
- Use of slurs or language that marginalizes a particular group
- Knowingly furnishing false information to the School for the purpose of obtaining special consideration or privilege
- Violations of Pingry's technology and computer usage policies

- Gross insubordination
- Damaging School property
- Tampering with fire or emergency notification equipment or systems
- Vandalism
- Abusive behavior
- Physical aggression
- Harassment, intimidation, or bullying
- Theft
- Lying
- Forgery
- Possessing, distributing or selling alcoholic beverages, illicit drugs or drug paraphernalia, being under the influence of alcoholic beverages or illicit drugs, or the inappropriate use of prescription or over-the-counter medications on the campus, on a school bus, or on a School-sponsored activity or trip
- Any offense that would normally lead to a disciplinary consequence when committed by a student who is on disciplinary probation
- Bringing discredit to The Pingry School, whether during or outside of school hours while on or off School property
- Possession of any weapon or potentially dangerous material in School or at a School-sponsored event

Beginning in the 2024-25 academic year, all suspensions are reportable to colleges.

Dismissal

A dismissal indicates that Pingry can no longer allow a student to remain within the community. This is the strongest statement that a school can make about a student's conduct, and it will be reserved for the most serious situations that could either be blatant disregard for the community or a serious violation while a student is on disciplinary probation.

The Pingry School will report dismissals to colleges if asked.

Other disciplinary consequences may include:

- Working to repair a relationship with another member of the School community
- Making restitution for damaged or stolen property
- Cleaning the School building or grounds
- Being excluded from a School trip

V. The Honor Board

Philosophy

The Honor Board was established to empower the student body with a direct voice in the application of the Honor Code. The Honor Board is a committee of Upper School students and faculty constituted with the purpose of enhancing the spirit of the Honor Code. The Honor Board will serve the Pingry community by mediating violations of the Honor Code, establishing a guideline of possible penalties for violations of the Honor Code, and maintaining consistency in the application and interpretation of the Honor Code.

Adjudication: Quorum and Consensus

All quorums will require at least four student members, two faculty members, the Dean of Student Life, the Honor Board chairperson, and the Honor Board secretary in attendance. If the Honor Board chairperson cannot be present for a case, the secretary or a senior member of the board may serve as chair.

The method of consensus depends on reaching unity. It should be noted however, that unity does not necessarily require unanimity. When discussion has reached a point where the chairperson proposes a decision that clearly has the support of five sevenths of the voting members, remaining dissenters can withdraw their disagreement in order for unity to be achieved.

Applications and Membership

Students in Form III will apply in October for a term that will last two academic years. Students in Form IV will apply in the spring for a two-year term that will begin the following academic year. Students in Form V and VI may apply for the Honor Board secretary position. The Honor Board chairperson will be selected based on their past performance on the Honor Board. Any Form V student must complete an application in order to be considered for chairperson. Four students, one from each Form will be chosen to serve on a rotating basis. The rotating basis will be determined by availability and personal compatibility with the case. A student may not serve on both the Honor Board and Student Government. All applications must have one teacher recommendation as well as a peer evaluation.

Applications may be reviewed by the Upper School Deans of Student Life, the appropriate Form Dean, the advisor to the Honor Board, and the senior students on the Honor Board.

The term officially begins on Orientation Day and ends the week after the end of the school year.

Employees can volunteer to serve on the Honor Board at the start of each academic year.

Confidentiality

Only six students sit on each Honor Board case, one student from each grade and the Secretary and Chairperson. Therefore, the other eight members of the Honor Board will not know the specifics of particular situations. It is imperative that matters that go before the Honor Board remain private and confidential. All reports will be kept confidential.

Consistency of Consequences

To provide consistency of consequences across students, the Deans of Student Life and Division Directors may discuss some aspects and results from previous cases. The Honor Board does consider precedent when making decisions; however, the Honor Board treats each case individually.

Meeting

The Honor Board will have regular meetings. These meetings will be used to make changes or additions to the Honor Board constitution that may be necessary after its establishment. Regular

workshops and informal training sessions will provide practice in areas of morals, ethics, and sensitivity.

