WELCOME TO DUBLIN SCHOOL
August 2026

Dear Students and Families,

We are pleased to provide you with the Dublin School student handbook for the upcoming academic year. This document is reviewed and updated annually. This Student Handbook serves as a guide and sets the standard for what is expected of a Dublin Student, with information you will need about rules and policies. Please take the time to read this handbook carefully.

You should find yourself referring to it frequently when you have questions ranging from growth opportunities outside the classroom, places to turn to for support and guidance, academic guidelines, boundaries and discipline procedures that are in place that outline our individual and collective responsibilities to ensure a healthy and safe campus.

Your advisors, dorm proctors, dorm faculty, faculty and the Dean's Office are all here to help you, if you have any questions, please feel free to ask. Guided by our mission, we want all Dublin School students to immerse themselves in the Dublin School experience by trying new things and developing deep connections on campus.

It is important to note that Dublin School's rules and expectations are designed carefully to ensure our campus and community are a safe space for all our community members. We strive to ensure our community is a kind and empathetic learning environment. Any disciplinary measures are intended to help students grow and aim to be educational and restorative. Honest and open communication are essential to building and maintaining the community where people are able to take risks, make connections with people different from themselves, and contribute their ideas and gifts. Please seek out your advisor or any member of the leadership team to discuss any aspect of this handbook should you have questions.

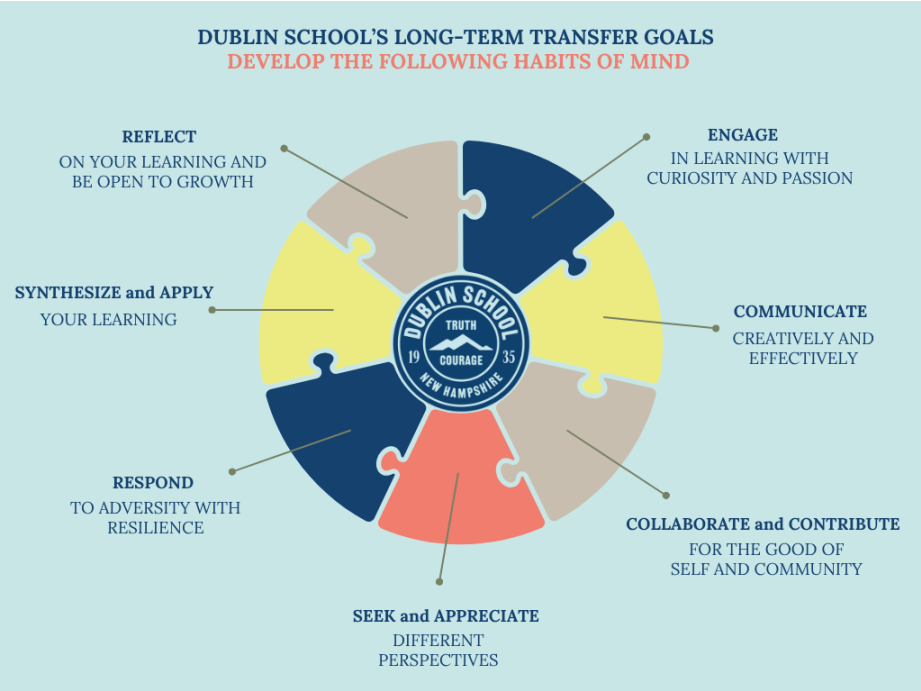
Mission Statement

At Dublin School, we strive to awaken a curiosity for knowledge and a passion for learning.

We instill the values of discipline and meaningful work that are necessary for the good of self and community. We respect the individual learning style and the potential each student brings to our School.

With our guidance, Dublin students become people who seek truth and act with courage.

Long Term Transfer Goals That Make The Mission Come Alive:



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About this Handbook

The Dublin School Student Handbook (the “Handbook”) is published and distributed to members of the Dublin School community for the purpose of providing information on aspects of student and campus life to help students gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While the rules and procedures outlined in this handbook will generally apply , Dublin School may take actions that it determines to be in the best interest of Dublin School, its faculty and its students. This document does not limit the authority of the Dublin School to alter, interpret, and implement its rules, policies and procedures before, during, and after the school year. If changes occur, Dublin School will notify students and update the online handbook. Keep in mind that you are expected to follow the most recent rules and policies that apply to you.

This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Dublin School and any parent, guardian, or student affiliated with or attending the School.

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DUBLIN SCHOOL HISTORY

In the winter of 1935, in the midst of the Great Depression, Paul W. Lehmann, a humble school teacher without money or an advanced degree, had a dream, which was to start his own college preparatory boarding school. In seeking a location for his school, Lehmann had in mind a unique set of specific characteristics. These included:

1. The location should not only be in New England, but preferably in southern New Hampshire.
2. The site must be on the east side of hilly land at a considerable elevation.
3. There should be a vast and extensive view.
4. There should be at least one substantial building.
5. There should be ample inexpensive, undeveloped, forested land and/or fields available for ultimate purchase and expansion.
6. The location should be near but not in the center of a non–industrial town or village.
7. A pond or lake should be available within the area as well as mountain ranges.
8. There should be no previous history of a school in the area, especially not the site selected.

So it came to pass, that one January day, having heard about a certain available summer property, Lehmann snowshoed his way into his future. Seven months later, in September 1935, Dublin School opened just a few hundred yards from the village center, with eight students and a faculty of five, in a single summer house without heat. Eventually, students helped build the iconic School House that is the visual heart of the campus.

Today, Dublin School has grown to over one hundred and fifty students, seventy faculty and staff, and over twenty buildings. Despite its growth, however, Lehmann’s core values of hard work, academic vigor, individual student attention, and a respect for the arts and athletics remain.

WHOM DO I CALL ABOUT…?

Academic Issues/ Scheduling/Grading	Sarah Doenmez, Associate Head of School for Academics Liz Peyton-Levine, Academic Coordinator, lpeyton-levine@dublinschool.org	603.563.1296 Please email
Athletic Issues	Sam Peyton- Levine, Director of Athletics Katelynn Sastre, Trainer	603.563.1246 603.563.1247
Attendance Reporting	Laurie LeClair, Assistant to the Dean of Students	603.563.1221
College Counseling	Holly Macy, Director of College Counseling	603.563.1244
Computers	Jeff Harrison, Network Administrator	603.563.1245
Counseling	Bethann Clauss, Adolescent Counselor	603.563.1242
Day Student Questions	Holly Macy, Day Student Coordinator	603.563.1244
Discipline Issues	Lisa Muñoz, Dean of Students & Belonging	603.563.1240
Equity, Justice, & Belonging	Lisa Muñoz, Dean of Students & Belonging	603.563.1227
Financial Aid	Jackie Kenney, Director of Enrollment Management	603.563.1233
DublinINSPIRES Series	Jonathan Phinney, English Faculty, jphinney@dublinschool.org	Please email
I-20s	Jackie Kenney, DSO, Director of Enrollment Management Laurie LeClair, PDSO, Assistant to the Dean of Students	603.563.1231 603.563.1221
Learning Skills Program	Emily Cornell, Director of Learning Skills	603.563.1272
Library	Sophie Luxmoore, Librarian	603.563.1243
Medical Issues	Margaree Jordan, Director of Health Services	603.563.1241
Parent Association	Aimee Lord, Associate Director of Advancement	603.563.1283
Student Accounts	Kim Fletcher, Director of Finance and Operations	603.563.1224
Student Life	Lisa Muñoz, Dean of Students & Belonging Jay Little, Dean of Residential Life	603.563.1240 603-563-1236
Transcripts	Liz Peyton-Levine, Academic Coordinator/Registrar, lpeyton-levine@dublinschool.org	Please email
Tuition Matters	Kim Fletcher, Director of Finance and Operations	603.563.1224

Wellness Coach/Wellness Circles	Lanessa Davis, Wellness Coach, ldavis@dublinschool.org	Please email
Work Gang/Community Service	Katri Jackson, kjackson@dublinschool.org	Please email

DUBLIN SCHOOL FACULTY & STAFF DIRECTORY

Faculty telephone extensions can be found on their profile pages on Dublin School Website. For the fastest response during the day, all faculty and staff can be reached by email:

firstinitiallastname@dublinschool.org

(Example: John Smith would be jsmith@dublinschool.org)

Last Name	First Name	Title/Residence, **BOLD**
ABIDI	Chantal	Buildings and Grounds
ALLEN	Danny	Buildings and Grounds
ANDRINGA	Zack	Student Life & Evening Assisted Study hall **(Little House)**
BACHMAN	Hunter	Communications Associate, Student Life (**Little House**)
BERGERON	Susan	Business Office
BICKNELL	Sam	Head of School **(Head's House)**
BROWN	Cleyon	Student Life **(Hill House)**
BROWN	Lindsay	History Chair
BROWNE	Laura	Learning Specialist **(Gate House)**
BURKHARDT	Lindsey	Neilson Outdoor Center Director, **(New Dorm, Dorm Head**)
CILLEY	Neil	Assistant Director of Dining Services
CLAUSS	Bethann	Director. of Adolescent Counseling
CORNELL	Emily	Director of Learning Skills, **(Valley House)**
CORNELL	Will	Student Life **(Valley House)**
CORTES	Cecilia	Math **(Wing & Hollow)**
DAVIS	Lanessa	Learning Specialist, DubWell Wellness Coach

DOENMEZ	Sarah	Associate Head of School for Academics, History (**Village House**)
DUMAINE	Lori	Learning Specialist
DUVERLIE	Sasha	Human Resources Coordinator
EMOND	Lenny	Director of Buildings & Grounds
FISK	Cameron	Assistant Director of Admissions
FLETCHER	Kim	Director of Finance and Operations
FOREMAN	Jenny	Dean of Faculty, Arts Department Chair, Senior Project Coordinator
FREDERICK	Sarah	Annual Fund Director
FULLER	Dave	Dining Services
FULLER	Sam	Dining Services
GIANGIULIO	Emily	English (**Wellness Center**)
GOLDTHWAITE	Mary	Visual Arts
GRAFFIN	Ryan	Dining Services
GREENLEAF	Burke	Buildings & Grounds
HARRISON	Jeff	Director of Information Technology (**Trowbridge**)
HERMAN	Nellie	Learning Skills
HOWARD	Jeff	Manager of Housekeeping
ISELIN	Margaret	Housekeeping
JACKSON	Jesse	Science, Moxie DTL **(Slopeside Dorm)**
JACKSON	Katri	Science Chair **(Slopeside Dorm, Dorm Head)**
JOHNS	Lynn	Nurse **(Monadnock)**
JORDAN	Margaree	Director of Health Services **(Health Center)**
KENNEY	Jackie	Director of Enrollment Management
KUCKLICK	Steven	Student Life
LECLAIR	Laurie	Assistant to the Dean of Students/School Store Manager
LITTLE	J'Nisha	Dean of Residential Life**, (Hill House)**

LORD	Aimee	Associate Director of Advancement
LUXMOORE	Sophie	Arts, Technology, Librarian **(Monadnock)**
MACKEY	Anne	Chief of Staff
MACY	Holly	Director of College Counseling
MCNARY	Steve	Buildings & Grounds
MORRIS	Nica	Student Life & Evening Assisted Studyhall **(Lehmann House, Dorm Head)**
MUÑOZ	Lisa	Dean of Students & Belonging (**Bungalow)**
ORTIZ	Nicholas	Espanol **(Hill House)**
OUELLETTE	Mike	Senior Accountant
PAQUETTE	Georgette	Director of Dining Services
PEPPLER	Nate	Woodworking (**Wing & Hollow**)
PEYTON-LEVINE	Liz	English Department Chair, Academic Coordinator/Registrar
PEYTON-LEVINE	Sam	Director of Athletics and Outdoor Education
PHINNEY	Jonathan	English, Dublin INspires Coordinator **(Hoyt & Horner, Dorm Head)**
POWERS	Rob	Housekeeping
PRATT	Stephanie	Learning Skills
PUCHETA	Pablo	Buildings & Grounds (**Monadnock**)
REDLER	Zach	Music (**Health Center**)
RICHARDS	Meg	Espanol **(Monadnock Dorm, Dorm Head)**
SACCO	Tom	Science/Math (**Wing & Hollow, Dorm Head**)
SANDERS	Steve	Buildings & Grounds
SASTRE	Katelynn	Athletic Trainer **(Hoyt & Horner Dorm)**
SPECKIN	Sean	Learning Skills/Truth Team DTL **(Corner House)**
STEWART	Mary	English **(Tuttle Annex)**
STONE	Donna	Accounts Receivable

STONE	Kari	Assistant Director of Admissions, International Student Coordinator, (**Tuttle House**)
SULLIVAN	Trisha	Dining Services
SUTHERLAND	Doug	Associate Director of Admission
TIERNEY	Aiden	Science **(Corner House, Dorm Head)**
TULLIO	Tom	Technology Assistant, Technology Faculty
VENNE	Julie	Math Department Chair, Shamrock DTL **(Mason House)**
VILLAAMIL	Rodrigo	History **(Wolpe Apt.)**
WALTON	Lucy	Science/Math (**Wellness Center**)
WILCOX	Doug	Learning Skills, Courage DTL (**Tuttle**)
WILLIAMS	Allison	Dining Services
ZUSER	Alexandrin	Math

ACADEMIC PROGRAM

Dublin School works consistently to ensure that the academic program carries out our mission, engaging students in meaningful work, helping students develop discipline and respect for all students, inspiring students to become more curious, and empowering students to seek truth and act with courage. To support our students in achieving the mission, Dublin faculty challenge students to develop the following habits of mind and inclinations:

ENGAGE IN LEARNING WITH CURIOSITY AND PASSION.

SEEK AND APPRECIATE DIFFERENT PERSPECTIVES.

COLLABORATE AND CONTRIBUTE FOR THE GOOD OF THE COMMUNITY.

COMMUNICATE CREATIVELY AND EFFECTIVELY.

RESPOND TO ADVERSITY WITH RESILIENCE.

SYNTHESIZE AND APPLY YOUR LEARNING.

REFLECT ON YOUR LEARNING AND BE OPEN TO GROWTH.

These "long-term transfer goals" are woven into the academic program in myriad ways, providing opportunities for students to practice and grow in these dispositions.

Dublin School creates a rich and varied academic program which seeks to involve students in building their education in all dimensions. Relationships with faculty are at the core of a Dublin education. We ask a lot of our students, and give a lot in return. All students must maintain a minimum course load of five courses per semester. Most Dublin students carry a full schedule of six courses, and we encourage each student to challenge themselves each term. Most Dublin students are eager to engage in many things, so we also counsel each student to carry a balanced load of courses in a mix of disciplines involving writing, quantitative, and creative work. Advisors and the Associate Head of School for Academics help each student shape their education in ways that allow students to stretch themselves and to develop and pursue passions.

Students will find that the faculty and administrators all support students in many ways, from extra help in areas of difficulty to crafting independent studies to allow a student to pursue their curiosity about a subject not being offered in the regular curriculum.

The Associate Head of School for Academics evaluates and maintains all student files to ensure that each student experiences a lively education, meets Dublin's requirements, and is well prepared to pursue their education beyond Dublin. Students sign up for courses in consultation with advisors toward the end of each term. Every attempt is made to ensure that students are placed into courses of their choice. Preference for courses with limited space is given to seniors and to those who have been at Dublin the longest. Some advanced courses have prerequisites, and the Associate Head of School for Academics has final say in determining a student's courses.

At the beginning of each trimester, there is an add/drop period. Schedule changes must take place within the add/drop period as defined by the Associate Head of School for Academics. Students may not choose to drop any course after the conclusion of the add/drop period. After this point, changes will only be considered if a placement error on the part of the School has occurred. For year-long courses, the add/drop period is the first week of school in September.

Dublin School's academic program is carefully constructed to support and challenge students as they grow and presents many wonderful opportunities. We hope you will be fully immersed in your learning, and welcome discussion with you about any aspect of your education.

