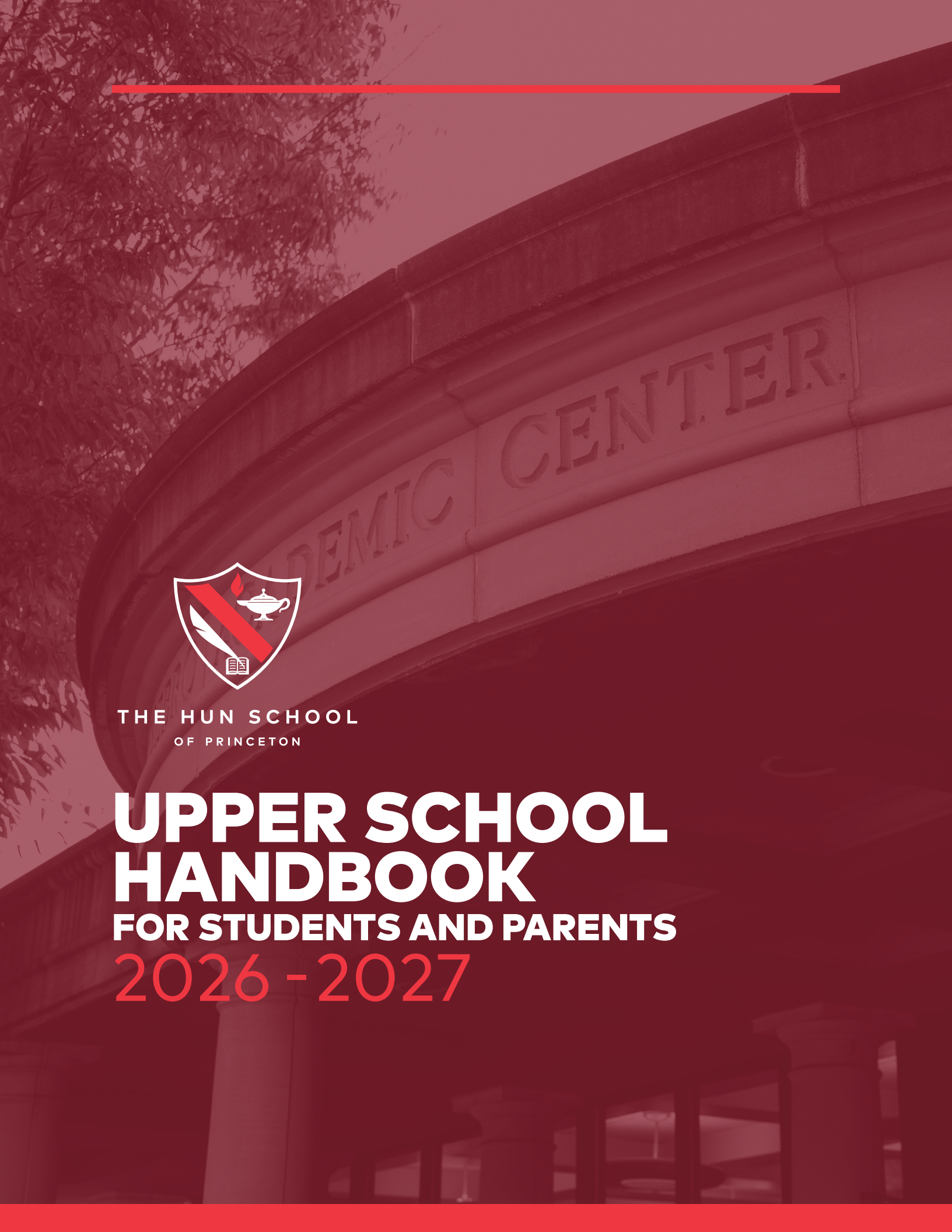


THE HUN SCHOOL
OF PRINCETON

UPPER SCHOOL HANDBOOK

FOR STUDENTS AND PARENTS

2026 - 2027

COMMUNICATION CONTACT SHEET

Philosophically, The Hun School has a policy of direct, open, and honest communication. We encourage student self-advocacy so that they learn to manage questions and concerns directly with trusted adults on campus. While the student's advisor should be the primary point of contact for students and families, at times, it may make sense for a parent or the student's advisor to initiate communication with a more specific or relevant office or program. The chart below might help parents and students know who to contact.

CONTACT	COMMUNICATION PURPOSE
Upper School Attendance Office	**Email usattendance@hunschool.org** **or Call 609-921-7600, extension 2232** **to report an absence.**
Advisor	↗ **questions related to general School issues** ↗ **need help finding or accessing a School resource**
Teacher	↗ **questions related to course content, assignments, or assessments** ↗ **questions about missed work, your performance, or how to improve**
Grade Level Dean	↗ **questions about your schedule or course selection** ↗ **questions about academic and social support services**
Department Chair	↗ **questions about overall philosophy and curriculum in that department** ↗ **questions about Honors or AP class placement**
School Wellness Counselors	↗ **concerns about student physical/mental health or well-being** ↗ **questions about mental or physical health support**
Associate Head of the Upper School or Student Life Deans	↗ **questions about student leadership or community life opportunities** ↗ **concerns for the treatment of or by a community member** ↗ **questions about the Dress, Behavioral, or Honor Codes**
Team Coaches or Arts Program Directors	↗ **general questions about a sport/arts program/academic team** ↗ **questions about your progress in that sport/arts/academic team**
Head of the Upper School	↗ **general questions about curriculum, philosophy, programs, etc.** ↗ **communicated with individuals above and desire additional discussion**

THE HUN SCHOOL OF PRINCETON

UPPER SCHOOL HANDBOOK

FOR STUDENTS AND PARENTS

2026 - 2027

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THE HUN SCHOOL
OF PRINCETON

DEAR HUN SCHOOL FAMILIES,

Welcome to the 2026–2027 school year. This handbook is your guide to the expectations, policies, and community standards that shape daily life at The Hun School of Princeton. We hope you will read it carefully and return to it throughout the year.

Everything contained in these pages flows from a shared sense of purpose. At Hun, we believe deeply in each student's potential, and we are committed to creating the conditions, academically, socially, and personally, in which every young person can grow. Our mission, principles, and values, which follow this letter, are not simply statements we display; they are the foundation of our community and the lens through which we make decisions together.

The strength of that community depends on all of us. Students, families, and faculty each play an important role in upholding the culture we are proud of at Hun: one grounded in honor, belonging, and a genuine love of learning. We ask that you engage with this handbook in that spirit and that families partner with us to support your students in meeting their fullest potential.

We are grateful you are part of this community and look forward to a meaningful and rewarding year ahead.

Sincerely,



Ryan Hews
Head of the Upper School
The Hun School of Princeton

THE HUN SCHOOL OF PRINCETON

MISSION

The Hun School of Princeton empowers each student to thrive in a diverse and ever-changing world, by nurturing resilient character, providing individual mentorship, and inspiring vigorous and joyful learning.

SCHOOL PRINCIPLES

- **To Seek Honor**
- **To Build Belonging**
- **To Learn Deeply**

SCHOOL VALUES

Our School norms establish clear expectations for behavior, respect, and collaboration, guiding students to be the **HEART** of Hun and creating a positive and inclusive environment:

- **H**elp Each Other Grow Through Collaboration, Curiosity and Inclusivity
- **E**ngage Bravely and Listen to Understand
- **A**sk Questions and Accept Feedback as Opportunities to Learn
- **R**espect Others Through Empathy and Kindness
- **T**rust Others' Intentions and Take Responsibility for Your Impact

PARENTAL COMMITMENT

By enrolling a student in The Hun School, parents are expressing a belief in the philosophy and expectations of the School, as well as the professionalism of its faculty and administration. We expect parents to reinforce and support the School's rules pertaining to academic expectations and behavior.

UPPER SCHOOL DAILY SCHEDULE

REGULAR ROTATION									
TIMES	A	B	C	D	E	F	G	H	MIN
8:25 a.m. 9:15 a.m.	1	6	3	8	5	2	7	4	50
PASSING									5
9:20 a.m. 10:10 a.m.	2	7	4	1	6	3	8	5	50
PASSING									5
10:15 a.m. 10:40 a.m.	**Flex Period** Long Block - Advisory - Community Meeting Clubs - Service Learning - Community Engagement Activities								25
PASSING									5
10:45 a.m. 11:35 a.m.	3	8	5	2	7	4	1	6	30
PASSING									5
11:40 a.m. 1:05 a.m.	LUNCH 4 LUNCH	LUNCH 1 LUNCH	LUNCH 6 LUNCH	LUNCH 3 LUNCH	LUNCH 8 LUNCH	LUNCH 5 LUNCH	LUNCH 2 LUNCH	LUNCH 7 LUNCH	45 plus 35
PASSING									5
1:10 p.m. 2:00 p.m.	5	2	7	4	1	6	3	8	50
PASSING									5
2:05 p.m. 2:15 p.m.	**Advisory Check-In**								10
PASSING									5
2:20 p.m. 3:00 p.m.	6	3	8	5	2	7	4	1	0
PASSING									5
3:05 p.m.	**Teacher Access for Extra Help**								25
3:30 p.m.	**Athletic, Artistic, or Academic Enrichment**								
Drop	7	4	1	6	3	8	5	2	
	8	5	2	7	4	1	6	3	

SCHEDULE STRUCTURE

ACADEMIC YEAR AND SCHOOL DAY

The academic year at The Hun School of Princeton is organized into three trimesters and an experiential NextTerm semester/Grade 12 Capstone. The academic school day extends from 8:25 a.m. to 3:00 p.m. on regular rotation days. Flex periods occur each day after the second academic period and are used for long block class periods, extracurricular club time, class meetings, assemblies, service learning, community engagement opportunities, and Advisory. Teacher access for Extra Help is explained below. Students in the Upper School who do not have a scheduled class or required study hall must arrive no later than Flex period for required community activities. **Students who miss classes or required activities due to an unexcused late arrival after Period 1 (9:15 a.m.) on regularly scheduled school days may not participate in after-school activities, including athletic practices, contests, or performing arts rehearsals or productions.**

LUNCH

Lunch is provided for all faculty and students. Students with a class in the Period 4 block must eat during their assigned lunch period. The general lunch assignments are based on each student's Period 4 class schedule, with Science, Arts, Math, and English classes eating during the second lunch block and all other academic disciplines during the first lunch block. On rotation days, students without a scheduled class during Period 4 may eat lunch between 10:45 a.m. and 1:15 p.m. Daily lunch menus are posted on RaiderNet.

CLASS PERIODS

There are six daily class periods in the Upper School. The eight possible course slots are arranged in an eight-day cycle designated by a letter-day rotation (letter days A-H). Two classes drop each rotation day from the Upper School schedule.

TEACHER ACCESS FOR EXTRA HELP

Upper School faculty are normally available for Teacher Access before school and after the last scheduled academic period until 3:30 p.m. Teachers are also available at various times during the academic day. Boarding students may also consult on-duty resident faculty for assistance during evening study hall.

UPPER SCHOOL ACADEMICS

ACADEMIC EXPECTATIONS, REPORTS, AND HONORS

CREDITS

Typically, a student is **required to take** five core academic courses, may **elect** to take a sixth or seventh course, and **must apply** to take an eighth course in any trimester. Core academic courses include English, science, history and global studies, modern languages and classics, computer science and engineering, interdisciplinary studies, and math. Students are encouraged to earn 75 credits over their four years of study but are required to earn a minimum of 65 credits to graduate. Each full-year academic course is worth 3 credits. A trimester course is worth 1 credit. Each NextTerm course is worth 1 credit. Credit is only granted once for a given course (i.e., repeating a course a student has already passed will not earn a second credit) except for select courses as designated in *The Hun School of Princeton Program of Studies.* Students in Grade 12 and postgraduates must take a minimum of five core courses and pass four, including English, to be eligible for graduation; at least five of the courses must be in core subjects. The head of the Upper School, the department chairs, and college counselors must approve any deviations from this policy. Under certain medically approved circumstances, students may be permitted a reduced credit load but must complete at least 10 credits in a given academic year. Students will not receive a diploma or transcript if any grades are incomplete or if all graduation requirements are not fulfilled. Because The Hun School of Princeton prides itself on using community as a vehicle for learning, and attendance at and participation in this learning environment are core aspects of The Hun School experience, we strongly encourage students to complete the full twelfth-grade year. In rare circumstances, the School may allow early program completion for students in their fifth year of high school who have met all graduation requirements. Students or parents who wish to apply for early graduation should contact the head of the Upper School directly for more information.

GRADUATION DISTRIBUTION AND CONTENT REQUIREMENTS

The **Upper School Program of Studies** provides students with an innovative, individualized approach to meeting their graduation requirements. Although students are required to complete 65 credits for graduation, 75 credits are recommended as students craft their individual paths through our curriculum. Courses are categorized into three distributions: STEM (Science, Technology, Engineering, and Math), Humanities, and Arts. Student distribution and content requirements are outlined below:

STEM (Science, Technology, Engineering, and Math)

- **21 credits required**

Prescribed courses necessary to satisfy content requirements:

- *Intro to Computer Science*
- Biology
- Chemistry
- Algebra 1
- Geometry
- Algebra 2

Humanities (English, History and Global Studies, Modern Languages and Classics, and Interdisciplinary Studies)

- **7 credits required**

Prescribed courses necessary to satisfy content requirements:

- English 1
- English 2
- English 3
- *Three English 4 trimester electives (1 credit each)*
- World Studies
- United States History
- Two sequential years of any language
- *Community Seminar 9 and Leadership Seminar 10*
- *Health and Wellness 9 and 10*

Arts (Visual Arts and Performing Arts)

- **6 credits required**

CAPSTONE

Students in Grade 12 and postgraduate students are required to propose, complete, and present an independent study project during their final year at The Hun School of Princeton. The Capstone Experience provides opportunities for students to complete in-depth studies or explorations that are meaningful to them through internships, travel, service, research, or additional coursework. The Capstone proposal process begins in the fall of the Grade 12/PG year and is managed by the twelfth grade dean.

NEXTTERM

Students in grades 9, 10, and 11 are required to participate in the experiential, interdisciplinary NextTerm mini- semester program in May and June. NextTerm is a three-week, experiential, intensive, for-credit course designed to prepare students for a world of constant change and offer them interdisciplinary, real-world learning experiences. NextTerm courses are 1-credit classes that count toward a student's grade point average but do not replace required classes during the traditional school trimesters. Please note that NextTerm is essential to The Hun School curriculum and is required each year for students in grades 9 to 11. Students who fail to complete the required NextTerm credit or an alternative academic experiential program approved by The Hun School may be ineligible to return to the School the subsequent year. Because of the condensed nature of the experiential learning program, **students who miss more than two days during the NextTerm program for any reason, including the culminating NeXpo demonstration-of-learning sessions, may be required to attend alternative class sessions or may be denied credit for the class.**

SERVICE LEARNING/COMMUNITY SERVICE REQUIREMENT

The Service Learning Program is an important part of The Hun School's curriculum. Students' contributions of time and talents in the community help develop a sense of responsibility and care for others. Students are required to complete forty hours of community service as approved by the director of service learning. Service learning programs at each grade level may count some or all of these service hours, depending on the project approved by the director of service learning. Please note that grade-level service-learning projects, when offered, are required as part of The Hun School curriculum. **Students who are absent on these days will be required to make up their commitment during a Saturday activity.** Grade 12/PG students who have not completed their community service requirement will have their diplomas and/or final transcripts withheld until the requirement is fulfilled.

HEALTH AND WELLNESS EDUCATION

In keeping with the mission to develop character, community, and values, as well as to meet students' differing talents, interests, and academic needs, all Upper School students complete a series of graded standards in their Grade 9 and 10 health and wellness courses. These demonstrated competencies in physical health and nutrition, mental and emotional health, safe and healthy relationships, and substance abuse education are embedded in age-appropriate units and implemented over a one-trimester period in both grades 9 and 10.

CREDIT SUBSTITUTIONS

Upper School-level courses taken in Middle School or junior high school may not count toward the 65 graduation credits. Still, they may help meet departmental requirements, commonly in math and foreign language. Courses taken at other high schools, universities, or online, during a student's tenure at The Hun School, may not be used to fulfill Upper School graduation requirements without prior approval of the head of the Upper School. Approved programs must be certified and provide The Hun School with an official transcript before students are allowed to advance to the next level. Outside grade(s) or transcript(s) will be attached to The Hun School's transcript and will become an official part of the student's permanent file. Such grades are not included in the calculation of The Hun School's grade point average, except for courses taken by students accepted for higher-level coursework at Princeton University through the School's articulation agreement with the University.

GRADES AND REPORTS

The scholastic year is divided into three trimesters and one mini-semester called NextTerm. Sufficient work is evaluated in each course during each trimester to permit a reasonable assessment of scholastic achievement and progress. Grades are posted online on RaiderNet for parent and student review and are updated at least

biweekly by each teacher. Grade reports are sent to parents at the end of each trimester to supplement posted grades and periodic teacher comments. The final, or yearly, grade in each yearlong course is the average of the three trimester grades. **The School does not officially rank students and will not report ranking to colleges.** The final overall grade point average (GPA) is calculated by the total number of credits. Honors and AP courses are weighted on student transcripts by a factor of 1.03. However, the maximum grade for any course is 100. Grades are numeric according to the following scale:

Numeric Range	Letter Equivalent	Numeric Range	Letter Equivalent
97 – 100	A+	73 – 76	C
93 – 96	A	70 – 72	C-
90 – 92	A-	67 – 69	D+
87 – 89	B+	63 – 66	D
83 – 86	B	60 – 62	D-
80 – 82	B-	59 and below	F
77 – 79	C+		

SKILLS BASED MAJOR ASSESSMENTS

A cumulative assessment or equivalent project is administered for all trimester courses at the end of each trimester. All yearlong courses administer one major skills-based assessment or project at the end of Trimester 2. All cumulative or skills-based major assessments are weighted as 12% of the course grade. Scores on Advanced Placement exams may be used as the full-year exam grade on student report cards if the exam improves their overall average.

COURSE WITHDRAWAL

Students may not withdraw from a full-year course after Trimester 1 is completed and Trimester 2 begins without the approval of the head of the Upper School. If a student withdraws from a full-year course before the end of the first trimester, the course will not appear on the report card or the transcript. Thereafter, a grade of WP (withdrawn passing), or WF (withdrawn failing) may appear on the transcript, and no credit will be given. If a student withdraws from a trimester course during the first three weeks of the trimester, the course will not appear on the report card or transcript. Thereafter, a grade of WP (withdrawn passing), or WF (withdrawn failing) may appear on the transcript, and no credit will be given.

HONORS AND AP COURSES

Initial enrollment in Honors and AP courses is contingent upon meeting course prerequisites or by application. Prerequisites for enrollment in an Honors or AP course are listed in *The Hun School of Princeton Program of Studies*. Achievement in Honors and AP classes is reviewed at the end of each trimester. If achievement in an Honors or AP class is not satisfactory, the School may require or recommend a transfer to a standard class when one is available. Students enrolled in AP courses are required to take the AP exam offered by the College Board each May. Scores on AP exams may be used as the full-year exam grade on student report cards if the exam improves their overall average. The School reserves the right to preclude student placement in subsequent-year AP courses based on the results of current-year AP exams.

ACADEMIC HONORS

The Honor Roll is determined by final year-end weighted GPA and published following the completion of the year. Only full-year and trimester courses are used to calculate the Honor Roll. NextTerm and pass/fail courses are not included. The Honor Roll is calculated using trimester averages and determined based upon the following requirements:

- Honors: Average of 90 or above with no grade below 87
- High Honors: Average of 95 or above with no grade below 90

Students who violate the Honor Code in a given year are not eligible for Honor Roll distinction, regardless of their GPA.

SCHOLARS DESIGNATION

Students who apply for and meet the requirements of the Scholars Program will have the appropriate designation affixed to their Hun School transcript and diploma upon commencement. Applications for and information about the Scholars Program are available from a student's grade level dean.

CUM LAUDE SOCIETY AND NATIONAL HONOR SOCIETY

Students in grades 11 and 12/PG with the strongest academic records **after a minimum** of four completed trimesters are eligible for election to the Cum Laude Society in recognition of superior academic

achievement and honorable character. Cum Laude selection is made by faculty Cum Laude members based upon cumulative GPA and other criteria required by the national Cum Laude Society organization. Students in grades 10 - 12/PG are also eligible for application to the John Gale Hun Chapter of the National Honor Society, which considers scholarship, character, service, and leadership in its selection criteria. A faculty panel reviews applications and offers membership in NHS to a select group of students each October. Students found to have committed Honor Code violations in the three trimesters before their election or application will be deemed ineligible for the Cum Laude Society and National Honor Society.

VALEDICTORY AND SALUTATORY AWARDS

The John Gale Hun Valedictory Award is presented to the member of the graduating class who has earned the highest cumulative GPA over the course of the previous three years as a student at The Hun School of Princeton. The Paul R. Chesebro Salutatory Award is presented to the member of the graduating class who has earned the second-highest cumulative GPA over the course of the previous three years as a student at The Hun School of Princeton. Students who transfer to The Hun School after the start of Grade 10 or spend one or more trimesters away from the School are ineligible for these awards.

ACADEMIC ACCOUNTABILITY POLICY

To maintain the equity and integrity of The Hun School's academic program, the School maintains and enforces a school-wide Academic Accountability Policy regarding late work. Students are assessed a 5% per-day credit penalty on all late work up to ten calendar days, after which zero credit is assigned to the late or missing assignment. Students are permitted an additional five days after a zero has been assigned to work with the respective teacher to complete the work for up to 50% credit of the original assignment score. Students granted excused absences are given one day per excused absence to make up missing assignments before the Academic Accountability Policy is applied.

HOMEWORK

Homework is an integral and important part of our courses of study. Students should expect to spend thirty minutes a night on each standard or honors course subject. Students in AP courses should expect forty-five to fifty minutes of homework per AP course per night. The amount will vary from class to class, with the workload increasing as one progresses through the School. Homework is announced at the end of each class and posted daily on RaiderNet by 4:00 p.m. for easy access by students and parents.

HOMEWORK POLICY

Because homework is an essential part of our mission to provide a vigorous but individually nurtured experience, The Hun School of Princeton has crafted the following policy to inspire a meaningful and effective homework strategy for Hun students:

Workload Communication

- The School proactively communicates clear expectations for AP courses to students and parents and recommends that students limit the number of AP courses they take in a given academic year. Additionally, the School supports students and parents in prioritizing balance in their schedules, including athletics, extracurricular commitments, and family time.
- Students who elect to enroll in four or more AP courses in a given academic year are required to complete a workload agreement (signed by their parents) acknowledging the time commitment of AP classes for forty-five to fifty minutes of homework per AP class per class meeting night.

Workload Management

- The School maintains and enforces the thirty/forty-five-minute homework policy, with continued communication by faculty regarding anticipated time expectations.
- The School maintains and enforces Homework Holidays for Thanksgiving, Winter, Spring, and April Breaks. During Spring Break, AP teachers may assign ungraded, one-hour practice packets to simulate actual test conditions and identify areas of weakness for the May exams.
- During the final week of each trimester, the School limits scheduled events during Flex Period to allow students maximum study and review.

