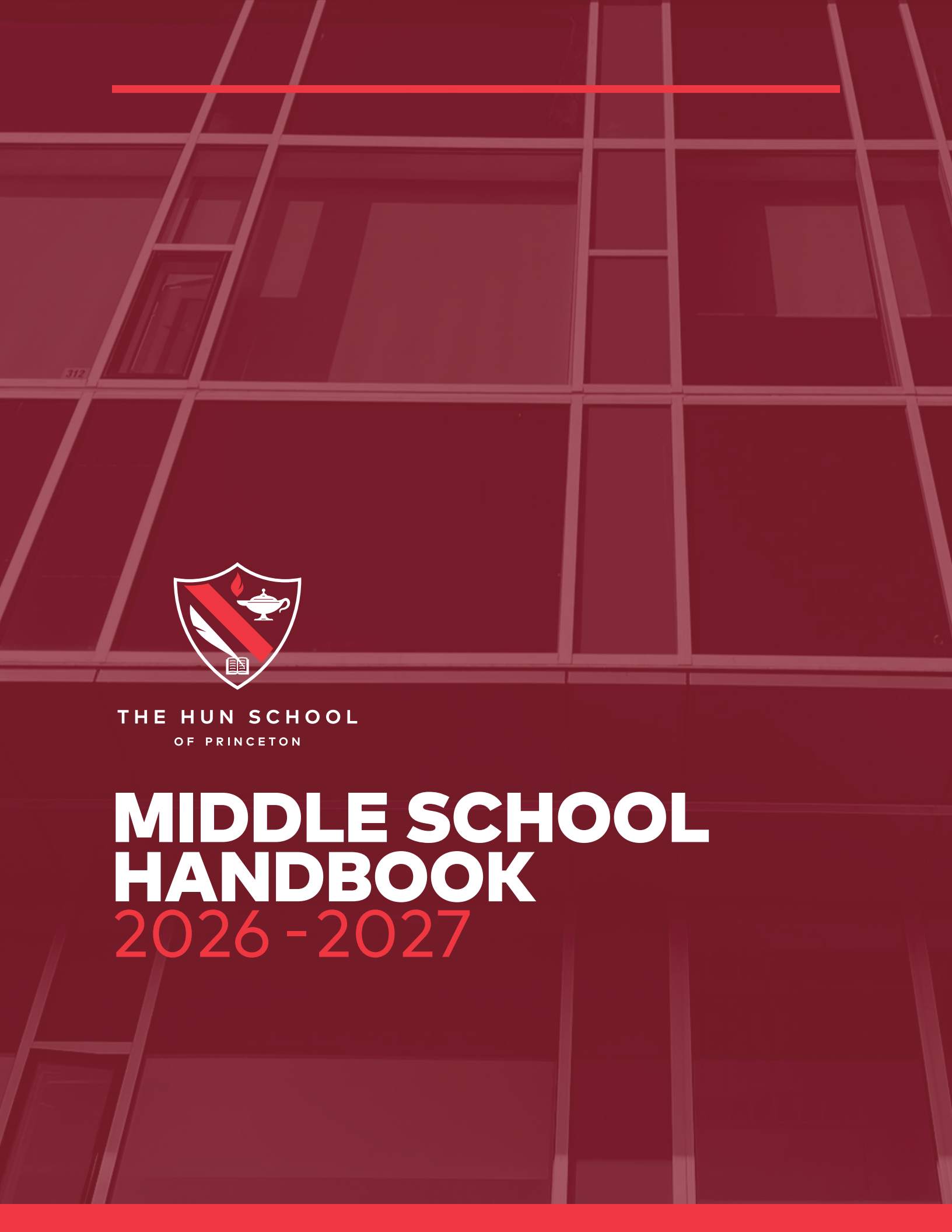


THE HUN SCHOOL
OF PRINCETON

MIDDLE SCHOOL HANDBOOK
2026 - 2027

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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.

MIDDLE SCHOOL DAILY SCHEDULE

TIMES	MIDDLE SCHOOL DAILY SCHEDULE
8:00 a.m.	Extra Help
8:20 a.m.	Morning Meeting or Advisory
8:35 a.m. 9:20 a.m.	1st Period
5 min. passing	
9:25 a.m. 10:05 a.m.	2nd Period
10:05 a.m. 10:20 a.m.	Break
10:20 a.m. 11:05 a.m.	3rd Period
11:05 a.m. 11:40 a.m.	Lunch
11:40 a.m. 12:15 p.m.	Advisory/Clubs/Study Support
5 min. passing	
12:20 p.m. 1:05 p.m.	4th Period
5 min. passing	
1:10 p.m. 1:55 p.m.	5th Period
5 min. passing	
2:00 p.m. 3:15 p.m.	Athletics
3:15 p.m.	Dismissal or Extra-Help/Learning Lab

ACADEMIC SCHOOL DAY

The school day extends from 8:20 a.m. to 3:15 p.m. on an eight-day cycle with classes of forty-five or fifty minutes. Days are lettered A through H. The Dining Hall is open from 7:00 a.m. to 6:45 p.m. daily, offering breakfast, lunch, dinner, and grab-and-go snacks. Daily lunch menus are regularly posted on the Sage Dining app. The period after lunch rotates as follows: Monday – Advisory, Tuesday – Study/Support, Wednesday – Clubs, Thursday – Study/Support, Friday – Study/Support. All students are required to attend the end-of-day athletics period. No student may leave before 3:15 p.m. without signing out at the Middle School Office.