General Student Discipline and Accountability

One purpose of discipline is to enable students to learn to change by examining their attitudes and actions. As a result, Pingry is prepared to respond to individual cases with a variety of appropriate means.

The faculty is responsible for enforcing the discipline throughout the School. Minor offenses, particularly in the classroom, will be handled on the spot. When a teacher feels that a student is not responding to repeated, on-the-spot discipline, the teacher will report the situation to the appropriate Dean of Student Life.

School Rule Violations

In cases where students have not potentially committed an Honor Code violation but have violated school rules, they may receive a detention. A detention is a formal notification from the Dean of Student Life that a student has violated a school rule. In the Upper School, detentions are served from 7:30-8:25 a.m. on an assigned school day in a quiet location. All detentions are device-free.

Conference Period and Friday Morning Detentions may be given for:

- Lateness
- Violations of the Dress Code
- Violations of the Cell Phone Policy
- Unexcused absence from a school commitment (i.e. class, assembly, or advisory)
- Leaving campus without permission or without signing/scanning out
- Leaving campus before 3:30 p.m. without permission. If a student drives to school, they may also have their driving privileges suspended.
- Other more serious/repeat offenses.

VI. Appeals Process

Students may appeal directly to the Head of School for reconsideration of any consequence decided by the Honor Board or the Disciplinary Committee. Appeals must be made to the Head of School in writing within 24 hours of being notified of the decision. If a student receives a consequence of a Day of Reflection, In-School Suspension, or Suspension, there will be a 24-hour delay before the consequence is implemented so that the student has time to appeal the decision.

VII. Confidentiality Policy for Student Discipline

Pingry takes violations of School rules seriously, and the School addresses the issues through its administrative processes (Honor Board, Academic Integrity Committee, Disciplinary Committee, etc.). As a matter of practice, Pingry does not share details of disciplinary cases—including disciplinary consequences—with the other parties involved in these cases.

Independent Senior Projects and Spring Intensives

Independent Senior Projects

The Independent Senior Project (ISP) is the capstone to a senior's high school career – a self-designed, inquiry-based learning experience during their final month as a Pingry student. For five days a week, five hours per day (with the exception of any AP exam days or other school-mandated events), students work as interns, create art projects, take on a community service project, or explore deep academic questions. Students do not attend Pingry classes during ISP but are expected to participate in any required activities on or off campus (for example, athletic commitments or school events). ISP culminates in the ISP Open House, an event where students present their projects or display their work to the community.

Seniors' ISP proposals must be approved by a committee, and successful completion of the ISP is a graduation requirement.

Spring Intensives

During Spring Intensives, students and educators engage in deep and sustained learning experiences that are academically immersive, intellectually fulfilling, and adventurous by design. The topics of these immersive courses elicit curiosity and wonder, and may not be the focus of traditional Pingry coursework. Spring Intensives are a shorter academic period, where each student enrolls in a single course. Spring Intensives are a graduation requirement for any student enrolled at Pingry for the Spring Semester of their Form III, IV, or V year, and cannot be counted towards other graduation requirements. Normal school day hours are in effect during Spring Intensives: the day begins at 8:30am and ends at 3:30pm.

The Spring Intensives Course Catalog is published in the Fall. Students will review course descriptions with their advisors and families and select their top seven choices in early December. Spring athletics continue during Spring Intensives and spring athletes should consider this when choosing courses, as many courses will have additional travel components that require student participation outside of normal school hours. Each course has key experiences and deliverables that are required to pass the course (see the Spring Intensives-Upper School section of Academic Reporting). Students receive their course placement in February. There are two course meetings in the Spring where students will learn about the key experiences and deliverables for their course.

Library

Short Hills Campus—Cipriano Family Library

The Cipriano Family Library is a student-centered learning environment with a mission to instill a love for reading and literature in our students. It also serves the academic needs of students by providing access to a wide range of materials that support the curriculum at all grade levels, enabling them to successfully seek information and ideas.