OFF-CAMPUS OR INDEPENDENT STUDY

Students who wish to pursue a summer or semester study-away program from The Hun School or an Independent Study for academic credit must submit a written proposal at least a trimester in advance and present it orally to the Academic Leadership Team for approval. Independent Study courses are generally approved for students who have exceeded The Hun School's curricular offerings or have an interest in a subject area not normally offered in the Hun School curriculum. Students approved for Independent Study courses may incur additional costs if School resources are unavailable. Tuition or other charges may be incurred if semester programs require or result in the School incurring additional costs or holding an open resident or other academic place for a student. Please check with the Admission Office and/or Business Office about specific details. Independent Study classes are listed on The Hun School transcript, and grades are factored into a student's GPA. Approved summer or semester away programs must be certified, and the visited school or institution is responsible for producing semester or summer grades. Off-campus summer coursework for credit may still require a placement exam to ensure proper placement in The Hun School course of studies. With the exception of courses taken through The Hun School's articulation agreement with Princeton University, grades from outside programs will not be entered on The Hun School's transcript and will not be included in the calculation of The Hun School's GPA. The outside grade or transcript will be attached to The Hun School's transcript and will become a part of a student's permanent file. It is recommended that these programs be undertaken in Grade 11.

TRANSCRIPTS

In addition to a student's yearly academic grades (including the NextTerm grades for students in grades 9, 10, and 11), both courses taken at Princeton University through the articulation agreement with The Hun School as well as Hun Summer School grades for courses taken for credit or make-up (for all students in rising grades 9 through 12) are required to appear on a student's transcript. Summer courses will be designated as "summer" and will be included in the overall GPA. Grades and transcripts for summer school credit or make-up courses completed at a school other than The Hun School will be attached to The Hun School transcript and become a part of a student's permanent file but will not be calculated as part of The Hun School GPA. Students should refer to NCAA guidelines and speak with the College Counseling Office to determine NCAA transcript requirements.

ACADEMIC REVIEW

If students encounter difficulty achieving academic success, they may be placed on academic support to encourage improvement. The Academic Support Committee consists of all of a student's current teachers, their advisor and grade level dean, and the associate head of the Upper School. Following each trimester, the Academic Support Committee meets to discuss students with an overall GPA of 70 or below, with one or more failing grades, or with two or more grades in the 60s. The Academic Support Committee makes one of the following recommendations:

ACADEMIC MANDATORY STUDY SUPPORT

Students having academic difficulty may be assigned to a mandatory study support period during one or more of their free periods. The associate head of the Upper School or grade level deans can also place students in mandatory study support based on parent request, teacher recommendation, or perceived academic weaknesses.

ACADEMIC WARNING

Students are placed on academic warning when they have an average of 70 or below, are failing one or more courses, have two or more course grades in the 60s, or at the discretion of the Academic Support Committee. Students on academic warning are required to attend study support, and their parents receive a letter outlining an improvement plan for the student.

ACADEMIC PROBATION

A student failing two or more courses in a trimester, or who has been on academic warning without improvement for two consecutive trimesters, will be placed on academic probation. Academic probation indicates that a student's enrollment status is in immediate jeopardy, and without improvement, the student should not expect an invitation to re-enroll. Students placed on academic probation may be required to attend an action plan meeting with their grade level

dean, the associate head of the Upper School, and their parents or guardian. To ensure proper focus on improvement, students on academic probation may have their leadership positions and/or participation in extracurricular programs adjusted.

DISMISSAL OR NON-RENEWAL

In cases of continued academic difficulty without improvement, the Academic Support Committee may recommend non-renewal or dismissal to the head of school. Students who fail a course or have two or more grades in the 60s may be required to attend summer remedial programs to enroll in the next grade.

A student who has failed a required course with a grade below 60 must repeat the course if permitted to return to The Hun School. Students can make up a course with a failing grade of *55 - 59* by attending The Hun Summer School, another program approved by The Hun School, or by repeating the course the following year. The Academic Office will consult with parents regarding any failures and will determine the appropriate plan of action.

Sometimes, despite the best efforts of parents and the School, a student fails to thrive at The Hun School. When a student is continually unhappy, upset, or emotionally negative; regularly misses or is late to School obligations; persistently fails to complete work or duties; or generally does not make the effort needed to be a positively contributing member of our community, they risk being required to leave the School. This separation may result from disciplinary action or be an educational decision indicating that the School and the student are not a good match. Ultimately, the head of school reserves the right, at any time, to ask a student to leave the School if they deem it in the best interests of the student or the School community, or if they feel that the student's family is not in support of the School and its mission.

EXTRACURRICULAR ADJUSTMENTS

It is important to note that academic achievement is a School priority. When students fail to meet their academic requirements satisfactorily, the School may reduce their participation in extracurricular activities. When students fail to keep up with assignments, tests, etc., grade level deans, the associate head of the Upper School, or the Academic Support Committee may recommend to the athletic co-directors or activity sponsor and the head of the Upper School that participation be reduced until work is brought up to date. Any student who is failing a course at any time during the trimester will not be excused from that class period to attend or participate in an athletic or extracurricular activity unless specific permission has been granted by the head of the Upper School and the teacher of the failing course. In an extreme situation, the head of the Upper School may remove a student from an extracurricular activity, event, or program if it is determined that such action is warranted to promote academic effort or success. It should be noted that the School expects all students to succeed academically while participating in extracurricular activities. When removing a student from an extracurricular activity brings a student below the level of expected participation, this may be judged by the School as evidence that the student is failing to thrive at The Hun School and continuing enrollment may be in jeopardy.

CONTINUING ENROLLMENT, RE-ENROLLMENTS, AND RE-APPLICATION

Each winter, the School issues re-enrollment contracts to students for the following year. Re-enrollment is not guaranteed and is at the School's discretion. Students on disciplinary warning or higher, or on academic probation, may have their re-enrollment contracts held until evidence of improvement is apparent. Those students whose families have not met their financial commitment may also have their re-enrollment agreement withheld. Students who have withdrawn or have been separated from The Hun School and wish to return must re-apply through the Admission Office. When a student is on academic probation, or otherwise is experiencing significant academic, social, or disciplinary problems, the School may withhold the re-enrollment contract until the student's achievement or behavior improves or an indicated set of recommendations is followed. The School may also exercise its right to rescind enrollment at any time, including after a contract has been issued. With the exception of students who leave during the final two weeks of school, the School is not responsible for helping students complete academic work for the remainder of the school year once they have withdrawn or have been asked to leave. In these cases, it is the student's responsibility to find another school to attend and complete the year. The Hun School will forward the course grades to the new school at the time of

withdrawal. The School reserves the right to withhold academic records until families have met their full financial obligation to the School.

RE-CLASSIFICATION AND POSTGRADUATE ENROLLMENT

The School does not permit an enrolled student at The Hun School to participate in a subsequent postgraduate year at The Hun School, but those who wish to apply for reclassification in grades 9 to 11 for personal medical or physical/academic/athletic purposes may do so through our Admission Office.

MEDICAL LEAVE OR WITHDRAWAL

The School may, at any time, require the Medical Withdrawal of a student, and the School reserves the right to send any student home if extensive care becomes necessary, or if the School, in its sole discretion, views a Medical Withdrawal as the most appropriate response to a student's medical situation. It also reserves the right to review, assess, and make decisions on each individual case if a student is out of school for an extended period. In connection with a student's absence or return, the School, in its discretion, may require communication from a health professional. Students who, on the advice of a physician, must be absent for extended periods are considered on Medical Leave. Medical Leave may last for up to twenty-five school days before Medical Withdrawal may be required. The School will work with families, on the advice of medical professionals, to make reasonable accommodations, such as adjusting schedules and course requirements, prior to requiring Medical Withdrawal, but will not, in all circumstances, accommodate medical recommendations that would require a substantial adjustment to the academic standard established by the School.

INITIATION OF LEAVE

Medical Leave is defined as the extended absence from academics and extracurricular activities due to necessary outside therapeutic interventions to address physical or mental health needs. Medical Leave may last for up to twenty-five school days before Medical Withdrawal may be required.

School Initiated: The requirement for a Medical Leave will be determined by the head of the Upper School, associate head of the Upper School, director of counseling, director of health services, and the relevant grade level dean. The initiation of such a requirement is determined through behaviors or consequences of a student's behaviors that include at least one of the following:

(a) not being able to participate in or attend class and extracurricular activities with satisfactory attendance. This can include, but is not limited to, a student's inability to attend specific or full days of classes on multiple occasions that demonstrates a clear pattern of avoidance or aversion.

(b) behaviors that have an unwarranted negative impact on others in the community.

(c) behaviors or intentions associated with self-harm.

(d) behaviors that require more involved treatment, care, or support than can be provided by the professionals employed by The Hun School while the student is in attendance and/or in residence.

Family Initiated: A request for a Medical Leave in order to receive treatment, care, or support that requires a student to miss a determined amount of the extended school day for an extended length of time, which includes a consequence of significant interference with academic and extracurricular activities, can be made by the family to the School.

Families may begin the process by reaching out to the head of the Upper School, the associate head of the Upper School, the director of counseling, the director of health services, or the grade level dean. The aforementioned group will determine details regarding communication with the family and requirements as the family moves forward with the leave.

RESIDENTIAL TO DAY TRANSITION

Students enrolled as resident students are expected to remain so for the duration of their time at Hun. Extenuating circumstances, such as ongoing health care, may be considered. If a resident student can attend school healthfully but requires more medical care than what staff can provide in residence, the student may be permitted or encouraged to live with a parent or guardian for a period of time. Please contact the Admission Office to discuss any desired modification to the enrollment agreement.

DURING LEAVE

The goal of Medical Leave is to ensure students have the time and space to meet their personal medical needs on the path to treatment and recovery, and to ensure they can, in turn, safely and fully meet the School's attendance and academic requirements. If a Medical Leave is granted at the request of the family or the School, families are expected to:

(a) have their student participate in the recommended treatments outlined by the consulting professionals (physicians, specialists, mental health clinicians, etc.).

(b) provide the School with information about the interventions and participation in, as well as access to the presiding clinician.

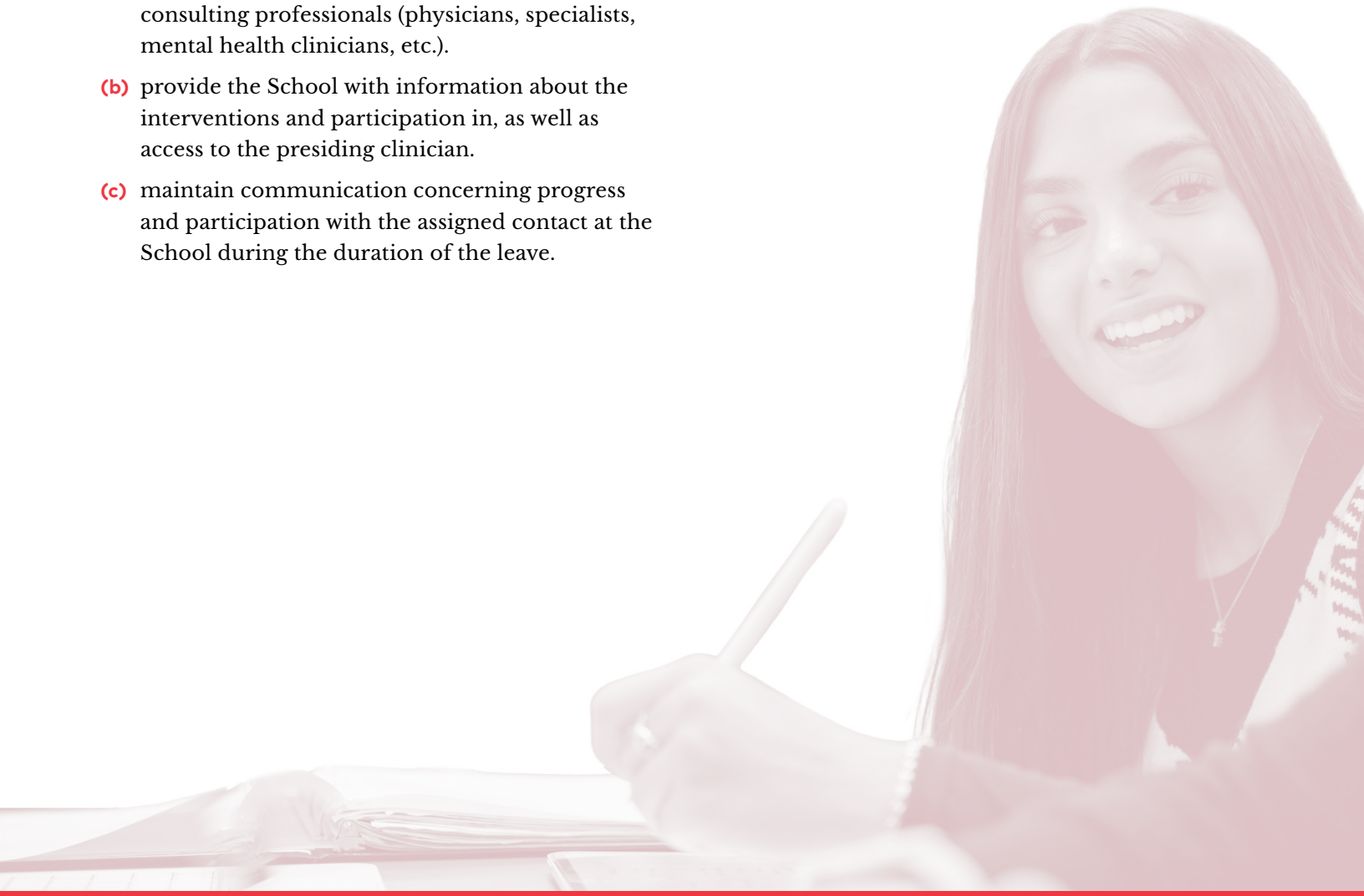
(c) maintain communication concerning progress and participation with the assigned contact at the School during the duration of the leave.

RETURNING TO CAMPUS

Approval for full reentry to the academic, athletic, and/or boarding environment will be determined by the aforementioned School staff, in collaboration with outside professionals. Conditions may include an assessment of the student's needs and a required on-campus support plan. The School may require documentation from outside healthcare providers prior to reentry.

In unique circumstances, tiered reentry into the community may be considered at the recommendation of outside professionals for an agreed-upon period.

The School will work with families, on the advice of medical professionals, to make reasonable accommodations, such as adjusting schedules and course requirements, prior to requiring Medical Withdrawal, but will not, in all circumstances, accommodate medical recommendations that would require a substantial adjustment to the academic standard established by the School.



STUDENT SUPPORT SERVICES

ACADEMIC SUPPORT SERVICES

FACULTY ADVISORS

Each student is assigned a faculty advisor who serves as a liaison between the student and the School and as a supporter of the student's progress and well-being at The Hun School. The advisor supports the student's curricular, extracurricular, and social progress, raises concerns, gives encouragement, and applauds achievements.

Students are assigned an advisor in their first year and may stay with that same advisor their entire time at Hun if they choose. At the end of each year, students may apply to change advisors if they wish by filling out a Change-of-Advisor Form, which they can obtain from their grade level dean.

Students meet with their advisors for special programs and convene for Advisory meetings during assigned Flex periods, daily Advisory check-in, or in-class meetings on specially scheduled days. Advisors supplement these sessions with individual meetings as appropriate. Advisors also participate in and help oversee class meetings and service learning activities for all students in the grade level they advise.

Although parents are encouraged to communicate directly with teachers about academic issues related to a particular class, a student's advisor is the point of contact for questions about general school life or overall academic progress. Advisors will communicate directly with parents throughout the year, including during parent-teacher conferences after Trimester 1 and in a student-led advisor-parent meeting during Trimester 2.

GRADE LEVEL DEANS

In conjunction with advisors, the grade level deans are responsible for creating academic schedules for students and supervising the School's character education programming in Advisory. During the academic year, they, in conjunction with college counselors, advise students on all aspects of academics and extracurriculars and facilitate their access to academic support services. They supervise advisors and schedule conferences with students to plan courses for the following year. For students in grades 9 - 11, these conferences include discussions of projected academic goals.

STUDY STRATEGIES PROGRAM

The Study Strategies Program aims to review and assist students in acquiring and applying study strategies to their current academic programming in pursuit of academic excellence. Students receive help with study techniques, time management, and organizational skills. Students can sign up for Study Strategies sessions by contacting their grade level dean, advisor, or the director of academic support services. By appointment, students will be scheduled for two half-hour sessions each week for four weeks. Appointments are available before school or after the last academic period of the day, until 4:00 p.m., Monday through Thursday.

PEER TUTORING CENTER

The Peer Tutoring Center in the Library is a resource available to students to support their achievement in content area courses. The center is open after the last academic period from 3:00 to 4:00 p.m., Monday through Thursday. Students may make appointments through the center coordinator for specific help or participate on a drop-in basis. Students may also be referred to the Peer Tutoring Center by their teachers, their advisor or grade level dean, the director of academic support services, or their parents.

PRIVATE TUTOR POLICY

We welcome the use of private tutors on campus, provided they adhere to the following guidelines. Private tutors are not employees of The Hun School of Princeton and are paid directly by parents or students. All private tutors are required to undergo a background

check administered by the School's Human Resources Office and must carry their Hun School ID while on campus. Private tutors are permitted to tutor students on campus in the Library and Media Center during the academic day, provided that the tutor is certified by the School, they sign in with the Academic Office prior to the tutoring session, and the tutored student does not have other academic obligations during the tutoring time. Additional tutoring times are available for boarding students. Please check with the Residential Life Office for details.

RESIDENTIAL COACHING PROGRAM

The Residential Coaching Program was established to complement the existing academic support services available to students living on campus. Linking boarding students with an instructor during the evening hours will further enhance their academic and residential experience. Making connections, sharing insights, illuminating successful study strategies, tutoring opportunities, and basic organizational help define the Residential Coaching Program. To request sessions, students should contact their grade level dean, the director of residential life, the director of academic support services, or the Residential Coaching Program teachers directly.

ACADEMIC LEARNING SKILLS PROGRAM

The Hun School's Academic Learning Skills Program (ALSP) offers instruction in academic, personal management, and executive function skills within the context of a college-preparatory curriculum. The program's goal is to help students with a professionally diagnosed learning difference develop the strategies necessary to meet their academic goals and acquire the necessary skills to become independent lifelong learners.

ALSP provides an individualized curriculum to teach students compensatory skills, study strategies, and self-advocacy techniques while preparing students for college. Along with academic and study skills instruction, the program seeks to monitor an ALSP student's progress through ongoing collaboration with classroom teachers to address diverse learning styles and maximize student achievement.

All students who apply to the ALSP must follow the application procedures outlined by the Admission Office. Additionally, the School requests that candidates provide the psychoeducational evaluation documenting the learning difference and the Wechsler Intelligence Scale for Children (WISC) subtest scores as indicators of learning potential. The ALSP serves those who will benefit from the program's skill-based instruction while fully immersed in the School's college preparatory program and fulfilling all School requirements for graduation.

Consistent with the mission of the School, the ALSP provides instruction directed to a student's specific learning differences by developing and implementing an individualized curriculum that is dedicated to the growth and development of that individual. The Tier 1 ALSP program is a full-year, graded, 3-credit class. A Tier 2 ALSP program is offered to students who have completed one year of the Tier 1 program and are able to transition to a 1-credit part-time program. Both programs carry an additional fee.

POLICY ON THE DOCUMENTATION OF LEARNING ISSUES AND IN REQUESTING ACCOMMODATIONS

In granting basic accommodations to students with documented disabilities in a fair and reasonable way, The Hun School adheres to the College Board guidelines for accepting documentation and granting accommodations for learning disabilities, Attention Deficit Hyperactivity Disorder, and psychiatric disabilities.

Students should submit documentation to their grade level dean at the scheduling meeting before September 1st to receive accommodations by the start of the school year. Students diagnosed with a disability during the school year should provide the appropriate documentation to the director of academic support services to arrange accommodations. The Hun School does not offer psychological or educational testing, but we can refer students to several qualified and respected local agencies.

The following guidelines provide an example of the documentation requirements for a learning disability. Documentation requirements for Attention Deficit Hyperactivity Disorder and for psychiatric disabilities require similar guidelines:

- A qualified professional must conduct the evaluation.
- Documentation must be current and include

diagnostic test results with subset scores.

- Documentation must include a specific diagnosis/DSM category.
- Documentation to support the diagnosis must be comprehensive.
- A rationale for requested accommodations must be provided to show how the diagnosis impacts student learning.

For more specific documentation requirements for learning issues, ADHD, and psychiatric disorders, including criteria for diagnosis and acceptable rationale for accommodations, please see the College Board policies on their website located at:

- accommodations.collegeboard.org/documentation-guidelines/disability-documentation

Both the College Board and ACT assessments provide for accommodations under the ADA; therefore, receiving accommodations in school does not necessarily guarantee approval by these testing organizations. Student accommodations provided at The Hun School to meet local needs **do not always** align with the "guidelines" of the testing organizations. Determinations regarding college testing accommodations are made by the testing organizations. For students approved for accommodations on college entrance tests, it is the student's responsibility to notify the testing agency each time they register to take the test with accommodations. Without notification, a student will receive a standard test administration.

Additional Testing Requests: All parent/guardian requests for faculty members to complete evaluations or ADHD assessment scales for students will go directly to the ALSP director. The director will distribute the forms to faculty members and, upon completion, send them directly to the doctor or evaluator using the designated provider's email or mailing address.

Confidentiality Statement: The Hun School will maintain the confidentiality of all evaluations and documentation it receives and will not release any part of the documentation outside of the school context without the student's or family's informed consent.

NON-STANDARDIZED TEST ADMINISTRATION FOR STANDARDIZED TESTS (COLLEGE BOARD & ACT)

For students requesting reasonable accommodations in their registration for the tests of the **College Board** (PSAT, AP, SAT Reasoning Test, and SAT Subject Test), the School recommends that parents and students refer to the College Board website at accommodations.collegeboard.org/documentation-guidelines/disability-documentation and reference *"Services for Students with Disabilities."* This information will ensure they follow the College Board's fundamental guidelines. A parental consent form is required to submit an accommodation request. This form is available by contacting the director of academic support services. The director will process the necessary paperwork, and once approved for testing accommodations, the student is issued an SSD number to use on future testing applications. Once approved for testing accommodations for one test, a student retains approval for all future College Board tests. Therefore, there is no need to secure authorization for each subsequent test. The School recommends that students apply for testing accommodations for the PSAT/NMSQT in their Grade 9 or Grade 10 year, so that those students will have their accommodations in place for future SAT and AP tests. When applying for the SAT, it is necessary to include the SSD number in the online application process.

When requesting accommodations on the **ACT** assessment, refer to the ACT website at act.org/content/act/en/products-and-services/the-act/registration.html and reference Requesting Accommodations. Students usually apply for the ACT during their Grade 11 or Grade 12/PG year. A parental consent form is required to submit an accommodation request. This form is available by contacting the director of academic support services at Hun. A student must register for a test date first, and then submit the completed registration requesting accommodations to the director of academic support services. Include Hun's high school code, 311260, on the registration form. ACT will not accept applications for accommodations before registering for a test date. The ACT requires that students register each time they take the test and submit their current registration to the director of academic support services at Hun.

LIBRARY AND MEDIA CENTER

Located in the center of the Chesebro Academic Building, the Perry K. Sellon Information Center serves both Upper School and Middle School students. Its rich resources enable the pursuit of academic interests and offer spaces for quiet reading and reflection. Classes use the library and media center for instruction and research, thereby developing an understanding of new technologies. The librarians work with teachers regularly to enhance content area programs. To ensure competency and independence, all sixth and ninth grade students receive an introduction to library services through their history courses.