MIDDLE SCHOOL ACADEMICS

ACADEMIC EXPECTATIONS, REPORTS, AND HONORS

CURRICULUM SUMMARY

Sixth Grade		Seventh Grade		Eighth Grade	
English	*6	English	*6	English	*6
Pre-Algebra A or B	6	Pre-Algebra B or Algebra 1	6	Algebra 1 or Geometry	6
Science	6	Science	6	Science	6
Ancient Studies	6	American History	6	Geography	6
French/Spanish/Latin	6	French/Spanish/Latin	6	French/Spanish/Latin	6
Advisory		Advisory		Advisory	
Quarter Courses (Specials)	6	Quarter Courses (Specials)	6	Quarter Courses (Specials)	6
Performing or Visual Arts	4	Performing or Visual Arts	4	Performing or Visual Arts	4
Athletics	8	Athletics	8	Athletics	8

**Designates the number of class meetings during the eight-day cycle*

QUARTER AND SEMESTER ELECTIVES

In order to broaden their experiences and develop new interests, students participate in quarter and semester-long electives. These ungraded courses vary from year to year based upon the interest of the students and faculty. Because enrollment is sometimes limited, students will be asked to make several choices each quarter.

GRADES AND REPORTS

The year is divided into three trimesters with grade reports sent to parents following each marking period. The final, or yearly grade in each course is the average of the three trimester grades. 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+		

ACADEMIC HONORS

The Honor Roll is determined by trimester GPA. Only full-year courses are used to calculate the Honor Roll. Honor Roll requirements are as follows:

Honors: Average of 87 to 92, with no grade below 80

High Honors: Average of 93 or above, with no grade below 85

Averages are not rounded to the nearest whole number for the Honor Roll.

VALEDICTORY AWARDS

The Valedictory Award is presented to a member of the eighth-grade class who has earned the highest cumulative grade point average over the course of at least the previous two years as a student at The Hun School of Princeton. Students who transfer to The Hun School for the eighth grade or spend one or more trimesters away from the School are ineligible.

HOMEWORK

The primary purpose of homework is to reinforce or preview concepts explored in class. Students should expect to spend approximately twenty minutes per night on each subject. The effort put forth on assignments will provide the student with valuable practice opportunities. It will also provide the teacher with a more accurate profile of what the student is able to do. Students should do homework with as little assistance as possible. If, after conscientious effort, the student feels greatly in need of help, they should seek it.

Certain homework may be assigned on which no assistance should be obtained. The conditions under which this is done will be clearly outlined by the teacher. Some homework assignments may be intended as group projects or activities; these will be clearly indicated by the teacher.

Students who are absent are responsible for keeping up with assignments. When a student is absent, teachers will email any work that cannot be found on RaiderNet to the student. Students who are able to work at home during the absence should do their best to complete assignments. Students unable to complete homework because of illness will be given adequate time to do so after returning to school. Students returning to school after an absence are responsible for seeing their teachers as soon as possible to help them catch up with missed work.

SUMMER READING

The Summer Reading Program is designed to maintain reading skills during the summer and to foster a lifelong interest in reading. A complete list of summer reading books required for the various courses is distributed at the end of the academic year and is available on the Back-to-School webpage.

ACADEMIC REVIEW

If students encounter difficulty in achieving academic success, they can and should expect full support from their teachers and advisor as they work to improve. The Hun School is committed to the individual success of every student in our community. However, at such a time, the student may also be placed on Academic Review in order to support their improvement. Following each marking period, the Middle School Head's Advisory Group meets to discuss students with an overall grade point average of 70 or below, with one or more failing grades, or with two or more grades in the 60s. The Team makes one of the following recommendations:

↗ 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 Middle School Head's Advisory Group. Parents of students on Academic Warning will receive a letter.

↗ Academic Probation

A student failing two or more courses in a marking period, or who has been on Academic Warning without improvement for two consecutive marking periods could 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 are required to attend an Action Plan meeting with their advisor, the Middle School head, and their parents.

↗ Dismissal or Non-Renewal

In cases of continued academic difficulty without improvement, the Middle School Head's Advisory Group may recommend non-renewal or dismissal. Students who fail a course or have two or more grades in the 60s will be required to attend summer school before enrollment in the next grade. Students must pass English, math, and complete the athletic requirement to be promoted to the next grade.

Sometimes, despite the best efforts of parents and the School, a student simply 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 immediate dismissal or non-renewal of the enrollment agreement. This is usually through a disciplinary action but may be an educational decision that conveys that the School and the student are not a good match for each other. The School reserves the right at any time to ask a student to leave the School if they deem it in the best interest of the student or the School.

↗ Extracurricular Adjustments

It is important to note that academic achievement is the School's priority. When students fail to meet their academic requirements in a satisfactory manner their participation in extra- curricular activities may be reduced. When students fail to keep up to date in assignments, tests, etc., academic advisors may recommend to the athletic director, activity sponsor, or Middle School head that participation be reduced until work is brought up to date. In an extreme situation, the Middle School head 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 be able to succeed academically while participating in extracurricular activities.

↗ Continuing Enrollment and Re-Enrollments

Each spring the School issues re-enrollment contracts to students for the following year. Re- enrollment is not guaranteed and is at the discretion of the School. Students on disciplinary or 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.

↗ Medical Withdrawal

The Hun School may, at any time, require the medical withdrawal of a student, if in its sole discretion, the school views a medical withdrawal as the most appropriate response to a student's medical situation. The Hun School reserves the right to review, assess, and make decisions on each individual case if a student is out of school for a prolonged period of time. In connection with a student's absence or return, the Hun School, in its discretion, may require communication from a health professional.

STUDENT SUPPORT SERVICES

FACULTY ADVISORS

Each student is assigned a faculty advisor who serves both as a liaison between the student and the School and also as a supporter of the student in their work at The Hun School. The advisor supports the student's curricular, extracurricular, and social progress, raises concerns, gives encouragement, and applauds achievements. Advisor groups may engage in activities such as getting-to-know-each-other exercises, setting goals, reflecting on progress, helping improve organization, helping build positive relationships, and other relevant social-emotional topics.

Each advisor is responsible for a group of eight to ten students from all three grades. While it is possible to have the same advisor for each year, we believe that it is most beneficial for students to experience relationships with as many different adults as possible during their time in the Middle School. Advisors typically call parents at the beginning of the year and when a significant event occurs that parents need to know about.