In addition to instilling a love for reading and literature, one of the main goals of the library program is to ensure that students acquire the necessary information literacy skills they will need

to locate, access, and analyze information from both print and electronic formats. Librarians teach these skills to all students during regular library classes through content-based and inquiry-based research, which is developed as part of the library curriculum and reinforced through collaboration with classroom teachers. The use and care of library books and materials is taught and emphasized at all grades.

Students may also visit independently anytime for browsing or research with teacher permission. Students may borrow items for a two-week period and are responsible for returning their library materials on time. Fines are not charged for overdue books. Lost, damaged, or unreturned materials are charged at their replacement cost and a \$10 processing fee per item. Interlibrary loans from the C.B. Newton Library on the Basking Ridge Campus to the Cipriano Family Library are provided upon request.

Basking Ridge Campus—The C.B. Newton Library

The Charles Bertram Newton Library is a student-centered learning environment that supports the academic programs of the Middle and Upper Schools. The collections include more than 15,000 physical books as well as eBooks, digital magazines, streaming video services, and a robust network of online research and periodical resources. While school is in session, library hours are from 7:30 a.m. to 4:30 p.m. for students who wish to study or conduct research before, during, and after the scheduled school day.

The following rules govern the use of the C.B. Newton Library and its materials:

1. Students and faculty are welcome to enjoy the quiet side for individual work free of distractions; the collaboration side for research, small group work and activities (chess, coloring, puzzles, other games) and the tower reading room for casual reading and individual work, as well as for scheduled library events..
2. Cell phones may be used by Upper School students in the library before 8:00 am and after 3:30 pm. The use of phones is limited to academic use, students may not use them to make phone calls or play games while in the library.
3. It is expected that students will take pride in keeping the library neat and orderly. Food is not permitted anywhere in the library. Capped water bottles are permissible. Open beverage containers are not permitted.
4. All books must be brought to a library staff member for borrowing or students can use the self-checkout station located on the reference side (an ID card is required). Failure to charge out books or other library items violates School rules and is subject to appropriate disciplinary action.
5. Books from the circulating collection may be borrowed for four weeks. A book may be recalled by the library after a two-week period if urgently needed. Books that are recalled and not returned within two days of the notice may result in a lost book charge (see below).
6. Books placed on reserve for particular classes do not circulate. These books must be used in the library and relevant passages may be photocopied. Fines are not charged for overdue books. Students should return materials in a timely manner as a matter of Honor. Lost, damaged, or unreturned materials are charged at their replacement cost and a \$10 processing fee per item..

The Pingry School libraries are guided by [Pingry's Mission](#) as well as the principles set forth in the American Library Association's [Library Bill of Rights](#). Only parent(s)/guardian(s) have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parent(s)/guardian(s) who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lockers

All lockers are School property and may be subject to inspection at the School's discretion. It is expected that students will abide by the Honor Code concerning personal property. Although the School will do all in its power to protect each student's valuables, the School cannot be held liable for any missing or damaged items. It is recommended that students leave all valuable items at home.

Short Hills Campus

Each student in Grades 3 through 5 is assigned a gym locker. Each student in Grades 4 and 5 is assigned a hall locker.

Basking Ridge Campus

Students in Grade 6 through Form II are assigned hall lockers annually. Students in Forms III-VI may be assigned a locker upon request. Students involved in athletics, fitness, or physical education have access to locker rooms in the main building and changing rooms in the Miller A. Bugliari '52 Athletics Center (BAC). Overnight storage is not permitted in the BAC. All items left in the BAC will be moved to the Lost & Found in the Main Building nightly.

Lost and Found

Short Hills Campus

The lost and found is located in the hallway near the back entrance. All clothing and personal items should be labeled with first and last names. Two times per year (Winter Break and Summer Break), all unclaimed items are collected and donated to a local charity.