DUBLIN SCHOOL GRADUATION REQUIREMENTS

(*One credit equals a full year course*)

English	English is required for all years of high school.
Mathematics	Three years of high school math including Algebra II are required. *New students' levels are determined by a summer placement test.
Science	Three years of high school lab science courses. Biology and Chemistry are required and are prerequisites for higher level and AP courses.
History	Three years of History are required, including US (recommended sequence: World History I, US History, electives).
World Language	Two years of high school level Spanish or ESL are required. *New students' levels are determined by a summer placement test.
Arts, Technology and Interdisciplinary Design (This takes effect for the class of 2026 and below this year.)	Three years (6 semesters) of coursework in these categories is required. This shall include: One year (two semesters) of Technology credits. Technology Ethics is the foundational one-semester course for new students; One year (two semesters) of Arts credits. Students can choose from dance, music, theater, visual arts or woodworking courses each semester; One year of courses across the Arts and Technology offerings. Several arts and technology interdisciplinary electives are offered each term.
J-Term	Students are required to complete one J-Term session for each year they are in attendance at Dublin School unless granted leave in advance for medical or emergency reasons. A failing grade must be made up by another course approved by the Associate Head for Academics.
LSP	LSP Foundation is equal to 1 elective credit. LSP Bridge is equal to .5 elective credit for 1 year. LSP Learning Lab is equal .5 elective credit for 1 semester.
Electives	A total of 20 credits are required for graduation.

Prior Credit

**Algebra I, Biology, and/or a year of world language taken in 8th grade will be recognized if the student demonstrates competency on the placement tests. These courses do not appear on the Dublin transcript but students are advanced to the next level. Dublin School may require a student to repeat a course in which they have not mastered the material as demonstrated on a placement test regardless of grade.*

Graduation Requirements for Students of English as a Second Language

Recognizing that academic language differs from conversational English, international students may need more time to develop academic English. Therefore, international students for whom English is a second language at Dublin School may take courses in the English department a year below their chronological grade. They will be placed in other courses commensurate with demonstrated ability. Hence, ESL students may graduate from Dublin School with English 11 and U.S. History in their senior year. They are expected to meet all requirements in other disciplines. Students who exit the ESL program after only one year must take two years of Spanish.

Early Graduation

The overarching goal of our program is for students to internalize and live our mission. Students need time and confidence to display the qualities of our mission, especially to seek truth and act with courage, and to contribute to the good of the community. We believe adolescents need time to be young, and we believe in the importance of trying new things, stretching boundaries, and growing into leadership roles. We believe in the centrality of community and athletics in students' growth into healthy and productive adults. For these reasons and more, we do not graduate students on the basis of academic credits only and do not permit early graduation.

The Academic Day

The Academic Day is the heart of a Dublin education. Students are expected to attend all classes, community meals, meetings and any other obligation during the academic day unless excused by the Health Center or the Dean of Students' office. Students are expected to use free periods for academic work, mindfulness, or collaboration.

The Academic Day begins with Morning Meeting at 8:30 and concludes at the end of the last class at 3:20. Students are expected to exercise sufficient independence to wake up, go to the Health Center if needed, and prepare for their day before Morning Meeting.. Students who are not able to exercise this level of independence may not be ready to meet Dublin School's expectations.

Students may not leave campus during the academic day unless by explicit permission of the Dean of Students or another member of the Leadership Team.

CURRICULUM MATTERS

Course Load
All students must take a minimum of 5 courses per term; no student may take more than 6 unless the 7th is LSP (Learning Skills Program).
Independent Studies count as a 6th course. (see below for further detail.)

Senior Projects
Seniors may enroll in this course to pursue an original project of the student's design. Projects will be developed in a course during the fall term, and will be shaped in the course and approved by a panel to which the student presents a proposal at the end of the fall term. Projects should be interdisciplinary in nature and have an application in the wider world. Projects will be scholarly, will include a creative element, and may include internships or work off campus as well. Projects will be presented to the school community on Mayfair weekend. For more detail, please see the course descriptions.

Advanced Seminars and AP Courses
Admission to an Advanced Seminar or AP course is based on the student's overall achievement in the previous academic year and is determined by the classroom teacher, the department chair, and the Associate Head of School for Academics. Students earning a grade of C- or lower in an advanced course at the first marking period or at the conclusion of the first term may be moved out of the course at the instructor's discretion. Students in advanced courses should expect an increased workload, both in summer preparation and during the academic year. The College Board states that AP courses involve 10 hours of preparation per week. Advanced courses may involve meetings at times outside the regular academic day and these meetings are requirements.

Independent Studies
All returning students have the opportunity to pursue a particular interest or passion by designing an independent study. Ninth graders are typically not ready for the degree of independence needed, and new students need to demonstrate independence for at least one semester before requesting an independent study.

The student is responsible for shaping the inquiry, identifying resources, and proposing a course of study including assessments. The student must also find a faculty advisor who will support and assess the student's progress. An independent study is a 6th class.

Independent studies are intended to pursue a student's curiosity or explore a passion. Because independent studies are intended to support the student's academic growth, online courses alone do not constitute an independent study. Online courses may be a supplemental source but may not replace meaningful independent research, reading and field work in an independent study. They should also intentionally integrate long-term transfer goals, such as communicating creatively and effectively, synthesizing and applying your knowledge, reflecting on your learning and being open to growth.

Except in unusual circumstances, students may not replace Dublin's Spanish requirement by an independent study in another language. Independent studies may be a vehicle through which to explore a new language. However, due to the overtly communicative nature of language, they are not well suited for beginning a new language, nor are they viable for multiple years of language study.

Independent study proposal forms are available from the Academic Office and are subject to approval of the Associate Head of School for Academics. Please discuss ideas and plans for independent studies with the Associate Head of School for Academics.

Online Courses
Dublin School recognizes the potential of online courses to supplement our offerings. Students may enroll in online courses as part of a credit-bearing independent study, subject to approval by Associate Head of School for Academics provided that:

- Dublin requirements must already have been met.
- Equivalent courses are not being offered by the school.
- The student's family incurs the cost of the courses.
- The course is under the guidance of a Dublin School faculty member.
- The student may be asked to complete additional work related to the course, especially if there are discrepancies between the time of the course and the Dublin academic calendar.
- The online course represents a 6th course in the student's course load.
- The student presents learning to the community at the conclusion of the course.
- Credit will be awarded by the institution hosting the online course. Dublin School may accept credit for the course if deemed appropriate by the Associate Head of School for Academics..

Advancing In the Curriculum Through Testing
In exceptional cases, students may be promoted to a higher level in the curriculum in Math, World Language, or Science by testing to show proficiency of subject material. In such cases, the student sits for the final examination of the course in which they desire to demonstrate proficiency in September. The student must score a minimum of 85% to be granted credit for the course and advanced to the next level. This option is only available to students wishing to study at a higher level within the discipline, not for a terminal credit.

Rising sophomores may in some cases test out of Geometry if they had a year average of "A" in Algebra I, approval from their previous teacher, and an approved course of summer study. The Associate Head of School for Academics approves the course of study in consultation with the Math Department Chair.

Rising juniors may petition to test out of Precalculus if they had a year average of "A" in Algebra II, approval from their previous teacher, and an approved course of summer study. The Associate Head of School for Academics approves the course of study in consultation with the Math Department Chair.

Internships
Internships may be pursued by seniors for up to two weeks of class time. Seniors must make arrangements well in advance with the Associate Head of School for Academics. Students off campus in internships are responsible for keeping up with their Dublin School courses. Students on internships keep a log and present their experiences to the school. The Associate Head of School for Academics assists students in identifying internship opportunities and works together with parents, the student's advisor, and the Dean of Students.

ASSIGNMENTS AND ACCOMMODATIONS

The Learning Management System (LMS) is Dublin School's central tool for the communication of all assignments and feedback on student work. Teachers post assignments weekly, and these include instructions and deadlines. Students are responsible for checking the LMS at least daily to be sure they know their assignments and read feedback from their teachers.

Responsibility for Assignments

Students are responsible for staying caught up with academic work as assigned. Dublin students are expected to work with integrity and curiosity. A student who is absent is responsible for timely completion of all work which they have missed, including assignments, papers, quizzes, and tests, or for requesting extensions if needed. Assignments that are not turned in on time will be marked as "Missing" in the LMS and those turned in late will be marked as such. Students should check with teachers about assignments marked Missing or Late.

Parents are sometimes consulted by students and may help with assignments, but must limit that help to discussion or suggestions. Parents should advise the student to discuss assignments and questions with the teacher. Parents are encouraged to notify the student's advisor and teacher if they provide help to their student. Under no circumstances may parents contribute text to student essays or written assignments, or submit work on a student's behalf on the LMS. Work completed and/or submitted by parents will be considered an act of academic dishonesty on the part of the student and will be subject to disciplinary consequences.

Extensions: Students may request an extension 24 hours before a due date. Students should not assume that extensions are automatically awarded if a student is sick; communication with the teacher is the student's responsibility.

Multiple Assessments

Students may not be required to take more than two major assessments on any one class day. For purposes of this policy, major assessments include papers due, projects due, and any in-class assessment which will require more than 20 minutes. If a student has more than two major assessments scheduled on any one day, they have the right to contact the teachers in question up to 24 hours in advance of the deadline to request a change in date. The most recently made assessment deadline will be changed. The Associate Head of School for Academics may be notified and may assist students or faculty in this process.

Academic Accommodations

All students must meet Dublin School's admission and curriculum requirements. Dublin School is committed to providing reasonable accommodations to qualified students in order to facilitate their full participation in the School's programs. Types of accommodations include extended time on tests or the use of a word processor for note-taking and exams. In general, it is the student and/or parent's responsibility to notify the Director of Learning Skills of the need for an accommodation. In the case of a learning disability, this may include the need to provide a student's current (within three years) neuropsychological evaluation to assist the School in assessing any functional limitations for which a reasonable accommodation may be needed. Accommodations will be provided to the extent that they do not fundamentally alter the nature or purpose of the School's education or programs, lower the educational, academic, or programming standards, or otherwise create an undue burden for the School.

STUDY HALL

Evening Study Hall

Our mission is to awaken a curiosity for knowledge and a passion for learning, and to develop people who seek truth and act on their learning with courage.

A key component in achieving this goal resides in another aspect of the mission: engaging in meaningful work and developing discipline for the good of self and community.

Building curiosity and enacting a passion for learning involves consolidating good learning and practicing academic skills. This work must largely be done by each student individually. For this reason, we build in quiet time each day for wondering, thinking, reflection, study and practice. This is the basis for our evening study hall. Study hall can also be a time for getting help, collaboration, and creativity. The evening hours devoted to academic work are protected time for intellectual engagement and growth.

For the coming academic year, Evening Study Hall will involve

- Supported Study Hall Monday, Wednesday and Thursday evenings. This will include some organization and practice led by the proctor.
- Quiet Study in the dorms Sunday and Tuesday evenings (Evening Assisted Study Hall will meet also on Tuesdays)
- All boarding 9th graders and new 10th, 11th and 12th graders will be in Supported Study Hall in designated classrooms from 7:30 - 9:00 p.m.
- 9th graders will be in Supported Study Hall for the entire Fall Semester.
- New 10th, 11th, and 12th graders's status will be evaluated at Fall midterms.
- All students will be reviewed at midterms and monthly thereafter.
    - Any student with a grade lower than C -and/or a pattern of inconsistent work completion will be assigned to Supported Study Hall. Advisors and Deans may assign students to Supported Study Hall at any time to support effective evening study habits.

-Homework or assessments not completed on time will be reported by faculty to the Academic Office every Thursday. Parents and advisors will be informed if students have outstanding assignments. These assignments may be turned in for credit by the following Monday unless an extension has been granted. If they are not, they will be graded as a 0. Students with missing assignments may be assigned to study in Campus Central during the weekend and/or may be campused so that they can focus on their studies.

DORM STUDY

- All returning students will attend Study Hall in the dorms unless they choose to join Supported Study Hall. If they opt in, they will be expected to remain for the entire assessment period.
  This will involve the following rules:
- Study hall is a time for academic and creative work, not socializing or other.
- After the Fall semester, if they qualify for dorm study, 9th graders will place their cell phones in a designated location in the Common Room
- Rooms must be arranged in a manner that is conducive to academic work. Students should create a study space.
- Students may work with students from other dorms in the common room with an adult present with permission from their dorm parent and the dorm parent of the dorm they wish to visit.
- Students may not spend study hall lying in their beds except with permission to go to bed early from the dorm parent.
- Students may not be on social media during study hall, or use this time for gaming.
- Students who report that their assignments for the following day are completed should follow these steps:
  Check the LMS to see if there is any past work they should revise or revisit.
  -Look ahead in the LMS to ensure they are aware of up-coming assignments or assessments.
  -Make a study plan to address those and discuss it with the dorm parent on duty.
  -Read or research to pursue topics of curiosity, news, etc.
  -Draw or engage in other forms of artistic expression quietly.
  -Practice mindfulness, journal, do yoga or stretching.
  -Go to sleep early as long as all dorm responsibilities are completed.

- Day students are not allowed to be on campus during Study Hall except with permission from the Dean's Office, and not allowed to work in dormitories except by special permission from the Dean's Office and the faculty member on duty in the dorm. Permissions must be secured by the end of dinner (6:15) for the evening in question.

INDEPENDENT

After midterms, students with strong academic performance involving consistent homework completion, class participation and no grade lower than a B, and a perfect attendance record for all school obligations (Morning Meeting, classes, advisor meetings, athletics, workgang, kitchen job, etc.) will earn the designation of Independent. Students on Independent may check out to the Library, Dining Hall or Gym during Study Hall. These students may not be in Gillespie Commons, go off campus, or create a disturbance for any other Study Hall.

This privilege can be revoked if a student does not meet the expectations of Independent students.

SENIOR PRIVILEGE

The senior privilege of signing out during study hall or going to Gillespie Commons will begin after Fall midterm.

DAY TIME STUDY HALL

A study hall will be held during the class day as well. Students may be assigned to day time study hall by the Associate Head for Academics, a faculty member, their advisor, or the Dean of Students Office to take a test, for extra help, or to complete assignments.

Students on Academic Alert or Academic Probation may be assigned to day time study halls.

Students who miss a class will be assigned to daytime study hall. If a student has 7 classes, that study hall will be held from 6:15-7:15 in Campus Central.

Study Hall Expectations

The following expectations apply to Supported Study Halls:

1. A studious atmosphere is needed for students to work effectively. Students are expected to be cooperative in creating and maintaining such an atmosphere.
2. Students must report to Study Hall on time with all necessary materials and prepared to work.
3. Students using the library may not eat or drink during study hall, except for water.
4. Students may listen to music with headphones during Study Hall.
5. Students may use technology **for academic purposes only**. Cell phones will be placed in a designated location. Screens must be visible to on-duty faculty. Technology that is used for purposes other than academics may be removed (see below for further detail).
6. Study time continues until 9:00. Students who complete their work before 9:00 may read books, journals, or magazines, write, or draw but may not be online for non-academic purposes. Students may pack up their belongings at 9:00 at the direction of the on-duty faculty member.
7. Students who create disturbances in the library or other spaces during study hall will be asked to return to their dorms or home. Consequences may follow.
8. Everyone will help clean up the study space at the conclusion of study hall.
9. In the event of illness, students should check in with the Duty Team Leader and dorm faculty.

Technology Use in Supported Study Hall

Technology is an important tool in pursuing academic work, but it presents many opportunities for distraction. Dublin School supports students in developing the discipline to focus on academic and intellectual work for a sustained period of time. For this reason, we hold to strict lines about the use and misuse of technology during Study Hall.

Dublin students will access assignments via our Learning Management System (LMS), and may use the internet to complete assigned readings, research, write papers, and do projects.