In addition to the book collection, the Online Public Access Catalog enables users to easily locate materials in The Hun School Library and Media Center through keyword searches. The collection is further extended through State inter-library loan services, which allow students and faculty to borrow books from regional public and academic libraries. A network of databases supports student and faculty research. Titles range from encyclopedias to periodical indexes to specialized products in literature, poetry, history, art, music, math, and science. Research may also be conducted in languages other than English.

Library hours are 7:30 a.m. to 6:00 p.m. and 7:45 to 9:45 p.m., Monday through Thursday, and 7:30 a.m. to 3:30 p.m. on Friday.

COMPUTER ACCESS

Although students are required to bring their own Apple laptops or iPads, desktop computers are also available for student use in both the Upper and Middle Schools. Public computer areas are equipped to provide classes and individual students with the hardware and software that enable them to use computer technology beyond their personal devices to achieve their academic goals. Computers are available for student use in the library and media center unless reserved by an instructor. Students should ask the teacher for permission if they need to interrupt a class. The computers are available for boarding students during evening study hall from 7:45 to 9:45 p.m., Monday through Thursday, and on Sunday when the Library and Media Center is open and supervised.

All students are required to read and adhere to the School's Acceptable Use Policy for Electronic Devices and Information Resources, available in this handbook and in the public computer areas, which covers both student- and School-owned devices.

COLLEGE COUNSELING SERVICES

COUNSELORS

College counselors at The Hun School assist students and parents with all aspects of the college selection and application process. Every effort is made to find the "best fit" for the student: match the student's skills, goals, and interests with appropriate programs in both private and public colleges and universities throughout the United States and abroad. Counselors assist students in compiling a balanced list of prospective colleges to which they might apply, based on the most recent available literature and data, firsthand information from college representatives, comprehensive records of admission decisions for past Hun School applicants, and published profiles of the colleges. They assist students with their college essays, interviewing, résumés, and applications, as well as offer workshops on these topics during the Grade 11 and Grade 12/PG year. The college counselors serve as the students' liaisons and advocates with college admissions offices.

RESOURCES

Each student is encouraged to build a relationship with the College Counseling Office throughout their Upper School years. In addition, through *SCOIR*, a web-based program used for college counseling, students will have access to a host of services, websites, and information about where Hun School students have applied and enrolled in past years. Students are encouraged to use the program to explore careers, conduct college searches, tap into financial aid and scholarship databases, review their test scores, create a résumé, and file electronic applications to participating colleges and universities. Each year, the College Counseling Office offers evening programs for parents and guardians on topics relevant to their students.

COLLEGE VISITS

Every fall, more than 150 college admissions representatives visit The Hun School campus, and students in Grade 12/PG may miss class by appointment to meet with them. Also, students in

Grade 12/PG are permitted to be absent with parent permission for the purpose of visiting colleges and universities. **Students and parents should inform the Attendance Office in the Chesebro Academic Building of these planned absences as early as possible.** Students in Grade 11 are not permitted to use class days to visit colleges and are instead encouraged to visit institutions during vacations and holiday breaks. Teachers should be notified of a student's plans to miss classes for college visits at least one week prior to the trip. College visits may not be scheduled during the week of core skills exams or in the last week of a trimester.

- Students must obtain permission from their parents (day students) or the Residential Life Office (boarding students) for excused college visits and notify all affected teachers of their absences.
- Parents/guardians are responsible for their students during college visits, even if they do not accompany them on the trips. Students should remember that they are representing The Hun School during college visits and that all School rules still apply.
- Students are not permitted to miss classes to meet with college coaches.

TRANSCRIPT PROCEDURES

To provide colleges and universities with evidence of Grade 12/PG academic performance, it is the policy of the College Counseling Office to submit official Trimester 1 grades when sending academic information in support of college applications. This is in addition to the College Counseling Office's standard procedure of submitting an official transcript reflecting all Hun School coursework through their high school years. To discourage the practice of double-depositing at institutions, The Hun School will send only one final transcript to the institution at which a student intends to enroll. The School reserves the right to withhold academic records until families have met their full financial obligation to the School.

REPORTING

Consistent with best practices recommended by the National Association of College Admission Counselors (NACAC) in Ethical Practice in College Admissions, the School will report to colleges any major change in status (suspension, expulsion, withdrawal, or leave of absence) occurring during the Grade 12/PG year. In such an event, the head of school or designee will write a letter after the disciplinary action has taken effect. Prior to mailing that letter, students in Grade 12/PG will have one week to contact all colleges to which they have applied (in consultation with their college counselor) to inform them of the disciplinary action or change in status. It is also expected that Hun School students will respond truthfully to any questions asked of them regarding disciplinary action taken at any point in their Hun School career. Students are responsible for truthfully disclosing discipline incidents as requested on many college applications, including the Common Application.

PERSONAL COUNSELING SUPPORT SERVICES

STUDENT SUPPORT

The Hun School maintains school counselors on staff who are available for students during the school day and in the evening on a drop-in basis or by appointment. Students can access the Counseling Office through self-referrals, faculty/staff referrals, parent/guardian referrals, or peer referrals for a range of concerns, including academic or disciplinary issues, personal challenges, emotional well-being, relationship difficulties, stress, family matters, or any other concern raised by a member of the School community. If a student is referred to the Counseling Office by someone else, the school counselor will seek out the student.

CONFIDENTIALITY

When a student is referred to the Counseling Office, professional guidelines regarding confidentiality are strictly observed. Confidentiality is the ethical and legal term ascribed to any information communicated within the student-counselor relationship. A student's involvement with the Counseling Office does not become part of their academic or disciplinary record unless, as noted below, the safety of the student or the School is deemed to be at risk. Although we welcome parental collaboration, without student consent, disclosure of confidential information to parents or third parties will only occur when legally required, such as in the case of suspected child abuse or when a risk of serious and foreseeable harm is determined to exist.

PARENT/GUARDIAN RESOURCES

The Counseling Office encourages referrals and information from parents and guardians. There are instances when students may require counseling services that fall outside the scope of the Counseling Office. If students are working with outside professionals, the Counseling Office strongly encourages, and may, on some occasions, mandate that parents/guardians establish communication between outside professionals and the Counseling Office. If the need to engage with outside counseling services arises, the Counseling Office will assist any student and their family in establishing a connection with an outside professional. To reach the Counseling Office, please call (609) 921-7600, extension 2378.

REQUIRED ABSENCES FOLLOWING CLAIMS OF INTENDED HARM TO SELF OR OTHERS

After a student communicates suicidal ideation and/or any thoughts of harm to self or others, an evaluation and clearance is required, indicating they are not a threat of harm to self or others, by a licensed mental health professional (e.g., a licensed clinician). Students are not permitted to be on or return to campus, live in the dorms, or participate in any School-sponsored activities until the School provides clear and direct written clearance to do so. Such clearance is not likely until the School receives a written clearance note from the attending licensed mental health professional, and the student and their parent/guardian attend a reentry meeting with the School, including, but not limited to, as applicable, members of the counseling and wellness, residential life, and health services staff.

Upon being cleared after the initial assessment, students will have one week to secure a future appointment with a licensed mental health professional whom they will work with on an ongoing basis. School counselors must be authorized to speak with this licensed mental health professional, and the student is expected to follow through on any recommended treatment plan(s). If the student fails to abide by any treatment plan(s) (e.g., stops participating in recommended therapy sessions), the School reserves the right to prohibit a student from returning to campus, living in the dorms, or participating in School-sponsored activities (academic and otherwise) until the School receives written confirmation that the student is following any recommended treatment plan(s).

Further, the School reserves the right to require a student to have at least one appointment with a mental health professional, after the initial assessment, prior to providing such a clearance to return.

Notwithstanding the satisfactory completion of any and all of the aforementioned conditions, the School reserves the right to prohibit a student from returning to campus, living in the dorms, or participating in classes or activities until the School determines, at its sole discretion, that it is safe to do so.

HEALTH SERVICES

HEALTH FORMS

The Health Center uses Magnus Health to collect all State and School-required medical forms. The Magnus Health Portal is accessible through the student and parent resource boards on RaiderNet. In order for students to move into the dorms, attend classes, or participate in extracurricular activities, the required medical forms must be uploaded by August 1st. The Magnus Health Portal also contains important information regarding medication, health services, and screenings. If your student is unable to obtain a physical before August 1st due to their health insurance cycle, please upload the most current form and indicate the date of their next appointment. As long as there is a physical examination on file that is less than one year old by August 1st, an extension may be granted. The physical medical examination must be certified by a licensed medical professional acting within the scope and limitations of their practice. Physical medical examinations performed by a parent/guardian will not be accepted.

HEALTH SERVICE HOURS

The Levine Family Health Center is located on the first floor of Russell Hall. Health services are available twenty-four hours daily, seven days a week, when School is in session.

For any health-related needs, a nurse can be reached at (609) 847-2691.

MEDICATIONS

Students are not permitted to self-medicate unless approved to do so by a School nurse. Over-the-counter

and prescription medications must be given to the Health Center for supervised administration and be accompanied by a Prescription Medication Form. All boarding students must bring any and all medication, including vitamins, supplements, and topicals, to the Health Center for review. All student medications (for both day and resident students) should be dropped off at the Health Center and picked up by a parent at the end of the academic year. All psychotropic medications brought to School must have an accompanying United States-based prescription. An international resident student without valid prescription documentation will need to consult with a New Jersey-licensed psychiatrist for a prescription order and refill. The Health Center will facilitate an appointment for those in need. Students requiring any emergency medication such as an epinephrine pen or an emergency inhaler will always keep these medications on their person, especially if attending any off-campus activities or athletic events.

ILLNESS DURING SCHEDULED CLASSES

Students must obtain a note from their teacher or dean before visiting the Health Center during a scheduled class period. If the Health Center recommends a student go home or remain in the Health Center due to illness, the attending nurse will contact the student's parent or guardian. Students with personal vehicles will need parental permission (direct verbal permission from parent to the Health Center) to drive themselves home. If the student is unable to drive or is advised not to, a parent or guardian will need to collect the student. If a day student misses school for illness (not medical appointments), they may not return for after-school activities. If a student misses more than one class period due to a medical illness/room rest, they cannot participate in after-school activities. It is the responsibility of the student to honor this rule, regardless of whether they are feeling better. Boarding student Room Rest policies are available in the Residential Life section of this Handbook.

ADMINISTRATION OF MEDICAL MARIJUANA

The Hun School of Princeton, in accordance with the requirements of N.J.S.A. 18A:40-12.22, maintains a policy, available in the Health Office, to allow a registered primary caregiver to administer medical marijuana to a qualifying student while on Hun School grounds, aboard a Hun School bus, or at a Hun School-sponsored event. Any parent or legal guardian of a student with proof of a qualifying condition and prescription must contact the head of school before administration. Once the necessary provisions are made, permission may be granted. However, no student may be in possession of medical marijuana or any controlled substance on campus, at any time.

PRIVACY

The Hun School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related and counseling information within its care or custody. While it is The Hun School's obligation to safeguard student medical information, we must also balance privacy and confidentiality with the safeguarding of the interests and well-being of our students and our community. Thus, parents, guardians, and students consent to allow employees and agents of The Hun School who have the need to know access to medical, psychological, or counseling information necessary to serve the best interests of the student and the community.

MEDICAL CLEARANCE

The Hun School of Princeton reserves the right to restrict a student from participating in school or school-sponsored activities, or living on campus, if a student is unable to participate fully, or a medical professional has restricted a student's ability to participate fully, in school or school-sponsored activities, or if the School feels, in its sole discretion, that a student's health and safety would be at risk. Please see the Medical Leave and Withdrawal section for additional information.

ATTENDANCE POLICIES

Regular school attendance is vital at The Hun School of Princeton, and students in good health are expected to attend school every day classes are held. Attendance is monitored, and the Attendance Office maintains records in the Chesebro Academic Building. The School calendar is distributed in advance of the school year so that parents and students may make personal plans that do not interfere with school time. We are responsive to individual circumstances and will excuse students to attend funerals, weddings, and religious services, or to visit colleges. **Extended vacations, family trips, or early departures for travel convenience are not marked as "excused" and, although classified as "Absent by Parent Permission," may result in academic consequences.** All requests for or notifications of absences should be sent to the Attendance Office in the Chesebro Academic Building, as individual teachers do not excuse students from school. Parents are asked to call our attendance phone line at (609) 921-7600, extension 2232, or email Upper School Attendance at usattendance@hunschool.org to report excused absences or request absences by parent permission. College visits may not be scheduled during core skill assessment days or in the last week of a trimester. (In 2026 – 2027, core skill assessment days are February 16 - 19, 2027). **Students must take core skill assessments as scheduled.**

TYPES OF ABSENCES

EXCUSED ABSENCES

Excused absences are those that are approved by the Attendance Office in the Chesebro Academic Building. The Hun School generally approves absences due to unavoidable circumstances, such as illness, a health appointment, observance of a religious holiday, or attendance at a family wedding, graduation, or funeral. Students with excused absences are generally allowed one day per absence to complete any missing assignments.

ABSENT BY PARENT PERMISSION

The School generally does not excuse absences that could be avoided, such as absences for family vacations scheduled during regular school days. If the student's parents or guardians authorize the absence, the absence is classified as "Absent by Parent Permission." Absences so designated may be permitted without academic consequence, provided that the student completes any missed assignments **before** the absence and makes arrangements with individual teachers to complete work before departure or as assigned electronically. Such absences may include but are not limited to community service trips, educational travel opportunities, or unavoidable family obligations. Students and parents are reminded that a student with **eight** or more absences of any type in a trimester course, **fifteen** or more in a yearlong course, or **three** or more during NextTerm may be denied academic credit for that course at the discretion of the Upper School Academic Support Committee. Students with long-term, approved medical absences or medical leave and an approved academic support plan may be permitted up to five weeks of absence before credit is denied.

UNEXCUSED ABSENCES

Any absence that does not receive official excuse from The Hun School or falls under the category of Absent by Parent Permission is considered unexcused. All unexcused absences will result in academic consequences (see the "Absences and Academic Credit" portion of the "School Attendance Procedures" section below) and may also carry disciplinary consequences (see the "Behavioral Code" section beginning on page 37). Unexcused planned group absences ("Skip Days") or dishonesty related to absences may result in disciplinary consequences regardless of parent notification.

EXTENDED ABSENCES

If a student is absent from school for more than three academic days in a row for medical or mental health reasons, the student must obtain written clearance from a physician to return to school prior to returning to campus or class. Failure to provide this documentation is grounds for the School to immediately cancel an enrollment

contract and require the student to leave campus immediately. Students may be granted extended medical leave or withdrawal options before required dismissal. (See "Medical Leave or Withdrawal" below.)

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

ABSENCE NOTIFICATION

If a student will be absent or late for the day, their parent or guardian should contact the Attendance Office in the Chesebro Academic Building by 8:00 a.m. to report the absence and the reason for it, either by calling (609) 921-7600, extension 2232, or emailing Upper School Attendance at usattendance@hunschool.org. To request anticipated Absences by Parent Permission, students and parents should contact the Attendance Office in the Chesebro Academic Building to request the absence and notify the student's instructors as far in advance as possible, but no later than two days before the absence.

ABSENCES AND TARDINESS

Being tardy refers to being late for class, which is distinct from being absent. Any tardiness of more than fifteen minutes will be regarded as an absence, whether that absence is ultimately excused, by parental permission, or unexcused.

School attendance is taken during every class period of each rotation day. Students who arrive tardy to school must obtain a pass from the Attendance Office in the Chesebro Academic Building before being admitted to scheduled class periods. **Students who miss classes or required activities due to an unexcused late arrival after Period 1 (9:15 a.m.) on regularly scheduled school days may not participate in after-school activities, including athletic practices, contests, or performing arts rehearsals or productions.** Students with approved medical appointments will be permitted to participate in after-school activities. Additionally, boarding students who miss more than two academic periods because they have been designated on room rest by the Health Center are also ineligible to participate in after-school activities.

Tardiness may result in a violation of the School's Behavioral Code. Students who are chronically tardy over the course of a trimester may be referred to the Discipline Committee for disciplinary consequences.

ILLNESS

Students who become ill at school should report to the Health Center after receiving a pass from the teacher of their current class or, if between classes, from the teacher of the class for which they are scheduled next, unless the condition is serious enough to require urgent attention. If a student arrives at the Health Center after Period 1 begins, the nurse will assess the student's health to determine whether the student is excused. Boarding students need to arrive at the Health Center before classes begin to obtain an excuse for Period 1 due to illness. Failure on a student's part to obtain a pass or dishonesty regarding illness may result in disciplinary and academic consequences, including those for an unexcused absence. Students with scheduled free periods may report directly to the Health Center. Depending on their condition, the nurse may discharge the student, allow them to remain in the Health Center, or arrange for them to return home. If the nurse deems it necessary for a student to remain in the Health Center through a class period change, the nurse will inform the Attendance Office in the Chesebro Academic Building.

If a student is out of school with symptoms of diarrhea, vomiting, and/or fever, the twenty-four-hour rule is applied. Students should remain home from school until at least twenty-four hours have passed since the last episode of vomiting or diarrhea or increased temperature over 100.4 orally. This time frame ensures that the student is no longer contagious, can hold down food and fluids, and is well enough to return without requiring fever-reducing medication.

A medical clearance note must be submitted to Health Services if a student is ill and out of school for three or more days.

CLOSED CAMPUS

Students must remain within the perimeter of the School campus during the academic day unless on a faculty-directed group outing or with express permission from the Office of the Associate Head of the Upper School. Students must carry their keycards to access buildings. Replacement cards will cost $10. With appropriate permission, students in Grade 12/PG may leave campus for lunch beginning in Trimester 2, provided they sign in and out with the Attendance Office in the Chesebro Academic Building. Students are not permitted to access cars in the parking lot during

the academic day without express permission from the Office of the Associate Head of the Upper School.

DEPARTURE FROM CAMPUS OR EARLY DISMISSAL

Students may not leave campus before the end of the academic day without permission from their parent or guardian, unless they have no scheduled classes or activities. Students with such permission should sign out with the Attendance Office in the Chesebro Academic Building before departure and are not permitted to return for afternoon activities unless so authorized by the associate head of the Upper School. Parents or guardians who must schedule appointments for students during the school day should call the Attendance Office in the Chesebro Academic Building or email Upper School Attendance at usattendance@hunschool.org before removing their student from class for the appointment. Students are not permitted to use taxis or online transportation companies, such as Uber or Lyft, to depart campus during the academic day unless authorized by their parents and the Office of the Associate Head of the Upper School.

ABSENCES AND ACADEMIC CREDIT

A student with **eight** or more absences in any trimester course, **fifteen** or more in a yearlong course, or three or more during NextTerm may be denied academic credit for that course. In such instances, the Upper School Academic Support Committee will review the case and make a recommendation to the head of the Upper School. **All absences, except those relating to School activities or approved medical leave (see "Medical Leave or Withdrawal" below), are counted toward this total.** To keep parents and students apprised of their status, the Office of the Associate Head of the Upper School will notify the parents, as well as the student, the student's advisor, and the head of the Upper School, in writing, when a student has missed six meetings of a class (or one class during the NextTerm program).

MEDICAL LEAVE OR WITHDRAWAL

The School may, at any time, require the medical withdrawal of a student, and the School reserves the right to send any student home if extensive care becomes necessary, or if the School, in its sole discretion, views a medical withdrawal as the most appropriate response to a student's medical situation. It also reserves the right to review, assess, and make decisions on each case if a student is out of school for an extended period. In connection with a student's absence or return, the School, in its discretion, may require communication from a health professional. Students who, on the advice of a physician, must be absent for extended periods are considered to be on Medical Leave. Medical Leave may last for up to twenty-five school days before Medical Withdrawal may be required. The School will work with families, on the advice of medical professionals, to adjust schedules and course requirements before requiring Medical Withdrawal, but will not, in all circumstances, accommodate medical recommendations that would require a substantial adjustment to the academic standards established by the School.

REQUIRED ABSENCES FOLLOWING CLAIMS OF INTENDED HARM TO SELF OR OTHERS

After a student communicates thoughts of harm to self or others, and/or suicidal ideation, an evaluation and clearance is required, indicating they are not a threat of harm to self or others, by a licensed mental health professional (e.g., a licensed clinician). Students are not permitted to be on or return to campus, live in the dorms, or participate in any School-sponsored activities until the School provides clear and direct written clearance to do so. Such clearance is not likely until the School receives a written clearance note from the attending licensed mental health professional, and the student and their parent/guardian attend a reentry meeting with the School, including but not limited to, as applicable, members of the counseling and wellness, residential life, and health services staff.

Upon being cleared after the initial assessment, students will have one week to secure a future appointment with a licensed mental health professional who they will work with on an ongoing basis. School counselors must be authorized to speak with this licensed mental health professional, and the student is expected to follow through on any recommended treatment plan(s). If the student fails to abide by any treatment plan(s) (e.g., stops participating in recommended therapy sessions), the School reserves the right to prohibit a student from returning to campus, living in the dorms, or participating in School-sponsored activities (academic and otherwise) until the School receives written confirmation that the student is following any recommended treatment plan(s). Further, the School reserves the right to require a student to have at least

one appointment with a mental health professional, after the initial assessment, before providing such a clearance to return.

Notwithstanding the satisfactory completion of any of the aforementioned conditions, the School reserves the right to prohibit a student from returning to campus, living in the dorms, or participating in classes or activities until the School determines, at its sole discretion, that it is safe to do so.

ABSENCES AND ACADEMIC ACCOUNTABILITY

Homework for excused absences or absences approved by parent permission is posted on The Hun School website under the RaiderNet link, on the individual class pages, which can be accessed at hunschool.org. If the homework is not posted, please email the teacher directly or leave a voicemail. If you need additional assistance, contact the Upper School Academic Office, extension 2271. Students with excused absences are generally given one day per excused absence to make up missing assignments. Late assignments beyond the allowed one-day make-up window are assessed late work penalties as outlined in the Academic Accountability Policy below.

ADVANCED PLACEMENT EXAMINATION ATTENDANCE

Students in Advanced Placement classes are required to take the AP exams as administered by the College Board each May. Any student taking an AP exam is excused from school on the day of the exam, and the day does not count as a school absence. Students have the option to participate in after-school activities, including interscholastic athletics, on both the previous day and that day. Failure to take the AP exam in an AP course may result in removal of the AP designation from a student's transcript and a score of zero entered for the Core Skills Assessment on the report card.

COLLEGE VISIT ABSENCES

Students in Grade 12/PG are permitted to be absent with parent permission to visit colleges and universities. **Students and parents should inform the Attendance Office in the Chesebro Academic Building of these planned absences as early as possible.** Students in Grade 11 are not permitted to use class days to visit colleges and are instead encouraged to visit institutions during vacations and holiday breaks. Teachers should be notified of a student's plans to miss classes for college visits **at least one week before** the trip. College visits may not be scheduled during the week of core skills exams or in the last week of a trimester.

- Students must obtain permission from their parents (day students) or the Residential Life Office (boarding students) for college visits and notify all affected teachers of their absences.
- Parents/guardians are responsible for their students during college visits, even if they do not accompany them on the trips. Students should remember that they are representing The Hun School during college visits and that all School rules still apply.
- Students should not miss classes to meet with college coaches unless permitted by the Upper School Office.