Basking Ridge Campus

The Upper School lost and found is located in Room 309A, inside the Hyde and Watson Gym. The Middle School lost and found is located near the Middle School Office. Found items are occasionally turned in to the division offices as well. Before each extended school vacation (Thanksgiving, Winter Break, Spring Break, and Summer Break), all US unclaimed items are collected and donated to a local charity. Once a month, all MS unclaimed items are collected and donated to a local charity.

Lunch and Snacks

All students in Kindergarten through Form VI must participate in the School lunch and snack program. SAGE Dining Services, Pingry's food services provider, offers a variety of nutritional foods daily. In addition to soups and hot entrees, students have a choice of sandwiches, yogurts, salads, fresh fruits and vegetables, milk, and juices. The food service's nutritional expert will be happy to meet with parent(s)/guardian(s) whose children require special diets for religious or medical reasons.

Lunch is a continuation of the learning and teaching process. We encourage and expect good manners at the table and when entering and leaving the dining room. Food is not to be mishandled.

Breakfast is not included in the student meal plan. At the Short Hills Campus, breakfast is available as part of the Beforecare program. At the Basking Ridge Campus, breakfast items are available in the dining room on a pay-as-you-go basis.

Outside snacks are not permitted at the Short Hills Campus without approval from the school nurse.

SAGE Dining Services, our food services provider, is committed to providing a safe and healthful dining environment for all patrons. As most students with food allergies face a lifetime of managing their condition, SAGE does not make special meals, but creates varied menus that feature safe foods. Students with food allergies and their parent(s)/guardian(s) are encouraged to contact SAGE's Director of Food Services, to ask specific questions, review menus and tour the kitchen.

Peer Leadership Program—Upper School

Peer Leadership is an important part of fostering a supportive and welcoming environment for all incoming Form III students. This program is designed to ease the transition for students, helping them adjust to both the academic and social landscapes of the Upper School. Meeting once a week in structured, small-group meetings, Form VI students take on the role of mentors, providing guidance, support and leadership to their Peer Group. These meetings could focus on any number of crucial areas, including fostering a sense of community, enhancing decision-making skills, and adjusting to the rigor of Upper School academics. Peer Leaders will encourage their groups to pursue their passions, become a part of the community, and be good citizens.

For Form VI students, the Peer Leadership program offers a unique and valuable opportunity to develop and refine their mentorship, leadership, and communication skills. They are seen as additional trusted people for Form III students within the larger school community. This experience not only enriches their final year at Pingry but also prepares them for their future beyond the walls of Pingry. Because of the enormous responsibility presented to Form VI students, Peer Leaders are held to the highest standards of conduct and are expected to adhere to Pingry's Honor Code. Misconduct or Honor Code violations may result in the removal of a student from the Peer Leadership Program.

Photography and Videography

Pingry reserves the right to use photographs, videos, or recordings of students in all official School communications including, but not limited to, the Pingry website, publications, and media releases.

Parent(s)/guardian(s) may refuse to grant the School permission to use the Student Images. In order to ensure that the School has sufficient time to process such requests, parent(s)/guardian(s) should direct a written communication of their refusal to the School's Director of Strategic Marketing and Communications no later than 30 days from the date Parents sign the Enrollment Contract. For requests received later than 30 days following Parents' signature on the Enrollment Contract, implementation may be delayed. The School will make best efforts to timely comply with any such requests.

Please note: Photos of Upper School students may be identified using their full (first and last) names. However, photos of Middle School and Lower School students will not be identified using their full (first and last) names. No photographs should be taken by students for personal purposes or for social media without the subject's consent.

Search of Personal Property

The School reserves the right to search student lockers, backpacks, personal electronic devices, cars, and other personal property when there is a reasonable suspicion that a disciplinary infraction has occurred or if a student's health and safety is at risk.

Global Programs

Each year, Pingry offers a series of Global Programs to students ranging from Grade 6 to Form VI. In these programs, students immerse themselves in new places and communities, challenging their perspectives through academically rigorous and adventurous experiences. Programs are announced in the fall, and participants are selected based upon an application. Global Programs are typically 6-12 days in duration and take place over school breaks such as Presidents' Day Weekend, Spring Break, and Summer Break. Programs cannot be counted towards other graduation requirements. Tuition Assistance is available for those who qualify.