Students who use technology for social media, watching movies, shopping, or other non-academic purposes during Supported study hall will be given a warning. If they continue to do so, the student will be asked to give the device to the Duty Team Leader for the remainder of the study hall. Further misuse of technology will result in further consequences according to the judgment of the faculty, Dean of Students and Associate Head of School for Academics. Consequences may include loss of technology for longer periods or loss of WiFi privileges or other steps deemed necessary. Students who give up their devices are nevertheless accountable for their assignments.

In situations of suspected screen addiction, students may be referred to the Adolescent Counselor and/or the Dean of Students.

Parents are asked to refrain from contacting their students during Supported Study Hall especially via texting.

CULMINATING ASSESSMENTS AND EXAMS

Culminations Week is a special time in which all attention is devoted to reviewing, consolidating, and demonstrating academic growth. Exams typically comprise 20% of the semester grade. Exams may comprise up to 30% of the grade in an advanced course. Given their intensity, culminating assessments and exams are treated differently than regular class time. The academic day schedule is altered so that students have no more than 2 culminations per day. Students may not reschedule an assessment except in rare circumstances and by permission of the Associate Head of School for Academics, who will reschedule the assessment.

The following exam protocol is in effect during Culminations Week:

1. **It is the student's responsibility to be present for the assessment**. We do not wake students up for culminating assessments or exams. Students who arrive late to an assessment will not be given extra time. An unexcused absence for a culmination will result in a failing grade. No further opportunity to take the culmination will be permitted.
2. Only water can be consumed during the assessment.
3.. Students requiring extra time or other accommodations need to clarify their needs prior to the assessment with the teacher.
4.. Students must stay for 1 and ½ hours in each assessment and may leave only when dismissed by the faculty member.
5.. Academic honesty is of paramount importance during exams.

+Any use of Generative AI on a culminating assessment without explicit permission from the teacher is considered academic dishonesty.

+ Students using laptops may use a word processor only. Only one window may be open. Students may not go online during an exam, except by permission of the instructor. Any student found online without permission during an exam is in violation of academic honesty policies.

+No unauthorized materials of any kind may be brought into an exam including but not limited to notebooks, books, notes, cheat sheets, writing on a student's person. All such material intended for review must be left outside the exam room. Any student found to be in possession of unauthorized materials will be considered to be in violation of academic honesty policies.

6.. No cell phones, smartwatches or smart devices of any kind may be in a student's possession during an exam. This includes calculators. All such devices must be placed in a location designated by the faculty member. Any student found with such a device during an exam will be considered to be in violation of the policies on academic honesty.

8. No headphones or music devices are allowed during an assessment except by special advance permission.
9. One student at a time may go to the bathroom with permission of the faculty. Students may not be in possession of or consult any materials while outside of the assessment room. Any students found to be doing so are in violation of the academic honesty policies.

Senior Exemption from Spring Term Exams
Seniors earning a B+ or higher in a course **may** be excused from taking the final exam in that course. Students will qualify for this exemption if the year-long course average is B+ or better, and the final semester grade must also be in the B+ range. This includes elective courses. It is within the instructor's right to require any or all students to take a final exam in their courses.

GRADING & GRADE REPORTS

Letter grades are determined for each student at the midterm and the conclusion of each semester. Culminating assessments are given at the conclusion of each semester. The final exam may account for up to 20% of the final trimester grade. Each semester, midterm grades are posted for students and advisors. LSP tutorials are graded on a Pass/Fail basis. At the conclusion of each semester, teachers write a narrative assessment of the individual student's progress in the course. The academic office posts these comments along with report cards in the learning management system. Parents are sent instructions for viewing the reports and comments. Advisors will be in regular contact with parents, and parents are welcome to contact advisors or the Associate Head of School for Academics at any time regarding grades and academic progress.

ESL Pass/Fail Grading
ESL I students who are new to Dublin may choose to take their year-long courses on a pass/fail basis for the first semester. Regular grades will be given for the second semester, and the final grade in the course will be that grade.

ESL II students who are new to Dublin may choose to take English or history, as well as one other year-long course, on a pass/fail basis for the first semester. Regular grades will be given for the second semester, and the final grade in the course will be that grade.

ESL III students who are new to Dublin may choose to take English or history on a pass/fail basis for the first semester. Regular grades will be given for the second semester, and the final grade in the course will be that grade.

Students make the decision to be graded on a pass/fail basis within the first two weeks of school with the support of the ESL Coordinator. Parents are consulted.

N.B. Students from Spain are not able to take advantage of this option due to restrictions from the Spanish government.

Grade Equivalents

Letter Grade	0-4 point scale	Numerical Grade
A	4.000	94-100
A-	3.667	90-93
B+	3.333	87-89
B	3.000	84-86
B-	2.667	80-83
C+	2.333	77-79
C	2.000	74-76
C-	1.667	70-73
D+	1.333	67-69
D	1.000	64-66
D-	0.667	60-63
F	0.000	50-59

Grading For Equity

Dublin faculty are committed to grading strategies that promote engagement and ensure equity in our grading procedures. To this end the lowest grade recorded for class work that is adequately attempted and submitted but not adequate to receive a passing grade will be a 50%. Students will NOT receive a 50% for work that does not reflect a genuine attempt to complete the assignment. Grades on assessments may be lower than 50 as earned if it is in the best interest of helping the student understand where their learning gaps are, and as a means to give a realistic view of their content mastery. Students may have the opportunity to or be required to re-do work that does not meet the teacher's standards, and may be offered structures for earning points back on failed assessments.

Honors and High Honors

Students earn a place on the Honor Roll if they achieve a GPA of 3.33 – 3.69 and the High Honor Roll if they achieve a GPA of 3.7 – 4.0 at the end of each semester. Students are recognized by a letter home to their parents and on their transcripts.

Unexcused absences or a pattern of tardiness to class or other academic obligations, including Study Hall and Sunday Study Hall, prevent students from earning Honors or High Honors for the semester in question.

Students who have cheated or are in violation of academic honesty policies will not be recognized with Honors or High Honors for that academic year.

Re-examination of Grades
Students or parents who believe a grade has been filed in error may petition for a re-examination of the grade within two weeks of its issuance. If an error is found to have been made, the grade and transcript will be changed.

PROMOTION, PROBATION & FAILURE

Promotion
In order to be promoted from one grade to the next, a student must have earned credit for the previous year's English course and have accumulated enough credits in each discipline so that they can meet the graduation requirements within the time remaining. On rare occasions, promotional requirements are modified based on the recommendation of the Associate Head of School for Academics and based on compelling evidence.

Please note that **seniors must pass all their courses in order to graduate. Any Senior who is failing a course will be placed on academic probation and will be on Supported Study Hall.** In a year-long course, the course grade is the year average. If a senior fails a semester elective, the student will need to retake the course or an equivalent, or take a course approved by the Associate Head of School for Academics to compensate for that failure. A grade of "C" or better must be achieved for the student to receive a diploma. If the failed semester elective is in the spring term, the student will be allowed to participate in graduation exercises and will receive a Certificate of Attendance, but will not receive a diploma until they have completed an approved course.

Academic Probation
Students who fail a course, or who have earned two or more grades of 70 or below may be put on academic probation. The Associate Head of School for Academics will notify the student and the student's parents in this event, and the specific measures to support the student's academic progress will be put in place. An improvement plan will be determined by the student's advisor and the Associate Head of School for Academics in consultation with the student. The plan will be documented by the Associate Head of School for Academics, who will also follow up on the student's progress. These steps may include, but are not limited to, additional required study halls during the academic day, and campus restrictions on weekends. As we expect all students to desire to learn and succeed in school, we will also expect the student to take an active role in determining how to improve their performance. Students who do not display the motivation to improve, or who continue to achieve a GPA of 1.667 or below after at least one full semester on Academic Probation may face suspension or may be asked to leave the School.

Academic Failure
If a student earns a failing grade in any course, the student and the student's parents will be notified, and the School will take appropriate measures to support the student's academic achievement. The student's advisor and the Associate Head of School for Academics will determine which measures will be taken in consultation with the student and their parents. These measures may include but are not limited to: changing the student's course load, placing the student into additional required study halls during the academic day, requiring the student to attend Sunday Study Hall for a given number of weeks, and being restricted to campus during weekends.

In the event that a student receives, or if it becomes certain that the student will receive, a failing grade for an entire semester of any course, the School may require the student to withdraw from the course and repeat that semester in the same course in the following academic year. The School may also require the student to repeat the entire course in the following academic year.

If a student fails any whole course, whether a semester elective or a full-year course, the student will receive no credit for that course. In order to earn credit for the course, the student may be required to do one of the following: 1) repeat the course or an equivalent course, 2) complete summer school courses approved by the Associate Head of

School for Academics, or 3) repeat that academic year. Students who fail entire courses may also be asked to leave the School. Decisions regarding consequences for the failure of a course will be made by the Associate Head of School for Academics in consultation with the Head of School and the student's advisor.

Certificate of Attendance
If a student is unable to fulfill diploma and/or senior requirements by the day of graduation, they will receive a Certificate of Attendance. Students may fulfill the missing requirement following a plan with approval from the Associate Head of School for Academics. Successful completion of the plan within a given time frame may lead to a Dublin School diploma.

SPECIAL CIRCUMSTANCES

Course Withdrawals
In general, students may not drop a year-long course after the Add/Drop period. In exceptional situations, however, if deemed important to a student's progress, a student may be allowed to withdraw from a course. No credit will be awarded for a class dropped at student request. If the student has completed the semester, the grade at the time of the withdrawal will appear on the transcript. If the student has not completed the semester, the transcript will read Withdraw/Pass or Fail. The Associate Head of School for Academics may withdraw a student from a course in the event of a mistaken placement or for other reasons. In this event, the grade will be listed and credit will be awarded accordingly.

Extended Absences and Leave from Dublin School
Because we affirm the irreplaceable value of the classroom experience provided at Dublin School, and the gradual and cumulative nature of learning, we are not able to give credit for work done away from school over extended periods of time. If a student needs to be absent from school for more than two weeks due to medical, disciplinary, and/or other reasons, Dublin School cannot guarantee that it will continue to sustain that student's academic program. After an absence of two weeks, the School will convene a meeting including the Associate Head of School for Academics, the Dean of Students, the School Nurse, the student's advisor, and others as appropriate to determine whether further accommodation can be made or if further leave would impact the student's continued viability at Dublin School. In the event that the school year is interrupted for any reason, such as flood, storm, pandemic etc. the School will make every effort to continue the educational process for *all* students, as described further in the Distance Learning section of this Handbook.

When a student stops being engaged in classes, afternoon activities or other school programs, Dublin School enacts a multi-tiered approach. A pattern of avoidance could be missing a full day of school obligations or a pattern of absences to any school obligation.

When a full day of school obligations (academic & afternoons) has been missed and the student has not reached out to the Dean of Student's office, advisor, dorm faculty or Dublin School's Health and Wellness Center, there will be a meeting of family, students, dean's office and school counselor. Various supports will be offered but a change in behaviors will need to occur in the following 24 hours. The student's support team consisting of dorm faculty, advisor, Dean of Students office and Health and Wellness staff will monitor the student for the next 24 hours. If there is not a change in the student's pattern of attendance, the student will need to take a leave of absence. If the pattern remerges after a period of engagement, the student may be asked to leave campus for additional needed support and care.

If a student is not willing or able to communicate with a member of the on- campus team, then the student will need to take a leave of absence as determined by the on-campus team. Any act of a student leaving campus, hiding, or locking themselves away from school personnel constitutes a safety concern and will result in a leave of absence.

In the event of a leave of absence initiated by the school, parents or a family representative will need to arrive on campus within 24 hours of notification. If no family member is able to arrive within this time frame, the school will engage with a concierge service at the family's expense.

The purpose of the leave is for the family to seek help for the student as needed and to develop a plan through which the student will be able to meet Dublin School's expectations for participation and attendance. The on-campus team will need to review and approve the plan before the student's return to campus. Upon return, the student and parents will meet with the on-campus team for a re-entry meeting before the student returns to our program.

A leave should not exceed 10 school days without further consultation and approval with Dublin School. The student is responsible for completing academic assignments while away; if the leave is extended, a plan for academic progress will be made with the Associate Head of School for Academics.

Early Departures/Late Returns

All students are required to be present for all academic obligations while school is in session according to the published calendar. **Students who choose to leave for vacations early or arrive back from vacations late will not be allowed to make special arrangements to alter the timing of class work, homework, quizzes, or assessments they miss. Any absences due to early departures or late returns will be considered unexcused and subject to the repercussions listed in this handbook.** This policy applies to other student obligations such as arts performances or athletic competitions. Individual teachers or coaches may assess penalties at their discretion, which may include zeroes for missed assignments. Exceptions will be made only on rare occasions such as a family or medical emergency, and must be approved in advance by the Associate Head of School for Academics and the Dean of Students.

Emergency and Bereavement

Dublin School may alter our usual academic expectations for students experiencing severe emotional distress due to emergency or loss at the recommendation of the Head of School, Associate Head of School for Academics, Dean of Students and Adolescent Counselor in consultation with the family for a time period determined beneficial to the student.

DISTANCE LEARNING

Policy on Uses of Zoom or other Distance Learning Methods

Dublin School is a place where education happens in person and in community. Online teaching and learning will be used with great care and only if other methods are not available. Zoom will be used as a mode of instruction for all students only in exceptional circumstances which involve prolonged absence from school. Students may not opt to attend class via technology unless specific arrangements have been approved in advance with the Associate Head of School for Academics, the Dean of Students and/or the Head of School.

In unusual circumstances, Dublin School may implement a mission-based distance learning plan to support our students while they are off-campus. In a distance learning model, we will be using several on-line tools to maintain our relationship-based approach to education. In such instances, on-line tools will allow synchronous and

asynchronous learning so as to meet the needs of different learning styles and provide an equitable workday for students in different time zones or with limited access to technology during the regular academic day. Such a plan depends upon the use of recording of class events for later dissemination.

Information the School May Collect

The school will record audio and video of certain classes, meetings, and other school-related events ("Recordings"). Students and other individuals will participate in Recordings in real-time, as well as viewing Recordings at later times. We do not intend to edit the Recordings. Thus, in addition to educational content, the Recordings will likely capture the students' and other participants' names, appearances, voices, personal information and characteristics, activities, and any other information that occurs or is provided during the Recordings. Additionally, the Recordings also may capture documents and written communications related to such Recordings, such as course materials and chat communications.

Student Obligations

During Recordings, students and other participants should not share any personal, private, or other confidential information. *Anything a student or other participant shares during a Recording may be heard and viewed by others who participate in the Recording either in real-time or later.* All Recordings are regarded as regular classroom and school events, and all of the school's standards and codes of conduct apply to Recorded events.

For the protection of all participants, only the school is permitted to make Recordings. ***Students and parents are not permitted to make their own personal or private recordings***. If a student or parent needs access to a Recording, the student or parent may submit a request to the appropriate faculty or staff member.

Permissions

To deliver an effective remote education, the school needs to use and disclose Recordings. By engaging in such learning:

1. You give the school permission, and grant to us the right, to record your student during the student's attendance and participation in Recordings, and to digitize, modify, alter, edit, adapt, create derivative works, display, exhibit, transmit, broadcast, reproduce, sell, license, or otherwise use Recordings, without further consent from you.

2. You permit, authorize, and license the school to use the Recordings in materials created by or on behalf of the school in connection with the dissemination, promotion, and delivery of remote education, and other educational services, without further consent from you.

The school is the sole and exclusive owner of all right, title, and interest in and to the Recordings, including all copyrights and other intellectual property rights. Neither you nor your student will have any right to review or approve any Recording before it is used or disclosed.

Although we have prohibited students and others from making personal or private recordings, it is not technologically feasible to entirely prevent such conduct. The school has no liability whatsoever for such personal or private Recordings or any improper use or disclosure of such personal or private Recordings.

ACADEMIC HONESTY

Honesty is a core value of Dublin School, and honesty in intellectual work is fundamental to its success. We have to be honest in order to learn. Academic work is an engine of learning and intellectual and moral growth, our central and most important purpose.