SCHOOL CLOSINGS

School closings due to weather or other emergencies will be communicated to each family through the emergency broadcast system, which is programmed to email (all), call, and text (U.S. -based numbers). For this reason, it is important to keep your contact information in RaiderNet up to date. School closing information will also be posted on the School website and social media channels.

COMMUNITY LIFE

CITIZENSHIP

The development of proper character and citizenship is an important part of the School's mission. We require all students to conduct themselves in a manner that reflects the School's values and ideals. Attendance at The Hun School is a statement of acceptance of these principles by parents and students alike.

STATEMENT OF DIVERSITY

The Hun School does not discriminate in policies or practices on the basis of race, color, creed, religion, sex, gender, affectional or sexual orientation, gender identity or expression, citizenship, alienage or national origin, nationality, ancestry, pregnancy (including breastfeeding), family status, disability or handicap, medical condition (including genetic characteristics), or any other characteristics or activity protected by law.

At The Hun School, we view diversity as a positive aspect of our lives and communities, and an essential part of education. The School's Board of Trustees, administration, and faculty recognize and respect the diversity of our abilities, family structures and values, gender expression and gender identity, nationality, race, religious and cultural traditions, sexual orientation, and the financial and educational resources within our families. We believe that our separate experiences, heritages, beliefs, and identities help to define us as individuals, and that our commitment to learning about one another and the larger world unites us as a community and strengthens our ability to thrive in a globalized world.

The Hun School assumes an ongoing responsibility to act as part of a larger community. We welcome a community whose members reflect diversity in all of its forms — the diversity inherent in our geographic area and the world. In our curriculum, community programs, and extracurricular activities, we work to further our commitment to and education toward cultural competency.

The Hun School will affirm, in words and actions, that each individual has a distinct and valued identity, and will help all members of its community grow in their understanding and appreciation of their own identity and that of their peers. We endeavor to create an educational experience that empowers students to know and love themselves, while preparing them to participate with pride and confidence in a rich, complex society. We recognize that providing such an experience requires dedication and an ongoing commitment of time, energy, and resources.

Founded on the principle of respect, The Hun School is a place where students can listen, question, challenge, probe, and thereby make sense of their world. When students graduate from the School, we hope they will carry with them a strong sense of their identity, a willingness to see the common threads which run through all our lives, and a high regard for the value and breadth of differences.

DRESS CODE

DRESS CODE MISSION AND PROCESS

The Hun School of Princeton is committed to being an inclusive and respectful community for all students. Our student dress code aims to create a culture of inclusion and belonging, maintaining an environment that is both comfortable and conducive to joyful and vigorous learning. The Hun School student dress code seeks to prepare students for an ever-changing world in which they will learn to dress for the occasion.

GENERAL GUIDELINES

Tops and bottoms must meet or overlap. All undergarments must be covered entirely by another layer of clothing. All clothing must be clean, in good repair, and appropriate for the occasion.

DAILY ACADEMIC DRESS CODE

- Collared shirts, including dress and polo shirts, or dress blouses that are crewneck or boatneck. Students may wear crewneck, cardigan, or partial-zip sweaters over a collared shirt, and may wear cardigan or partial-zip sweaters over dress blouses.
- Dress pants, khaki pants or pants that are of a similar material and design as khakis in other colors, tailored skirts, shorts, or dresses of sufficient length to be appropriate in both a school and professional setting.
- Casual closed-toed shoes or sneakers

ITEMS NOT PERMITTED IN THE DAILY ACADEMIC DRESS CODE

Any clothing that does not comply with the list above. Examples might include:

- Athletic apparel, such as t-shirts, sweatshirts, sweatpants, leggings, athletic shorts, and lounge pants
- Open-toed shoes, slippers, slides, mules or clogs, such as Crocs and Birkenstocks
- Denim, pajama pants, camouflage, non-brand logos, graphics of an offensive or political nature, or any graphics exceeding two inches
- Hats worn indoors

SPIRIT FRIDAYS

(Daily Academic Dress Code plus option of):

- Hun spirit gear on top, including t-shirts, hoodies, or crewneck sweatshirts **with Hun branding**
- Denim pants (may only be worn if students also wear a spirit dress top)

Note:

- Spirit Fridays Dress does not include any pants other than Daily Academic Dress or denim, even if those other pants have Hun School branding.
- Students who violate dress code at any time Monday through Thursday are ineligible for Spirit Fridays.

CASUAL DRESS CODE

(For Spirit Weeks, appropriate NextTerm or service-learning experiences, or special occasions):

- All dress items in the Daily Academic Dress Code **plus** athletic apparel or denim
- Casual dress is limited to the items in these categories. It does not include other items such as pajama pants, hats worn indoors, open-toed shoes, Crocs, sliders, mules, or slippers.

FORMAL DRESS CODE

(For Convocation, announced Centennial Speakers, or special occasions):

- Skirts or dresses of sufficient length to be appropriate in both a school and professional setting.
- Button-down collared shirts (not polo shirts) with ties (a tie is optional if also wearing a blazer or sweater), or dress shirts
- Closed-toed dress shoes

NEXTTERM DRESS REQUIREMENTS

During the NextTerm mini-semester in May and June, students are permitted a special dress code in keeping with the field-study, experiential nature of their courses. Students are expected to adhere to the Standard NextTerm Dress guidelines unless otherwise informed by their individual teacher or the associate head of the Upper School.

Standard NextTerm Dress	Not Permitted
Polo shirts	Jeans/denim skirts or jackets
Button-down collared shirts	Ripped or torn clothing
Blouses	Flip-flops or sandals
Dress shorts	Hats
Slacks or khaki pants	Camouflage clothing
Sleeveless shirts or dresses	T-shirts or sweatshirts
Skirts or dresses	Athletic shorts, sweatpants, leggings, or athletic pants
Sneakers or other closed-toed shoes	

Step Up NextTerm Dress	Not Permitted
Blazers or sweaters	Sneakers
Ties	Polo shirts
Button-up shirts or blouses	Jeans/denim skirts or jackets
Dresses and skirts	Ripped or torn clothing
Slacks or khaki pants	Flip-flops or sandals
Sleeveless shirts or dresses	Hats
Dress shoes	Camouflage clothing
	Crewneck sweatshirts
	Hooded sweatshirts

Step Down NextTerm Dress	Not permitted
Jeans	Ripped or torn clothing
Leggings	Flip-flops or sandals
Athletic/outdoor shorts or pants	Hats in academic building
T-shirts	
Sweatpants	
Sweatshirts	

ATHLETIC AND EXTRACURRICULAR REQUIREMENTS

Extracurricular activities play an important role in the overall curriculum at The Hun School. Activities offer students unique opportunities to discover and enhance strengths and abilities outside the classroom. Supporting the needs of a student community with a wide variety of interests and talents, extracurricular activities enjoy wide participation and enrich the community throughout the year. Because of the importance of physical education to student well-being, all students are required to participate in one athletic season or the equivalent approved physical activity.

Each year, Upper School students must earn a minimum of five extracurricular points for participation in activities including athletics and other clubs or programs. To recognize the time commitment of certain activities other than athletics, a portion of the yearly point requirement can be earned through significant participation in a variety of School-approved, on-campus extracurricular activities designed to develop physical and character growth, nurture artistic and academic development, and inspire world leadership. This extracurricular requirement, known as "Thrive Five" for the five extracurricular points required, may be accessed through a student's grade level dean or advisor. Point equivalency is determined according to time invested. General guidelines include:

- Participation in a team sport at the varsity, junior varsity, or ninth grade level will earn two points per season. One season of athletics is required to meet the School's physical education requirement.
- Participation in an extracurricular performing art (fall, winter, and spring plays, chamber music, or fall or spring Dance) will earn two points per season.
- Participation in the intramural or strength and conditioning programs four days per week for a season will earn two points and count toward the athletic requirement.
- Participation in the strength and conditioning program two days per week for a season will earn one point.
- Leadership in club activities and participation in certain School programs like robotics, yearbook, school newspaper, debate, Model UN, the MLK Jr. Leadership Summit, among others will also earn Thrive Five points toward the extracurricular requirement.
- No outside activities are accepted for athletic points unless students complete a waiver form, submit it by the stated deadline, and have it approved by the School.

YEARLY POINT REQUIREMENTS

All students are **required to earn five extracurricular points each year**, with a minimum of two points from an athletic program and a minimum of one point from non-athletic activities. Faculty advisors to the various extracurricular programs and clubs will be responsible for reporting to the grade level deans the names of students who earned points at the end of each season. Students who fail to earn the proper number of extracurricular points without prior approval or exemption may jeopardize re-enrollment.

PERFORMING ARTS EXTRACURRICULAR PROGRAMS OFFERED

In addition to numerous curricular offerings in the visual and performing arts, The Hun School offers performing artists the opportunity to earn extracurricular points through participation in several areas. These offerings are timed to coincide with the three sports seasons so that students can maximize their participation across athletics and the arts. The following performing arts programs are offered for "Thrive Five" credit:

Fall	Winter	Spring
Fall Play	Winter Musical	Spring Play
Fall Tech Crew	Winter Tech Crew	Spring Tech Crew
Chamber Music	Winter Musical Pit Band	Chamber Music
Fall Dance	Chamber Music	Spring Dance

PERFORMING ARTS EXTRACURRICULAR ATTENDANCE POLICY

All student artists are expected to attend all performing arts events and performances unless otherwise communicated in appropriate advance notice with program leaders and the Performing Arts Department. While some absences may be excused, consistent

attendance is crucial for performance success and could potentially influence casting or group placement decisions. Unexcused absences may result in disciplinary action within the program, disqualification from post-performance honors, loss of "Thrive Five" credit, or other consequences at the Performing Arts Department's discretion. Excused absences are aligned with the academic attendance policy, and proactive communication is necessary.

ATHLETIC EXTRACURRICULAR PROGRAMS OFFERED

There are more than fifty teams representing The Hun School at the interscholastic level. Although we expect to be competitive with other teams, we emphasize participation, sportsmanship, enthusiasm, and skill development. Some teams have a "no cut" policy, while others may restrict membership due to facility and interscholastic competition limitations. Students who cannot participate in a team sport due to medical reasons will be required to either complete an adaptive intramural program or serve as a manager on one of the sports teams. The following sports are offered:

Fall	Winter	Spring
Cross Country	Basketball	Baseball
Field Hockey	Competitive Cheerleading	Girls Flag Football
Football	Fencing	Golf
Fall Rowing	Ice Hockey	Lacrosse
Soccer	Rock Climbing	Spring Rowing
Spirit Squad	Swimming	Softball
Girls Tennis	Winter Track & Field	Boys Tennis
Girls Volleyball		Track & Field
Intramurals	Intramurals	Intramurals
Strength and Conditioning	Strength and Conditioning	Strength and Conditioning

ATHLETIC ATTENDANCE POLICY

All student-athletes are expected to attend all athletic events and competitions unless otherwise communicated in appropriate advance notice with coaches and the Athletic Department. While some absences may be excused, consistent attendance is crucial to team success and may influence playing-time decisions. Unexcused absences could result in team disciplinary action, disqualification from postseason honors, loss of "Thrive Five" credit, or other consequences at the Athletic Department's discretion. Excused absences are aligned with the academic attendance policy, and proactive communication is necessary.

ACADEMIC EXTRACURRICULAR PROGRAMS OFFERED

In addition to arts and athletic extracurricular programs, The Hun School offers students the opportunity for competitive academic engagement outside the traditional classroom setting that can help meet our extracurricular point requirements. Programs run year-round and include Model UN, Model Congress, Science Olympiad, Speech and Debate, Robotics, and math and classical language competitions, among others.

LOST AND FOUND

Misplaced property should be turned in to the Attendance Office in the Chesebro Academic Building. Found articles are generally stored in the storage shelves opposite the department offices on the first floor of the Chesebro Academic Building or in the Library and Media Center. Articles left in the Lost and Found for more than thirty days will be discarded.

CAMPUS VISITOR POLICY

Campus visitors, defined as any individual not enrolled or employed by the School, should check in at one of the main building reception desks and request a visitor pass. Visitors may be asked to present a government-issued ID and may need to be accompanied by School personnel during their visit. Unenrolled student visitors who wish to observe classes must make prior arrangements with the Admission Office. The School has the right to restrict access to any portion of its private campus at its sole discretion.

THE HUN SCHOOL HONOR AND BEHAVIORAL CODES

The Honor and Behavioral Codes are designed to promote a community that upholds the core principles The Hun School of Princeton seeks to impart to its students. Our School norms establish clear expectations for behavior, respect, and collaboration, guiding students to be the HEART of Hun, creating a positive and inclusive environment. Students are expected to: Help each other grow through collaboration, curiosity, and inclusivity; Engage bravely and listen to understand; Ask questions and accept feedback as opportunities to learn; Respect others through empathy and kindness; and Trust others' intentions while taking responsibility for their impact.

THE HUN SCHOOL HONOR CODE

The foundation of any academic institution is the expectation that work is done and students conduct themselves in an honorable and ethical fashion. When all members of a community of scholars take honorable work and behavior seriously, a sense of trust and respect is built among them. When individuals do not conduct themselves honorably, mutual trust and respect begin to break down. Therefore, all members of The Hun School community are expected to live by The Hun School Honor Code. The value of a Hun School education is partly dependent on the School's reputation for setting high standards of honor among its students. As a result, all students are expected to abide by the following philosophy, code, and pledge:

The Hun School Honor Code Philosophy: As a student at The Hun School of Princeton, I seek knowledge with honor, and I seek to foster a community built on trust. I am committed to achieving academic excellence while demonstrating respect, kindness, integrity, and trust both in and out of school. I understand that the success of my education is directly tied to submitting my own work, and that is the only way that I can improve.

The Hun School Honor Code: I pledge on my honor not to lie, cheat, or steal, and to support my classmates in doing the same.

The Hun School Honor Pledge: To demonstrate my support for this code, I will include on all tests, quizzes, papers, and exams the following statement: "By signing my name, I attest that whether or not this is my best work, it is my work, and I am proud of that." I will also write "On my honor" as an abbreviation of the full Honor Code on all other work that bears my name.

HONOR CODE VIOLATIONS

Students who are accused of violating the Honor Code may be referred by the associate head of the Upper School or the associate dean of students for character education to the relevant council or committee. In general, violations include, but are not limited to, cheating on tests or quizzes, plagiarism, theft, or lying to a School employee about a school-related matter. More specific descriptions are listed below.

THE HONOR CODE AND HOMEWORK

Homework often presents a confusing situation regarding the Honor Code. Most homework is assigned as a learning experience, and students may receive help completing it. However, it is an Honor Code violation to receive help with graded assignments intended to measure what students have learned or the skills they have mastered. Examples include:

- Getting help solving math problems for which you will receive a grade.
- Getting help in editing an essay or term/research paper when the teacher has indicated you will be graded on your ability to write, spell, and use proper grammar. Note: Make sure you always know if it is permissible to use the Peer Tutoring Center for help on an assignment.
- Copying or paraphrasing another student's work in whole or in part.

- Submitting someone else's work as your own.
- Giving help to another student working on a graded assignment, even though the teacher has indicated that the student must work alone.

As a general rule, any attempt to make yourself look academically better than you are by getting help on, or being deceptive about, graded assignments is dishonorable.

THE HONOR CODE AND TESTS

Obtaining, or giving, unfair help with quizzes and tests is an Honor Code violation. Examples include:

- Discussing a quiz or test with someone who has taken that quiz or test already in an earlier class period.
- Bringing hidden notes and using them during a test or quiz. Having such notes in your possession indicates the intent to cheat and is therefore dishonorable.
- Looking at another student's work during a test or quiz.
- Communicating with another student through any kind of noise, silent signal, or the use of technology during a quiz or test. This includes allowing another student to see and copy your work.
- Stealing or obtaining a copy of a quiz or test before it is administered.
- Use of artificial intelligence (AI) when it was not expressly permitted by the teacher, or in a manner that is inconsistent with what the teacher permitted.
- Students who receive extra time for an assignment may not consult related materials until the assessment is complete and turned in to the teacher.

THE HONOR CODE AND PLAGIARISM

When doing homework, it is also important to avoid plagiarism. Plagiarism is defined in *Webster's New World Dictionary Online* as "the act of copying or stealing someone else's words or ideas and passing them off as your own work." Please note that the use of another person's **ideas** can also be plagiarism. Examples (provided by *Plagiarism.org*) include:

- Turning in someone else's work as your own.
- Intentionally or unintentionally copying words or ideas from someone else without giving proper credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure and meaning of a passage without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- Using artificial intelligence platforms without permission or attribution.

Please note: Plagiarism can occur in any department and any class. Students may not write expository essays in their biology class, but plagiarism is possible, and students must be careful to use their own language and ideas and to credit their sources when they do not.

PREVENTING PLAGIARISM

The purpose of documenting sources is to give credit to the people who provided information for your paper. Remember that each teacher may have different requirements for documentation (what and how). One of your most important jobs is to know what your teacher's requirements are for documenting your sources. In addition, steps to take to avoid plagiarism include:

- Consulting with your teacher: don't guess or assume — ask.
- Planning your work/paper ahead of time: plagiarism often happens when students are disorganized and rushing.
- Taking effective notes: make sure you know which language and ideas belong to a particular source, and note that source.
- Knowing how to paraphrase: don't simply replace one or two key words in a sentence written by another. Put the information into your own words. Credit the source.
- When in doubt, cite your sources.

THE HONOR CODE AND THE LIBRARY AND MEDIA CENTER

Because the Library and Media Center is central to the academic program and we want all students to have equal access to its materials, it is an Honor Code violation to improperly take Library and Media Center materials to prevent others from using them.

THE HONOR CODE AND LANGUAGE TRANSLATION

Although the use of online dictionaries is often acceptable for individual words, the translation of entire phrases or sentences would be considered a violation of the School's Honor Code. Written and spoken work should be within the scope of what a student is able to produce on his or her own. Any questions about the acceptable use of translators should be directed to your instructor. The Modern Languages and Classics Department recognizes the value and importance of certain online translators and dictionaries and will maintain a list on online class pages or in instruction sheets for assignments, projects, papers, etc. Teachers will discuss the correct use of online translators at the beginning of the year in each class.

THE HONOR CODE AND SCIENCE LAB REPORTS

While you work in the lab with a partner and each of you has the exact same data to report, the conclusions you draw, especially their wording, are expected to be your own. Copying or paraphrasing the conclusion from anyone else's lab report is a violation of the Honor Code.

THE HONOR CODE, TECHNOLOGY, AND THE INTERNET

Be sure to read the Acceptable Use Policy for Electronic Devices and Information Resources in this book. Inappropriate use of the information obtained from local computers, artificial intelligence, or other Internet resources may result in violations of either the Honor Code or the Behavioral Code.

Students who use their devices (cell phones, tablets, smart watches, smart glasses, or laptops) **in any way** during a test, quiz, or exam without permission from the teacher or proctor may be brought before the Honor Council. All technology should be left outside of an exam unless the teacher has instructed otherwise. Any student found with a device out during an assessment will be presumed to be using it and, unless its use has been expressly permitted, will be violating the Honor Code.

THE HONOR CODE AND RESIDENTIAL LIFE FORMS

Students must be honest on all residential life forms and may not provide false information.

STUDENT HONOR BOARD

The Student Honor Board is comprised of students nominated by the student government president and approved by the faculty. If the associate head of the Upper School or the associate dean of students for character education, upon notification from a teacher, determines that a ninth grade student or a student in their first year at Hun (excluding postgraduates) has violated the Honor Code (lying, cheating, or stealing) for the first time, she or he may choose to refer the student to the Student Honor Board for remediation rather than to the Honor Council for consideration. The Student Honor Board will discuss the circumstances of the offense and help the student learn from the mistake to improve understanding and build awareness of The Hun School's culture of honesty and integrity. No official record of the student offense will be maintained, but students with a second honor-related offense will be sent to the Honor Council for disciplinary action.

THE HONOR COUNCIL

When a violation of the Honor Code is suspected, the associate dean of students for character education, the associate head of the Upper School, or the head of the Upper School may refer the student to the Honor Council. Such referrals are at the School's discretion, and the School may impose consequences, independent of the Honor Council, where it deems appropriate. The Honor Council is a group of students (three standing, two alternates) and faculty (two standing, one alternate) who evaluate violations of the Honor Code and make recommendations for action to the head of school and the head of the Upper School. The Honor Council meets with the student(s) involved to discuss the violation and advise the student(s) on an ethical course of action. The student members of the Honor Council are selected in accordance with the procedure outlined in the Student Government

Constitution. The faculty members of the council are selected by the associate head of the Upper School.

The Honor Council does not dismiss students from The Hun School, but only makes recommendations to the head of the Upper School and the head of school as to appropriate consequences for violations of the Honor Code.

HONOR CODE PENALTIES

The penalties listed below represent the usual consequences for Upper School students, though individual cases may have mitigating or aggravating circumstances that would lead the council to deviate from these recommendations.

First Offense Consequences Include But Are Not Limited To:

- A remediation plan as recommended by the Honor Council that includes a **one-day suspension** or workshop on meeting appropriate standards of integrity and honor.
- A failing grade for any academic work involved.
- A first offense notice in the student's internal file.
- An in-person or electronic conference with parents or guardian.
- A student found responsible for a first offense will not be eligible for the Honor Roll during the year of their Honor Council meeting.

First Offense Consequences May Also Include the Following:

- An apology to the teacher or School employee affected by the offense.
- A student holding a leadership position (student government, proctor, team captain, etc.) may be required to step down.
- Students found responsible for theft or dishonesty during an investigation may be suspended or dismissed at the head of school's discretion.

A second offense will generally result in separation from the School, but the Honor Council, depending on the facts of an individual case, may recommend another form of remediation to the head of school.

It should be noted that the time gap between a first and a second offense does not mitigate the seriousness of the second offense. Whether the second offense occurs the same day as the first offense, the last day of the Grade 12/PG year, or any time in between, the result will be the same.

Students who have committed an Honor Code offense during their time at The Hun School may not be eligible to apply for a student leadership position and must appeal to the head of the Upper School for permission.

Lying, or being misleading, about your involvement in any dishonorable situation is a further dishonorable action.

The School reserves the right to impose whatever disciplinary consequences it deems appropriate in any individual case. All final decisions are reserved to the head of school. The head of school may bypass review by the Honor Council if, in the head of school's sole opinion, it is prudent and in the best interests of the School and/or the student to do so.

MITIGATION FOR INEXPERIENCED STUDENTS

In select cases in which the student has not had sufficient experience with or exposure to research, writing, and/or citation, the associate head of the Upper School may confine the disciplinary process to an educational exercise designed to instruct and prepare the student for future assignments.

THE HUN SCHOOL BEHAVIORAL CODE

BEHAVIORAL CODE PRINCIPLES

The Mission Statement of The Hun School of Princeton pledges to provide a structured environment that develops character, community, and values. As such, we expect students to be people of integrity and positive contributors to our School and our larger community. Essential to this mission is the creation and maintenance of an orderly setting grounded in a system of clearly communicated behavioral expectations. The resulting Behavioral Code is divided into three distinct levels ranging from less serious to more serious offenses. These levels are intended to provide general guidance as to the severity of various offenses and their expected disciplinary consequences. However, the School reserves the right to impose whatever disciplinary consequences it

deems appropriate in any individual case, and all final disciplinary decisions are at the discretion of the head of school.