Students meet with their advisors for special programs and also convene for one advisory period per week. Advisors supplement these sessions with individual meetings as appropriate and will also see their advisees during Study and Support periods.

Although parents are encouraged to communicate directly with teachers for academic issues related to a particular class, a student's advisor is a point of contact for questions related to general school life or overall academic progress for students.

STUDENT SUCCESS TEAMS

During the academic year, advisors and core-subject teachers of each grade will meet to discuss students who may need extra support to improve. The Middle School counselor and the student's advisor will counsel students on all aspects of academic and extracurricular matters and facilitate their access to the various academic support services.

LEARNING LAB/AFTER-SCHOOL STUDY SKILLS

The Learning Lab and the After-School Study Skills Workshop are resources available to students to support their achievement in content area courses. The Lab is open after the last academic period from 3:15 p.m. until 4:00 p.m., Monday through Thursday. Students may make appointments through the Middle School support specialist for specific help or participate on a drop-in basis. Students may also be referred to the Learning Lab by their teachers, their advisors, or their parents. There is no additional cost for this support.

ACADEMIC LEARNING SKILLS PROGRAM

The Hun School's Academic Learning Skills Program (ALSP) offers academic, personal management, and executive function skills instruction 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.

The 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 by providing ongoing collaboration with classroom teachers to address a variety of learning styles to maximize student achievement.

All students who apply to the ALSP are required to follow the application procedures outlined by The Hun School Admission Office. Additionally, the School requests that candidates provide the psycho-educational evaluation that documents 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, which is directed, to the student's specific learning differences by developing and implementing an individualized curriculum that is dedicated to the growth and development of the individual. The Tier 1 ALSP is a full year, graded, 1-credit class. A Tier 2 ALSP is offered to students who have completed one year of the Tier 1 program and are able to transition to a half-credit part-time program. An additional fee is charged for both programs.

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 guidelines adapted from the College Board in accepting documentation and in granting accommodations for learning disabilities, Attention Deficit Hyperactivity Disorder, and psychiatric disabilities.

Students should submit documentation before September 1st in order to receive accommodations by the start of the school year. Students who are diagnosed with a disability during the school year should provide the appropriate documentation to the director of academic support services in order to arrange for 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 specific to the documentation of 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.
- Documentation must include a specific diagnosis.
- 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 at:

- accommodations.collegeboard.org/how-accommodations-work/who-is-eligible/can-you-document-disability

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.

STANDARDIZED TESTING

The Comprehensive Test Program *5* (CTP *5*) is administered to sixth, seventh, and eighth grade students in the fall trimester. The CTP *5* exam, published by Educational Records Bureau, is a series of tests designed to assess verbal and quantitative abilities and achievement through a multiple-choice format.

The major purpose of the testing program is to learn students' strengths and areas for improvement as well as afford the Middle School faculty an opportunity to compare the effectiveness of the curricula in Grades 6 and 7. The national and independent school norms allow each grade to monitor progress over the three years of the program. Because student assessment in middle school is largely performance-based through written and spoken demonstrations of learning, another purpose of the testing program is to give students practice in taking multiple-choice tests in a low-risk and relatively comfortable setting. The scores are used internally and are reported only to parents and Middle School teachers.

LIBRARY AND MEDIA CENTER

Located in the center of the Chesebro Academic Center, the Perry K. Sellon Information Center serves both Upper School and Middle School students. Its rich resources allow for the pursuit of academic interests and provide areas for quiet reading and reflection. Classes use the library for instruction and research, thereby developing an understanding of new technologies. The librarian works with teachers regularly to enhance content area programs. To ensure competency and independence, all sixth and ninth

grade students participate in an introduction to library services through their history course.

In addition to the book collection, the Online Public Access Catalog enables users to locate materials in the Sellon Information Center easily through keyword searching. The collection is further extended through the use of State interlibrary loan services, where students and faculty may borrow books from regional public and academic libraries. A network of databases supports student and faculty research. Titles vary from encyclopedias to periodical indexes to specialized products in the areas of 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., Monday through Thursday, and 7:30 a.m. to 3:30 p.m. on Friday.

WELLNESS SUPPORT SERVICES

COUNSELING SUPPORT SERVICES

Our Middle School counselor provides services to students, parents, staff, and the community in the following areas:

↗ Direct Services with Students

Direct services are in-person interactions between Hun School counselors and students and include the following:

- **School Advisory Program:** This curriculum consists of structured lessons designed to assist students in attaining the desired competencies and to provide all students with the knowledge, attitudes, and skills appropriate for their developmental level. The Hun School counseling program is embedded into the Advisory Program and in various classroom and group activities.
- **Individual Student Planning:** The Middle School counselor coordinates activities designed to assist student goal setting and development.

↗ Responsive Services

Responsive services are activities designed to meet students' immediate needs and concerns. Responsive services may include counseling in individual or small-group settings or crisis response. At these times, students may talk in a relaxed and confidential manner with our counselor about any problem they may be having, including issues with friends, school stress, time management, sports, academic difficulties, or other serious issues.

↗ Confidentiality

A student's involvement with the Counseling Office does not become part of their academic record or disciplinary record unless, as noted below, the safety of the student or The School is deemed to be at risk. Students may talk in a relaxed and confidential manner with a counselor about a problem they may be having. It is important to note that 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. Although we welcome parental collaboration, without student consent, disclosure of confidential information to parents or third parties will only occur when legally required, for example in the case of suspected child abuse, or when a risk of serious and foreseeable harm is determined to exist.