The creation of ideas is likewise humanity's most important work. Ideas are communicated through language, images, music. Other people's language, images, and music inspire new ideas and perspectives for all of us. We must be careful to acknowledge the line between our thinking and our intellectual creations and those of other people.

Therefore, all students are expected to do their own work, and to ask for help when help is needed, and to take pains to carefully cite other people's work, whether in direct quotations, use of others' ideas, or help. The submission of work that is not the student's own constitutes *academic dishonesty*, may violate intellectual property rights, and above all, does violence to the process of education. Academic dishonesty is a very serious violation of Dublin School rules.

The following descriptions identify some common forms of academic dishonesty; however, they do not rule out other forms.

1. CHEATING

Cheating includes any behavior in which a student seeks to receive better scores without earning them through their own work. Cheating involves an attempt to deceive or misrepresent. Examples include:

a. Submitting for credit someone else's work obtained either in or out of class, including copying material from the internet without attribution. This includes submission of work generated by ChatGPT or other generative AI tools without citation and instructor permission.
b. The use of unauthorized materials in the preparation of work for credit, including exams.
c. The giving to or receiving from another person unauthorized assistance in the preparation of work for credit, including typing papers or copying homework, or the use of unauthorized information in any form during quizzes, tests, and exams.
d. The unauthorized use of one piece of work for multiple assignments.

Consequences for Cheating

All cases of suspected cheating will be brought to the attention of the Associate Head for Academics and the Dean of Students. If a student is found to have cheated on academic work, they will receive a "zero" for the assignment since the work submitted was not their own, will be asked to complete the assignment to the teacher's satisfaction within a short time span. The work will receive the average of those two grades, as well as an official Dean's Letter of Warning.

Students who have received a Dean's Warning for academic dishonesty will be placed in Supported Study Hall for the remainder of the marking period. Students who have cheated will not be able to earn an Honors or High Honors designation for the semester.

Any further instance of cheating will lead to further disciplinary consequences at the discretion of the Associate Head of School for Academics and the Dean of Students, the student's advisor, and Head of School. These may include suspension or dismissal.

Cheating on a Final Assessment

Cheating on a final assessment is even more serious, and will be handled as such. Students will receive a 0 for the exam and will not be allowed to re-do work for additional credit in these instances. Further consequences will be determined by the Associate Head of School in consultation with the Dean of Students and Belonging and Head of School.

Disputed Cases

If a student disputes the allegation of cheating, the Honor Board may be invoked. The Honor Board will meet with the student and their advisor, and will work to uncover the truth of the situation. If it finds the students has in fact cheated, consequences will be determined. These may include restorative actions to ensure that students learns from the experience and addresses harm they may have caused.

2. PLAGIARISM

Plagiarism can take many forms, from omission or mistakes with citation to handing in another person's work under a student's name with intent to deceive. In recognition of the varying levels of severity, different consequences will be applied in different cases. As an institution of learning, Dublin School will use these steps to support the student's understanding and implementation of practices that support academic integrity.

Examples of Plagiarism:

a. Word-for-word plagiarism is the submission of work that is not properly acknowledged by footnote, bibliography, or reference in the paper itself and not properly enclosed by quotation marks.
b. Patchwork-quilt plagiarism is the submission of work presented as an original paper when, in actuality, the paper has been stitched together from phrases and sentences copied from source material without acknowledgment or quotation marks. The rearrangement of phrases and sentences from outside sources does not confer originality, and therefore is a form of plagiarism.
c. Unacknowledged paraphrasing is considered a form of plagiarism. This is the restatement of an author's discovery of fact, their interpretation of facts, or their original idea. Students should be particularly vigilant about this issue when using internet sources.
d. Work produced by generative AI tools and submitted under the student's name is a form of plagiarism.

Generative AI and Academic Honesty

There are academically significant ways of using generative AI to improve learning and academic work. However, Generative AI tools also offer ways of cheating or plagiarizing. Generative AI may not be used as a way of avoiding engaging with assignments. Students must communicate with their instructors about permissible uses of AI tools and discuss using AI tools in their work. When AI is used to create a whole essay, or whole paragraphs, answers to tests, images, or any form of academic work that is intended to come from the student's mind, it is cheating and subject to Dublin School's academic honesty policies. **Unless a student obtains permission from a teacher and cites the source, students should not submit work created by use of AI tools.**

Grammarly, Google Translate, and other "word tuning" software

Because our aim is for students to develop their independent capacity to use language intentionally and flexibly in a variety of genres, students may use AI tools, including Grammarly and Google Translate or other translation or "word tuning" software, **for spell and grammar check but not for larger modifications of their writing**.

These tools may not be used to re-write sentences for assignments or to "tune up" language choices except with explicit permission of the teacher. First drafts will not be penalized for language errors, and should clearly communicate the student's own voice.

Disciplinary Process

When a teacher discovers plagiarism in a student's work, they will notify the Associate Head for Academics, who will do a primary review and discuss findings and the course of action with the teacher. All reported incidents will be noted in a student's internal file.

First Instance if A Mistake
In response to the first incident of plagiarism at Dublin School, the teacher will meet with the student to explain the issue and have the student correctly re-do the assignment by a stated deadline. As long as the revision addresses the problem, there will be no further academic or disciplinary consequences.

Second Instance: Learning Academic Integrity
If there is another instance of academic dishonesty in any course, it will be reported to the Associate Head for Academics and Dean of Students. The work will receive a grade of 0 for the assignment, the student will be asked to correct the plagiarized passages to the teacher's satisfaction within a short time span, and the revised work will be graded. The two grades will be averaged for the student's final grade on the assignment.

In addition, the Honor Board will meet with the student and their advisor to discuss and determine further restorative and educational consequences in consultation with the Associate Head for Academics and Dean of Students. The student will receive an official Dean's Letter of Warning and will be placed in Supported Study Hall for a full marking period.

Third Instance: Violation
Any further offense against academic honesty will be brought before the Honor Board for disciplinary consequences, which will be given in accordance with the severity and form of the offense and may include suspension or dismissal. Restorative and educational actions may be required along with disciplinary action. The student may be referred to the J-Board if there is a broader pattern of misconduct, especially if that involves honesty issues.

Beyond:
More than three instances of plagiarism in a student's career at Dublin School will result in dismissal.

Truth and Courage

A student who seeks help and admits to an act of academic dishonesty prior to its detection may receive milder consequences in recognition of their taking responsibility and telling the truth.

Honor Board

An Honor Board consisting of the student representatives on the Academic Committee and two sophomores elected by their classmates together with a faculty member and the Associate Head for Academics will educate the community on issues of academic honesty and meet with students who have violated the school's academic honesty policies. For second or third instances of cheating or plagiarism, or in disputed cases, the Honor Board will meet with the student and their advisor to discuss the student's actions and understand the context of the student's behavior. The Board will recommend educational and restorative steps as consequences to ensure that the student

understands the harm caused by their actions, develops new strategies, and repairs harm done. These may include a requirement to have work reviewed by the peer help center before submission, reflective writing, a presentation, or other activities to ensure the student fully understands the importance of and establishes habits to ensure academic integrity in their work. These consequences may be accompanied by other disciplinary consequences as described above.

Honor Code
Dublin School encourages the use of an honor code.
Students may be required by their instructors to write or sign an honor code statement on exams or essays.

COMMUNITY AND STUDENT LIFE

Dublin School assumes the good in all of its students. Dublin School expects its students to speak Truth and act with Courage in all aspects of their life. Dublin School offers students a unique opportunity to participate daily in a small, energetic, and supportive community. In addition to their obligations in the academic and athletic realms, students are encouraged to take active roles in positively influencing the community. Meeting one's commitments, seeking help when necessary, and supporting others in need are all important elements of successful community living.

The faculty intends to develop among students a sense of responsibility for high personal character and conduct while keeping in mind how their behavior impacts the wellbeing of the larger community. To that end, Dublin School encourages a developing sense of independence, within reasonable limitations, and enforces rules defining them, which are necessary to maintain relative freedom and a safe community for all.

EQUITY, JUSTICE, AND BELONGING STATEMENT

When Dublin School was established in 1935, founders Paul and Nancy Lehmann wholeheartedly believed that each student must be given an equitable opportunity. Under the Lehmanns' leadership, chores were shared by all the young people on campus, regardless of socioeconomic status, and, with that shared responsibility, each student was given opportunities to thrive academically, athletically, and socially.

Today, we work to honor the Lehmanns' dedication to provide a meaningful and rigorous education for all Dublin students. Equity and belonging are at the core of Dublin School's principles and are reflected through a communal accountability fostered by a student body that is as multicultural as it is multifaceted. We are committed to supporting community members of all economic, ethnic, racial, and geographic backgrounds and all gender expressions, gender identities, sexual orientations, religions, and learning styles. We assert that an understanding of the interrelated nature of these identities is necessary to prepare students to thrive in an increasingly pluralistic and multicultural world. We acknowledge that the development of an inclusive, supportive environment is not a static threshold that can be reached but a commitment that we must renew each day through purposeful action and institutional reflection. We wholeheartedly accept and celebrate this opportunity.

Dublin School is committed to supporting the intellectual and emotional growth of *all* of its members—working across our intersectional identities in the spirit of belonging. We believe that this goal is achieved through acknowledging that we do not live in a homogenous society, nor a colorblind society, nor an unbiased one. Through examining bias and working to learn from and understand one another, we seek to embrace our differences and to continually ask ourselves how to better treat each other with justice and empathy. We seek to continuously

re-evaluate how our relationships, programs, and goals serve justice. We seek to challenge oppressive systems by educating ourselves and each other in theory, history, and social justice. We believe that the most profound justice work can be uncomfortable and there can be moments of joy in recognizing the learning; it requires truth and courage, which are at the core of Dublin School's ethos.

Some of the goals of Dublin's equity, justice, and belonging program are :

- We work to support individuals in examining what they value, the lenses through which they observe the world, the questions that matter to them, and the varied perspectives that inform each of their multicultural identities.
- Through our Student Life, Academic, and Athletic programs, we work to invite our students and faculty/staff to consider those voices that are excluded or silenced, those perspectives that are not directly represented, those whose stories are full of wisdom and insight, and those whose perspectives will help deepen and complicate our own. Through programming, professional development, and curriculum, we cultivate habits of mind and heart that will nourish our students to be as courageous and truthful as they can be.
- Equity, Justice and Belonging is meaningful work that requires a learning stance so that all community members can show up as their full selves and know they are valued for who they are and what they bring to the Dublin School community.

Gender Identity and Belonging

Belonging is about the full affirmation of all individuals in our community. If a student comes out to an adult in the community as transgender, gender nonconforming, gender expansive, agender, or another identity that has not been affirmed by the school and school records they will be shared the School's Gender Support Plan.

ROUTINES, PROCEDURES, & EXPECTATIONS

(In alphabetical order)

Advisors

Each student is paired with a faculty advisor who provides guidance and support in all aspects of a student's experience, including academic, athletic, residential, and social matters. In addition, the faculty advisor may be consulted with regard to disciplinary activity involving their advisees. Regular advisor/advisee meetings are scheduled in an effort to facilitate pertinent dialogue, track student progress, and address timely issues. Often advisee groups will plan additional events such as group dinners, movie nights, or trips for ice cream. Students are encouraged to consult their advisors both on school affairs and on personal issues. Through communication with the advisees' parents, the advisor supplies an essential link between family and school to promote a team approach to each student's development. Advisors contact families at least every two weeks to relay updates and discuss student progress.

Attendance and Accountability

Students are expected to meet their daily commitments at Dublin School. Regular and consistent attendance is a key to success, both in academics and co-curricular activities. Students are expected to be in class, athletics, and at all other obligations unless it has been determined by the School Nurse or Adolescent Counselor (in the case of a boarding student), or a parent or guardian (in the case of a day student), that the student will be unable to attend school due to illness or emergency.

In the event of illness or injury, boarding students are expected to report to the Health Center by 8:30 a.m.. Day students are expected to have a parent or guardian contact Ms. LeClair (603-563-1221) no later than 9:00 a.m. to

alert the School that the student will be absent. If an issue arises during the course of the academic day that precludes attendance in subsequent class meetings or athletics, students are expected to report to the Health Center.

Students with an excused absence to any obligation must notify the teacher, coach, or dorm faculty. If no valid excuse is given, the absence will be reported to the Dean of Students, who will record the absence in the student's record. Please note that lateness to obligations also becomes a matter of record. Three unexcused lates (after five minutes) to morning meeting, class, sports, study hall and other commitments are equal to one unexcused absence.

Repeated unexcused absences undermine community safety and cohesion while also signaling a sign of concern. Repeated unexcused absences will be addressed with the accountability response tiers outlined below.

Students are accountable for maintaining the accuracy of their own attendance records. Any attendance record errors in the LMS must be addressed to the appropriate faculty within 24 hours of the recorded unexcused absence.

The classroom experience is an essential component of a Dublin School education and cannot be replicated outside of class. Consistent attendance is therefore expected of all students, and course credit is contingent upon meaningful participation in the classroom. The following policy applies:

20% unexcused absences (8 class meetings): If a student accumulates eight unexcused absences, the student's status in the class will be altered to Pass/Fail, and the student will need to revise the plan to ensure attendance moving forward. Parents will be notified.

30% total absences (12 class meetings): If a student accumulates twelve absences, whether excused or unexcused, they will likely lose credit for the course. The student will need to make up the semester or course either during the summer in a course approved by the Associate Head for Academics or by repeating the course at Dublin.

There may be occasional situations when absences may be excused retroactively for extreme circumstances or situations beyond a student's control. This decision will be made by the Head of School, the Dean of Students and Belonging, the Associate Head for Academics, and/or the Adolescent Counsellor or School Nurse.

Academics, Athletics, Afternoon Activities and Community Life

The following tiers of accountability response are enacted whenever a student incurs two or more *unexcused* absences from academic, athletic or community obligations. Boarding students with two or more unexcused absences in a week will lose off campus privileges for that weekend. Day students with two or more unexcused absences in a week will only be allowed on campus that weekend for obligations. The accountability response for repeated unexcused absences will progress to the next tier.

- Academic obligations include all classes (including LSP), Supported Study Hall, EAS,
- Community obligations include Morning Meetings, Wellness Circles, Grade Level Meetings, White Glove, Work Gang*, Kitchen Job*, Dublin Inspires*, Community Dinners*, Community Day Programs* Athletics and Afternoon Activities*

*, Work Gang, Kitchen Job, Dublin Inspires, Community Dinners, and Community Day Programs are considered *major* obligations. *One absence to a major academic or community obligation will go directly to Tier 2, with additional absences to like obligations moving forward to Tiers 3, 4 and 5.*

Tier 1: Any recorded unexcused absence will result in an email notification sent to student, family/caregivers, advisor, teacher or coach sharing that you were marked absent. Students are expected to respond to all people on the email as to why you were absent (or that it is an error) and any plan going forward to prevent any more unexcused absences. Students are expected to respond to the email, failure to respond may result in being campused from off campus activities or school trips until a response has been received.
Tier 2: An email notification will come from the Dean's Office within 48 hours of the 2nd unexcused absence to the student, advisor and family. The student will meet with the Dean of Students or Associate Head of School for Academics and discuss why it happened and the plan moving forward. Parents and caregivers will be notified of the meeting.
Tier 3: Four or more unexcused absences. A meeting will be scheduled with the student, Dean of Students, and/Associate Head of School for Academics. Four unexcused absences constitute 10% of class time. If a student accumulates four unexcused absences in the same course in a given semester, a team meeting will be called and parents/guardians will be informed. The student will be responsible for developing a plan with their advisor to improve attendance in class moving forward, which will be presented to the Associate Head for Academics and Dean of Students and Belonging.