Programs designated as Global Field Studies courses are credit-bearing educational adventures. These programs offer one graded, academic credit (equivalent to a trimester elective). All have required pre-travel and post-travel academic work.

Study Away Programs

The School offers a number of domestic and international study away programs that allow students to continue their academic careers away from Pingry for a semester or a year. These programs usually take place during a student's sophomore or junior year, and may also occur in the senior year. A full list and descriptions of the various programs available can be found on the Pingry web site under Global Programs.

Students who plan to participate in a semester- or full-year away program must speak with the Assistant Director of Experiential Education (Global Engagement) prior to beginning the application process (typically in the fall or winter one year prior to attendance). This allows Pingry to help facilitate this process for the student and the student's family. This facilitation includes discussing a student's academic progression and ensuring that the program the student wishes to attend is the best match. Students applying to a study-away program need to make the Assistant Director of Experiential Education (Global Engagement) aware of their application for the following year no later than March 1. The curriculum of the study abroad program will be evaluated by the Assistant Director of Experiential Education (Global Engagement), Academic Dean, Division Director, and Department Chairs to determine how graduation requirements may be fulfilled.

All applications to participate in study-abroad programs must be reviewed by the Assistant Director of Experiential Education (Global Engagement), the Academic Dean, and the Dean of Student Life to ensure the students are in good academic and disciplinary standing. A student may not hold a leadership position on campus while they are studying abroad.

Pingry provides a limited number of semester tuition waivers per year, available on a first-come, first-served basis. Families with a tuition waiver will pay Pingry's required fees only for the portion of the school year the student is in attendance. For this reason, students should speak with the Assistant Director of Experiential Education (Global Engagement) as early as possible in the application process. Pingry requires a student who plans to spend a semester away in the following academic year to confirm participation in the selected program by April 1 of the current academic year. Failure to inform Pingry by this date of participation in a semester away program may result in the loss of a reserved tuition waiver and requirement to pay a full Pingry tuition.

If a student receives tuition assistance from Pingry, the grant will be prorated and applied to the portion of the year spent on campus. No portion of the grant will be transferred to the study-away program. Students interested in tuition assistance for study-away programs will need to apply through the specific program to cover the costs of their time away.

Technology Policy

Acceptable Use of Technology Policy

When we engage in the use of technology, the moral and ethical standards established by the Honor Code and Code of Conduct guide us in its appropriate use. In the online environment, our actions reach far beyond the walls of The Pingry School, and the consequences of these actions may have far-reaching effects. Responsible use of all technology and social media dictates that

members of the community should not engage in any activity, at any time or any place, which does not reflect well on them or on this School.

Scope

This policy applies to all members of the Pingry community, as defined by the users definition below. On the Basking Ridge Campus, advisors will review the policy with their advisees at the beginning of each academic year. In the Lower School, homeroom teachers will review the Acceptable Use of Technology Policy with their students and a section of the Code of Conduct, signed by all students, will refer to this policy.

Definitions

- **Users** are members of the Pingry community—the students, faculty, administrators, staff, alumni, parent(s)/guardian(s), volunteers, adjuncts, coaches, trustees, and others.
- **The Pingry School Technology Services** comprises all hardware and software tools that The Pingry School provides to its users to support academic and administrative activities. This includes all hardware (computers, printers, classroom A/V, copiers, phones, networking equipment, storage media, displays, charging stations, etc.), digital resources (WiFi, network storage space, databases, servers, etc.), all services running on Pingry-owned servers (Schoology, Veracross, etc), as well as various other services provided, but not hosted, by the school, including, but not limited to, Google Apps for Education and the Pingry website.
- **Intellectual property** refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. Intellectual property is divided into two categories: **Industrial property**, which includes inventions (patents), trademarks (which includes recognizable signs, designs or expressions which identify and differentiate a product or service of a particular source from those of others), industrial designs, and geographic indications of source; and **Copyright**, which includes literary and artistic works such as novels, poems and plays, films, musical works, drawings, paintings, photographs and sculptures, and architectural designs.