Basis: Disciplinary action at The Hun School is based upon the philosophy of restitution, although it may have incidental effects of punishment, deterrence, or remediation. It is intended to reflect the School's mission and to ensure a safe and orderly school environment that is attentive to students' personal goals, achievements, and problems in their academic and extracurricular activities. Disciplinary outcomes are not designed to retaliate or to evoke a reaction, but simply to reflect the nature of the offense, the degree of honesty with which the student has dealt with the investigation of the offense, and the student's disciplinary record.

Honesty: As a School that values and encourages honorable behavior, The Hun School's discipline and honor policies rely upon and expect student honesty in all disciplinary or honor investigations. Accordingly, students who lie during an investigation may face more serious consequences than would have been the case following the original violation of School policy. Alternatively, we encourage students who have made mistakes or poor decisions to come forward with that information before any disciplinary or honor report is made to the associate head of the Upper School. Students who disclose their responsibility for a policy violation before the investigation, or who provide information the School would otherwise have no way to confirm, may have their disciplinary or honor consequences reduced at the discretion of the head of school.

Non-Disciplinary Action: Disciplinary action at The Hun School provides only one aspect of the School's commitment to the growth and progress of each of its students. In responding to student conduct within its jurisdiction, the School may take whatever additional steps are necessary to address misconduct and redress wrongs, including revoking privileges or leadership positions, requiring restitution for damages, outlining future courses of action, affecting academic consequences for academic dishonesty, or imposing other consequences unrelated to a student's enrollment status.

GENERAL CONDUCT AND BEHAVIORAL CODE POLICIES

Cell Phones, Drones, and Other Electronic Devices

Cell phones or smart eyewear are not permitted during the academic day from 8:25 a.m. to 3:00 p.m. and must be kept in personal bags or provided lockers. Students with individual medical needs will be permitted to access their phones on a case-by-case basis, as approved by the Health Center or Counseling and Wellness Office.

- Students who access their cell phones during the academic day will have the phone held by the academic office until dismissal.
- Students with two cell phone use infractions in a trimester must turn in their cell phones to the Heart of Hun for five school days. On each of those days, they must drop off their phone prior to their first class, and they may pick it up after their last class or Advisory obligation.

Students with an urgent or emergent need to receive or make a call during the class day may report to the Heart of Hun and request permission to use their phone for that specific call. If approved, they will be given a location in or near the Heart of Hun to make their call.

Students may not use electronic devices during tests, quizzes, or exams without permission from the teacher or proctor. Use of artificial intelligence tools is governed by the School's academic honesty policies as outlined by individual teachers using the School's AI policy.

Headphones should be worn when sound from electronic devices might disturb others. **Students are NOT to wear headphones while walking on campus or between classes, as this is disrespectful to others in the community.** Resident students may keep cell phones after the academic day, but they may not be used for purposes other than academic work during study hours. Resident students may not use electronic devices after lights out.

No drones are permitted on campus unless authorized by the Office of Marketing and Communications. Proof of licensure and a faculty sponsor will be required.

Obtaining or distributing photos or videos of minors, where the presumption of privacy exists (dormitory, restroom, hotel room, or locker room) or in a partial or full state of undress, is against the law and is in violation of the School's Acceptable Use Policy for Electronic Devices and Information Resources.

Dining Hall Conduct

Students are expected to demonstrate good citizenship in the dining hall, including cleaning up their table area and returning all dishes, glasses, and utensils. The dining hall staff is to be treated with respect.

Library and Media Center Conduct

The Library and Media Center is the academic center of the School; therefore, the space is designated for class instruction, individual study, and group work. Students are expected to behave in a manner that respects every student's right to work in an environment that allows for quiet contemplation. Group study will take place in designated spaces with the Library and Media Center. Instructions for the acceptable use of library computers are posted throughout the space, and students are expected to use the computers for academic, class-related activities only. Printers are located near each computer, and students are expected to pick up all print jobs.

Should a student be asked to leave the Library and Media Center for misbehavior, he or she may face consequences for disrespect as listed in The Hun School Behavioral Code. No food or drink is permitted in the library.

Automobiles

Day students may drive to the School and park in designated areas after registering their cars with the director of safety and security. Students may park only in designated parking lots. Street parking may occur only when all parking lots are full; students must follow all local ordinances and avoid blocking driveways and mailboxes of neighboring homes. Students who use street parking when parking lot space is available, or who block driveways or mailboxes of neighboring homes, may lose driving privileges. The School retains the right to remove any student's driving privileges for failure to obey local traffic laws, to follow safe driving practices, or to comply with campus driving and parking rules. **Students are not permitted to access the parking areas during the academic day unless expressly authorized by the Office of the Associate Head of the Upper School.** Students may not drive off campus (or leave with another student driver) during the academic day unless they have received formal Grade 12/PG privileges (see below). Any violation of these rules may result in students losing their driving privileges for two weeks. Any recurrence will result in the loss of driving privileges for the remainder of the school year. Exceptions, due to special circumstances, must be approved in advance by the Student Life Office.

Leaving Campus

Students are not allowed to leave campus during the academic day without permission from the Student Life Office. Parents or guardians must contact the office in advance of the departure. Students must check out and in (if they return during the academic day) with the Attendance Office in the Chesebro Academic Building. Students are not permitted to use taxi or online transportation companies such as Uber or Lyft to depart campus during the academic day unless authorized by parents and the Office of the Associate Head of the Upper School.

At the end of the first trimester, students in Grade 12/PG in good standing will be allowed to leave campus with permission of the Student Life Office. Parents of students in Grade 12/PG will be required to sign a Grade 12/PG Privilege Permission to Leave Campus Form and return it to the Attendance Office in the Chesebro Academic Building. Students in Grade 12/PG who violate the Behavioral Code may lose this privilege.

Searches

To ensure compliance with rules and to protect and safeguard community members, the School reserves the right to search students' belongings. In those cases, the School has the right to search a student's possessions, not limited to a car, locker, backpack, or personal belongings, whenever the School deems it appropriate.

Off-Campus Behavior

Students should be aware that certain activities, even outside of School hours or off School property, may result in the loss of School privileges and other disciplinary action, up to and including suspension or expulsion. Students may be subject to discipline for misconduct that is, or may be, disruptive of the educational process, interferes with the work of the School, is contrary to the mission of the School, impinges on the rights of other students, employees, or members of the School community, or has a direct or immediate effect on the discipline or general welfare of the School, even if such conduct takes place off campus, during non-School hours, or on breaks from School. Such conduct will be evaluated at the sole discretion of the School, and the School reserves the right to deviate

from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct, which may have disciplinary ramifications at School, include:

- an arrest or violation of the law.
- underage purchase, use, or possession of alcohol or a controlled substance.
- cyberbullying or other misuse of technology (personal, at home, or at School), which do, or could, impact the welfare of any member of the School community or the reputation or functioning of the School.

For disciplinary purposes, conduct at School-sponsored events, activities, or trips will be treated in the same manner as on-campus conduct.

GENERAL HONOR AND DISCIPLINE INFORMATION

Certain issues pertain to both the Honor and Behavioral Codes:

HONESTY MITIGATION POLICY

As a School that values and encourages honorable behavior, The Hun School's behavioral and honor policies rely upon and expect student honesty in all disciplinary or honor investigations. Accordingly, students who lie during an investigation may face more serious consequences than would have been the case following the original violation of school policy. Alternatively, we encourage students who have made mistakes or poor decisions to come forward with that information before any disciplinary or honor report is made to the associate head of the Upper School. Students who disclose their responsibility for a policy violation before the investigation, or who provide information the School would otherwise have no way to confirm, may have their disciplinary or honor consequences reduced at the discretion of the head of school.

STUDENT AND PARENT COOPERATION

Students and their parents are expected to cooperate openly and honestly in responding to inquiries about behavior on and off campus. If a student refuses to participate or cooperate at any stage of an inquiry, for whatever reason, including, but not limited to, pending criminal charges, the School reserves the right to impose disciplinary consequences without a statement from the student or to ask the student to leave school. Additionally, parents and/or guardians are expected to support the School's policies and procedures and partner with the School to ensure that students complete all required remediation plans. Failure of the parents and/or guardians to do so may result in the student's dismissal from the School.

HONOR AND DISCIPLINE REPORTING

The School will attempt to notify parents or guardians in advance of all student referrals to the Honor Council or the Discipline Committee. The student, parents or guardian, and advisor will also be notified of the results of those meetings. Parents or guardians may be required to meet with the associate head of the Upper School following a Discipline Committee or Honor Council meeting.

Consistent with best practices as recommended by the National Association of College Admission Counselors (NACAC) Ethical Practice in College Admissions, the School will report to colleges any major change of status (suspension, expulsion, withdrawal, or leave of absence) occurring during the Grade 12/PG year. In such an event, the head of school or designee will write a letter after the disciplinary action has taken effect. Prior to mailing that letter, students in Grade 12/PG will have one week to contact all colleges to which they have applied (in consultation with their college counselor) to inform them of the disciplinary action or change in status. It is also expected that Hun School students will respond truthfully to any questions asked of them regarding disciplinary action taken at any point in their Hun School career. Students are responsible for truthfully disclosing discipline incidents as requested on many college applications, including the Common Application.

The School respects the privacy of community members, but also believes that students benefit from learning from each other. Thus, the School reserves the right to communicate any Honor or Behavioral Code violation, including names, details, and other information the School deems significant for the purpose of furthering the educational experience of students and the overall good of the School community.

A list of students who have received consequences for violations of the Behavioral Code will be available to the faculty, the Residential Life Office, the College Counseling Office, the Counseling and Wellness Office, the head of the Upper School, and the head of school. All Honor Code offenses are reported to the head of school, the head of the Upper School, the student's advisor, the Counseling and Wellness Office, and the College Counseling Office.

SUSPENSION

Students who are suspended will be separated from all academic and extracurricular activities during the suspension, though they may complete classwork with prior coordination with their teachers. Students will be responsible for keeping up with all missed notes, homework, assessments, etc. via RaiderNet and must make up all work the day they return to campus. All make-up assessments must be scheduled by the student with the teacher as soon as possible after returning. Consistent with the National Association of College Admission Counselors (NACAC) Statement of Principles of Good Practice, we will report to colleges any major change of status (suspension, expulsion, withdrawal, or leave of absence) occurring during the Grade12/PG year.

DISMISSAL AND APPEALS

The School reserves the right to separate a student at any time, subject to the decision of the Head of School. Any appeal of disciplinary action must go through the Office of the Head of School. Students who are separated from the School because of disciplinary or honor infractions may not return to campus for a period of one year (12 months) from the date of the separation. The head of school will determine if a student who has been separated from The Hun School will continue to be included in future School or alumni mailings.

DRUG AND ALCOHOL POLICY

The Hun School believes that the use of drugs and alcohol, including the use of nicotine products, by students interferes with their intellectual and emotional development, and students are expected to be completely drug and alcohol free. The School has therefore created programs to educate our students about the dangers of drug and alcohol abuse. These efforts include health and wellness classes, informational presentations, counseling initiatives, consultant visits, surveys, and peer-led programming.

If there is a suspicion that a student is engaging in alcohol or drug abuse, whether on or off campus, the School may intervene with the student in any one or a combination of ways. For example:

- The student may be confronted by School personnel.
- The School may notify a student's parents or guardian.
- The student may be asked to speak in confidence with a School counselor.
- The student may be asked to see the School nurse.
- The student may have their room, car, or possessions searched by School personnel.

In addition, The Hun School may require, without prior notice, that a drug and alcohol screening be performed on a student at any time, *with or without parental permission*. The cost of such testing is the responsibility of the parents or guardian. Failure to appear for testing or to provide a sample may result in a test being presumed positive. If a test result is negative, dilute, or there is evidence of attempted alteration, the test will be re-administered as soon as possible at an off-site lab. A positive test will likely result in dismissal or, at the head of school's discretion, other disciplinary consequences. If the drug/alcohol screening test is positive, the student will need to be further tested by an outside lab. Students who test positive, acknowledge that they will test positive prior to testing, or refuse to take the test may be placed in the School's discipline process as outlined above and/or required to participate in the School's health and wellness remediation program regardless of whether the drug or alcohol use took place on or off campus.

DRUG AND ALCOHOL VIOLATION CATEGORIES AND CONSEQUENCES

While the School reserves the right to pursue any action it deems reasonably required to protect the safety of its students, faculty, and facilities, the Head of School makes the final determination of consequences in all drug and alcohol policy cases.

There are generally three categories of culpability in drug and alcohol cases.

Category Description	Potential Consequences
↗ Providing or selling drugs or alcohol to others ↗ Possession or use of drugs or drug paraphernalia on campus, while at School events, or on School-sponsored trips ↗ Repeated suspensions for violations of the Drug and Alcohol Policy	Will likely result in **dismissal** or, at the head of school's discretion, suspension and probation with a health and wellness
↗ Use or possession of alcohol on campus, while at School events, or on School-sponsored trips, or while in the School's care* off campus ↗ Use or possession of drugs by resident students off campus while under the School's care* ↗ Being *under the influence* of drugs or alcohol on-campus, while at School events, or on School-sponsored trips	May result in dismissal or **suspension and probation** with a health and wellness remediation plan
↗ Off-campus use of alcohol or drugs by any student not in the School's care*	Notification of parents or guardians with possible health and wellness remediation plan required

*Resident students are under the School's care on or off campus unless they have been signed out by their parents.

HEALTH AND WELLNESS REMEDIATION PLAN

The health and wellness remediation plan will be created by a team of student support faculty members after the student has completed the disciplinary process. The director of health services will coordinate a random drug testing schedule with the Office of the Associate Head of the Upper School. The student will be escorted from class to the Health Center and will leave their belongings in the academic building. The drug test will be performed by the School nurse in accordance with the protocol specific to the drug-testing kit being used. The results of the test will be communicated to the Office of the Associate Head of the Upper School. The random drug tests will span two academic trimesters.

HEALTH AND WELLNESS AMNESTY POLICY

The Health and Wellness Amnesty Policy is part of the School's efforts to assist our students who are struggling with drugs/alcohol on or off campus. If a student voluntarily comes forward and admits to having a problem, is found to have used illegal substances off campus, or if a student refers someone they suspect or know is having a problem, the School will not refer the issue to the disciplinary process. Instead, the associate head of the Upper School, the Counseling and Wellness Office, and the director of health services will meet with the student and the student's parents or guardian to develop an individual plan for evaluation and treatment. In certain cases, the health and wellness remediation plan may require a student to take a leave of absence from the School.

If a student voluntarily comes forward and admits to using illicit substances, the School will not refer the issue to the disciplinary process so long as the student and parent or guardian agree to the plan for evaluation and treatment, which will be developed by the associate head of the Upper School (or the director of residential life if the student is a boarder), the Counseling and

Wellness Office, and the Health Center. It is important to note that the amnesty policy only applies when assistance is sought voluntarily. It is not applicable after an offense has been discovered or while the student is already in the process of a disciplinary proceeding. The Amnesty Policy does not apply if this admission includes possession of large amounts of substances on campus, or includes disclosure, intent, or a history of distribution. If the student seeks to use the Amnesty Policy more than once, the School may enact disciplinary consequences and/or encourage a Medical Leave or Withdrawal. The Amnesty Policy may include:

- six months of monthly testing. This testing can be done by a licensed lab with results being provided to the associate head of the Upper School.
- weekly or biweekly therapy sessions with a licensed mental health clinician, which will continue until the therapist and School counselor indicate it is no longer necessary.
- School counselors speaking directly with the mental health clinician as often as necessary.
- requiring the student and family to abide by the mental health clinician's recommended treatment plan.
- requiring a student to take a leave of absence from the School.

Individual programs may include an evaluation by an approved counselor, on or off campus, required treatment, and drug testing. The cost of the program will be borne by the parents or guardian. The results of any assessments will be shared with the student, their parents or guardian, the School's counselor, and the associate head of the Upper School.

As a School that prioritizes community, The Hun School expects students to support one another in making positive, healthy choices. If a student fears that a peer is under the influence of drugs or alcohol and is concerned for that student's safety, they may report their peer through the Health and Wellness Intervention Policy guidelines. Students under the influence may also voluntarily and proactively self-report under the Health and Wellness Intervention Policy if they are concerned about their health and well-being on or off campus. It is important to note that the Health and Wellness Intervention Policy applies only when assistance is sought voluntarily, not after an offense has been uncovered or while the student is already in the process of a disciplinary proceeding. Students who provide or sell drugs to other students are ineligible to seek wellness intervention. Students who follow a wellness intervention would be subject to the discipline process if they violate or fail to meet the terms of the wellness remediation. Students in the Health and Wellness Intervention Policy process would be subject to School disciplinary action for any use of illegal substances on or off campus. All matters related to wellness interventions are subject to the discretion of the head of school.

NOTE ON PRESCRIPTION MEDICATION

Students may not keep prescription or non-prescription medication on their person or among their belongings on campus. All medications must be kept and administered by the School nurse. Failure to do so will be a violation of the Drug and Alcohol Policy. Distribution of prescription medication to other students is a dismissible offense.

NOTE ON NICOTINE USE

Students who use smokeless nicotine products, vaporizers, or lit nicotine products on campus may be brought before the Discipline Committee for a violation of the Drug and Alcohol Policy. Repeated offenses may result in dismissal from the School. Students may not possess e-cigarettes or vaporizers unless as part of a smoking cessation program that has been approved by the School nurse.

ROMANTIC RELATIONSHIPS AND SEXUAL INTIMACY POLICY

Hun is dedicated to creating a safe and respectful environment where students can explore relationships responsibly and in a healthy manner. Central to this environment is the emphasis on mutual respect, understanding, and consent in all interactions. While we recognize that students may form romantic and physical connections, we encourage them to engage thoughtfully, with full awareness of the emotional and social implications these relationships may have. Students are encouraged to make informed decisions that prioritize their well-being and that of their peers. Students are encouraged to reach out to a trusted adult,

as our faculty and wellness programs are here to support them in navigating relationships and making healthy decisions that contribute to their personal growth and the community's well-being.

Consent is the foundation of any physical interaction and must be verbal, clear, affirmative, and voluntary. It must be obtained at each stage of a sexual or physical encounter and can be revoked at any time. Public displays of affection (PDA), such as holding hands and brief hugs, are permitted in common areas, provided they do not disrupt the educational environment. However, more intimate acts — such as any physical contact that could be considered sexual in nature — are prohibited on campus and while on School-sponsored trips and may result in disciplinary action.

Across campus, students are expected to maintain a respectful environment where everyone feels emotionally safe and welcome. Specifically, on-campus relationships should respect community standards and values. If faculty members observe behavior of concern in such relationships, they will consult with the associate head of the Upper School and/or the director of residential life to provide support and guidance to the involved students, helping them navigate their relationship while considering the needs of the larger community. The behavioral code will be engaged if there are repeated instances or ongoing concerns regarding intimate relationships that disrupt the community or violate other School rules. In such cases, after ongoing conversations and attempts to resolve the issue, further action may be taken to address the situation and maintain a respectful, focused environment for all students.

Education on healthy relationships, consent, and boundaries is a key part of the School's efforts to support students in developing emotional and social awareness. Through workshops, counseling services, and health education classes, students receive the tools and knowledge necessary to engage in respectful and healthy relationships. Disciplinary measures for violations of this policy will be handled promptly, with steps ranging from meetings with deans and/or division heads to potential counseling sessions. For repeated or more serious violations, consequences may include restrictions on campus activities or other disciplinary actions. Ultimately, our goal is to ensure that students are equipped with the knowledge and support to make thoughtful decisions while maintaining a safe, supportive, and respectful School community.

HARASSMENT POLICY

EDUCATIONAL PHILOSOPHY

The Hun School of Princeton seeks to be a community in which every individual is treated with sensitivity and respect. A basic responsibility of education is to provide a safe and secure environment in which students are free to learn. To meet this responsibility, maintain discipline, and teach students respect for the individual (a fundamental principle of our society), it is essential that all enrolled students and employees be able to achieve their full potential.

HARASSMENT

The Hun School does not discriminate in policies or practices on the basis of race, color, creed, religion, sex, gender, affectional or sexual orientation, gender identity or expression, citizenship, alienage or national origin, nationality, ancestry, pregnancy (including breastfeeding), family status, disability or handicap, medical condition (including genetic characteristics), or any other characteristics or activity protected by law.

The Hun School will not tolerate harassment in any form. Harassment is defined as behavior toward a student, faculty member, employee, or other member of the School community on the basis of that person's race, creed, color, national origin, ancestry, age, sex, gender identity or gender expression, sexual orientation, marital, civil union, or domestic partnership status, disability, or any other category protected by law that has the effect of substantially interfering with that person's educational or work environment. Examples of abusive behavior prohibited by this policy include, but are not limited to, verbal or physical abuse, derogatory or demeaning remarks, insults, epithets, humor, inappropriate gestures, or display of materials.

SEXUAL HARASSMENT

The School will not tolerate sexual harassment of any member of the School community, including students, faculty, staff, and other employees. Sexual harassment takes many forms and consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, or a student's instruction or participation in School

activities; (2) submission to, or rejection of, such conduct by an individual is used as the basis for an employee's continued employment, advancement, or evaluation or a student's evaluation; (3) such conduct has the purpose, or effect, of unreasonably interfering with an individual's work or educational performance, or creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment, as set forth above, may include, but is not limited to:

- Unwelcome leering, staring, sexual flirtations, or propositions
- Unwelcome sexual slurs, threats, verbal abuse, derogatory comments, sexually degrading descriptions, or remarks that imply incompetence as a characteristic of gender
- Unwelcome comments about an individual's body
- Unwelcome sexual jokes, stories, drawings, pictures, or gestures
- Unwelcome touching of an individual's body or clothes in a sexual way
- Displaying sexually suggestive objects or materials in the School
- Conditioning employment, academic outcomes, or student life opportunities on submission to unwanted sexual advances or conduct

RACIAL OR ETHNIC HARASSMENT

Racial or ethnic harassment is any physical, written, or verbal abuse (including "humor") of an individual or group on the basis of race or ethnic heritage. Racial or ethnic harassment may include but is not limited to: demeaning graffiti, epithets based on race or ethnicity, racially/ethnically stereotyped remarks or "humor," insensitive comments, or hate speech.

COMPLAINT PROCEDURE

We all share a responsibility to ensure that the School environment is free from sexual and other forms of harassment. Faculty, students, and employees are encouraged to come forward immediately if they are subjected to, or witness, incidents of sexual harassment or other inappropriate behavior. The School cannot take action unless it knows of the alleged harassment. All harassment complaints will be promptly and thoroughly investigated. All investigations will be conducted in a manner designed to protect the confidentiality of all parties involved, to the extent reasonably possible, in light of the School's obligation to conduct a full investigation and to take appropriate responsive action where a complaint has been substantiated. There will be no retaliation against a person who has filed a complaint or participated in good faith in an investigation. Complaints may be brought to the head of the Upper School, the associate head of the Upper School, the grade level deans, or the head of school. The School reserves the right to notify law enforcement of any reported incident it deems appropriate for police involvement. If a law enforcement investigation is initiated, the School will suspend its internal investigation until the authorities have completed their investigation. If warranted, the School may resume its internal process once law enforcement has cleared it to do so.

ADDITIONAL RESOURCES FOR STUDENTS

A student may also seek advice from the following organizations outside the School.

↗ 2nd Floor

https://www.2ndfloor.org

(888) 222-2228

2NDFLOOR is a confidential and anonymous helpline for New Jersey's youth and young adults. Available 24/7 365 days a year.