Tier 4: Any unexcused absences between 4-8 will result in another meeting email notification and a meeting of the student, Dean of Students, Advisor, parent / caregiver to review all actions taken at previous tiers.The student will receive a Dean's Warning Letter and develop a new plan to change behavior. A Dean's Warning will be sent home within 24 hours of that meeting explaining the history of behavior, the new plan for modifying behavior, and possible future outcomes if behavior does not change. Eight or more unexcused absences, or 20% of class time, in an academic course will result in a students status going to pass/fail in the class.

Tier 5: A student who continues to have unexcused absences after Tier 4 will meet with the Judicial Board. If the absences persist in an academic class, the student may not receive credit for the class as determined by the Associate Head of School for Academics. In this case, the student will need to earn credit through repeating the semester or course, or complete a summer course approved by the Associate Head for Academics. The Judicial Board will review the circumstances related to the multiple absences and make recommendations for outcomes that enable behavioral change and reparations to the community.

DRESS AND GROOMING CODE

The Dublin School Dress and Grooming Code is designed to ensure safety around authentic self-expression and help promote necessary hygiene practices. We respect the individual and unique potential each member of the community brings to our school and support their freedom to express themselves authentically. No member of the community should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
Dublin School students will prepare their best selves each day by being role models in what they wear, taking accountability for their hygiene, and being supportive in the freedom of expression of others.

Dublin School requires academic dress, as defined below, for all academic and administrative obligations.

Academic Dress Code:

1. Clothing will not have graphics or language that does not align with Dublin's community values of belonging.

2. Clothing worn to academic engagements will not be clothing designed specifically for sleeping or lounging (pajamas, sleepwear, undergarments).
3. Clothing will not interfere with good hygiene practices or the range of motion required in academic classes.
    a. Students should dress in clean clothing each day. Additionally, clothing must be laundered regularly to be clean (free of odor and stains). See Grooming Code (below) for more information.
    b. Open garments like skirts, dresses, and shorts must cover the body enough to sit without exposing undergarments to public chairs/surfaces.
    c. Clothing must allow for daily movement around campus that promotes student comfort, flexibility, and range of motion.

4. Faces must be visible (sunglasses, hats or hoods covering face shall be removed)—with the exception of religious or ethnic attire, or protective mouth and nose coverings (PPE).
5. Hearing must be unrestricted during classes and meetings (no headphones or other hearing restrictions) - with the exception of school approved accommodations or religious observance.
6. All types of footwear in good repair are acceptable and should be seasonally appropriate. While open-toed shoes may be worn on campus, close-toed shoes are required for safety reasons during certain activities and in specific spaces. (This includes Wood Shop, Kitchen Job, and Work Gang). It is required that students wear safe footwear in the winter (and pending certain weather conditions).
7. Some classes or campus jobs may have specific clothing requirements for physical safety or movement. For example, oversized clothing may not be allowed in Science Labs, Art Studio, Makerspace, or Woodshop. Instructors will provide guidance for this at the beginning of the term.

People Must Wear:

- Shirt or Top (including in common dorm spaces/or a robe)
- Bottom: pants/shorts/skirt/dress/leggings
- Footwear

People May Wear: (Unless the item violates a rule from the "people cannot wear" category)

- Hats, hoodies, and head wraps - as long as the face is clearly visible
- Any style of hair
- Religious attire of any kind
- Clothing that expresses their self-identified gender
- Fitted pants, including leggings, yoga pants and "skinny jeans"
- Midriff baring shirts or tank tops, including spaghetti straps, halter tops, and "tube" (strapless) tops
- Clean, odor-free athletic attire

People Cannot Wear:

- Violent, oppressive, dehumanizing, or obscene language or images including depictions of stereotypes
- Images or language depicting or promoting drugs or alcohol (or any illegal item or activity)
- Images or language that creates a hostile or intimidating environment
- Sunglasses, helmets, or headgear that obscures the face (except as a religious observance). Sunglasses may be worn outdoors or as a medical accommodation only.
- Headphones or anything that restricts hearing in class or during meetings (except as an accommodation or religious observance).
- Clothing with strong odors or that is clearly not laundered. (e.g. unwashed athletic wear)
- Clothing specifically designed for sleep, lounging, or significantly exposed undergarments (straps or waistbands are ok).

Formal Dress Code:
Formal dress (including suits or sport coats with tie, dresses, skirts, or nicer-than-academic dress) will be expected at special events throughout the year such as convocation, award ceremonies, presentations, and community dinners.

Grooming Code:
This policy has been developed to ensure that all students understand the importance of grooming and hygiene in the academic setting or when otherwise representing Dublin School. The standards of grooming and hygiene outlined below set forth the minimum requirements to which all students are required to follow. Dublin School recognizes that the hygiene of its students contributes to their overall health, self-respect, and public image.

Hygiene – Every student is expected to practice daily hygiene and good grooming habits as set forth in further detail below.

- *Hair* – Hair should be clean, combed, and/or arranged. Additional requirements for hair restraint may be required for athletics, kitchen work, or other activities.
- *Teeth* – Students must practice good oral hygiene by keeping their teeth clean.
- *Body Odor* – Students must practice daily hygiene to prevent body odor. Regular bathing is required. Deodorant or antiperspirant is strongly recommended.
- *Clothing* – Students must regularly launder their clothes to keep them clean and free of odors and stains.
- *Nails* – Hands and nails should be clean and well-kept and should not prevent a student from writing, typing, or engaging in obligations such as academic duties and work gang.

Dress Code Enforcement
To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation (items listed as “People Cannot Wear”). This will be done at the beginning or end of a class and will not be in a public setting. At that time, students will be asked to put on their own alternative clothing to be dressed more to code for the remainder of the day.
    - If necessary, a Day students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- School staff shall not enforce the school’s dress code more strictly against students because of diversity in racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- In conversations about dress code violations, students shall not be shamed or required to publicly display their body or clothes in front of others (students, parents, or staff) in school.

Dublin Lake
Dublin Lake provides us with several athletic and recreational activities. In addition to interscholastic and extracurricular sailing, crew, and canoeing, the lake is a place to swim or relax. Please abide by the following rules:

1. Do not go to the lake alone.
2. Sign out to the lake with appropriate permission.
3. No swimming or boating is permitted unless a Dublin School faculty member is present.
4. Respect for private property, boathouses and facilities of Dublin Lake is expected by accessing the water via the Dublin School dock. Students may not use the beaches reserved for the Dublin Women’s Club or Dublin Lake Club at any time.
5. Evening trips to the lake are forbidden unless accompanied by a faculty member.
6. Personal flotation devices MUST be worn at all times when using any kind of boat on Dublin Lake or other lakes or ponds.
7. No swimming if thunder is audible or lightning has been observed.

DublinINSPIRES Guest Series

Dublin Inspires brings new experiences to our students, honoring our mission *to awaken a curiosity for knowledge and a passion for learning.* Approximately once per month a Friday evening (or other designated time)is dedicated to a special performance or presentation. We strive to create a program of events each year that features diverse fields and modes of expression. Artists, speakers, performers, and professionals from all walks of life share their talents and experiences and engage in meaningful dialogue with our community.

The schedule of presentations is set at the beginning of the school year and programs are usually held on Friday evenings. The DublinINSPIRES Series is an integral part of Dublin's program and attendance is required for all students; weekend permissions should begin following the completion of the program. These programs are considered major community obligations, and unexcused absences will place a student on Tier 2 of the attendance accountability tiers, or advance them another tier higher.

Speakers

Speakers can be used to play music in the Spencer Student Center or outdoor common areas. In all cases, music should be played at a reasonable volume that allows other people to easily gain the listener's attention and not distract from other events, classes or gatherings. Music played publicly may not contain explicit or inappropriate lyrics. Headphones and speakers may be removed by a faculty member for student misuse.

Mail

All students will be assigned a mailbox and issued a mailbox key. Students must use the key in order to access their mail and are not allowed inside the mailroom itself. In the event of a lost key, a replacement key can be ordered from the Assistant to the Dean of Students at a cost of $5. Students will be notified if there is a package that is too large for the mailbox. Tampering with another student's mail (or mailbox) is a violation of federal law and Dublin School's code of conduct.

Student mail should be addressed as follows:

Regular Mail/ USPS	**FedEx/UPS/DHL**
Student's name	Student's name
Dublin School	Dublin School
PO Box 522	18 Lehmann Way
Dublin, NH 03444	Dublin, NH 03444

Meals

In addition to helping maintain a student's physical health and nutrition, meals are an important time for developing connections with members of the community. All students are encouraged to eat regularly in the Lehmann Dining Room. Proper decorum must be maintained at all meals, and good manners are expected at all times. No audio equipment (including cell phones and mp3 players) may be used in the dining room. Plates, utensils, cups, and glassware must not be removed from the dining area. The Lehmann House Dining Room will serve meals according to the following schedule:

Breakfast

Monday – Friday	7:30 am – 8:20 am
Saturday	8:45 am – 9:30 am
Sunday (Brunch)	9:30 am –11:30 am

Lunch

Monday, Tuesday, Thursday & Friday	11:30am – 12:30pm
Wednesday	11:30 - 1:00 pm
Saturday	11:30am – 12:15pm
Sunday (sandwiches available)	12:30 pm – 2:00pm

(The specific window of time during which students may attend lunch is determined by their daily schedule.)

Dinner

Monday - Sunday	5:45 pm – 6:30 pm

Religious and Dietary Needs:

Any students with special dietary or religious needs should make those needs known to their advisor as soon as possible. The School will make every effort to accommodate any such needs.

Morning Meeting

Every morning on Monday, Tuesday, Thursday, and Friday, at 8:30 a.m. the entire school meets in the Louise Shonk Kelly Recital Hall for School Meeting. This is one of the unique and special features of the Dublin School Community. At this time, announcements are made for daily or weekend activities, and faculty or students make special presentations. Prompt attendance at these meetings is mandatory for all students and faculty. Cell phones are not permitted in Morning Meeting.

Multiple Households

In order for the school to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in multiple households. Please be sure to communicate to the school about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips or other issues, please include the school in the communication loop. These situations can be stressful for parents and confusing for students, and assistance in minimizing the school's phone calls for clarification is very important. Unless otherwise specified, each parent for whom the school has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

The school also understands that significant others may live in or be affiliated with the household who are unrelated to a parent or student and who are also involved in the student's life. If a parent wishes to designate such an adult as someone who is permitted to receive information about the student, pick up a student from school or otherwise participate in school events, the school requires that a parent provide that information in writing to the school. If there is disagreement between parents about such a designation, the school will not permit the additional adult to have access to the school until the dispute is resolved—absent input from the school.

School Store

Dublin School provides a school store for the students, parents, faculty, and staff. School supplies, toiletries, food, drink, stationery, and clothing are available for purchase. Students should be prepared to pay by debit/credit card, cash, or sign a charge slip for all purchases. All charges are billed home. The store hours will be announced at the beginning of each semester.

Signing Out

In order for us to ensure their safety and account for their whereabouts, we ask all students to sign out when they are leaving the main campus, even when leaving for a short time, and to sign in immediately upon return. (This includes day students who plan to leave campus and return before heading home for the day).. **In order to leave campus, a student must receive permission from one of the duty team leaders, or an administrator.** Students leaving for an overnight stay should also check out with their dorm faculty on duty. Only Juniors and Seniors with riding permission may travel in a car driven by a Junior or Senior day student with driving permission, or recent alumni. Students may not sign out to visit a student who is serving a suspension or a student who has been dismissed from Dublin School.

Door Dash, Instacart, Uber Eats Deliveries (and the like)

Students may only receive these deliveries during the hours of 8:00 am to 7:00 pm Monday-Thursday and Sunday. Friday and Saturday deliveries can happen between 9 am to 9 pm. All deliveries must be dropped off in front of the Admissions building. You may not leave a school commitment (Classes, Afternoon Activities, Morning Meeting, etc) to pick up a delivery. NO Deliveries may be made to dorms at any time.

Spencer Student Center

The Spencer Student Center in Gillespie Hall is a place for students to gather, watch TV, play games, and socialize. It is the School's expectation that all students will assume responsibility for keeping it neat and clean. If it is not left in good condition, the Student Center may be closed to student use at the discretion of the Dean of Students. The school also expects that all music played through the speaker system is appropriate and does not contain explicit or offensive lyrics. The television in the Student Center may not be used during the class day, except by seniors.

Student Accounts

Dublin School will make every effort to keep parents informed with regard to expenses which may arise during the year, however, there may be times when this is not possible. If that is cause for concern, parents may want to consider establishing a weekend activities budget. Please call the Business Manager with any questions.

A monthly statement will be sent home with payment due in full within 30 days. A finance charge of 1.5% per month (18% annually) will be added to all overdue invoices. Students that have an overdue balance will not be allowed to charge at the School Store.

Security Deposit

All new boarding students pay this $150.00 fee upon matriculation. This is refundable at the time of graduation or withdrawal, provided that there is no outstanding balance.

Monthly Account
This is a School regulated account to which students may charge the following types of supplies and services: school supplies, art and photography fees, testing, medical needs, and transportation. Students may also charge miscellaneous optional weekend events such as plays, concerts, ski tickets, and expenses for other programs that the School requires as long as their account remains current.

Student Records and Transcripts
A student's official school record includes the student's transcript, academic records, and advisor reports created and maintained by the school. A student's record does not include email communications to or about the student, records of disciplinary actions, investigation records of any kind (such as disciplinary, harassment, hazing, bullying etc. except for any record placed in the student file such as a letter home to parent, etc.), recommendations provided to the school regarding the student's admission, medical records, or any other record deemed by the school to be confidential records of the school.

WiFi Access
Access to the School WiFi is restricted after lights out Sunday through Thursday evenings. In an effort to help provide students with the best opportunity for rest without distraction it is recommended that families also restrict students' access by shutting off their device data during these times. Many cellular service providers have apps or programs to do this as part of their parental control options. *Please see the Technology Use Policy for additional details on technology use*.

Work Program
Since the School's founding, Dublin students have always helped to build and maintain their campus. Today, the Work Program continues to promote a number of those classic values, including the importance and dignity of physical labor, shared responsibilities, and providing a clean and ordered place in which to live and study. The Work Program includes two parts – daily jobs and Work Gang.

Daily jobs fall into two categories: (1) general cleaning, and (2) kitchen/dining room related jobs. Meals must be served, and the dishes and the dining hall must be cleaned. Also, heavily used buildings require constant cleaning. Written descriptions of specific daily jobs and expectations are available to help guide those responsible. Repeated failure to do one's job may result in disciplinary action, as determined by the dorm faculty and Dean of Students.

Work Gang takes place on Saturday mornings from 9:30 – 11:30. Students and faculty participate in special year-long projects to enhance Dublin School's campus and program. Past projects have included: firewood splitting and distribution, maple syrup production, gardening, trail crew, recycling, construction of a low ropes course, and many others. At times, Work Gang may be used to address more immediate needs such as raking leaves or shoveling after a large snow storm.Students who have to miss Work Gang for a school athletics competition or school event (like participating in a conference or performance) will be exempt from that Work Gang and will not need to make it up. If you miss Work Gang due to an unexcused absence, because you are sick/injured, excused by a guardian, or taking a standardized test, you will make up the Work Gang the following week. If a student does not make up their missed Work Gang the following week, they will lose off/on campus privileges until they have made it up. Off campus privileges for boarding students include leaving campus with other students (for example: walking to the DG or going on weekend activity trips). On campus privileges for day students include visiting campus on the weekend for anything other than required activities and driving boarding students off-campus.

IN THE DORMITORY

Dormitory Regulations

Dublin's dormitories provide boarding students with a residential environment designed to promote long-lasting habits for study, sleep, and socializing. The cornerstone of life in the dorms is the acceptance of personal responsibility for living and studying and respect for others.

It is important to list the most important dormitory rules here, although individual dormitories will outline more specific operating procedures in dormitory meetings.