A. Expectations

1. Access to Pingry Technology Services is a privilege intended to facilitate education, school-related communication, research, and other school business. Pingry reserves the right to limit or prohibit user access to services in its efforts to maximize network use for academic purposes or as a result of violation of the Acceptable Use Policy.
2. All users are responsible for appropriate use of The Pingry School Technology Services.
3. All faculty, students, staff, administrators, coaches, and adjuncts must use their Pingry email accounts rather than their own personal email accounts for Pingry-related communication.
4. All users should maintain personal email accounts for non-school related business.
5. Users must sign in with their Pingry username and password to access The Pingry School Network on their personal devices. Using others' credentials is strictly prohibited.
6. Devices connected to The Pingry School network are required to meet security requirements, as determined by the Director of Technology. Devices not meeting these requirements will be restricted from the network. Students should be aware that although

using a personal device connected to The Pingry School Network, content on a personally owned device may be discoverable by Pingry's network, thus students should be cautious with all activity conducted on any device connected to the school's network. Anything communicated or accessed via the school network may be retained or accessed for future legal purposes, so students should not have any expectation of privacy.

7. All computers and personal devices owned by individual members of the community and used on school grounds are subject to this policy regardless of their connection to the Pingry network.
8. Pingry databases that secure information about academic life, community members, and school business are the property of The Pingry School. Information contained therein is proprietary and confidential and can neither be distributed nor used for personal gain. Pingry reserves the right to restrict access to such databases.
9. Using technology for illegal activities, including but not limited to drug or alcohol related activities; threatening the safety of another; vandalism; libel; gambling; promoting a pyramid scheme; distributing obscenities; receiving, transmitting, or possessing child pornography (e.g. sexting); infringing copyrights; making threats, printing obscene or illegal material or images—are strictly forbidden and may be reported to the authorities.

B. Responsible Use of Pingry Technology Services

1. Engaging in any activity that threatens the integrity of Pingry Technology Services is prohibited. This includes both physical and electronic tampering.
2. Personal networking equipment such as servers, routers, switches, hubs, and wireless access points are not permitted on The Pingry School network without approval of the Technology Department.
3. Unauthorized or inappropriate access to password-protected data, intentionally damaging computers, technology peripherals, or computer networks is subject to disciplinary and/or legal action. Suspected abuse of network systems should be reported immediately to the Director of Technology, the Dean of Students, or other Administrators.
4. Users must not attempt to fix, reconfigure, disconnect, or relocate any of the School's equipment, including data ports, printers, computers, wireless access points, peripherals, audio/visual equipment, etc. Please contact the Pingry Technology Department for assistance.
5. Users will respect 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.
6. Use of Pingry Technology Services for commercial purposes, advertising, personal profit, unauthorized fundraising, or political lobbying/campaigning is prohibited.
7. The network is a shared resource. Use of the network for academic purposes is the School's priority. Using the network for video game playing, and video streaming, competes with academic uses of network resources. Pingry reserves the right to limit network resources and prioritize academic uses.
8. Users should only use their own login name and credentials, not misrepresent themselves online and respect the privacy of others' files and email.