↗ YouthLine

https://theyouthline.org

(877) 968-8491

Text: teen2teen (839863)

YouthLine is a peer-to-peer help, support, and crisis line serving youth ages 10-24 across the United States since 2000. YouthLine is staffed by youth volunteers and young adult interns who undergo extensive training and are supervised by highly skilled clinicians. We are an accredited crisis service by the American Association of Suicidology.

↗ 988 Lifeline

https://988lifeline.org

Dialing "988" connects anyone experiencing a mental health crisis, suicidal thoughts, substance use issues, or emotional distress to trained crisis counselors immediately via phone, text, or online chat.

↗ The New Jersey Coalition to End Domestic Violence

https://njcedv.org/

(800) 572-SAFE (7233)

The mission of the New Jersey Coalition to End Domestic Violence is to lead collaborative community and systemic responses to domestic violence by providing public awareness, training, advocacy, policy development, technical assistance and supportive services.

↗ The New Jersey Department of Children and Families

http://nj.gov/dcf

(855) 463-6323

The New Jersey Department of Children and Families is the state's first Cabinet-level agency devoted exclusively to serving and supporting children and families. It is made up of about 6,600 staff who are focused on and committed to assisting and empowering residents to be safe, healthy and connected.

↗ Princeton Police Department

https://www.princetonnj.gov/363/Police-Department

1 Valley Road, Princeton, NJ 08540

(609) 921-2100

The Princeton Police Department is dedicated to protecting the lives, property, and rights of everyone in our community. The Princeton Police Department serves with integrity, fairness, and respect, working to build trust and mutual understanding between officers and residents. Through ethical policing, strong partnerships, and a commitment to professionalism, the department promotes safety and enhances the quality of life for all who live, work, and visit Princeton.

HARASSMENT BY STUDENTS

Complaints of harassment against a student, or group of students, should be reported immediately to a member of the faculty or the associate head of the Upper School, either of whom must notify the head of school. The head of school, or his designee, will promptly respond to the matter. If the circumstances indicate that a full investigation is necessary to resolve the situation, the head of school will authorize a formal investigation.

A substantiated charge against a student or group of students could result in the following actions:

- separation from the School
- in-school suspension
- loss of campus or extracurricular privileges
- assignment to a harassment prevention or education program
- community service
- in-school counseling or referral for out-of-school counseling
- any other action deemed appropriate by the School

As noted above under Complaint Procedure, the School reserves the right to notify law enforcement of any reported incident it deems appropriate for police involvement. If a law enforcement investigation is initiated, the School will suspend its internal investigation until the authorities have completed their investigation. If warranted, the School may resume its internal process once law enforcement has cleared it to do so.

RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

The Hun School expressly prohibits inappropriate relationships between its employees/outside contractors and the School's students. Employees and outside contractors are prohibited from making sexual advances of *any* type toward a student or among students generally, whether the advance is overt or otherwise. Also prohibited is any relationship romantic in nature or one that crosses the lines of appropriate and healthy boundaries between adult and student, whether or not that relationship is sexual in nature.

All adult employees and outside contractors of The Hun School are held to a very high standard of conduct, which includes maintaining appropriate boundaries. All interactions with students must be professional and appropriate. Sexual and/or amorous behavior between an adult and student, even if allegedly in jest, is considered by the School to be wholly inappropriate and a severe breach of the adult's duty to the School and to the student.

Any student, parent, faculty member, or employee with knowledge of any inappropriate relationship between an employee/outside contractor and a student, from whatever source, should immediately bring it to the attention of the head of the Upper School or the head of school.

ACCEPTABLE USE POLICY FOR ELECTRONIC DEVICES AND INFORMATION RESOURCES

At The Hun School, technology and the use of information resources are integral to the School's mission. Students, faculty, and support staff will use these various electronic tools and resources to fulfill their mission as members of the School community. As such, it is critical that they understand and accept that access to the information resource environment is a privilege to be used responsibly and respectfully.

The rules in the Student Handbook generally cover the major issues involved in harassment and the treatment of others' property. However, expanded use of technology and information resources requires the School to clarify how these rules apply specifically and how they are practical and logical extensions of the School's commitment to conduct that is legal, responsible, ethical, and considerate. Information resources include any information in electronic or audiovisual format, any hardware or software, or any connection to internal or external networks that enables the exchange, access to, and use of information. This includes postings or messages on Instagram, X, Snapchat, TikTok, Facebook, and other social media.

HARASSMENT

Any file or electronic mail message placed on a computer or sent over a network, whether internal or external, is a form of communication and may not be used to harass any individual or group, whether inside or outside the community.

ACCESS

Students are responsible for what they say and do. Because communication with thousands of others is so quick and easy, it is important to think before speaking and to show respect for others and their ideas. Also, it is vitally important, as users of the School's information resources, to respect others' private communications and data files.

BEHAVIORAL CODE AND INFORMATION RESOURCES

Information is considered property, and, as such, all users have ownership rights over the products of their intellectual efforts. Therefore, users of the School's or personal information resources must avoid unauthorized or illegal duplication, distribution, or transfer of these products. Commercial software is automatically protected by federal copyright law from the moment of its creation.

The School will make reasonable efforts to maintain the reliability of the information systems, but it cannot guarantee that these systems will always be available or that files will always be saved (email accounts will periodically be deleted), nor can privacy be guaranteed. Similarly, the School retains the right to have access to anything that is on or passes through its information systems; and, with the approval of the head of school, associate head of the Upper School, head of the Upper School, head of the Middle School, or their designee, the director of information services may suspend, modify, or terminate computer access privileges, examine files, passwords, accounting information, or access an individual's files and move or delete those that are deemed objectionable or disruptive to the intended use of the information resources.

Students are responsible for knowing the rules and policies regarding the use of the information resources provided by the School. These resources are for academic use only, as defined by the School, and their use is subject to all School rules as described in the Behavioral Code and Honor Code. It is also important for students to ascertain and obey the specific rules for access to and use of information resources, which may differ across campus locations, such as computer labs, the library, and classrooms. Finally, students must understand that a violation of any of these rules may result in loss of their account, disciplinary action by the School, and possible legal action.

CELL PHONES, DRONES, AND OTHER ELECTRONIC DEVICES

Cell phones or smart eyewear are not permitted during the academic day from 8:25 a.m. to 3:00 p.m. and must be kept in personal bags or provided lockers. Students with individual medical needs will be permitted to use their phones on a case-by-case basis, as approved by the Health Center or Counseling and Wellness Office. Students who access their cell phones during the academic day will have the phone held by the academic office until dismissal.

Students may not use electronic devices during tests, quizzes, or exams without permission from the teacher or proctor. Use of artificial intelligence tools is governed by the School's academic honesty policies as outlined by individual teachers using the School's AI policy.

Headphones should be worn when sound from electronic devices might disturb others. **Students are NOT to wear headphones while walking on campus or between classes, as this is disrespectful to others in the community.** Resident students may keep cell phones after the academic day, but they may not be used for purposes other than academic work during study hours. Resident students may not use electronic devices after lights out.

No drones are permitted on campus unless authorized by the Office of Marketing and Communications. Proof of licensure and a faculty sponsor will be required.

Obtaining or distributing photos or videos of minors, where the presumption of privacy exists (dormitory, restroom, hotel room, or locker room) or in a partial or full state of undress, is against the law and is in violation of the School's Acceptable Use Policy for Electronic Devices and Information Resources.

INFORMATION SERVICES AND ELECTRONIC DEVICES CODE OF CONDUCT

Any student using Hun School or personal computers and iPads asserts the following:

- I agree not to attempt to obtain another person's password, log on to or use another person's account, or use resources to which I have not been granted access. I will keep my password secure and not allow others the use of my account. I understand that accessing another student's account for any reason is not allowed, even if it has been left logged in.

- I agree not to use the School's information resources for exchanging commercial software, or transferring files that are considered illegal in content or protected by patent, copyright, or license agreement; nor will I use the School's information resources for commercial purposes, product advertisement, or political lobbying.
- I agree not to use the School's information resources for any illegal discussions or activity, nor to access, download, or exchange any files or documents that may be virus-infected, deemed objectionable, pornographic, or violent in nature.
- I will not pass on or make available to another person any file or document that can be categorized as homework, an essay, a test, or a quiz unless I have received clear and explicit permission from a faculty member. I also understand that the passing or copying of homework, essays, tests, or quizzes in electronic or other format is improper, could be considered plagiarism, and is a violation of the Honor Code.
- I agree that I will exercise good judgment regarding my use of the Internet. I understand that the Internet is to be used solely for academic purposes. I will ask for guidance should I be unsure of what constitutes an inappropriate site. (See Internet Disclaimer below.)
- I agree not to intentionally invade the account(s) or work product of another person, hack into a computer or network, vandalize or attempt to modify hardware, software (including operating systems, compilers, utilities, or applications), data files, or other computer equipment of the School or any other individual.
- I agree not to vandalize or intentionally damage School technology equipment, including monitors, keyboards, mice, and headphones.
- I agree that the ability to connect to other systems or networks does not give me the right to do so, unless properly authorized.
- I agree not to intentionally subvert network security or cause any disruption to the performance or usability of the School's information resources, including misuse of disk space, slowing the processor of a workstation or server, monopolizing network bandwidth, or overuse of printer paper.
- Although most computers have security that blocks software downloads, students must remember that it is a violation of copyright law to remove any software from School computers. No software is to be copied or downloaded to or from any School computer without proper authorization, and if being copied or downloaded to a School computer from any source, it must first be checked by the School's current virus detection software.
- I agree not to harass others, send anonymous messages or files, intentionally lie about or discredit another individual, impersonate another community member, use vulgarity or profanity, send abusive or offensive messages via email, social media, or any other means. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, sexual orientation, gender expression, religious or political beliefs, national origin, or disability.
- I agree not to send chain letters or "mail-bombs" — multiple messages — to a message forum or to an individual's email account. I understand that the development and use of self-replicating code is not allowed.
- I agree not to enter any external chat or message forum intentionally that is not academic in nature. I will not divulge personal information about others or myself via internal or external networks. Should I receive permission to enter one of these areas for academic purposes, I agree not to intentionally cause a disruption in that area by the use of insults, inappropriate messages or comments, or scrolling. Scrolling is the entering of the same character(s) repeatedly, thus interrupting the activity of those trying to engage in a conversation.
- I agree not to enter any personal information including my address, phone number, credit card numbers, password, or other confidential information to which strangers should not be privy. I agree not to store personal information on the School's or any other network.
- I agree that I will be responsible for all activity under my account, that I will maintain my account in a timely manner by deleting emails and files that I no longer need, and that I will report any misuse of the School's information resources.

- I agree to abide by any changes to these guidelines or to additional guidelines that the School implements at any time for its information resources.
- I agree not to photograph, video, or record any member of our School community without their consent.
- I agree to use my personal tablet or laptop computer for academic purposes during the academic day or as directed by my instructors.
- Storing information, facts, or formulas to be used in a testing situation without permission on any electronic device, on a list or in a program, indicates the intent to cheat. Borrowing any device with this information with the intention of using it unethically is also dishonorable. Whether or not this information is used during a quiz or test, having it on the calculator is dishonorable and, therefore, an Honor Code violation.

INTERNET DISCLAIMER

The Internet is a compendium of computers and networks worldwide that are linked together electronically. There is no one person or organization that coordinates or manages the Internet. Thus, individuals worldwide make any and all types of materials available. The majority of these materials are suitable, and many would be considered scholarly works; however, pornographic and other materials deemed unlawful and unsuitable for anyone less than eighteen (18) years of age are accessible over the internet. Since the School cannot always prevent users from accessing these materials, the School assumes no responsibility for any unsuitable materials that students or other users may find on the Internet.

NAME, IMAGE, AND LIKENESS GUIDELINES FOR STUDENTS AND FAMILIES

Beginning in January of 2022, NJSIAA made it permissible for high school students in New Jersey to monetize the use of their name, image, and likeness (NIL) for endorsements and appearances. The following guidelines pertain to students enrolled at The Hun School of Princeton who encounter these opportunities.

- Students and their families must act in an individual capacity. No Hun School employee may directly or indirectly broker, participate in, or benefit from the NIL process.
- Students and their families are strongly encouraged to obtain professional legal counsel before entering into an NIL agreement, however small.
- Students must disclose any and all NIL agreements with the School. The students and their families are solely responsible for vetting the opportunity for compliance and permissibility.
- Students may not enter into NIL agreements that prevent them from fulfilling their academic or athletic obligations.
- Students must present an image consistent with the mission and reputation of The Hun School at all times while engaged in NIL activities.
- Students may not wear School apparel or signal School affiliation while participating in NIL agreements.
- Students must use correct and accurate language when discussing college acceptance. Prior to official college admission, commitments must be categorized as such.

BEHAVIORAL CODE VIOLATIONS AND PENALTIES

The chart that follows includes behavioral code offenses and their usual consequences. Individual cases may have mitigating or individual circumstances that would lead the administration or the Discipline Committee to deviate from these recommendations. Lower-level behavioral violations may result in consequences directly reflective of the given offense and designed to re-establish the student's standing in the community. The School reserves the right to impose whatever disciplinary consequences it deems appropriate in any individual case. The School may bar a student from campus or restrict access to defined areas of campus prior to any hearing or determination of violation if, in the sole judgment of the head of school, the student poses a threat to the safety, well-being, and /or environment of the School, its students, faculty, staff, or the student themselves.

DISCIPLINARY STANDING

Students at The Hun School of Princeton's Upper School are expected to maintain integrity, responsible citizenship, and respect for the rights of others at all times. Inappropriate behavior that does not reflect these values may comprise a disciplinary offense even if it is not specifically identified in this disciplinary code. The

associate head of the Upper School may hold students accountable for such behavior or may refer the matter to the Disciplinary Committee or the Honor Council. If the student(s) involved so request(s), the associate head of the Upper School **must** refer the matter to the Disciplinary Committee.

Nature: A student's Disciplinary Standing is meant to indicate the extent to which the student's behavioral misconduct has rendered their enrollment at the School in jeopardy. It consists of both the designation of the category of the student's disciplinary standing and the length of time for that category to remain in effect.

Categories: A student's disciplinary standing shall fall within one of the following five categories, which are listed in order of increasing severity. Students who are not in Good Standing are said to be on Disciplinary Action.

- **Good Standing:** The student's enrollment in the School is secure, the student is suffering no disciplinary consequences, and the student is entitled to all privileges associated with Good Standing.
- **Supervision:** The student's enrollment in the School is secure, but the student is under supervision, which includes a loss of privileges and some disciplinary consequences.
- **Warning:** The student's enrollment in the School is not in immediate jeopardy, but additional offenses could result in Probation or Disciplinary Committee referral.
- **Probation:** The student's enrollment in the School is in immediate jeopardy. Students investigated for Probation Level offenses may be referred to the Disciplinary Committee at the discretion of the associate head of the Upper School. Additional disciplinary offenses accrued while on Probation could result in Dismissal.
- **Dismissal:** The student is dismissed from the School due to their disciplinary record. Dismissal is subject to the approval of the Head of School.

Students already on Disciplinary Action who commit additional offenses may have their disciplinary standing reevaluated and their terms extended by amounts reflecting the severity of the new offenses. Students on Disciplinary Action return to Good Standing once their terms are complete.

DISCIPLINARY CONSEQUENCES

General: The following charts articulate consequences for disciplinary offenses.

LEVEL	OFFENSE	STANDING
Good Standing	**None**	**GOOD STANDING** Student Entitled to all School Privileges
Supervision	**Offenses include but are not limited to:** - Tardy to required activity - Absent from Advisory Check-In - Community Respect Policy violation - Public displays of affection - Inappropriate language or behavior - Failure to participate in or complete community responsibility - Dress Code violation - Disrespect for authority - ID badge violation - Electronic Device Policy violation - Parking/Responsible Campus Driving violation - *Unexcused absence from a class or required Flex Period activity such as an Advisory meeting or an assembly	**SUPERVISION** Parental Notification **SEVEN** Supervision Level Offenses in a given trimester result in **FIVE** school days with loss of the following privileges: - Freedom during unscheduled periods of the academic day - Participation in casual or other altered dress days other than NextTerm, Service Learning, or Examination Periods - Attendance at non-required or non-academic School events including non-school days adjacent to the restriction week * Note that unexcused absences from a class or required Flex Period activity are treated differently from other Supervision Level Offenses. A single incident calls for Supervision Status and the five-day loss of privileges outlined above.

LEVEL	OFFENSE	STANDING
Warning	**Offenses include but are not limited to:** ↗ **TWELVE** Supervision Level Offenses in a given trimester ↗ Repeated or severe individual or category Supervision Level Offenses ↗ Repeated Residential Life Discipline Code offenses ↗ Unexcused absence from a required activity (second occurrence in a trimester) ↗ Unauthorized departure from campus ↗ Exercise of a privilege while on disciplinary action ↗ Removal from class for disrespectful or disruptive behavior ↗ Intimacy policy violation ↗ Acceptable Use Electronic Devices and Information Resources Policy violation ↗ Drug/Alcohol/Nicotine Policy violation regarding nicotine	**WARNING** Parental Notification with preferred Student/Parent Meeting or direct Parent communication with associate head of the Upper School **ONE** Warning Level Offense in a given trimester results in **FIFTEEN** school days with loss of the following privileges: ↗ Freedom during unscheduled periods of the academic day ↗ Participation in casual or other altered dress days other than NextTerm, Service Learning, or Examination Periods ↗ Attendance at non-required or non-academic School events including non-school days adjacent to the restriction week.
Probation	**Offenses include but are not limited to:** ↗ **TWENTY** Supervision Level Offenses in a given trimester ↗ Repeated or severe individual or category Warning Level Offenses ↗ Dishonesty in the course of investigation of a disciplinary or honor offense ↗ Unexcused absence from an activity (third occurrence in a trimester) ↗ Unexcused absence from school without the approval of a parent or guardian ↗ Abuse, hazing, or harassment of any other person ↗ Violation of Sexual Harassment Policy or Racial or Ethnic Harassment Policy ↗ Possession or use of any weapon, explosive, or other destructive device or dangerous material ↗ Tampering with school safety equipment or systems ↗ Abuse, vandalism, or theft of the property of the School or of any other person ↗ Violation of Drug/Alcohol/Nicotine Policy regarding drugs or alcohol ↗ Failure to complete a required plan of continuing accountability under the Drug/Alcohol/Nicotine policy ↗ Behavior resulting in an indictment or conviction for a criminal offense	**Probation Level Offenses are typically referred to the Disciplinary Committee. However, the associate head of the Upper School may, upon investigation of the student's record, take any one of the following courses of action:** ❶ Take no action ❷ Refer the case to the Disciplinary Committee ❸ Place the student on Supervision, Warning, or Probation ❹ Recommend dismissal **REFERRAL TO DISCIPLINARY COMMITTEE** Parental Notification and Student/Parent Meeting with associate head of the Upper School and head of the Upper School **ONE** Probation Level Offense in a given trimester may result in referral to the Disciplinary Committee. Disciplinary Committee response options include: ↗ **Option 1 — NO ACTION** ↗ **Option 2 — WARNING** ↗ **Option 3 — PROBATION:** THIRTY school days with loss of following privileges: • Freedom during unscheduled periods of the academic day • Participation in casual or other altered dress days other than NextTerm, Service Learning, or Examination Periods • Attendance at non-required or non-academic school events including non-school days adjacent to the restriction week ↗ **Option 4 — SUSPENSION or DISMISSAL** Recommendation

MINIMAL RESPONSES

Disciplinary action for the following specific offenses shall adhere to the following minimal standards.

- **Unexcused Absence from School:** Students who are absent from school without the approval of their parents or guardians shall be referred to the Disciplinary Committee and shall incur at least Probation.
- **Unauthorized Departure from Campus:** Students who leave campus during the academic school day without express permission from the Office of the Associate Head of the Upper School may be referred to the Disciplinary Committee and shall incur at least a Warning.
- **Unexcused Absence from Required Activity:** Students who miss a required activity without express permission from a faculty member, the associate head of the Upper School, or the Counseling Office shall incur at least a Warning. The associate head of the Upper School may reduce the consequence if it is deemed that the absence was accidental or partial in nature.
- **Drugs and Alcohol:** Students committing violations of the Drug/Alcohol/Nicotine Policy concerning alcohol or drugs, or who fail to complete a required plan of continuing accountability under that policy, shall be referred to the Discipline Committee and shall incur at least Probation.
- **Nicotine:** Students committing violations of the Drug/Alcohol/Nicotine Policy concerning nicotine shall incur at least a Warning. Students who fail to complete a required plan of continuing accountability under that policy shall be referred to the Discipline Committee and shall incur at least Probation.
- **Cell phones:** Two cell phone use infractions in a trimester will result in a student having to turn in their cell phone at the Heart of Hun for a period of five school days. On each of those days, they must drop off their phone before their first class, and they may pick them up after their last class or Advisory obligation.

UNEXPIRED TERMS

Students who accumulate Behavioral Code violations in the final cycle of a trimester will have those violations applied to the first rotation of the subsequent trimester. All students must be in Good Standing at the end of the school year. Students on Disciplinary Action whose terms are scheduled to extend beyond the end of the school year must complete a remediation plan approved by the head of the Upper School before the start of the subsequent academic year.

STUDENT DISCIPLINE BOARD

The Student Discipline Board is composed of students who sought to serve as members of the Honor and Discipline Committee and were approved for membership by the associate head of the Upper School following a competitive selection process. If the associate head of the Upper School, upon notification from a teacher, determines that a student has violated the Behavioral Code for inappropriate dress, repeated tardiness, minor community respect violations, or proper electronic device use, the associate head of the Upper School may, in their discretion, refer the student to the Student Discipline Board for remediation. The Student Discipline Board will discuss the circumstances of the offense and help the student learn from the mistake to improve understanding and build awareness of The Hun School's culture of respect and commitment. No official record of the student offense will be maintained, but repeated offenses will then be handled by the associate head of the Upper School through the disciplinary process as outlined below.

THE DISCIPLINE COMMITTEE

When a disciplinary violation is suspected, the associate head of the Upper School or head of the Upper School may refer the student to the Disciplinary Committee or directly to the head of school. Such referrals are at the School's discretion, and the School may impose consequences, independent of the Disciplinary Committee, where it deems appropriate. The Discipline Committee is a group of students (three standing, two alternates) and faculty (two standing, one alternate) who evaluate violations of the Behavioral Code and make recommendations for action to the head of school and the head of the Upper School. The Discipline Committee meets with the student(s) involved to discuss the violation and advise the student(s) on an appropriate course of action. The student members of the Discipline Committee are selected in accordance with the procedure outlined in the Student Government Constitution. The committee's faculty members are nominated and elected by the faculty.

The Discipline Committee does not impose disciplinary consequences on students of The Hun School, but only makes recommendations to the head of the Upper School and the head of school as to appropriate consequences for violations of the Behavioral Code.

RESIDENTIAL LIFE POLICIES

The following pages contain vital information about the Residential Life Program, including the rules, procedures, and opportunities it offers. Boarding students and their parents should read the information carefully and feel free to ask questions of the Residential Life Office about any aspect of the program.

RESIDENTIAL LIFE OFFICE CONTACT INFORMATION

Residential Life Office Assistant:
(609) 921-7600, extension 2111,
9:15 a.m. – 5:45 p.m. weekdays

Director of Residential Life:
(609) 921-7600, extension 2287

Associate Director of Residential Life:
(609) 921-7600, extension 2158

After 5:45 p.m. on weekdays and at any time during the weekend, the duty crew chief can be reached by calling (609) 847-1280.