1. Students may never be in a dormitory in which they do not live unless invited in and hosted by a member of that dormitory and only during the approved visitation times. Students should never be in a dorm where they do not reside without a member of that dorm present.
2. No one is permitted to change rooms without the express permission of the Dean of Students. Generally, such requests are not considered until after Family Weekend, and even then only after a number of intermediate measures are exhausted.
3. Rooms are inspected at the beginning as well as the end of the year. Any room damage must be paid for by the occupant(s). Also, any expense for general damage to the dorm is divided among the occupants unless the person who is responsible for the damage is identified. A list of damage costs is available in the Business Office. Stick-on lights and tape are not to be placed on the walls since they will pull off the paint or wallpaper. Approved wall fasteners include: push pins, picture hangers, and corner-to-corner picture wire. Thumb tacks are not permitted in the woodwork or on the doors.
4. Students are required to keep their rooms neat and clean at all times. Twice a week, or at a time determined by the dorm faculty, a thorough room inspection is performed. The Dean of Students and the Head of School inspect dormitories.
5. Students are assigned daily jobs to see that the halls and bathrooms are cleaned and that the trash is taken out. These jobs are supervised by a proctor, and a daily general inspection is carried out by one of the dorm faculty.
6. Listed below are the times for curfew and lights out. Students must get the permission of the dormitory parent in order to extend any of these times. However, late lights on Sunday nights are not generally allowed.

   Curfew: Students must check in with their dorm faculty at the following times and remain in their dormitories until the next morning at 6:00 a.m.:

   Sunday – Thursday: 9:00 p.m.
   Friday: 10:00 (Grades 9 – 11) / 11:00 (Grade 12)
   Saturday: 11:00 (Grades 9 – 11) / 11:30 (Grade 12)

   Lights Out: On school nights (Sunday – Thursday) students must remain in their rooms quietly by 10:30 p.m., with the room lights off by 10:45 p.m. With permission, Seniors may quietly use the common space in their dorm between 10:30 p.m. and 11:00 p.m. as needed. Specific lights out / quiet hours procedures for Friday and Saturday nights will be determined by the dorm faculty team in each dormitory.
7. All boarding Students are required to to check in at Campus Central on Sunday between 9:30 am and 1:00 pm on Sundays. Failure to do so will result in a meeting with the DOS office and perhaps a loss of privileges if deemed appropriate.
8. Dorm Heads may restrict permissions for sleepovers based on overall standing in the dorm and that will be communicated to the Dean of Students office.

9. Only Seniors may enter their dormitories during a free block in the academic day. Underclassmen may only do so with permission from the school nurse. All students may go to their dorms during their lunch period.
10. Valuables should be kept in the lock box that is recommended from the packing list, or with the Dean of Students or Business Office. Student rooms cannot be locked, not to diminish privacy, but to ensure safety in case of fire. The School does not assume financial responsibility for theft or property damage in the dorm or elsewhere on campus. All passports, visas, or travel documents must be given to the Dean of Students for safe-keeping immediately upon arrival to the School.
11. Skis, snowboards, and bicycles may not be kept in the dormitory rooms or hallways. Storage for recreational equipment is available in the basement of Hoyt-Horner House or in the Outing Club.
12. Students may not keep pets of any type in the dormitory.
13. In an effort to build community, social skills, good study habits, and a healthy lifestyle, use of technology, including computers, deemed to be excessive or inappropriate by a dorm faculty, advisor, or the Dean of Students may result in the confiscation (temporary or permanent) of the equipment.
14. Because of the various dangers it poses, gambling involving real stakes (money, property, services, etc.) is not permitted.

Dormitory Visitation Policy
Intervisitation is a privilege afforded to students that allows for students to visit one another's dorms, without restrictions based on gender. Students use intervisitation as a means to interact socially and academically and to develop healthy relationships and mutual trust. The hours of intervisitation recognize the school's responsibility to supervise its students.

In addition, the Dean of Students office, Dorm Heads, Duty Team Leaders, and advisors have the discretionary power of limiting the times or days of intervisitation, the number of students visiting one dorm, as well as the discretion to limit whether or not particular students are allowed to visit dorms or have visitors to their dorm (e.g., an advisor may indicate that a student who is struggling academically may not have any visitors for a period of time).

Intervisitation is not the time or place for physical intimacy beyond a level that is acceptable in more public areas of campus (i.e., activity beyond hand-holding, putting an arm around a friend, etc.).

Dorm Visitation Times
Times will be announced by the Dean of Students.

Guests and Visitors
Guests and visitors that are not immediate family members to a student may not be in the dormitories unless express permission has been given by the Dean of Students and the Duty Team Leader and dorm faculty on duty have been notified. Any overnight guest or visitor that is not a current Dublin School student must follow these procedures:

1. Approval must be obtained from the Dean of Students Office, Duty team Leader and dorm faculty prior to the arrival of the guest.
2. The guest must provide written permission from their parent/guardian.
3. While on campus, the guest must abide by all of the School rules.
4. All guests on campus should be introduced to the Dean of Students Office and/or the Administrator or Duty Team Leader on Duty.
5. Guests may not enter the dorm unless given permissions by the Dean of Students Office, the Administrator on Duty, or the Duty Team Leader.
6. When there is a day or evening social activity on campus, the guest may attend, provided the guest comes in dress appropriate for the occasion and the Dean of Students is notified.

7. Former students and recent alumni who wish to visit are asked to call the Dean of Students Office, the Administrator on Duty, or the Duty Team Leader prior to their arrival on campus.
8. **Students who have been dismissed from Dublin School may not return to the campus without specific permission from the Head of School.**

Fire Safety & Prevention

1. **Students may not smoke, burn, or ignite anything while in the dormitory.**
2. Under no circumstances can cooking utensils, hot pots, air fryers, electric blankets or heaters, refrigerators, candles, kerosene or gas lamps, upholstered furniture (including bean bags, couches), combustible fluids or other items of a similarly hazardous nature be kept or used in dormitory rooms.
3. Extension cords are expressly prohibited. Use of power strip outlets - (Must be "**relocatable**") is strongly encouraged and these are required for stereo, computer and larger electrical needs.
4. All other electrical equipment such as lamps, radios, and stereos must be approved by the dorm faculty. All light fixtures must use compact fluorescent (CFL) or LED bulbs, no incandescent or halogen bulbs are permitted. Hair dryers and irons must have an automatic turn-off and are to be used in bathrooms only. No personal televisions, refrigerators, hot plates, electric blankets, or electric heaters are allowed. Fans may be used when rooms are occupied. Fans left on in empty rooms will be confiscated. Students must not attempt to repair electrical equipment.
5. No hangings may be suspended from the ceiling or on the walls or in any way obstruct entrances and exits from rooms. Cloth decorations are not allowed, including flags, and other wall decorations should not cover more than 20% of the wall surface.
6. Fire exits should be checked regularly and must be kept free of obstructions.
7. Hall and corridor lights must be left on at night, not only to aid the student in exiting the building, but also to aid firefighters in their task.
8. Rooms must be kept in orderly condition. Cluttered rooms are hazardous. All dormitory room mattresses must rest on a bed frame and not directly on the floor.
9. The layout in which the furnishings are found in the fall is designed to keep the window and door exits free. Therefore, moving furniture requires the permission of the head dorm faculty.
10. Fire extinguishers must not be removed from their proper locations or tampered with in any way. Students should be familiar with their location and method of operation. Any tampering with fire extinguishers or fire equipment, such as lights or alarms, is prohibited and may be grounds for dismissal.
11. Fire drills will be performed multiple times throughout the year in each building.

Procedure during a Fire

1. At the first sign of smoke or fire, pull the fire alarm and alert the dorm faculty and others in the dorm, and then proceed to the nearest exit.
2. Do not attempt to take anything when you leave.
3. When feasible, make sure that windows and doors are closed and that the lights are left on.
4. After arriving at the check-in point and checking in with the dorm faculty, stay nearby until they give further instructions. This may include notifying the Head of School or Dean of Students, aiding the fire department in getting to the right building, and so on. Under no circumstances re-enter the building until it has been officially determined safe by the Fire Chief (or their designee), Dean of Students, or Head of School.

Dormitory Room Inspections or Searches

Room Inspections. School employees including dormitory faculty and campus safety staff members may enter student rooms for inspection, for health and safety purposes, as well as for disciplinary reasons. Such entry does not in and of itself constitute a room search. Investigation of a room's contents beyond simple entry and observation is considered a room search, for which the approval of the Dean of Students is required.

Room Searches. A search of a student's room and/or possessions may be warranted if a member of the faculty or administration has good reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered. Generally, when a search is undertaken, a representative of the Dean's Office, the student whose room is being searched, and a member of the dormitory faculty shall be present. At the discretion of the Dean of Students, a room search may be undertaken without following the above procedure. The school may also search students' possessions, including, but not limited to mail, locked trunks, backpacks, purses, mobile devices, personal computers and vehicles if the school suspects a violation of law or school rule, or student safety is a concern.

Dormitory Keycards/Access

Dorms will be locked 24/7 beginning on the evening of Opening Day. Students will need their card on their person all of the time for access to their dorm. Lehmann is the exception to this, Lehmann will be open between 7:00am and curfew each day. Students are responsible for keeping track of their key cards. Students are given access to only the dorm they reside in. Key cards are unique to each student and access is logged. Students should not leave key cards on campus over breaks.

Students should not share key cards.

Replacement key cards are $50. An email will be sent home if a replacement card is requested from the student.

Returning students will need to turn in their keycard before leaving for the summer, it will be part of the check out process. This will be so cards can be reprogrammed for the proper dorm, for the following year.

DAY STUDENTS

With the following additions and exceptions, day students are expected to comply with the general rules of the School when on School property or at School functions.

1. Day Students are welcome on campus for the entire academic day, including dinner and evening academic and co-curricular activities. Once the school day has begun, day students may not drive their vehicles until all commitments are complete. This will typically be after 5:00 p.m. on weekdays, and after 3:00 p.m. on Saturdays. In special circumstances, such as senior privilege, specific permission from an administrator may be given to leave campus.
2. Day students are expected to be full participants in the life of the School. They are expected to attend all Health Forums, Dublin INspires presentations (usually Friday evening), class meetings, community programs (including Inspires, Community Dinners, Community Days, etc.) and their scheduled Saturday morning work gangs. Unexcused Absences to community obligations are addressed in the Attendance Accountability section.
3. Day students are provided with lockers in which to keep their belongings. Locks will be provided upon request. Day students may not keep their belongings in any dormitory or dormitory room. Lockers may be subject to search in line with how the school conducts searches of dorm rooms and a student's belongings, namely if the school reasonably suspects that the student or community health or safety are at risk.

4. With permission from the Dean of Students, parents, and the dormitory staff, day students may be allowed to spend a weekend night in a dormitory. All permissions must be obtained by the end of school on Thursday. The School extends its hospitality willingly to all day students, but parents should be advised that the School generally does not extend overnight permission on weeknights.
5. Day students who become ill during the school day must report to the School nurse. They will evaluate and determine whether parents or guardians should be called. Students will not be sent home by the nurse until a parent is notified.
6. The School communicates with day student parents via telephone or email if there are changes to the daily schedule. It is therefore very important that correct email addresses and work and home telephone numbers (and any changes) be communicated to the School.
7. Day students may invite boarding students to their home for weekend visits. Parents of the day and boarding students must give permission as well as the Dean of Students. When boarders visit day student homes the day parents must be present at the home during the visit and must assure that Dublin School rules are followed.

Day Students Driving To And From Campus

Day Students who drive to campus will be issued a parking pass for campus. You will register your vehicle with the Dean of Students office. Your parking pass will be given on Opening day. If you are not driving at the beginning of the school year, and you later plan on driving to campus please stop by the Dean of Students office to register your vehicle.

9th Grade Students may carpool to and from school with Parent Permission. They may not leave campus during the academic day with a student driver. Students may not return to campus once they have left the school, after their daily obligations.

10th Grade Students may carpool to and from school with Parent Permission. They may drive to school with Parent Permission and must follow the rules for student parking. They may not leave campus during the academic day as a driver or with a student driver. Students may not return to campus once they have left the school, after their daily obligations.

11th Grade Students may carpool to and from school with Parent Permission. They may drive to school with Parent Permission and must follow the rules for student parking. They may also drive Boarding students with Parent Permission from both their parents/guardians AND permission from the parents of the student(s) driving with them. Both the student driver and passenger(s) must sign out with the Dean of Students office or an Administrator. They may not leave campus during the academic day as a driver or with a student driver.

12th Grade Students may carpool to and from school with Parent Permission. They may drive to school with Parent Permission and must follow the rules for student parking. Seniors may park on William North Road in the area marked for “Senior” parking. They may also drive Boarding students with Parent Permission from both their parents/guardians AND permission from the parents of the student(s) driving with them. Both the student driver and passenger(s) must sign out with the Dean of Students office or an Administrator. They may leave campus during the academic day as a driver or with a student driver during a free block, with permission from an administrator.

INTERNATIONAL STUDENTS

Dublin School is fortunate to serve as a second home for students from a diverse set of backgrounds. In addition to furthering their own education, Dublin School's international students provide a chance for the entire School community to gain exposure to a variety of cultures and languages. We understand the additional challenges faced by our international students as they adjust to living and studying in a different language and culture. The most successful international students are those who choose to fully embrace all aspects of the Dublin School experience: trying new things, seeking help when needed, reaching out to American students, and sharing their culture with the School community.

The following are policies specifically designed to support our international community:

International Student Orientation
All international students (new and returning) are asked to arrive on Dublin School campus on the day before Opening day. They will spend time meeting with the international coordinator and student leaders and discussing the various forms of support that will be available to them throughout the year. Returning international students will have an opportunity to share their insight on how best to navigate the transition to life in a new culture and setting. During this orientation, students will have the opportunity to go on a shopping trip in Keene to pick up any necessary supplies.

Passports and I-20's
To avoid any last minute travel emergencies, all students are required to bring their passports and other travel documents to the Dean of Students' Office, where they will be stored in a secure location until needed.

Travel
It is important for all students to be present whenever school is in session. Given the School's policy on early departures and late returns as spelled out in the 'Academic Program' section of this handbook, it is critical that international students and families closely follow the School calendar when making travel arrangements. In certain cases it may be necessary for an international student to spend a night with a local host family before their departing flight. Dublin School is not responsible for housing international students outside of the published school calendar.

Jet Lag
All students returning to campus from a location with a time difference of at least five hours must attend classes on their first day back, but are excused from sports and evening study hall on that day, should they wish to rest. Students in this situation are also granted a two-day extension on any assignments assigned on their first day back. This policy does not apply in September, nor does it apply to students who return to campus after the scheduled return date for each break.

Parent Communication
International parents are encouraged to contact their student's advisor directly with any questions or concerns. Advisors will send regular updates by email. In such cases it is helpful for the advisors if the parent(s) can reply with a brief message, in order to confirm that the emails are being received.

SENIOR PRIVILEGES

Recognizing that Dublin seniors are leaders and stewards of the community, they have special responsibilities and privileges not extended to students in the lower grades. Dublin expects its older students to conduct themselves appropriately, cultivating a positive tone and decorum. The School offers certain privileges in the spirit of responsibility and leadership, including:

1. Extended curfew on Friday and Saturday nights, as well as use of dormitory common spaces as needed, from 10:30 – 11:00 p.m on Friday and 11:30 on Saturday night.
2. One class absence without consequence per semester for seniors on Independent. This "senior cut" must be approved in advance by the teacher and may not be used for a class in which a test is being given or to extend the time a paper or project is due.
3. Seniors with driving/riding permissions may travel to the general store or coffee shop during a free block, but must get the express permission of an administrator each time. Seniors on an Independent sport may NOT go off campus for non-sports during the afternoon activity block.
4. Seniors with no unexcused absences and are on Independent (as of Fall Midterm) may leave campus during Study Hall time after checking in with dorm faculty at the beginning of Study Hall. Permission must be obtained from the Duty Team leader, the student must sign out and return to campus by 9:00 pm Monday - Thursday and 9:00 pm on Sundays.