↗ Indirect Services for Students and Parents

Indirect services are provided on behalf of students as a result of The Hun School counselors' interactions with others, including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators, and community organizations. Our counselor understands the stressors involved in raising independent young teens. The middle school years bridge a delicate span between childhood and adulthood. As a member of our Hun School community, our counselor welcomes you to become involved in our parent activities in a variety of ways:

- **Our "Parent Learning Community"** on RaiderNet provides our parents with an online forum to share celebrations as well as suggestions addressing developmental aspects of caring for healthy adolescents.
- **Parent meetings,** facilitated by our counselor, allow family members a unique opportunity to get to know each other in a small group setting. We feel each of our families is an integral part of our larger Hun School community. Our meetings provide a wonderful support network as we work together to help your child navigate personal choices.

- **Student-led parent discussions** may address issues such as technology concerns, Internet responsibility, family dynamics, and peer relations. These evening programs will allow parents and students an opportunity to discuss current topics and share viewpoints in a non-challenging, accepting environment.
- **Individual parent consultation** is always available by phone. Sometimes adults need a little reassurance or guidance on how to best handle sensitive issues that affect adolescents during the middle school years. It can be painful, at times, to see your child struggle. Or perhaps, a larger concern is impacting you and your family. We encourage you to contact the Middle School counselor for a confidential consultation.

↗ Drug and Alcohol Counseling

The Counseling Office also offers drug and alcohol counseling services to students. The School employs a certified addiction specialist, who may conduct assessments concerning a student's alcohol or drug use, provide counseling and information to students, or make referrals for more intensive treatment programs. Information about these students will remain confidential within professional and legal guidelines.

HEALTH SERVICES

Health Services 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. Community members have single sign-on access using their existing Hun credentials. In order for students to move-in to the dorms, attend classes or 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 cycle of health insurance, 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 the August 1st deadline, an extension may be granted. Students are not permitted to self-medicate unless approved to do so by a School nurse. Over-the-counter medications must be given to the Health Center for administrative instruction and be accompanied by a Medication at School Form.

LEVINE FAMILY HEALTH CENTER

The Levine Family Health Center is located on the first floor of Russell Hall. A registered nurse is available for emergency and acute care twenty-four hours daily, seven days a week, when School is in session. Non-emergency treatment is available during business hours. For acute care or emergencies, the nurse can be contacted by the Middle School Office, as well as by any teacher.

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 obligation of The Hun School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Therefore, parents, guardians, and students consent to provide employees and agents of The Hun School access to students' medical, psychological, or counseling information as necessary in order to serve the students' best interests. The Hun School will endeavor to

maintain appropriate confidentiality and limit the group of individuals with informational access to those who need it.

ROMANTIC RELATIONSHIPS AND SEXUAL INTIMACY POLICY

The Hun School is dedicated to creating a safe and respectful environment in which students can explore relationships in a responsible and 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 — 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.

If faculty members observe such relationships, they will consult with the Middle School head 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 continued conversations and attempts to resolve the issue, further action may be taken to address the situation and maintain a respectful and 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.

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 values and ideals of the School. Attendance at The Hun School is a statement of acceptance of these principles by parents and students alike.

STATEMENT OF DIVERSITY

At The Hun School, we view diversity as a positive aspect of our lives, communities, and an essential aspect of education. The School's Board of Trustees, administration, and faculty recognize and respect that diversity exists in our abilities, family structure and values, gender expression, 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 those 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 working to provide 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.

ATHLETIC REQUIREMENTS

The Middle School athletics program is grounded in the belief that sports are an essential part of a student's growth, not just physically, but socially and emotionally as well. We take a developmental approach, with teams designed to meet students where they are. The emphasis is on effort, learning, and improvement, not on elite-level performance. Our goal is to offer a quality experience for all, where students can try new sports, take healthy risks, and build the skills that will serve them well in all aspects of life.

Three-season participation is required, and we aim to include as many students as possible with no cuts whenever feasible. We believe strongly that everyone deserves the chance to grow through athletics. Students learn what it means to be a teammate — how to communicate, collaborate, and work through challenges together. We focus on teaching resiliency, respect, and responsibility while nurturing a love for movement and a balanced, active lifestyle.

Our coaches create a supportive and inclusive environment where students are encouraged to explore, compete with integrity, and take pride in their progress. Whether it's a student's first time on a field or their third season with a team, Hun athletics is about helping young people build confidence, develop character, and connect with others through shared effort and experience.

Each student is responsible for providing their own athletic gear, including, but not limited to, appropriate footwear and practice clothing. Students must also supply their own equipment in the sports that require it. Large equipment such as bats, lacrosse, or hockey sticks may not be brought into the Middle School and must be left at the gym during morning drop-off. Students who neglect to bring required athletic gear on a given day should report to their coach for appropriate assignments. Students who are injured will be assigned other roles with a team and must still attend practice daily. The athletic requirement is for three seasons, five days per week. Students must attend all games in order to meet the requirement. Outside sports teams, clubs, or training are not accepted as a substitute for the requirement nor as excuses for missing a game. Students enrolled in an Upper School section (such as a language that conflicts with an athletic practice **must** attend the class. These students may miss their Upper School class only for an away game of their Middle School team.

MIDDLE SCHOOL ATHLETES PLAYING UPPER SCHOOL SPORTS

To better accommodate athletes who are already playing at a higher level and to align with recent changes to MAPL rules, select eighth graders may be invited to try out for a varsity team. These invitations will be extended only if the student is likely to make a meaningful contribution to the team's success. This activity would replace their Middle School sport for that season, and they will be placed in a study hall in the Athletic Center during the 2:00 p.m. block. Students may be held from practice on any given day by a teacher to attend extra help or the learning lab, if needed.

This opportunity comes with high expectations. Students must remain in excellent academic and community standing within the Middle School. Decisions about eligibility will involve the varsity coach, the athletic co-directors, the student's advisor, and the Middle School administration.

ATHLETICS OFFERED

The following team sports are offered:

Fall	Winter	Spring
Cross Country*	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Softball
Girls Soccer	Conditioning/PE*	Boys Tennis
Field Hockey	Dance*	Boys Lacrosse
Dance*	Yoga*	Girls Lacrosse
Girls Tennis	Indoor Rowing*	Dance*
Conditioning/PE*	Martial Arts*	Track & Field*

**All-gender*

CLUBS

In order to broaden their experiences and develop new interests, students will join clubs, which vary from year to year based upon the interests of the students and faculty.