There is always a nurse and a counselor available on campus for emergencies. Please contact the Residential Life Office or a dorm parent on duty to access these services.

For general questions and information, use the Residential Life Office email: reslife@hunschool.org

IN LOCO PARENTIS

While enrolled at The Hun School, boarders can count on the residential faculty to act *in loco parentis*. At times, we will make decisions for students in the same way that parents do at home. There may be times when parents give boarders permission to do something that the staff feels is not in the student's best interest. In cases such as this, the director of residential life will contact the parent to discuss the request. Every effort is made to work with parents and students so that the students' best interests are served. Permissions must be granted directly by the parent or guardian to the Residential Life Office, not through the student. Hun School teachers and staff take their supervisory responsibilities seriously and will use their best efforts to ensure the well-being of every one of our students. Parents need to be aware, however, that we also rely on students to exercise good judgment in their behavior, and that we cannot be responsible for risks that are not reasonably foreseeable.

GUARDIANS

All boarders are required to have a parent or designated guardian available at all times during the academic school year, including all holidays and breaks. International parents must designate a local adult guardian, based in the United States, who can act on their behalf to fulfill the parental responsibilities set forth in this handbook and assume full custody of and responsibility for their student during times the School deems necessary.

Parents or designated guardians must take custody of their students during breaks when the School is closed, including fall, winter, and spring breaks, and anytime the student is required to leave campus. Students may be asked to leave campus, or parents or guardians may need to take custody of students, due to, including but not limited to, extended illnesses or injuries, hospitalization, follow-up medical care, pending disciplinary action, or any time the School deems it unsafe for a student to remain on campus.

If a parent or guardian is unable to take custody of their student within a few hours of the School's request, the parent is solely responsible for arranging for another trusted adult to assume guardianship of their student until they arrive. The School, in its sole discretion, has the right to refuse to release a student into the custody of anyone it feels will not be able to assume full responsibility for the student, or if, in the opinion of the School, it may result in the student being placed in an unsafe situation.

RESIDENTIAL LIFE CURRICULUM

Monday evenings are reserved for Residential Life programming and community engagement. Throughout the year, students will participate in a rotating schedule of hall meetings, community dinners, and other

residential gatherings designed to support the School's residential curriculum and strengthen community connections. Hall meetings will occur most weeks and focus on topics related to wellness, relationships, independence, and community living, while community dinners will take place approximately once each month. Because these programs are considered an important part of the boarding experience, students may not schedule outside commitments during this time — including online courses, club sports, lessons, or similar activities — without prior permission from the Residential Life Office.

WEEKEND ACTIVITIES

A variety of offerings are available each weekend both on and off campus, ranging from special events on residential weekends to open gym, board games, on-campus snacks, off-campus sporting events, cultural activities, overnight trips, movie and mall trips, and social gatherings in faculty apartments. Long weekends at The Hun School offer a wonderful opportunity to visit various recreational and cultural centers. Community service opportunities are offered to allow resident students the opportunity to fulfill their community service requirements. In consideration of the organizational needs of the programming and the volunteer site, there will be disciplinary consequences for students who cancel their participation on the day of a community service program without good cause. For more information about weekend activities, please check the Residential Life section of The Hun School website at hunschool.org.

PROCTORSHIP

A number of students will be selected each year to be student proctors. Student proctors are selected by application and committee review in the spring. Students selected for the Proctor Program must demonstrate leadership, citizenship, and scholarship. Proctors should be actively involved in School life and serve as positive role models for other students. Ongoing leadership training and evaluation are integral components of the Proctor Program.

DORMITORY LIFE POLICIES

RESIDENTIAL COMMITMENT

Boarders are expected to be on campus **from 7:30 p.m. on Sunday through their last academic commitment on Friday.** Students requesting overnight leave during this time must obtain special permission from the Residential Life Office.

Students admitted as resident students are committed to being residents through the duration of their secondary career at The Hun School. Switching from resident to day-student status is permitted only under special circumstances and only with the head of school's authorization. In some cases (such as a family's relocation, financial situation, or medical circumstances), students may request a resident-day transfer through the Admission Office. But such decisions are at the School's sole discretion. Students granted permission to switch their status from resident to day must reside with their parent or guardian. No student will be permitted to live in a residence without a parent or legal guardian.

DORM USE

The Residential Life Office reserves the right to make the final determination of room assignments based upon the well-being of both the student and the School. Dormitory rooms are the responsibility of the occupants, and furniture arrangements should facilitate a healthy living and learning environment. Nothing may be attached to, or hung from, the ceiling. Ordinary bulbs may not be replaced by colored bulbs. Rooms should be clean and organized with wastebaskets emptied, clothes and other items put away, and food properly stored in airtight containers. Each student will be provided with a wardrobe closet, a bureau, a bed, a desk, and a chair. No furniture may be removed from student rooms. Rooms will be inspected regularly to ensure cleanliness, neatness, and compliance with dormitory regulations. Failure to complete room inspections will result in disciplinary consequences as determined by the Residential Life Office. Families of students who damage School property will be billed for the damages, including the cost of a lost key.

All students will be responsible for common living spaces, and any damage to those areas will be split evenly between the students that live in that particular space, if it is not clear who caused the damage.

ROOMMATES

Students are assigned rooms based on stated gender identity, admission interviews for new students, and, for returning students, preferences according to seniority. Students may request specific rooms and roommates during the preceding spring for the following year.

We urge students and parents to keep in mind that one of the most valuable learning experiences offered at The Hun School is the opportunity to live cooperatively with a roommate. For this reason, we generally do not allow students to switch rooms except in extreme circumstances. All room assignments and changes are solely at the discretion of the Residential Life Office.

APPROVED ITEMS FOR DORM ROOMS

- Extra-long twin bed sheets
- Blankets
- Pillows
- Bedspread or comforter
- Bathrobe and towels
- Flashlight
- Reading lamp
- Televisions with smaller than 32-inch screens
- Power strips
- Speakers and headphones
- Fan
- Dorm-sized refrigerator
- Posters, pictures, etc. (must be in good taste, no nails or tacks)
- Toiletry articles
- Laundry bag
- Clothes hangers

ITEMS NOT PERMITTED IN DORM ROOMS

- Weapons, explosives, or other destructive devices or items that resemble weapons or explosives
- Televisions with larger than 32-inch screens
- Electrical appliances
- Wireless network connection devices
- Heaters with fans or exposed elements
- Irons
- Cooking appliances
- Hot plates and microwaves
- Halogen lamps
- Pets
- Posters with profanity, nudity, alcohol, or drugs
- Fireworks, matches, lighters, or candles
- Drones
- Prescription medications (must be distributed by the nurse)

If the Residential Life Office determines that the use of any electronic (or other) item in a dorm room detracts from a positive environment (i.e., excessive computer or video games), it will be confiscated. In some cases, this item may be sent home. For a more detailed list of recommended or prohibited items, please refer to RaiderNet. As always, if you have questions regarding permitted items, please ask the Residential Life Office.

ROOM KEYS AND SECURITY

One room key/keycard will be issued to each room occupant at the beginning of the year. Students are responsible for reporting the loss of their room key as quickly as possible. Students who lose room keys will be charged $25 and issued another key. If a key is lost more than three times, a new lock will be installed, and the student will be charged $100. The resident's roommate will turn in his or her old key and be issued a new one at no charge.

It is not acceptable to borrow anything from anyone in the dorm, at any time, without explicit permission. Similarly, it is not acceptable to enter another student's dorm room without the occupant of the room present.

The School is not responsible for students' belongings. Students are provided with their own lockbox in their room where valuables such as wallets, jewelry, and other items should be stored. Students should purchase a lock for this lockbox, but understand that the School has the right to demand students open their lockboxes at any time. Students are encouraged to use the safe in the Business Office to secure valuables, including passports and other important travel documents, and should not leave valuables in their rooms. Students should not leave their dorm rooms unlocked.

If a theft, or a suspicion of one, occurs, it should be

reported immediately to the Residential Life Office or the associate head of the Upper School. In the interest of and in the safety of students and acting in loco parentis and in partnership with parents, the School reserves the right to enter and inspect a student's room and personal effects whenever circumstances warrant.

Students may not loan their key/keycard to anyone for access to the dorm. There will be disciplinary action if a student is found using a key/keycard that belongs to someone else, if a student distributes keys to others for access to unauthorized spaces, or if a student provides access to an unauthorized space using a keycard. If a student finds a key that is not theirs, it should immediately be given to a dorm parent, administrator on duty, or returned to the Residential Life Office. Failure to do so may result in disciplinary action.

Each exterior dorm door is equipped with a lock and an alarm. The dorm is alarmed each night after the students have been checked in and accounted for. Tampering with the alarms is prohibited and will be dealt with by the Disciplinary Committee and the Office of the Associate Head of the Upper School. Likewise, the exterior dorm doors are not to be propped open. If a student is caught propping a door, he or she will face disciplinary action.

VIDEO CAMERAS

To enhance the security of the residential community, the School has surveillance cameras installed in various locations throughout campus. Regarding discipline matters, images captured by these cameras may be reviewed by the School to confirm or corroborate Behavior Code violations. These cameras are not monitored twenty-four hours a day.

LAUNDRY FACILITIES

Laundry facilities are located in each dormitory hall. Laundry and dry-cleaning services are available through a private firm, E&R Laundry. Their website is eandrcleaners.com. Information is available through the Residential Life Office and will be made available to boarders in the summer.

ALLOWANCES

Allowances for resident students whose parents have deposited money for their use are distributed from the Business Office during posted hours. In addition to allowance, parents may also deposit money in a Contingency Fund, which may be used for travel or emergencies. Personal checks may be cashed in the Business Office.

FIRE SAFETY PROCEDURES

A standard fire alarm procedure is posted and followed in the event of a fire alarm. All students are required to evacuate buildings any time there is an alarm; failure to do so will result in disciplinary action. Announced and unannounced drills are held regularly as required by fire codes.

SKATEBOARDING AND IN-LINE SKATING

Students may skateboard and in-line skate on campus, provided helmets are worn at all times, and students are respectful of others and of School property.

BICYCLES

Students may keep bikes on campus and use them around campus and town. Student bikes must be stored in a School-provided storage area and registered with the director of safety and security. Helmets must be worn at all times. Students are not permitted to ride bikes after dark. As The Hun School is not responsible for lost, stolen, or damaged bicycles, a lock is strongly encouraged. Electric bicycles (e-bikes) and electric scooters are prohibited.

VISITOR POLICY

Families are welcome to visit students any time.

- We ask that families leave the dorms by 8:00 p.m. during the week and 9:00 p.m. on weekends to allow all students to study and prepare for the evening.
- We also ask that all visitors be mindful of announcing their presence in the halls so other students are aware.
- If family members will be on campus for an extended period, please check in with the dorm parent so we know you are here.

Students may invite day students to visit on the weekends:

- Day students are only allowed in the dorms on weekends, from 3:00 p.m. on Friday to 5:15 p.m. on Sunday.

- Day students must check into the dorms with the Residential Life Office or with a dorm parent.
- Day students are only allowed in the dorm if accompanied by a resident student.
- No more than three day students can be guests in the dorms with a resident student at any time.
- No more than four day students may be guests in a double room at any time, and only if both resident students living in the double room are present.
- If a resident student host leaves the dorms, their day student guests must leave with them.

Day student or family member sleepovers:

- All sleepovers must be approved in advance by the Residential Life Office.
- Sleepovers are only available on Friday or Saturday nights.
- Day student sleepovers must be requested no later than 4:00 p.m. on Wednesday.
- Day students must provide written permission from parents to the Residential Life Office; Residential Life will also obtain additional information from parents, including driving permissions, contact information, etc.
- If day students are sleeping over, parents of all roommates need to provide permission in writing to the Residential Life Office.
- Day students are expected to follow all boarding rules, including using Orah and checking in at meals and bed checks.
- Day students should check out with a dorm parent upon departure.
- In general, sleepovers are available only to family members and Hun day students.

Other Visitors:

- Any visitors who are not family members or Hun students need to be approved in advance by the Residential Life Office. The Residential Life Office can approve or not approve visitors to campus for any reason.
- General visitor policies:
  - Students planning to host a visitor on campus must have parental permission submitted in writing to the Residential Life Office in advance of the visit.
  - On weekdays, visitors should arrive no earlier than 3:00 p.m. and depart no later than 8:00 p.m.
  - On weekends, visitors should arrive on campus no earlier than 10:00 a.m. and depart campus no later than 5:15 p.m.
  - Students must check their visitor in with a dorm parent upon arrival and check them out with a dorm parent upon departure.
  - Visits should take place in public spaces such as the Wilf Family Global Commons or the dining hall.
  - Visitors are subject to all Hun School rules and regulations, and the host student is also responsible for guest behavior. This means a host student can face disciplinary action for their visitor's behavior.

TRANSPORTATION TO APPOINTMENTS AND OFF-CAMPUS ACTIVITIES

Whenever a boarder requires a visit to a local medical professional, the Health Center or Residential Life Office will make every effort to escort the student throughout the visit. In some cases, if this is not possible, the School will arrange a car service to transport the student. If multiple medical visits (such as physical therapy) are needed, the student's parents or guardians will be responsible for arranging transportation.

HEALTH INSURANCE

To support the health and welfare of our boarding students, all boarders must be covered by U.S.-based health insurance or a blanket accident and sickness insurance plan.

To help our international families meet this responsibility, The Hun School of Princeton has contracted with a U.S.-based health insurance carrier to provide an international student blanket Accident and Sickness Insurance Program administered by GeoBlue.

The cost of this coverage is about $2,018 per year; the coverage begins July 1, 2026, and expires June 30, 2027. To facilitate the enrollment process, the School will include the annual premium charge on the

student's initial statement. If you are an international family but have a U.S.-based health insurance carrier, please contact the School's Business Office or Health Center to provide the required insurance information and verify if your coverage can be used to provide adequate local care. The School reserves the right to require international students to enroll in the School-sponsored plan at the family's expense if personal insurance does not provide sufficient coverage.

Because of provisions in the Patient Protection and Affordable Care Act, domestic resident students who are U.S. citizens are not eligible for coverage under the School plan. Domestic boarding families should contact their personal health insurance carrier and provide a list of doctors, hospitals, and other practitioners in the local Princeton, New Jersey (08540), area so we can provide adequate care for your student. The School will also need copies of the front and back of the insurance cards and the date of birth of the primary insurance holder.

Parents are responsible for all medical bills, whether from illness, athletic injury, or any other cause. If a resident student needs to be hospitalized for any reason, it is expected that a parent or guardian will travel to the hospital to care for and support the student as soon as possible.

BOARDERS AND AUTOMOBILES

Boarders are allowed to leave campus by car, provided they have a transportation authorization form on file with the Residential Life Office. In addition, students must sign out in person with a dorm parent. Leaving campus without permission is a serious violation of School policy and has serious consequences, up to and including a Discipline Committee meeting.

BOARDERS ON CAMPUS PARKING OF PERSONAL CARS

Boarders may not have cars on campus. A car waiver may be requested for special circumstances. The waiver will be brought to a committee that will consider and decide upon the waiver request. No waivers will be approved unless the student is in Grade 12/PG or has had their driver's license for at least six months. Parents may request a car waiver from the director of residential life. No car should be brought to campus until the waiver has been approved. If the waiver is approved, the student will need to register the car with the Residential Life Office. The student will be given a numbered parking spot where the car is to be parked when not in use. Keys will be held by the Residential Life Office.

Boarding students who have vehicles parked near campus must turn their keys in to the Residential Life Office and obtain permission to leave campus to use their vehicle. Any vehicles parked locally must be parked legally, in compliance with all parking ordinances and with respectful parking etiquette. Illegal or disrespectful parking of vehicles, even off campus, may result in disciplinary action and loss of privileges.

CONSEQUENCES FOR VIOLATING DRIVING AND PARKING POLICIES

- If a boarder is a passenger in a car, without properly notifying an on-duty member of the residential life faculty prior to getting into the car, that boarder will be considered to have left campus without permission. Leaving campus without permission is a serious violation of School policy and has serious consequences, up to and including a Discipline Committee meeting.
- Students who have received the car waiver may only drive their car to and from the scheduled appointment and to and from home. They may not drive their car for any other purpose, and they cannot drive another student in their car. The keys will be turned in to the Residential Life Office after each use. Any student in violation of the guidelines will lose the privilege of having their car on campus, and their parent or guardian will be responsible for arranging alternative transportation.
- Leaving a note or message on the dorm parent's cell phone does not constitute proper notification. For a student to properly notify an on-duty member of the residential life faculty, or to receive permission from an on-duty member of the residential life faculty, the student must communicate in person with that faculty member.

BOARDING STUDENT ATTENDANCE AND ACADEMIC POLICIES

The attendance and academic policies articulated in this handbook apply to all students. Additions related to boarders are described below.

Weekday Procedures and Check-In

- Dinner is served each night from 5:45 to 6:45 p.m. Students must sign in at dinner unless they have a School-issued pass or permission from the Residential Life Office to be absent. Students who fail to sign in to dinner will face disciplinary consequences. Dinner dress is casual.
- Students must be in their dormitory by 10:30 p.m.

Weekend Sign-Out

Weekend procedures are in effect on Friday and Saturday nights. A student will be granted permission to leave once all School commitments have been met. Examples of various commitments include extracurricular activities and community service. The following procedure must be followed:

- Students must create a pass in Orah to leave campus and sign out with a dorm parent. Orah will generate an email to the parent or guardian to seek permission.
- If students are traveling to a destination other than home, both the student's parent or guardian and the host parent must call or approve on Orah to grant permission. If the pass is over four hours or overnight, the parent or guardian will receive an email to either approve or decline the pass.

Leaving and Returning to Campus

- When students are leaving campus, they must check out with the Residential Life Office (until 5:45 p.m., Monday to Friday) or a member of the duty crew on nights and weekends. Failure to get confirmation from the Residential Life Office or a duty crew member will result in disciplinary consequences.
- Students must sign in with the dorm parent upon return Sunday night, **no later than 7:30 p.m.** Parents or guardians must call the dorm parent early Sunday evening if students will be late for any reason. Students who fail to meet this obligation may be denied their ability to leave campus during the week.
- Students will not be permitted to depart campus for any reason after 9:00 p.m. unless proper permission has been granted or an extenuating circumstance has been approved.

Room Rest

Students who are sick and cannot attend School must see the Health Center to receive permission to rest in the room. Students who receive full-day or partial-day room rest are required to remain in their rooms when not in class. Students who receive room rest may not participate in athletic practices, games, or after-school activities, and may leave their rooms only for meals and to use the restroom. Room rest is for illness only. It is not used for studying, packing, video games, naps, etc. The student is required to report their symptoms honestly, as many are not measurable, and is responsible for the information they provide. Students who abuse the room-rest policy to avoid academic or extracurricular commitments are subject to disciplinary action. If teachers note a **pattern** of students missing certain classes, quizzes, or tests, this will be addressed separately, and parents will be contacted.

Weekend Check-In Times

Every boarder must check in at the Dining Hall during the following times each weekend:

Brunch	10:00 a.m. – 12:00 p.m., Saturday and Sunday
Dinner	5:45 – 6:45 p.m., Friday 5:15 – 6:00 p.m., Saturday and Sunday
Bed Check	11:30 p.m., students must be in dormitories.

Sleepovers in other students' rooms are allowed but must be cleared by the dorm parents and all participating parties prior to bed check.

Weekend Activities Sign-Up

- Weekend activity offerings might include trips to local sporting events, cultural and theatrical performances, movies, amusement parks, community service opportunities, outdoor activities, gatherings in faculty apartments, or other student suggested activities. To attend, students must sign up for all activities, both on and off campus, using Orah.
- If a student signs up for an activity or trip and decides not to attend, he or she should cancel the request on Orah with a dorm parent. Repeated

cancellations or failure to attend community service trips after signing up will result in disciplinary consequences. Students are reminded to be considerate of others in their commitments.

Boundaries

Students may walk in the neighborhood surrounding the School grounds during daylight hours by creating a pass in Orah and signing out with a dorm parent. This area is referred to as "the Hun loop," and it includes Russell, Hun, and Edgerstoune Roads. It does not include the "Russell Estates." Students may also access the nature trail along Stony Brook, located behind the athletic fields. Students will be oriented on the boundaries of these locations during the opening days of school. Not adhering to the boundaries set by the School will result in a loss of privilege or disciplinary action. Students are reminded to be good neighbors while walking in "the Hun loop."

Town Permission

After meeting all school commitments, students may sign out to town any day of the week, but must sign out and in with a member of the Residential Life Office or the dorm parent prior to leaving campus. Students may walk to town during daylight hours but must take a taxi/Uber or Lyft after dark. Students must take care when walking down Edgerstoune Road, as there is no sidewalk and the road is curved. Failure to follow the proper procedures will result in loss of privileges.

Sign-Out and Check-In Locations

Monday - Friday	8:00 a.m. - 5:45 p.m., Residential Life Office
	5:45 – 6:45 p.m., in the Dining Hall
	6:45 – 7:30 p.m., with your dorm parent
Saturday and Sunday	Prior to 10:00 a.m., with your dorm parent
	10:00 a.m. - 12:00 p.m., in the Dining Hall
	12:00 p.m. - 5:15 p.m., in Global Commons
	5:15 p.m. - 6:00 p.m., in the Dining Hall
	After 6:00 – 9:00 p.m., in Global Commons

Off-Campus and Extended Trips

Students may not travel beyond the greater Princeton area without special parent permission or an approved chaperone. Students who want to take any trip beyond the greater Princeton area (defined as within a fifteen-minute drive from Princeton) without an adult chaperone from the School must fill out a request on Orah stating the logistics of their trip and have their parent or guardian provide permission through Orah, at least twenty-four hours in advance of the trip, to the Residential Life Office. The purpose of this rule is to ensure that students are safe and within a reasonable distance of care should it be needed. The director of residential life or the administrator on duty has the authority to authorize or prevent students from leaving campus for an extended trip.

Resident Study Hall and Study Room Procedures

Study hall is held each school night. The purpose of study hall is to provide an environment conducive to study for every member of the community. Disruptive behavior will not be tolerated. Please understand and follow these study hall procedures:

- All students must have the necessary materials for a productive study hall and be in their rooms ready for the start of study hall.
- Students must be in their rooms studying quietly with the door open. They may not sleep. Music is allowed, as long as it does not disturb any other member of the community. Headphones are required.
- Group study must take place in designated common spaces, overseen by dorm parents or proctors.
- Quiet hours will be observed in the dorms between 7:45 p.m. and 6:00 a.m., Sunday through Friday. The dorms will remain quiet during exams in December, March, and May.

Resident Coaching

Resident coaching is one-on-one tutoring available to students Sunday through Thursday during study hall. Most sessions are thirty minutes long but can be as long as an hour. While most teachers can tutor in more than one subject, a different teacher is available each night to tutor in different subjects. Students can sign up for resident coaching through the designated residential life staff member or email reslife@hunschool.org. Any student

with academic concerns or needing organizational help may be required to attend resident coaching for the duration assigned by the Residential Life Office or the grade level deans and enforced by the relevant dorm parent.