5. All Seniors may request to study on campus, in the library or Gillespie, during Study Hall. If you are not in good academic standing this privilege may be revoked. If you are a day student, requests must be made to the Dean of Students or DTL. If you are a boarding student please ask your dorm faculty.
6. Additional privileges may be added throughout the year (or others taken away) at the discretion of the administration.

TURNING EIGHTEEN

Some students enrolled at Dublin School will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18-year-old student is able to enter into contractual obligations on the student's behalf (and is required to abide by those obligations). Enrollment (and/or continued enrollment) at Dublin School after a student turns 18 constitutes agreement by the student and their parents/legal guardians family that representatives of the School shall have the right to communicate with that student's parent(s)/guardian(s), as if the student were under the age of 18, regarding any and all matters regarding the student. Communication may include, but is not limited to, discussion and release of information and records to the student's parent(s)/legal guardian(s) about any issues relating to the student's enrolment at the School, including but not limited to: academics, discipline, mental health, behavior, conduct, social or education matters, financial matters, or any issue whatsoever that the School deems to be in the best interests of the student or greater School community to communicate. The student's parent(s)/legal guardian(s) will also continue to be responsible under the terms of the student's enrollment agreement.

LEADERSHIP AND EXTRACURRICULAR ACTIVITIES

STUDENT LEADERSHIP

Proctors
Dublin School's proctors serve as the primary peer resource when students are in need of assistance. Each dorm and the day students have proctors assigned to their care. Proctors also help with a variety of other tasks in the dormitory, from enforcing lights out and white glove to planning dorm events. Proctors are key liaisons between the student body and the faculty, with the ultimate goal of ensuring the safety and well-being of every student they serve.

Student Government
Two representatives are elected to the student government from each class. The Executive council is made of a President, Vice President, and Secretary. These positions are elected by the student body at the end of each school year for the next school year. The council responds to student needs and works with their faculty sponsor and the school administration to create activities and programs to improve student life at Dublin School.

Judicial Board
The Dublin School Judicial Board is responsible for hearing major student disciplinary cases and making appropriate recommendations for consequences and reparative measures to the Head of School. The judicial board is comprised of two faculty members, four students (two juniors and two seniors elected by their class), and the Dean of Students.

Student Ambassadors
Student Ambassadors work with the Admissions office to spread the word about Dublin School and to host visitors to campus. Whether families, schools, groups, or consultants, student ambassadors answer questions and help newcomers understand Dublin at work. Student Ambassadors interview candidates. They play an important role in helping new students feel at home in the Dublin community as well.

Kitchen Supervisors (Including a Head Kitchen Supervisor position)
The Dining Hall is the heart of the school, and Kitchen supervisors help ensure that the dining hall runs efficiently and effectively. They oversee students working in the kitchen and coordinate with the cooks, duty team leaders, and Dean of Students office.

Academic Committee
The Student Body President and four students, elected by the student body, two each from the 11th and 12th grades, serve on the Academic Committee, comprised of one faculty member from each department and key administrators who work with the Associate Head of School for Academics to develop the school's academic program and create policies as needed to provide an optimal education for Dublin School students. Student voices are key to ensuring that the committee is vitally in touch with the student experience at Dublin.

Athletic Committee
Students are elected by the student body to serve on the Athletic Committee, comprised of a group of coaches, the Athletic Director, Assistant Athletic Director, and the Athletic Trainer. The group meets regularly to discuss issues related to athletics and the overall physical health and well-being of the student body.

Class Agents
Class agents form the connection between the school and the alumni body. Each year, two students are selected from the graduating class to become Class Agents. They stay in touch with their classmates as their lives evolve, pass news along to the school, and keep the class connected with events at the school as well. Class agents maintain the friendships and sense of community that develop at the school.

Internships
Various school offices may have an opportunity for students to hold an internship. Students selected for the internships will gain new skills in communication, collaboration and have a better understanding of the varied offices that are essential in the running and health of the school. Interns will be selected and interviewed as the opportunities are announced. Internships do not receive academic credit.

CLUBS

Students and faculty do and may take initiative to start clubs based on personal interests and/or needs of the community. Club opportunities and schedules will be distributed early in the academic year.

TRAVEL AND TRANSPORTATION

Weekend Permissions
Both parents/guardians and students should understand that while students are away on weekends, their conduct and welfare is the primary responsibility of their host, not of the School. That said, students who take weekends are expected to follow School rules while away from campus and the School may, in its discretion, discipline a student for off-campus conduct.

To request a weekend away, students contact the Dean of Students office. The students must include when and how they will be traveling to and from campus. The request must be made by the end of the academic day on Thursday for the following weekend. Late requests will not be accepted without prior approval from the Dean of Students. If a student will be going home, the parents/guardians must contact the Dean of Students no later than noon on the Thursday prior to the weekend. If visiting someone other than parents, written permission from the host must be presented to the Dean by letter, fax, or e-mail, received no later than noon on the Thursday prior to the requested weekend. Parent or guardian permission must also be received by noon on Thursday. Travel plans must take into account obligations at school as well as the hours of departure and return. Weekend requests will be approved with the understanding that students will return on Sunday by 7:00 p.m. unless otherwise agreed upon with the Dean of Students or the on duty Duty Team Leader.

Dublin School reserves the right to prohibit weekend plans which entail a student staying in a hotel or on a college campus, unless they are accompanied by a parent or guardian, or when a senior is on an approved visit to a college. Violations of these guidelines will result in disciplinary action. .

Vacations
To ensure the safety during those times with less adult supervision on campus, Dublin School is closed to all students during school vacations, including the summer. Students are allowed on campus, **only with specific permission** from an administrator, on a case-by-case basis. A full listing of the School's vacations can be found on the Dublin School website.

Travel

Dublin School does its best to manage the process of getting students to and from campus during regularly scheduled breaks throughout the year. Standard transportation is provided at a reasonable cost to families who are not able to make the journey themselves. It is critical that breaks be made in accordance with the school calendar. Exceptions must be discussed with the Dean of Students and the Head of School for Academics with as much advance notice as possible. Absences due to late arrivals or early departures are subject to standard disciplinary actions as detailed in the Academic Program section of this handbook. Travel costs will be charged to the student's account and parents should plan accordingly when budgeting for the student's account.

The School provides transportation to the two major airports in the area, Manchester and Boston, for departure and return from most academic breaks during the year. Shuttle dates/times can be found on the travel calendar. Dublin Shuttle Costs each way, per student:

- Manchester $35
- Boston $60

Other travel arrangements can be made at the discretion of the Dean of Students, it may be possible for a ride to be shared if there are multiple passengers. In some circumstances, faculty members may be available to drive students individually or in small groups. Transportation may include local travel to medical appointments, bus or train station, as well as the two airports during non-shuttle times.
Dublin Faculty-Driven Transportation Cost each way, per student:

- Manchester $95
- Boston $185
- Keene $25
- Peterborough $25
- Brattleboro $65

Families may also make individual arrangements with one of the local car services. Fees associated for this service can also be billed to the student's account, however, please be advised that car service fees vary by provider. Listed below are companies who work with Dublin School regularly.

- Thomas Transportation 603-352-5550
- Adventure Limousine 603-357-2933

Shuttle Schedule (Travel Calendar)

August

Opening of School (8/29 - International Students & 8/30 - Domestic Students):
Shuttles as needed from the Manchester and Boston airports. Please check the school calendar for your specific arrival date (Proctors, International students, etc.) and make arrangements through the Dean of Students' office.

October

10/17 (Saturday) Departing (all departing Dublin at approximately 4:00pm)
Manchester, NH: Shuttle arrives at Manchester Airport (MHT) by 5:00 pm
Boston, MA: Shuttle arrives at Logan Airport at 6:00pm

10/21 (Wednesday) Arriving
Manchester, NH: Shuttle departs MHT at 5:30 pm
Boston, MA: Shuttle departs Logan Airport at 6:30 pm

November

11/20 (Friday) Departing (all departing Dublin at approximately 8:00am)
Manchester, NH: Shuttle arrives at MHT by 9:30 am
Boston, MA: Shuttle arrives at Logan Airport by 10:00 am

11/30 (Monday) Arriving
Manchester, NH: Shuttle departs MHT at 5:30 pm
Boston, MA: Shuttle departs Logan Airport at 6:30 pm

December

12/18 (Friday) Departing (all departing Dublin at approximately 8:00am)
Manchester, NH: Shuttle arrives at MHT by 9:30 am
Boston, MA: Shuttle arrives at Logan Airport by 10:00 am

January

1/11/27 (Monday) Arriving
Manchester, NH: Shuttle departs MHT at 5:30 pm
Boston, MA: Shuttle departs Logan Airport at 6:30 pm

February

2/13 (Saturday) Departing (all departing Dublin at approximately 4:30pm, subject to change based on winter athletic schedules)
Manchester, NH: Shuttle arrives at MHT by 6:00 pm
Boston, MA: Shuttle arrives at Logan Airport by 6:30 pm

2/17 (Wednesday) Arriving
Manchester, NH: Shuttle departs MHT at 5:30 pm
Boston, MA: Shuttle departs Logan Airport at 6:30 pm

March

3/12 (Friday) Departing (all departing Dublin at approximately 8:00am)
Manchester, NH: Shuttle arrives at MHT by 9:30 am
Boston, MA: Shuttle arrives at Logan Airport by 10:00 am

3/31 Wednesday) Arriving
Manchester, NH: Shuttle departs MHT at 5:30 pm
Boston, MA: Shuttle departs Logan Airport at 6:30 pm

June

6/5 (Saturday) Departing (all shuttles departing Dublin at approximately 1:00pm
Manchester, NH: Shuttle arrives at MHT by 2:30 pm
Boston, MA: Shuttle arrives at Logan Airport by 3:00 pm

Please see the travel page on our website for guidance in scheduling flight times.

ATHLETICS PROGRAM

The objective of the Athletics Department is to offer an appropriate level of instruction in both team and individual sports to all students of the School so that they may discover in themselves, and along with peers and opponents, the enjoyment and challenge of competitive athletics.

Dublin School believes that a regular program of physical activity is an integral part of education. Participation in the Athletics Program is one of the core principles of the community. It is mandatory that students participate in a school-sponsored activity each trimester and may only compete in interscholastic sports as a member of a Dublin School team. Furthermore, Dublin students will be required to participate in at least one competitive program per academic year.

Students will receive a Pass/Fail participation grade from their coaches at each marking period for each term. Student-athletes earning a grade of Fail will have a meeting with the Athletic Director, coach and/or advisor and may be subject to loss of credit for the athletic requirement. The Fail grade will show up on a student's report card, but be exempt from their official transcript. Five unexcused absences will result in a failing grade. 2 unexcused absences or 4 lates will result in a conversation and parent notification. A failing grade can/will result in the student being barred from participating in a portfolio (Art or Music) until they have participated and earned a pass for a season.

Students will be expected to provide their own sport-specific equipment, i.e. cleats, racquets, etc. If needed, the Athletics Department can help facilitate the acquisition of equipment.

Uniforms and certain safety equipment are issued with the agreement that all such equipment is to be returned at the end of each season. Students will be charged for any school-owned equipment not returned at the end of a season at replacement cost, regardless of whether or not the equipment was new or used when issued.

Only the School Nurse, the Athletic Trainer, or a physician, may excuse students from athletics because of physical incapacity or illness. The Academic Dean is the only person who can excuse a student in the rare instance in which there is an academic reason for missing an athletic commitment. The Dean of Students and/or Adolescent Counselor may excuse a student as they deem necessary.

Dublin School participates in the Lakes Region Athletic League and the Southeastern New England Independent Schools Athletic Association under the umbrella of the New England Preparatory School Athletic Conference. All players are required to abide by their respective Code of Ethics.

Facilities and coaching ratios impose practical limitations on the number of participants in some sports. Thus, there may be tryouts and/or cuts from a team, and students may be required to join another activity. Students will be expected to commit to one of the following activities in each season:

FALL:
Competitive Teams: Boys Soccer, Cross Country, Girls Soccer, Mountain Biking, Sailing, Sculling
Arts: Visual Art Portfolio, Dance

WINTER:
Competitive Teams: Alpine Skiing, Boys Basketball, Girls Basketball, Nordic Skiing, Snowboarding, Winter Outdoor Exploration or Fitness (subject to numbers and coaching availability)
Arts: Play Production, Visual Art Portfolio

SPRING:
Competitive Teams: Boys Lacrosse, Crew, Girls Lacrosse, Tennis, Ultimate Frisbee, Spring Outdoor Exploration
Arts: Music Portfolio (by special permission)

Whitney Gymnasium & Outing Club
Guidelines for Student Use
The Whitney Gymnasium and Outing Club, while serving as a foundation for the Dublin School Athletics Program, presents some hazards if misused.

All users are expected to be responsible and safe at all times. Users are also encouraged to be courteous and respectful towards others that are utilizing the facilities and to practice good sportsmanship. Given the volume of equipment and number of athletes and coaches, it's important for users to put their equipment away and make sure the area is tidy and organized.

The following major rules help govern the safe and effective use of the facilities. Additional specific policies may also be found throughout the building itself.

Gymnasium

· All users must change into a pair of clean, non-marking, athletic shoes. Street sneakers or shoes may not be worn on the playing surface. In order to protect the playing surface, athletic shoes worn on the court should only be used for indoor play.
· Cleats may not be worn in the building, including the lobby.
· No food, beverages or gum are allowed, except for bottled water.
· Do not spit inside the gymnasium.
· Skateboards are not to be ridden in or around the building.
· Immediately report any damage or incidents to a staff member.

Specific Weight Room Rules - (adult supervision required for those under 18 years of age)

· Change into acceptable athletic footwear. No street shoes, flip-flops or sandals may be worn while working out.
· Always work out with a partner.
· Utilize a spotter when using free weights.
· Wipe down equipment after use.
· Replace weights after use.
· No food, beverages or gum are allowed, except for bottled water.
· Signs with more detailed safety information are posted in the weight room.

Outing Club (Home to our Mountain Biking, Nordic Skiing, Alpine Skiing, and Snowboarding programs)
· Organization and tidiness are imperative for the building to function properly.
· Clean bikes of mud and debris before entering the building.
· Skis, boards, and bikes are to be stored or hung in their proper places.
· Return all tools and equipment to their proper place after use.
· Keep stairways and hallways clear of equipment.
· Wood Stove usage must be supervised by an adult.

COLLEGE COUNSELING

Overview
True to Dublin School's mission, the College Counseling Office strives to offer an individualized and supportive college counseling experience. At the same time, the process requires balanced ownership by students, parents, and the college counselor. During the freshman and sophomore years, college counseling takes the form of sound academic advising. Students are encouraged to take a challenging course load appropriate to their goals and to recognize that the quality of one's academic performance at this stage will impact the college admissions experience.

Formal college counseling begins during the junior year. At this time, students meet with the college counselor to reflect on their high school experience, talk about future goals, compose a list of prospective schools, and register for standardized testing. All juniors draft a college essay during the final unit of their English course. Seniors meet regularly with the college counselor to finalize the college list, review applications and essays, and organize deadlines. For more specific information regarding the college process, please refer to the Dublin School College Counseling Handbook.

College Visits
With advanced permission by the Head of School for Academics and Dean's Office, juniors and seniors are permitted to miss some class days in order to visit colleges.

On-Campus College Visits
Throughout the fall, admission counselors from numerous colleges and universities visit Dublin School to meet with prospective students. Juniors and seniors, with a sincere interest in the visiting institution, may miss class in order to meet with the representative in the College Counseling Office. Students must request teacher permission prior to missing class in order to do so.

Counselor Recommendation Letters
The college counselor writes a recommendation letter on behalf of each student to be sent to colleges along with a student's transcript. The letters are compiled from the academic file and information gathered by the college office from students, parents, advisors and coaches, among others.

Learning Profiles
Dublin School does not disclose a student's learning profile to colleges without the permission of the student and parent(s).