The clubs can be selected on a trimester basis and usually meet once a week during the period following lunch. The following clubs have been offered in recent years: Community Service, Black Student Union, Film, Ecology, Robotics, Artcology, Gardening, Student Government, Speech and Debate, Golf, and Power of Positive People.

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 intends to create a culture of inclusion and belonging that maintains 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 where they will learn how to dress for the occasion.

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

- Dress shirts, polo shirts, or sweaters with optional covering ¼ zip pull-overs
- Dress pants or tailored skirts, shorts, or dresses of appropriate length
- Casual closed-toed shoes or sneakers

ITEMS NOT ALLOWED IN DAILY ACADEMIC DRESS CODE

- Athletic apparel: t-shirts, sweatshirts, leggings, athletic shorts, or pants
- Open-toed shoes, "Crocs," sliders or slippers
- Denim, pajama pants, camouflage, non-brand logos, graphics of an offensive or political nature, or any graphics exceeding two inches
- Hats

SPIRIT FRIDAYS:

(Daily Academic Dress Code plus option of)

- Hun spirit gear on top, including hoodies or crewneck sweatshirts **with Hun branding**
- Denim pants

Note: Students who violate dress code at any time Monday through Thursday are ineligible for Spirit Fridays.

CASUAL DRESS CODE:

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

- All dress items in the Daily Academic Dress Code **plus** athletic apparel or denim
- Casual dress does not include 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, dresses, trousers, khakis, or dress shorts
- Collared shirts with blazers or sweaters, or dress shirts, or tucked-in button downs with ties
- Closed-toed dress shoes

ATTENDANCE POLICIES

Regular school attendance is vital at The Hun School of Princeton, and students in good health are expected to attend school whenever possible. The School calendar is published well 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 situations and will excuse students to attend funerals, weddings, and religious services. We do not excuse students to extend vacations or take family trips. All requests for absences should be sent to the assistant to the Middle School head, as individual teachers do not excuse students from school. Students are expected to take the responsibility of meeting with their teachers for any planned absence to request missed work.

ABSENCES AND LATENESS

If a student is going to be absent from school, parents are asked to telephone the Middle School office by 8:00 a.m. (609) 759-4247, and inform the assistant to the Middle School head as to the reason for the absence.

It is so important for Middle School age children to arrive at school **early** to give them time to organize their materials, seek extra help, and to prepare for the day. Students are asked to be at school by 8:10 a.m. in order to have enough time to prepare for the academic day. Any student not in their seat at 8:20 a.m. will be considered late for school. **Three lates will prompt a Level 1 Advisor Slip (see Discipline section).**

Lateness is excused only for medical reasons, students arriving late to school due to the provided bus service, or due to mechanical problems with cars. In case of extreme weather conditions, allowances will be made.

Students arriving late to school must first report to the assistant to the Middle School head in the Middle School Office.

ILLNESS

Students who become ill at school will be sent to the Levine Family Health Center. They should alert the teacher of the class they are currently in, or if between classes, the teacher of the class in which they are scheduled next, unless the condition is serious enough to demand urgent and immediate attention. They should then report to the Middle School Office and the nurse will be called. Depending on the student's condition, the nurse may discharge students, allow them to remain in the Health Center, or arrange for them to return home. If the School recommends a student go home due to illness, and does not feel the student is able or safe to transport themselves, a parent or guardian must come to the School and take custody of their student upon request. If the nurse deems it necessary for a student to remain in the Health Center through a class period change, the nurse so informs the Middle School Office. Failure on a student's part to communicate responsibly may result in disciplinary and academic consequences, including those for an unexcused absence.

EXTENDED ABSENCES

In the event that a student is absent from school for more than three academic days in a row for medical or mental health reasons, a physician's clearance is required before the student may return to classes. This documentation must be provided to the Health Center in writing. Failure to provide this documentation is grounds for The Hun School to cancel an enrollment contract and require the student to leave school.

MEDICAL LEAVE AND WITHDRAWAL

The Hun School considers students who, on the advice of a physician, must be absent for extended periods to be on Medical Leave. Medical Leave may last for up to twenty-five school days before Medical Withdrawal may be required. The Hun School will work with families, on the advice of medical professionals, to adjust schedules and course requirements prior to requiring Medical Withdrawal but will not, in all circumstances, accommodate medical recommendations if they mean a substantial adjustment to the academic standard established by the School. The Hun School reserves the right to send any student home if extensive care becomes necessary.

The Hun School may, at any time, require the medical withdrawal of a student, if in its sole discretion, the school

views a medical withdrawal as the most appropriate response to a student's medical situation. The Hun School also reserves the right to review, assess, and make decisions on each individual case if a student is out of school for a prolonged period of time. In connection with a student's absence or return, the Hun School, in its discretion, may require communication from a health professional.

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 or at a hospital). 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, with, 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 given authorization to speak with this licensed mental health professional, and the student is expected to follow through with 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.

CLOSED CAMPUS

Students must remain within the campus perimeter during the academic day, unless on a faculty-directed group outing.

DEPARTURE FROM CAMPUS OR EARLY DISMISSAL

It is possible to be excused early for valid reasons by following this procedure:

1. **Prior to first period**, turn in a written request signed by a parent, or have a parent phone or email the assistant to the Middle School head.
2. A parent or guardian must report to the Middle School Office and sign the student out. Students will not be allowed to leave the office without an adult signing them out in person.
3. If the student returns to campus, they must immediately report to the Middle School Office to sign in. Students may not return for evening social events unless the dismissal included a doctor's note.
4. Students enrolled in an Upper School section that conflicts with an athletic practice must attend the class. These students may miss their Upper School class only for an away game of their Middle School team.