C. Digital Communication and Social Media

1. The Pingry School recognizes the rights of students, faculty, and staff who want to participate in online social networking. Pingry looks to promote an atmosphere of good will, honesty, and individual accountability. Pingry students, faculty, and staff should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to the School's policies. When accessing, creating, or contributing to social media for classroom or, in most cases, personal use, users are expected to follow this policy.
2. In accordance with The Honor Code, we expect users to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and are accountable for their actions. If a student sees anything of concern (such as the posting of obscene or illegal material or images) on a fellow Pingry student's social networking page or account, they should immediately contact the Director of Technology, the Deans of Student Life, or another adult within the Pingry community.
3. The Pingry logo, school name, and branding tagline are legal Trademarks and cannot be used in any electronic media or communication or otherwise without the prior permission of Pingry's Communications Office. Pingry reserves the right to require school-related images or content be removed from the internet.
4. Users may not misrepresent themselves by using someone else's identity. This would include, but is not limited to, using another person's account, updating someone else's account information, logging on to someone else's computer, or creating an online identity that impersonates someone else.
5. Users should keep their passwords secure and never share passwords with others. If a user's account is accessed by an unauthorized individual, the user could be held accountable for the actions of that individual.
6. When responding to others, be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language. Resist the urge to post comments or send messages online when angry, upset or otherwise highly emotional. Remember that anything you post or write online has the potential to be shared with others beyond the original recipients and remain accessible forever, long after the emotions that triggered the message have passed.
7. Cyberbullying is considered an act of harassment and is subject to the same harassment guidelines detailed elsewhere in the Pingry Student Handbook.
8. Use of Pingry logos or images on personal social networking sites is prohibited. Users wishing to promote a specific Pingry activity or event, may do so only by means of a link to the official Pingry social media accounts.
9. Pingry reserves the right to review usage and access data files, email, voicemail, and other communications utilizing The Pingry School Technology Services. Accordingly, members of The Pingry School community should have no expectation of privacy with respect to any such usage, files, or communications.
10. All users must respect and value the privacy of others, behave ethically, and comply with all legal restrictions regarding the use of electronic data. All users must also recognize and avoid violating or infringing the intellectual property rights of others.
11. Users should use discretion when interacting with other Pingry users via social media. Except for very specific situations, Students and Pingry employees should not use non-Pingry channels for communication (e.g. Instagram, Facebook, Twitter, Snapchat,

etc.). Students should only interact with faculty via social media if it has been previously approved by that faculty member for a specific Pingry activity. Faculty should use discretion in requiring social media for Pingry uses, and should not use non-Pingry channels as the standard method of interpersonal communication.

12. As social media is a constantly evolving entity, any questions about Pingry's social media policies should be sent as an email to socialmedia@pingry.org.
13. Users may only send emails to distribution groups that the Director of Technology has explicitly given them permission to use. Sending emails of a personal nature (e.g. personal announcements, items for sale, etc.) is prohibited.

D. For Students - Technology for Class Use

1. Students' use of technology should be in line with the expectations set by the classroom teacher, and not be distracting to the student and/or to other students in the class. This includes laptops, phones, tablets and wearable devices.
2. Technology should not be used as an excuse for not meeting the expectations of the course.
3. Students should read all school and course communications on a daily basis (even on snow days). For example: emails, Schoology, and course web site postings.
4. Laptops should be prepared for class use, connected to Pingry's wireless network, and have a charged battery.
5. Students should learn and develop the technological skills required for participation in the course.
6. Only the programs, windows, and tabs that are relevant to the course as permitted by the classroom teacher should be open
7. Students should use common file formats for the generation of any shared or submitted course documents as directed by their teacher.
8. Students should use the same discretion in online communication as they would in a classroom setting and be respectful in all shared media.
9. The acceptable use of [Generative AI](#) tools is defined in the Unauthorized Academic Aid paragraph of the Honor System Section.

E. Additional School Policies and Federal/State Laws and Resources

1. **Pingry School Employee Handbook**
2. **Federal Copyright Law:** Intellectual property, the works of authors and artists, is protected by federal copyright laws which restrict the reproduction, performance, adaptation, and distribution of literary works, sound recordings, art work, video recordings, and films in any format without the expressed consent of the author/artist. **Fair use guidelines** for educational purposes permit use of limited amounts of material for teaching purposes. Further information on Fair Use exemptions can be found at Stanford University's **Copyright and Fair Use** page.
3. **What is Copyright?** A Q & A from the U. S. Copyright Office
4. **Federal Wire Fraud Law:** Federal law prohibits the use of interstate communications systems to further an illegal scheme or to defraud.
5. **Federal and New Jersey Child Pornography Laws:** Federal and state laws make it a crime to produce, possess, or distribute, material that depicts sexually explicit conduct involving someone under 18 years of age, regardless of whether the activity depicted was

consensual. This also includes “self images” which could still result in the same criminal investigation and consequences of images taken of someone else.