RESIDENTIAL LIFE DISCIPLINARY INFRACTIONS

1-Point Offenses

- Tardy to Required Activity
  - Late to study hall, community dinner, community meeting, dorm events, or any other required activity
- Failure to participate in or complete community responsibility
- Failed room inspection
- Sports equipment in the dorm
- Missed meal or obligation check-in
- Disruptive during study hall or after bed checks
- Failure or refusal to follow study hall expectations (e.g., TV, video games, propped doors)
- Leaving study hall without permission
- Failure to sign in when returning to campus
- Noise disturbance during quiet hours (8:00 p.m. to 6:00 a.m. on all halls)
- Riding in a car without permission from the Residential Life Office
- Unauthorized guests in dormitories or individual rooms
- Returning late without notifying a dorm parent
  - Failure to return to campus or communicate with dorm parents within a short time frame
- Day student in the dorms without permission
- Removal of School furniture from dorm room

Good Standing until 7 points from above

- After 7 points, the student will be moved to Level 1 and be Gated for five days.
- After 12 points, the student is moved to Level 2 and will be assigned to Hall Restrictions for five days. The student must remain in their own hall after dinner until the following morning, except for school obligations.
- After 20 points, the student is moved to Level 3 and placed on Room Restrictions for five days. The student must remain in their own room with no visitors after dinner until the following morning. There may be additional discipline consequences, up to and including a Discipline Committee meeting.
- In the final week of the trimester, citations carry over to the new trimester.

Level 1 – Residential Life Office Conversation, Notification of Parents and Advisor. Gating for Five Days.

- 7 points from above
- Disrespect to a dorm parent or faculty member
- Unauthorized appliances or items in dorm room
  - Candle, matches, and/or lighter in dorm room
  - Cooking in the dorm using unauthorized appliances
- Unexcused absence from a required activity (community dinner, community meeting, dorm event, etc.)
- Not in hall on time for bed checks
- Second offense of day student in the dorms
- Unauthorized departure from campus (failure to sign out correctly, put in a pass but left without telling a dorm parent in person); repeat offense goes directly to Level 2.

Level 2 - Hall Restrictions for Five Days

- 12 points from above
- Unauthorized departure from campus (No pass, no face to face, no parent permissions); second offense
- Repeated or severe individual or category Level 1 offenses
- Providing false information on Orah or any official residential life document
- Impersonating a parent or guardian email to grant permission
- Failure to return to campus in the appropriate time without permissions/communication

Level 3 - Room Restrictions for Five Days. Possible Discipline Committee.

- 20 points from above
- Car on campus without permission
- Attending a party off campus during a pass where alcohol or drugs are being consumed
- Leaving the hall after bed checks

Dismissal Level Violations for Boarders

Dismissal-level violations listed earlier in the this handbook may result in a referral directly to the head of school or the Discipline Committee, and recommendations may include dismissal, suspension, probation and remediation, warning, and no action. As a reminder to boarding students, offenses include but are not limited to:

- Abuse, hazing, or harassment of any other person
- Violation of sexual harassment policy
- Possession or use of any weapon, explosive, or other destructive device or dangerous material
- Abuse, vandalism, or theft of the property of the school or of any other person
- Violation of the Drug and Alcohol Policy regarding drugs or alcohol
- Tampering with fire safety or security equipment
- Theft

SEARCHES

For the protection and safety of all members of the boarding community, resident faculty may conduct room searches or other searches of students' belongings at any time, including but not limited to a student's room, car, locker, bags, personal belongings, incoming mail, and packages. In addition, the School may search any student-assigned or student-owned computer, cell phone, or other electronic equipment for any reason, including concerns about possible disciplinary infractions or the safety or well-being of any member of the School community.

APPENDIX

THE HUN SCHOOL STUDENT GOVERNMENT CONSTITUTION

The Hun School Student Government Constitution governs student leadership and student activities at The Hun School of Princeton. All policies set forth in this document govern student elections and government processes but do not supersede other policies set forth in this Handbook nor are they binding on school administrators or faculty. The School reserves the right to limit or prevent individual student participation in Student Government if deemed necessary by School administrators for the well-being of the student or the School.

Preamble – We, the Students of The Hun School of Princeton, in order to secure for ourselves and our successors a larger freedom, participation, and responsibility in the Government of our School, do establish this Constitution.

Article I – The Student Congress

The Hun School of Princeton administration chooses to encourage open communication amongst its community and, as such, has recognized the need for a student government. All student legislative powers shall be vested in the Student Congress. The function of this branch of the Student Government shall be to act as the main voice of all Hun students in School policy and reform. The Student Congress shall be made up of two houses: the Student Senate and the Advisory House of Representatives.

SECTION 1. THE STUDENT SENATE

1. **Numbers.** The Student Senate shall be composed of twenty-two members, elected by class. Five such members shall be proportioned to each Upper School class, with the student receiving the most votes in each class being designated Class Speaker. ~~One such member in each Upper School class shall be a resident student.~~ (See Amendment 4) Two at-large Senators shall be proportioned to the Middle School, with the student receiving the most votes being the Middle School speaker. For the purposes of this student Constitution, postgraduate students are considered members of Grade 12.
2. **Terms.** Elected Senators shall serve a single term beginning on the day of their election and ending upon their graduation, resignation, expulsion, or the election of their successor.
3. **Legislative Power.** The Senate shall be responsible for creating proposed legislative solutions to issues assigned to it by the Executive Board, proposed by individual Senators, or suggested by the Advisory House of Representatives. Having been drafted, such a proposal becomes an official Bill presented to the secretary of Student Government.
   - **A. Committee Mark-Up.** All proposals submitted to the secretary of Student Government shall be presented to the Advisory House of Representatives for comment and assigned to the appropriate Senate committee for debate and revision. Committees will either pass a bill by majority vote and send it to the full Senate for debate and approval or kill the bill and return it to the Senate Secretary. All bills involving the expenditure or collection of Student Government funds must be referred to the standing Senate Budget Committee.
   - **B. Senate Debate and Vote.** Once a Senate proposal has reached its final form, the Senate may debate and pass the bill with a simple majority vote or kill the bill, sending it back to committee. The vice president of Student Government may choose to vote only if their vote would prove determinative.
   - **C. Signing or Veto.** Once a Senate bill has passed the Senate, the secretary of Student Government will deliver the bill to the president of Student Government for signing

or veto. Should the president sign the bill, it is delivered to the Student Government advisor for presentation to the Hun School of Princeton administration. Should the president veto the bill, it is returned to the Senate. Should the Senate vote to override the president's veto, a two-thirds majority vote of the Student Senate will be required to pass the bill on to the Student Government advisor for consideration by the administration.

D. **Presentation to Administration.** If the Student Government president has signed a bill, the president, vice president, and Student Government advisor shall be responsible for presenting the student argument to the administration and then presenting the recommendation to the full School community in whatever means is deemed proper by the administration. If a bill was vetoed, but that veto was overridden, the vice president of Student Congress shall be responsible for making the argument in place of the Student Government President.

4. **Consent Power.** The Student Senate shall approve by majority vote all appointments and appointment lists recommended by the president of the Student Senate, including, but not limited to, the Student Government secretary, treasurer, and potential members of the Student Discipline and Honor Councils.
5. **Amending Power.** Any senator shall have the power to propose amendments to the Hun School of Princeton Student Government Constitution.
6. **Impeachment Power.** At least two senators shall be needed to begin the impeachment process.

SECTION 2. THE ADVISORY HOUSE OF REPRESENTATIVES

1. **Numbers.** ~~The Advisory House shall be composed of one representative elected by each advisory group.~~ (See Amendment 3)
2. **Terms.** Elected advisory representatives shall serve a single term beginning on the day of their election and ending upon their graduation, resignation, expulsion, or election of their successor.
3. **Advising Power.** Advisory House meets once per month or more frequently as requested by the vice president of the Student Government. Their purpose is to provide the direct voice of the student body on questions posed to it by the Student Senate. Advisory representative votes are not determinative but serve to offer direct student opinion in prioritizing Senate business or proposing ideas for Senate bill proposals.
4. **Chair of Advisory House of Representatives.** The vice president of Student Government calls, presides over, and sets the agenda of Advisory House of Representatives meetings.

Article II – The Student Executive Board

SECTION 1. ORGANIZATION OF THE EXECUTIVE

1. **Positions.** The Executive Board shall be composed of nine members: a speaker from each Upper School class, the at-large speaker of the Middle School, the Student Government secretary, the Student Government treasurer, the Student Government vice president, and the Student Government president.
2. **Terms.** The Student Government president, vice president, treasurer, and secretary shall not officially serve until the last day of school of the year of their election and will continue to serve until the official last day of school of the next year.

SECTION 2. POWERS OF THE EXECUTIVE BOARD

1. **Student Government President.** The president shall call and lead all Executive Board and Student Senate meetings. They shall have the sole power to form and assign all senators to committees created for bill consideration and debate. They have the power to appoint the Student Government secretary and Student Government treasurer for approval by the

Student Senate, as well as potential members of the Student Discipline and Honor Councils for selection by the Hun School Faculty. They have the power to call all-government meetings at any time it is deemed necessary. The president shall also lead all-school assemblies. They shall approve or veto all Senate bills presented to them by the Student Government secretary but shall have no vote on the bills in the Student Senate proceedings. They shall meet with the Student Government advisor and the School administration to present bills passed by the Senate. They shall make a State of the School speech to the entire School community at least once during their term.

2. **Student Government Vice President.** The vice president shall preside as the Chairperson of the Advisory House of Representatives, serving as the direct messenger between the Advisory House and the Student Senate. They may cast the determinative vote in the Student Senate should the vote outcome depend upon it, but will otherwise not vote on bills before the Student Government. They shall lead Executive Board meetings in the event that the president is unavailable. They shall assume all responsibilities of the president if the president resigns or is otherwise removed from office. They shall present all passed bills to the administration with the president and the Student Government advisor.

3. **Student Government Secretary.** Upon the first official meeting of the elected Senate each term, the twenty-two senators shall first internally give majority consent to the Student Government secretary-designate recommended by the Student Government president. If the approval vote is tied, the vice president of Student Government shall cast the tie-breaking vote. Should a sitting Class Speaker or Class Senator be approved as secretary, the student from that grade with the next most votes in the Senate election would assume the Class Speaker or Senate role. The Student Government secretary shall be responsible for keeping records of all Senate minutes as well as determining the assignments of all submitted bills to the appropriate Senate committee. They shall preside over Student Senate meetings in the absence of the Student Government president. The secretary shall also maintain clear and timely communication with the student body regarding Senate business. They may not vote on Senate bills.

4. **Student Government Treasurer.** Upon the first official meeting of the elected Senate each term, the twenty-two senators shall second give majority consent to the Student Government treasurer-designate recommended by the Student Government president. If the approval vote is tied, the vice president of Student Government shall cast the tie-breaking vote. Should a sitting Class Speaker or Class Senator be approved as treasurer, the student from that grade with the next most votes in the Senate election would assume the Class Speaker or Senate role. The Student Government treasurer shall be responsible for keeping records of all budget items and expenditures, managing Student Government funds, and reporting spending and income records to the Senate at least monthly. They may not vote on Senate bills but preside over the Senate Budget Committee, whose members are appointed from the Senate by the president.

5. **Class Speakers.** The speaker of each Upper School class (the senator who receives the most votes from each class) and the at-large Speaker of the Middle School shall be responsible for leading all class meetings in conjunction with the grade level deans or class advisors, gathering information on class-specific issues, and representing their class on the Executive Board. Class speakers have the power to request a class meeting from the grade level deans, class advisors, or the Student Government advisor. They will also retain all other powers of a regular senator.

6. **Agenda-Setting.** The Executive Board shall have the power to assign issues to the Senate or request information from the Advisory House.

7. **Special Assemblies.** With administration approval, the Executive Board may call an all-school assembly for the purpose of discussing issues or conveying governmental information.

8. **Executive Oversight.** If the resolution is approved by the School community, it is the responsibility of the Executive Board to see that the resolution is enacted and adhered to insofar as the administration deems it appropriate for a student group to do so.

Article III – Student Discipline and Honor

1. **Purpose:** In order to promote a culture of support based on honesty and integrity and in keeping with the Hun School of Princeton's pursuit of knowledge and honor, the Student Government is charged by the School administration to recommend student voice in resolving issues of dishonesty or disrespect of community standards by the student body. As such, six students are selected each fall to serve as student representatives on the Discipline Committee and Honor Council, with three students chosen for student representation on each.
2. **Selection:** The Discipline Committee, consisting of three students and two faculty members, and the Honor Council, consisting of three students and two faculty members, are selected in the fall of each school year. Student members are chosen from a list of nominees provided to the faculty by the Student Government president subsequent to their approval by the Student Government. From this list of nominees, the full faculty will vote to recommend the top three student representatives for each group to the School administration. Members of the Student Government are eligible for selection, but Executive Board members are prohibited. The head of the Upper School will keep the faculty vote results for the purposes of appointing alternate members should an opening occur in either Honor Council or Discipline Committee. The student with the next most faculty votes for each body will be identified as an alternate for training with the selected members.
3. **Eligibility:** Only students who have been enrolled as members of the Upper School student body for two consecutive years are eligible for selection as a member of the Student Discipline Committee or Honor Council. Students found guilty of Honor Code violations or who are on Warning or Probation-level Behavioral Code status shall be removed from their respective committee appointment. Students are required to recuse themselves from cases to which they are a party.
4. **Authority:** The Discipline Committee and Honor Council serve an advisory role only. They may make recommendations to the School administration about appropriate disciplinary action but make no decision as to the disciplinary status of any student. All recommendations are reported in writing by the assistant head to the head of the Upper School and to the head of school.
5. **Term:** Selected members shall serve a single term beginning on the day of their selection and ending upon their graduation, resignation, expulsion, or the selection of their successors.
6. **Training and Support:** Student members of both the Discipline Committee and Honor Council will be trained in the School's disciplinary and honor policies and may at times be called upon to make presentations to their peers in order to educate them regarding said policies.
7. **Privacy:** The deliberations of the Honor Council and Disciplinary Committee are confidential, and all members shall be bound to keep all information reported and deliberated private at all times.
8. **Meetings:** The head of the Upper School or their administrative designee shall act as the chair of the Honor Council and the Disciplinary Committee. They will call and conduct all meetings of the Honor Council and the Disciplinary Committee but will not vote in the recommendations issued by either group. In order for a quorum to exist in Honor Council or Disciplinary Committee deliberations, two students and one faculty member must be present.

Article IV – Election Process

SECTION 1. EXECUTIVE ELECTIONS

1. **Timing.** Election for the president and vice president shall occur during the final quarter in the spring of the school year prior to their term.
2. **Presidential/Vice Presidential Nominations.** In the spring of a given year, candidates from the rising Grade 10, Grade 11, and Grade 12/PG classes shall nominate themselves for student body president to the Student Government advisor by choosing a running mate, the vice-presidential candidate, and submitting a platform indicating the agenda for their prospective administration no later than noon on the date chosen by the Student Government advisor. The following week, the candidates shall have a five-day period to campaign. The students of the current Grade 12/PG and rising Grade 10, 11, and 12/PG classes shall submit their one vote. The four tickets with the most votes shall proceed to the final debate. If there is a tie vote, the fifth person shall be included in the debate.
3. **The Presidential Debate.** Prior to the debate, all students and faculty can submit questions to the Student Government advisor. The Student Government advisor has the power to write their own questions and choose the questions that shall be asked during the debate. The presidential debate shall be held in a full Upper School assembly and be scheduled by the Student Government advisor and the head of the Upper School no more than three weeks after the submission deadline for presidential candidate platforms.
4. **Presidential Voting.** After the debate, the students of the rising Grade 10, Grade 11, and Grade 12 classes shall submit their one vote on a date determined by the Student Government advisor and the head of the Upper School, and the ticket (presidential and vice-presidential combination) with the most votes shall be elected president and vice president. In a tie vote, a run-off vote will be held for the tied candidates.

SECTION 2. SENATE ELECTIONS

1. **Timing.** All Senate elections shall be held within the first four weeks of the start of school during the school year of the senators' terms.
2. **Senate Nominations.** Students wishing to place their names in nomination to serve as a Senator for their grade level are required to complete the Statement of Intent Form provided to them by the Student Government advisor.
3. **Senate Speeches.** Nominees from each Upper School class and the at-large nominees from the Middle School shall each deliver a two- to three-minute oral speech to their class during class meetings over a two-day period as scheduled by the Student Government advisor.
4. **Senate Voting.** After all oral speeches are completed, students in all grades shall submit their three votes, and the five nominees from each Upper School class with the most votes shall become senators. The student with the most votes in each Upper School class will be Class Speaker. The resident student with the most votes in each Upper School class is guaranteed selection. The top two students receiving votes from the entire Middle School will be considered at-large senators from the Middle School, with the top candidate being named Speaker of the Middle School. Should there be a tie at any position, candidates will participate in a special run-off election to choose the winners.

SECTION 3. ADVISORY HOUSE OF REPRESENTATIVES ELECTIONS

The week following the election of the Senate, ~~each Upper School Advisory group shall choose one member of their Advisory by secret ballot to represent them in the Advisory House of Representatives.~~ (See Amendment 3) Members of the Student Senate or Student Government Executive Board are prohibited from serving in the Advisory House.

Article V – Qualifications and Impeachment

SECTION 1. TIME COMMITMENTS

Student Senators shall commit time equaling no less than one hour for each week unless otherwise sanctioned by the president and/or Student Government advisor.

SECTION 2. QUALIFICATIONS AND REMOVAL

1. **Requirements:** Members of Student Government must fit all requirements in order to run for or maintain office. Students on disciplinary or academic probation or those who have committed Honor Code offenses will be deemed ineligible to serve in the Student Government.
2. **Time-Commitment Dismissal:** Should members of the Student Government have two unexcused absences from government meetings in a trimester, they will be removed from office and then replaced by the candidate from their class who received the next highest number of votes for that position. The Student Government advisor shall determine excused and unexcused absences in conjunction with the President of Student Government.

SECTION 3. GENERAL IMPEACHMENT

1. **Purpose.** The impeachment process is necessary for those situations in which an elected Student Government member fails to perform their duties adequately or engages in conduct unbefitting of their position.
2. **Impeachment Beginning.** The impeachment process may be begun by any two members of the Senate. The impeachment process is automatically initiated when Senators or Advisory representatives miss three or more scheduled meetings unless excused by the president of Student Government or the Student Government advisor.
3. **Student Backing.** A writ of impeachment containing at least ten student signatures must then be submitted to the president of the Student Government.
4. **Government Vote.** Such a writ having been submitted, the entire government meets together and votes on impeachment. With a two-thirds vote, the member in question is removed from office and replaced at the discretion of the Student Government Advisor under the guidelines set forth in this document.
5. **Replacement.** Students removed from office as a result of impeachment are replaced by the Student Government advisor using election results from the most recent election. Senators are replaced by the student who received the next most votes in the previous election cycle. Advisory House members are replaced by special election in the advisory. The president of Student Government is replaced by the vice president of Student Government. The vice president is replaced by the appointment of the president of Student Government upon the advice and consent of the Student Senate. The Student Government secretary and treasurer are replaced by special election in the Student Senate. Class Speakers are replaced by the Student Government advisor based upon the most recent election results.

Article VI – Amendments

1. **Amendment Submission.** Any amendment made to this Constitution must be presented by a Senator to the president of the Student Government.
2. **Government Vote.** Once presented, the president will call for a meeting of the full Student Senate and Advisory House of Representatives where the amendment will be presented, discussed, and voted upon. In order to pass, it must be supported by three-fourths of the entire Student Senate and Advisory House, respectively.
3. **Student Approval.** At such time as an amendment has been approved by the Student Government, a simple yes-or-no ballot will be printed, and the entire student body may vote on the issue. If at least three-fourths of the students voting vote yes, the Constitution will be changed as proposed, assuming the change is approved by the administration.

Article VII – Transition

1. **Terms.** The terms of this article shall hold force during the transition and shall become null upon the assumption of office of the first regularly-elected president of the Student Government.
2. **Name.** The Student Council shall transition to the new Hun School of Princeton Student Government under the terms of this article on a date set by the advisor to the Student Council but no later than two weeks following the special Senate election outlined in Clause 6 of this article.
3. **President-General to President.** The current president-general of the Student Council shall become the first president of the Student Government.
4. **Vice President General to Vice President.** The current vice president-general of the Student Council shall become the first vice president of the Student Government.
5. **Secretary and Treasurer.** The current president-general shall appoint a secretary and a treasurer, each drawn from the existing Student Council and subject to majority approval of the same (excluding the nominees).
6. **Class Presidents to Class Speakers.** Unless they have been appointed to the Executive Board, the current president of each Class shall become a Senator and Speaker for that class.
7. **Class Vice Presidents to Senators.** Unless they have been appointed to the Executive Board, the current vice president of each class shall become a Ssenator. In the event that the current president cannot serve as speaker, the vice president shall serve as Speaker for that class.
8. **Transition Elections.** A special Senate election shall be held within two weeks of ratification of this Constitution, to fill such Senate seats as have not been filled by earlier clauses of this article. For each Upper School class, positions shall be filled by the candidates who have received the greatest number of votes, in order, until all positions for that class have been filled. If, for any Upper School class, there are no boarding students among the Senators determined as winners, then the Senate candidate who is both a boarder and receives the greatest number of votes shall be named to the final Senate seat for that class.
9. **Class Speaker Transition Provision.** If both the president and vice president of a given Upper School class have been appointed to the Executive Board, then the Senator-elect of that class receiving the most votes shall be the Speaker for that class.
10. **Advisory House of Representatives Transition Election**. Within two weeks of the special Senate election, each advisory group shall name its representative and communicate that information to the secretary.

Article VIII – Ratification

Two-thirds of the students attending The Hun School of Princeton in the 2010-2011 school year voting in the Constitutional Ratification Election must approve this Constitution in order for it to be enacted.

Amendments

AMENDMENT 1
The Hun School Honor Code (see page 34)

passed by student referendum spring 2014

AMENDMENT 2
Creating Additional Representation and Efficiency (C.A.R.E.) Amendment

passed by student referendum spring 2015

Article I, Section 2, Clause 5. **Additional Representation in Senate Meetings:** The vice president selects two advisory representatives, one student in Grades 11 or 12 and one student in Grades 9 or 10, to attend Senate meetings with them. These two advisory representatives will bring ideas from the student body through Student Advisory Meetings, discuss them with Senators, and transfer the information from these Senate Meetings to the other advisory representatives in Advisory Representative Meetings and to the student body in Student Advisory Meetings. The two advisory representatives may not vote on Senate bills, but may discuss bills and ideas with the senators.

AMENDMENT 3

House of Representatives Amendment

passed by student referendum spring 2016

The Advisory House of Representatives shall be composed of one representative from each paired Advisory group, composed of two Advisories of the same grade level.

AMENDMENT 4

Proctor Representative Amendment

passed by student referendum spring 2016

Residential life proctors will elect a single proctor at the beginning of the school year to be the representative for the entire resident community in the Senate. This proctor will bring ideas to better the living experience for the boarders on campus. This representative will act as an official senator, attending all of the meetings, writing bills as well as voting on them.

AMENDMENT 5

Attendance Impeachment Provision

passed by student referendum spring 2024

(Article V.3.2) - Residential life proctors will elect a single proctor at the beginning of the school year to be the representative for the entire resident community in the Senate. This proctor will bring ideas to better the living experience for the boarders on campus. This representative will act as an official senator, attending all of the meetings, writing bills as well as voting on them.





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