ABSENCES AND ACADEMIC CREDIT

A student with twelve or more absences in a given class is subject to failing the course for the year. In such instances, the Middle School Head's Advisory Group will review the case and make a recommendation to the Middle School head.

ABSENCES AND HOMEWORK

Homework for excused absences is posted on The Hun School > RaiderNet > Class Pages. If the homework is not posted, please email the teacher directly (check the School directory for correct spelling of names), message the teacher through RaiderNet, or leave a voicemail for the teacher. If you need additional assistance, contact the Middle School Office, extension 2247.

SCHOOL CLOSINGS

School closings due to weather or other emergencies will be communicated to each family through automated phone calls and emails. School closing information will also be posted on the School website and social media channels.

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, there is a sense of trust and respect built among all members. When some members of the community do not conduct themselves honorably, the 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 reputation of the School for setting high standards of honor among its students.

The Hun School Honor Code Philosophy: As a student at The Hun School of Princeton, I seek knowledge with honor. 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.

THE HONOR CODE AND HOMEWORK

Homework often presents a confusing Honor Code situation. Most homework is given as a learning experience and it is all right for you to get help in completing it. However, it is an Honor Code violation to get help with graded assignments given to measure what you have learned or what skills you have mastered.

Examples include:

- Getting help solving math problems for which you will receive a grade.
- Getting help editing an essay, term, or 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.
- Turning someone else's work in as your own.
- Giving help to another student working on an assignment that will be graded, 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 on graded assignments by assistance or deception, is dishonorable.

THE HONOR CODE AND TESTS

Obtaining or providing unapproved assistance 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 aids and using them during a test or quiz. Having such aids 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.

THE HONOR CODE AND PLAGIARISM

In doing homework, it is also important to avoid the problem of plagiarism. Plagiarism is defined in *Webster's New World Dictionary* online as, "the act of copying or stealing someone else's (or AI'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.
- 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.

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. Students must be careful to use their own language and ideas in all academic pursuits 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 or 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 another source and make note of 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 any time you improperly take materials belonging to the Library and Media Center to keep others from using those materials.

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 or the Internet may result in violations of either the Honor Code of the Discipline Code.

Students who use their devices (cell phone, tablet, or laptop) **in any way** during a test, quiz, or exam without permission from the teacher or proctor will be brought to the Middle School head. All technology should be left outside of an exam unless the teacher has instructed otherwise.

HONOR CODE VIOLATIONS

The concept of honor and respect for the Honor Code, and adherence to it, cannot be separated. It is essential that faculty and students take action when they witness dishonorable conduct. To ignore infractions of the Honor Code is to condone them. We recognize that taking such action is serious and difficult. In recognition of this, the Honor Code encourages us to respond in the following ways:

1. Approach the individual involved and communicate clearly that you witnessed a violation. Ask the student to do the honorable thing and report themself, or inform the student of your intention to do so.
2. Report the individual to one of the following:
   - The Middle School head
   - A member of the faculty

Any professional staff member who receives information about an honor violation must take the matter to the Middle School head, who will then decide how to proceed.

What must be remembered is that giving away your integrity is easy; earning it back is very difficult. All of us make mistakes. Be sure not to compound problems by acting dishonorably.

HONOR CODE PENALTIES

Each case of an Honor Code infraction is handled individually, and our goal is for the students to learn from their mistake, but generally, three things happen:

- The student has a conference with the Middle School head.
- Parents are notified.
- The appropriate consequence is levied.
  - A failing grade is routinely given for any work involved.
  - The student might receive a detention to complete an appropriate exercise to reinforce their understanding of the Honor Code.
  - Suspension is a possible punishment for a repeated honor offense.
  - Separation from the School is possible at the School's discretion.

No specific mention of the individual involved is made public to the student body, but the faculty is notified.

It is important to remember that lying, or being misleading, about your involvement in any dishonorable situations is a further dishonorable action.

THE MIDDLE SCHOOL ADVISOR SLIP SYSTEM

Personal responsibility and the opportunity to learn from one's mistakes are central to our mission.

The purpose of the advisor slip system is to help students understand the School's behavior expectations and be better community citizens by **structuring advisor-advisee conversations** when a student makes a mistake. Infractions are divided into a three-tier system. These tiers 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. All final decisions are reserved to the head of school.

WARNING SLIPS (First-Tier Offenses)

Warning slip offenses are usually handled by the teacher, and are simple, clear infractions of the rules. They include, but are not limited to:

- Disruptive behavior
- Inappropriate language
- Technology misuse, including cell phones and iPads
- Disrespecting the School's common area, including bringing in food
- Excessive class lateness
- Unexcused late to school three times
- Wearing headphones in common areas
- Not following teacher directions
- Eating in class without permission or chewing gum
- Using an iPad app in class not directed by the teacher (such as Facebook or Instagram) or gaming during the school day

DETENTION SLIPS (Second-Tier Offenses)

Detention slip offenses are usually handled by the teacher and the advisor. They are more serious and affect others as well as yourself. They include, but are not limited to:

- Disrespect/rudeness to others
- Roughhousing or other physical contact
- Vandalism
- Dishonest behavior
- Bystander to a serious offense
- Willfully ignoring adult direction
- Cell phone use
- Any habitual first-tier offense

When a student receives a second-tier advisor slip from the teacher, the advisor will follow up and have a break or lunchtime conversation with the student. Parents are encouraged to speak with their student if they have any questions. Additionally, they should speak with the advisor if they have further questions. The Middle School head may also meet with the student, and appropriate consequences could also include loss of privileges and a parent meeting.

If a student accumulates three warning slips, they will be given a lunch detention. If a student accumulates three detention slips or nine warning slips (or any combination adding up to nine points), stiffer penalties (such as an in-school or out-of-school suspension) may be assessed. Slips are logged on RaiderNet, and parents receive an automated email when the slip is logged.

In order to give students a fresh start, the accumulation of slips is reset to zero at the start of each trimester.