Pingry respectfully acknowledges the following schools whose policies were utilized with permission in developing this comprehensive policy for the Pingry community: The Hotchkiss School, The Lawrenceville School, The Peddie School, Phillips Exeter Academy, Yale University, Stanford University, and Cornell University.

Transportation

The Pingry School is committed to providing all students with a safe and secure transportation experience. This includes all School-run routes, field trips, and athletics trips. To support safety, consistency, and fairness for all riders, we ask that parent(s)/guardian(s) and students familiarize themselves with the following expectations:

Bus Stop Safety

Bus drivers are not permitted to pick up or drop off students anywhere other than the officially designated stop. For everyone's safety, we ask that parents/guardians never attempt to stop or flag down a moving bus, even if running late. These situations create confusion and risk for both students and drivers. If your child misses the bus, alternative transportation arrangements must be made. All questions related to routes, seating arrangements, or behavior should be directed to the School's Transportation Coordinator and relevant Divisional office.

Aisles and Accessibility

To maintain clear pathways in case of emergencies, and to ensure rider safety, students must keep backpacks, athletics bags, instruments, and their feet out of the aisles at all times. Belongings should be placed on a student's lap, at their feet, or under their seat. Items that do not fit in these locations are considered too large for the bus and should be dropped off at school by a parent or guardian. Many Pingry buses operate at or near capacity. For this reason, students should not expect to bring large items on board, even if space is occasionally available. Bus capacity constraints mean that extra bags, projects, or equipment may be turned away at the stop. Families are encouraged to plan ahead for alternate drop-off arrangements if their student needs to transport oversized items to school.

Seating Expectations

All students must remain seated and securely fastened with a seat belt while the bus is in motion. Students may not switch seats during the ride, and each seat may only hold the number of students it is designed to accommodate.

Assigned Seats

Some students may be assigned specific seats by divisional administrators. These assignments are made to support safety and efficiency, and students must use their assigned seats from boarding until they reach their destination. Seat changes will only be made by authorized personnel for operational or behavioral reasons.

Noise and Behavior

Students are expected to maintain an appropriate noise level that allows the driver to focus on the road. Drivers are authorized to stop the bus to address excessive noise or other disruptive behavior. Rough play, pushing, or physical contact, including with other students' belongings, is not permitted.

Physical Contact

For the safety and well-being of all students, students must refrain from engaging in any form of physical contact, including pushing, shoving, rough play, or intentional physical contact with a student's belongings.

Food and Drink

For safety and cleanliness, students may not eat or drink while riding the bus. This policy is intended to prevent choking hazards and support a clean shared environment.

Electronics

Short Hills campus students riding the intercampus shuttle are prohibited from using electronics on the bus.

Consequences for Unsafe or Repeated Misconduct

Students who repeatedly violate bus rules may be temporarily or permanently removed from Pingry transportation services. Disciplinary decisions will be made on a case-by-case basis by the appropriate divisional personnel for behavioral issues, and by the Director of Operations for safety-related concerns. In the event that a student is permanently removed from a Pingry bus route, the family will receive a prorated refund of their transportation fee for the remainder of the school year. Refunds do not apply to temporary removals or short-term behavioral suspensions.

Trips

Overnight, day-long, or partial-day field trips are considered an important part of the Pingry curriculum. All students are expected to attend field trips unless there are extenuating circumstances that have been discussed with and acknowledged in advance by the appropriate Division Director. Pingry does not require permission slips for mandatory field trips that are part of the School's curriculum. Trip Leaders will send an informational email to families, including the basic itinerary, drop-off/pickup information, contact information for chaperones, and packing lists. Field trips are chaperoned by teachers, often with parent/guardian volunteers in the Lower School, in compliance with the student-adult ratios required by the institution visited or the specific nature of the trip.

Optional trips will be billed to each student's school account. Families for whom the cost of a trip presents a hardship, should contact the Director of Enrollment Management.