Again, the system is meant to help structure advisor-advisee conversations that will help students to grow and do their best within our community.

HEAD NOTIFICATION OFFENSES (Third-Tier Offenses)

Third-tier violations include more serious breaches of the School's expectations than those requiring a warning or detention slip. They include, but are not limited to:

- Extreme or repeated disrespect
- All forms of harassment, bullying, or hazing
- Academic dishonesty
- Insubordination
- Forgery
- Leaving campus without permission
- Use, offering, or possession of alcohol, tobacco products, or drugs on school grounds or on a School-sponsored activity (including drug paraphernalia)
- Violations of the Acceptable Use Policy for Information Resources, as outlined in this book, may be deemed a third-tier violation, depending on the violation
- False absences from class, athletics, or school
- Theft
- Making threats or bias statements
- Fighting or violence
- Any habitual second tier offense

A third-tier offense requires an immediate meeting with the Middle School head, who will meet with the student's advisor to discuss the situation. Students who are suspected of committing third-tier violations may have their case discussed by a Discipline Advisory Group to determine the consequences. The student could be placed on Disciplinary Warning or Probation for up to eighteen school weeks. Probation means that if there is a reoccurrence of an offense, the student may be subject to immediate separation from the School. A parent conference may also be held.

One of these violations on its own or continual disregard for school rules may result in discipline including, but not limited to: loss of privileges, suspension from school, placement on Disciplinary Warning, or at the head's discretion, separation from the School.

SUSPENSION

When a student's behavior is of significant enough concern, the School may decide that the student needs to be separated from the community for some reflection time. In-school suspension takes place in a quiet area away from peers, during which students do not attend classes. Typically, they will work on homework as well as complete a reflection essay. They do not participate in sports and must be picked up at 2:00 p.m. Parents should model out-of-school suspension in the same way.

DISCIPLINARY WARNING OR PROBATION

A student who commits a third-tier offense or develops an ongoing pattern of negative behavior may be placed on Disciplinary Warning or Disciplinary Probation as specified by the Middle School head. This may include other restrictions of privileges or participation in School activities. If there is no improvement in attitude or behavior during the specified time, or if other violations occur during this period, further action may be taken, up to, and including separation from the School. Students disciplined while already on Warning or Probation should expect more serious consequences and extension of the status.

STUDENT COOPERATION

Students are expected to cooperate openly and honestly in responding to School 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 act by imposing disciplinary consequences without a statement from the student, or by asking the student to leave the School.

DINING HALL CONDUCT

Students are expected to show good citizenship in the dining hall, which includes cleaning up their table area and returning all dishes, glasses, and utensils. For instance, if someone drops a dish, we pitch in and help, rather than applaud. We say "thank you" to the dining hall staff when picking up food and dropping off dishes. Students may not eat lunch in Global Commons nor bring food outside of the dining hall during lunch.

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 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 alum mailings.

SEARCHES

The School reserves the right to inspect, at its discretion, student lockers, and belongings. To ensure compliance with rules and for the protection and safety of members of the community, faculty may conduct searches of students' belongings. In those cases, the School has the right to search a student's possessions, not limited to locker, backpack, and personal belongings, whenever the School deems it appropriate.

OUT OF SCHOOL AND OFF-CAMPUS BEHAVIOR

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

- any violation of law.
- underage purchase, use, or possession of alcohol or a controlled substance.
- cyberbullying or other use or misuse of computers, or computer websites (personal, at home, or at school), which do, or could, impact the welfare of any member of the School community or the reputation or functioning of the School. For disciplinary purposes, conduct at School-sponsored events, activities, or trips will be treated in the same manner as on-campus conduct.

CONCERNING ALCOHOL AND DRUGS

The Hun School believes that the use of drugs and alcohol 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 drugs and alcohol abuse. These include, but are not exclusive to, discussions with and presentations by the School psychologist, assemblies, classroom presentations, consultant visits, and peer counseling programs.

As a part of the School's efforts to assist our students who may voluntarily come forth to discuss a situation or problem they are having with drugs or alcohol or refer someone they know who is having a problem, the School encourages these students to speak with a member of the faculty or the professional counseling staff for guidance. As long as the student is not under the influence, in possession of, or facilitating drugs at the time of this discussion, conferences will be confidential and the student will receive the help necessary to deal with the issue at hand. Students who are counseled may be required to undergo an evaluation by an approved campus counselor or off-campus counselor with the cost of these evaluations borne by the parents. The results of the assessment are shared with the students, their parents, and the counselors. These same students who volunteer for assistance may be required to participate in a program sponsored by the School or an agency in the community.

If there is a suspicion that a student is engaging in alcohol or drug abuse, the School may intervene with the student in any one or a combination of the following ways:

- The student may be confronted by School personnel.
- The School may notify a student's parents.
- 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 notification that a biochemical test for drugs and/or alcohol 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 guardians. Failure to appear for testing, failure to provide a sample, or evidence of attempted adulteration may cause a test to be presumed positive. A positive test may result in disciplinary action, including possible immediate dismissal.

The School reserves the right to pursue any action it deems reasonably required to protect the safety of its students, faculty, and facilities.

LIBRARY CONDUCT

The library is the academic center of the School; therefore, the space is designated for class instruction and individual quiet study. Students are expected to behave in a manner that respects the right of every student to work in an environment that allows quiet contemplation. Group study will take place in designated spaces within the library.

Acceptable uses of library computers are posted throughout, 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 choose a printer and pick up all print jobs.

No food or drink is permitted in the library.

CELL PHONES AND OTHER INTERNET DEVICES

The Middle School provides a phone for students to use while on campus. This phone is located in the Middle School Office. Parents can call the Middle School Office throughout the day at (609) 759-4247 until 3:30 p.m. Messages to students will be delivered through this number. Parents must not text message students during the school day.

Students bringing a phone or any other Internet-enabled device to school **must keep it in their locker throughout the day, and it must be turned off.** Students will not be allowed to use their phones from the time they are dropped off at school in the morning until 3:15 p.m. Students may use their iPads as permitted by teachers for academic work. They may not be used in the dining hall or the Athletic Center between 8:00 a.m. and 3:15 p.m. Students may not wear headphones or earbuds in the halls or common areas of campus. Medical exceptions will be considered by our Health Office.



HARASSMENT

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. In order 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 are able to achieve their maximum potential.

HARASSMENT

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, gender identity, gender expression, gender identity, 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; or (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 opportunities on submission to unwanted sexual advances or conduct.
- Conditioning academic and pupil activities on submission to unwanted sexual advances or conduct.

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 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.

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 Middle School head, either of whom must notify the head of school. The head, or their designee, will promptly respond to the matter. If in the sole discretion of the head, the circumstances indicate that a full investigation is warranted, the head 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

INFORMATION SERVICES, TECHNOLOGY, AND ELECTRONIC MEDIA GUIDELINES

ACCEPTABLE USE POLICY FOR INFORMATION RESOURCES

In this document, "information resources" include any information in electronic or audiovisual format, or any hardware or software, or any connection to internal or external networks that make possible the exchange, access to, and use of information.

The Hun School (herein the School) provides its information systems and computing resources for the benefit of its faculty, administration, staff, and students in order to help them fulfill the requirements and objectives of their studies, research, and work-related tasks within the primary context of fulfilling the School's mission. The School may, at its discretion, extend use of its resources to any person, entity, or firm. All users granted access must be aware that the School's information resources have been set in place solely for the purposes of fulfilling the School's mission.

The School requires that those granted access to its information resources respect these purposes and conduct their operations in a manner consistent with them and with the ethical standards of the School, as well as in accordance with the policies and regulations that may be established from time to time by the School. The School makes no warranty, however, expressed or implied, regarding its information resources, their sustained or continued availability, or their fitness for any particular purpose. The School designs its information resources system to meet the needs of a broad base of users, but it is not obligated to fulfill any individual need.

Users have the right to expect that their rightful access to information, their use of networks and equipment authorized to them, and their use of any other resources connected with their authorized access to services will be fostered by the School to a degree that is reasonable and technically feasible. However, in order to preserve the integrity of its resources against accidents, failures, improper use, or other disruption, the School reserves the right to restrict or terminate any user's access and to inspect, copy, remove, or otherwise alter any data file, or system resource as it deems necessary. (Users should have no expectation of privacy in any information they transmit through or store on the School's computer systems.)

This policy applies to all use of the School's computer networks and equipment, whether used on campus or accessed remotely. It applies to all information resources including computers on campus and laptops, tablets, cell phones, or other devices that can store digital information used off campus.

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 Discipline Code and Honor Code. It is also important for students to ascertain and obey the specific rules for access and use of information resources that may differ in various campus locations, such as computer labs, 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.

STANDARDS FOR PROPER USE OF INFORMATION RESOURCES, TECHNOLOGY, AND NETWORKS

It is the policy of the School that information resources will be used by those granted access only in a manner that is consistent with the School's mission and that is in accordance with the policies and regulations that have been and will be established by the School. The School strives to maintain access for its constituents to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information.

The School works to create an environment in which students, staff, administration, and faculty may feel free to create on their own or collaborate with colleagues both at the School and at other institutions without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction, or theft. At the same time, the School must retain control of its information resources to protect against improper or unlawful use of these resources.

Access to information resources both within the School and beyond the campus, sharing of information, and security of the intellectual products of the community and of its members, all require that each and every user accept responsibility to protect the rights of the community. Access to the School's information technology environment and associated networks is a privilege, not a right, and must be treated as such by all users of these systems. To ensure the existence and security of the information resource environment, the School's administration may take such actions as in its sole judgment are deemed necessary to identify and to set up technical and procedural mechanisms to make the information technology environment and its internal networks resistant to disruption.

Any user who, without authorization, accesses, uses, or vandalizes the School's information resources, properties, or facilities, including those owned by third parties, threatens the security within which all users exercise their privileges and has, therefore, engaged in unethical and unacceptable conduct.

The School's information resources shall not be used to create any offensive or disruptive messages or data. Among those which are considered offensive are any messages or data which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

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 allowed 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 download or exchange any files or documents that may be virus-infected, deemed objectionable, pornographic, or violent in nature.
- I will not pass 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 to do so by 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 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 disruption of any sort in the performance or usability of the School's information resources, including misuse of disk space, slowing down the processor of a workstation or server, monopolizing network bandwidth, and overuse of printer paper.

- Although most computers have security that blocks the downloading of software, students must remember that it is in violation of copyright laws 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, use vulgarity or profanity, send abusive or offensive messages via email.
- Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender-specific, gender-identity, gender-expression comments or any comments that would offend someone on the basis of age, sexual orientation, 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 strictly 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 myself or others 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 video or record any member of our School community without their consent.
- I agree to use my personal tablet or laptop computer exclusively 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.

ELECTRONIC MEDIA POLICY

It is up to each family to determine whether or not your student can participate in social media or social networking sites. They will not be asked to as a part of any School group or class. Classwork will take place on RaiderNet. However, should they obtain parental permission and choose to participate, all School rules are in effect. Further, Hun School students and faculty are not permitted to friend one another on social media. Both are permitted to follow official School channels and interact there. Inappropriate action in virtual (online) and real spaces may result in appropriate disciplinary action, up to and including withdrawal or expulsion. The evaluation of these actions is at the sole discretion of the School.

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 under eighteen (18) years of age are accessible over the Internet. Since the School cannot always prevent a user from seeking out these materials, the School assumes no responsibility for any unsuitable materials that students or other users find on the Internet.



THE HUN SCHOOL
OF PRINCETON

176 Edgerstoune Road / Princeton, New Jersey 08540
(609) 921-7600 / (609) 921-0371 (fax)
HUNSCHOOL.ORG