Ethical Practice in College Admission & Disciplinary Disclosure Policy
Dublin School's College Office is a member of New England Association for College Admission Counseling (NEACAC), the National Association for College Admission Counseling (NACAC) and the Association of College Counselors of Independent Schools (ACCIS). These organizations and Dublin's College Office support NACAC's *Guide to Ethical Practice in College Admission*. Among the most important practices that Dublin School subscribes to:

- Dublin does not endorse more than one early decision application, and we will not support more than one admission deposit unless there are special circumstances communicated to the College Office. Your final transcript will only be sent to one college where you intend to enroll.

- Students, families and Dublin School have a shared ethical responsibility in the college process. It is unethical to submit false, plagiarized, or fraudulent statements on applications or other documents. Students will sign statements on their college applications stating that all of the information is honest and accurate, and all writing is their own.
- In keeping with Dublin School's motto "Truth and Courage" and NACAC's best practices, **when asked**, the student and/or the College Office will respond to questions generally, honestly, and fully, if a student has been subject to a reportable disciplinary action. If it comes to the School's attention that the student or the student's family has provided misleading or inaccurate information to a college, the School may, at its sole discretion, clarify the circumstances surrounding the student's disciplinary consequences or departure. To clarify further, recent changes to the Common App have removed questions related to student discipline and criminal conduct. Nonetheless, many selective colleges and universities still include supplemental questions addressing these topics. It is the School's policy to support students in responding to these prompts and explaining serious disciplinary consequences to colleges under such circumstances in an honest and thoughtful manner. If a student's disciplinary status changes after application submission, the School will assist the student in updating colleges that require disciplinary updates.

STUDENT HEALTH & WELLNESS SERVICES

All Dublin School students are required to have complete medical insurance coverage recognized in the United States before they will be allowed to enroll and attend classes.

School Counseling Services

The School Counselor is available to students to discuss a wide range of topics and is familiar with the problems that students face. The counseling office is open each day and appointments can be made easily. The counselor works primarily with boarding students around topics such as school adjustment, peer relationships, and homesickness, as well as other mental health issues related to substance use and sexuality. However, this is not an exhaustive list and other issues are discussed as they arise. The counselor works with the day students on a drop-in basis. If a day student appears to have a significant problem that requires ongoing therapeutic intervention, the counselor will contact parents and will make the necessary referrals.

Should a boarding student require long term therapy while at Dublin, arrangements can be made by contacting the School Counselor either prior to the student's arrival, or once the student is in residence at the School. The school counselor will assist with telehealth referrals for outpatient services for students who might need long-term therapy.

As a condition of enrollment, parents are asked to provide the school with information about the student's physical and emotional health. In part, this information is obtained to comply with state law; it is also needed to keep the School well-informed of the health of all students. The School is sensitive to the privacy of this information and is committed to protecting the confidentiality of students and their families. Parents agree that the School Nurse and the School Counselor are authorized to disclose health related information, including information related to drug and alcohol evaluations and testing, to employees and agents of the School when, in their opinion, it is appropriate to meet the health or safety needs of the student, the school community, or the legal responsibilities of the School.

Medical Care

Our Medical Director, Dr. Rachel Croteau provides oversight and guidance to our full time nursing staff. Dr. Croteau is available for nursing guidance and will see students as needed for acute concerns, she will not be able to provide any primary care support for students.

Dartmouth Hitchcock - Keene Department of Adolescent and Pediatric Medicine will also continue to collaborate with health services at times when urgent care might be needed or when referral to specialty care is warranted. DH-K provides acute visits in the pediatric clinic or in their urgent walk in clinic. In order to pre-register in the Dartmouth system the school will share demographic and insurance information with DH-K. In the event there are no available appointments with DH-K your child may be taken to one of the Walk-In Clinics in Keene. If medical attention is needed during the weekend, or after hours during the school week, the student should contact the Duty Team Leader or their dorm faculty.

The Health Center hours during the week are:
Monday - Friday: 7:30a - 4:30p
Saturday: 9:00a -1p
Sunday: 10a - 2p

A nurse is on call during after hours on weekdays and weekends.

Note: Understanding how quickly viruses and infections spread through boarding schools, please do not send your child to school if they are sick. Day students and boarding students should not return from break if they are feeling ill.

School Nurses: Margaree Jordan RN, MSN: Director of Health Services Lynn Johns, RN **Athletic Trainer:** Katelynn Jagodzinski, ATC	603.563.1241
School Counselor: Bethann Clauss, LICSW	603.563.1242
Medical Director: Dr. Rachel Croteau	

Sickness

All Students

1. If you are unable to attend classes due to illness or injury, it is assumed you are therefore unable to participate in sports or activities. If you are excused from the academic day, athletics, Work Gang, or Kitchen Job you may not attend practice, activities or trips unless an exception is made. Exceptions may only be given by nursing or the Dean of Students office.
2. Nursing will notify the Dean of Students office regarding absences - these absences will then be considered excused. Students are responsible for contacting advisors and teachers regarding missed work and to arrange a time for makeup.
3. Nursing does not excuse students from exams. Excuses or extensions on exams can only be done in collaboration with the Dean's office.

Boarding Students

****Illness and injuries need to be evaluated by a medical professional, therefore, parents of boarding students may not excuse their student from classes or activities. If your boarding student is ill, please advise them to go to the Health Center or contact the Duty Team in off hours****

Boarding students who become ill should do the following:

1. Report to the School Nurse at 9:00 a.m. Sending another student to notify the nurse of illness is not acceptable except in the event of an emergency. **Students are never to email or Googlechat the nurse regarding illness or injury.**
2. Report to the Dean of Students if the Nurse is not on campus.
3. Report to your dorm faculty during evenings or to the Duty Team Leader on weekends if your dorm faculty is not available.
4. Whenever possible, have a dorm-mate take responsibility for your work by collecting your assignments, and bringing your meals from the Lehmann Dining Room.
5. If you are unable to attend classes, you will be considered too ill to leave the Health Center without the Nurse's permission.
6. Athletic excuses can be given only by the School Nurse, Athletic Trainer or a physician. Students excused from sports are required to be at the practice venue or in their dorm room with their coach's permission, depending upon the reason for being excused.
7. When the School Nurse is not available, students must see the Dean of Students, coach, trainer, dorm faculty, or Duty Team Leader. First Aid kits are kept in every dorm, in the Dean's office, in Campus Central with the Duty Team Leader, and in the vans.

Day Students

Day students should be evaluated at home by their parents. Understanding how quickly viruses and infections spread through boarding schools, please do not send your child to school if they are sick, especially if they have a fever. **Keep your child home until they have had no fever for 24 hours, without the use of a fever reducer.** If your child is sick or injured and cannot come to school, please call the Assistant to the Dean of Students at 603-563-1221, or leave a message on the voicemail. Your child will then be given an excused absence in the LMS for the day.

Should your child become ill or injured while at school, they should report to the School Nurse for evaluation. If it is determined that they should go home, the School Nurse will contact the parent to make arrangements. If the situation is emergent, and it is felt the student should be seen immediately by a physician or in the emergency room, the School Nurse will contact the parent as soon as possible once the student's situation is under control. For this reason, it is imperative that emergency numbers for parents be current in the Vital Health Record in the SNAP Health Portal.

If your child has some type of injury precluding them from participating in sports for a period of time, a note from the treating physician must be sent to the School Nurse and Athletic Trainer to be kept on file. The information will be shared with other school personnel, such as coaches, who have a need to know. The note should include an anticipated date when the student will be allowed to participate again or if there will be a need for follow-up before participation is allowed.

Annual Physical Exam and Immunizations

For the safety of the student, and because competitive sports are required, Dublin School requires that each student have a complete physical exam every year and that current immunization status is maintained. This information must be on file in SNAP *before* the student arrives at school. **A student will not be allowed to participate in athletics, co-curricular, or weekend activities without the required completed health forms**. All injuries related to sports activity will be seen by the Athletic Trainer.

In accordance with New Hampshire law, the School requires all students to provide proof of up-to-date immunizations or a request for exemption before attending school. Proof of immunization should be provided on a form signed by a licensed healthcare provider. A medical exemption must be signed by a licensed healthcare provider, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A religious exemption request must be signed by the student's parent or guardian (and by students age 18 and older), attesting that immunization conflicts with the tenets of their religious beliefs. Students who do not provide proof of up-to-date

immunizations or qualify for an exemption will not be permitted to attend the School or participate in any school activities.

Students who are exempt from the state's immunization requirements may be prohibited from attending school and participating in school activities in the event of an outbreak of a vaccine-preventable disease. Students excluded from the School for this reason will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is an outbreak of a vaccine-preventable disease, the School may consult with appropriate medical professionals and/or state and federal public health agencies.

Parents/legal guardians are asked to provide the School with immunization information to comply with state immunization laws. The School is committed to protecting the privacy of students and their families by treating all such medical information confidentially and restricting the use of, and access to, this information for medical management only, in accordance with applicable law.

Communicable Illness

The School may exclude from school any student who (a) has a communicable illness, (b) has been exposed to an infected person, or (c) has traveled to an area impacted by a communicable illness, if the School determines that such exclusion is appropriate for the welfare of the student or the school community. The School may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a risk to the community. The School's decisions shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the School may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

Medical Leave

A student may take a medical leave in the case of serious illness, bodily injury, or mental health condition, as determined by objective medical evaluation. A student's family may request such a leave at the recommendation of medical professionals. Additionally, if in the School's judgment, a student is exhibiting symptoms that make the student unable to participate in required academic or extracurricular activities without imposing an undue burden on the school's resources, the School may recommend that the student be evaluated and subsequently placed on a medical leave. Discussion of a leave of absence—a meeting among advisor, senior administrators, the school nurse, the school counselor, parents, and student if appropriate—should begin under the following circumstances:

- When mental health or physical symptoms are preventing a student from functioning academically;
- When a physical or mental health condition is seriously interfering with a student's attendance at school (more than six total days of absence in one quarter, or eight days in two consecutive quarters, will usually trigger such a discussion);
- When a student behaves in ways that can be considered self-destructive or dangerous to others; or
- When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed that such treatment is appropriate.

This initial discussion of a medical leave should establish for school personnel what steps the family is taking to ensure that the student is well enough to participate fully in life at the School; and should establish for the family what further steps the school may take if the problem does not improve. The student's advisor will generally consult with the student's teachers, senior administrators, the school nurse and/or the school counselor, when appropriate, in continuing to monitor the situation. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the senior administrators, the school nurse, and the school counselor; they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at the school. In the absence of a treatment plan that meets these needs in the view of these school personnel, the school may require the student to withdraw.

A medical leave agreement will include provisions for the student's return to school. While a student on leave is excused from attending class, the student must make arrangements with the teachers involved for making up missed material, either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the school may require that a student drop a course or courses if a prolonged absence will make it impossible for the student to complete the course. To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School's decision about reinstatement will depend on its confidence that the student will be able to function in school without unduly taxing the school's support and supervisory resources. The School may require additional evaluation by a physician or mental health consultant of its choosing.

The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the school's ability to serve other students' needs, or place an undue burden on the school. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style school activity.

Helmets

Helmets are to be worn properly at all times when biking, skateboarding, rollerblading, and during any other similar activity. Students must also wear helmets at appropriate sports practices and games, including skiing and snowboarding.

Concussion Policy

In the fall of your first year at Dublin, all students will be required to undergo a standardized concussion test with the Athletic Trainer to establish a baseline. If a student later sustains a head injury or has concussion-like symptoms while at Dublin School or while traveling with the School, the following guidelines will be followed:

1. The student will be excused from sports for a minimum of 7 days.
2. The student will retake the standardized concussion test until their scores return to their baseline results.
3. Students may be excused from certain academic obligations by the medical director, school nurse or athletic trainer, in conjunction with Associate Head of School for Academics, depending on the severity of their symptoms. In such a case, the student is required to make up any missed work once they have fully recovered.

Billing

All medical bills are sent directly to parents by the School or the doctor's office. If your student misses an appointment, you may be charged for the office visit. Each individual practice has its own policy.
Transportation to and from all *acute care* appointments will be provided by the nurse, their assistant or a designated faculty member when possible. Sometimes it is necessary to use a local taxi service for appointments. The cost of

such transportation will be billed home. **It is the responsibility of the parent to make appointments for non-acute illness or injuries and arrange transportation to and from the appointments. It is recommended that all non-acute illness appointments are accomplished while the student is home during break periods.**

Medication Policy

1. All medications must be updated in SNAP annually.
2. The school has partnered with Genoa Healthcare for medication management. If your child takes medication at school, the Health Center will provide direction on prescription management and medication policies. The School will only administer medications provided accompanied by a treating prescriber's order and in original pharmacy containers.
3. All prescription and non-prescription medications are administered under the supervision of the School Nurse or designee. The Dublin School Health Center is responsible for storing and dispensing all medications for students. Medications are not to be stored in a student's room. Having medication in a dorm room is a Fundamental Rule Violation and may result in serious disciplinary consequences.
4. Students on prescribed psychotropic medications must be stable on said medications when returning to campus, hence any dosage change should be done at home when students are on break whenever possible.
5. Any student who shares prescription medications with another student will be subject to serious disciplinary measures and their student status at Dublin School may be jeopardized.
6. Dublin School expects that students on medication will be responsible and obtain the medication from the Health Center or Campus Central as the doctor has ordered.
7. Morning medications are administered in the Health Center by the School Nurse during the week between 7:30-8:20 a.m. or as prescribed. Evening medications are administered in the dorms by residential life faculty. On the weekends morning medications are administered in the Health Center 9:00-10:00am on Saturday and 10:00-11:00am on Sundays. Evening medications are administered by residential life staff in the dorms. It is understood that the compliance expectations apply to weekends in the same manner.
8. Students are expected to come to the Health Center at the designated time, to establish a regular routine with the nurse and to follow through consistently. If a Student fails to do so, misses or is late obtaining doses of medications, they be marked as late or missed. Please refer to tardiness and absence policy for repeated tardy and missed medications policy.

The Health Center will assist and encourage your child to take their prescribed medications however; it is the responsibility of your child to come to the Health Center for their medications.

- First missed dose = email to student
- Second missed dose = email to student, advisor and parent
- Third missed dose = meeting with nurse and family to discuss

9. Nursing may only change or discontinue prescribed medications with written documentation from a provider. All prescription medications must be accompanied by an order to be given, the prescription bottle is not a substitute for a provider order. The Dublin School Health Center is responsible for complying with provider's orders as they are received. If your student takes prescription medication, we offer a convenient and efficient way to serve this aspect of their health care needs. This includes all prescription medications taken on both a daily and as needed basis.

Supplement Use

The School does not condone the use of supplements such as those commonly purchased at GNC stores or online and often used for the goal of enhancing athletic performance, building muscle mass or losing weight. Such substances, which are not FDA approved, can pose serious health risks especially to adolescents. Students instead are encouraged to follow good nutrition habits, sleep well and train within their chosen sport or in the fitness center to achieve their athletic and personal goals. Staff members in athletics and the health center are excellent resources for guidance in these areas. Should a student choose to use supplements, parents must provide permission, and the school strongly suggests that such use be under a pediatrician's supervision.

Additional Contact Information

Dental	**Montshire Dental of Dublin**	**603 -563-9969**
Chiropractic	**Elevate Chiropractic - Keene NH**	**603-357-4488**
Physical Therapy	**Farnum Rehab (Dartmouth Health)**	**603-354-6630**

Additional Resources
We work closely with students in matters of sexual health and sexual activity. The Health Center is a resource for providing information and literature relative to a variety of health topics such as sexuality, stress, nutrition, drugs, alcohol and conflict resolution. Keene Planned Parenthood in Keene, NH (approx. 20 min. from school) is also a resource for students concerned with sexuality issues. Care provided at this facility is confidential and inexpensive.

Dublin School expects that a relationship of trust and confidence will develop between students and the School Nurse. It is possible, however, that the nurse will be entrusted with information which may necessitate additional professional counseling or medical treatment or require reporting to certain state or local authorities.

Appointments
Dublin School expects that all routine medical, dental, orthodontic and optical care will be handled during vacations. Given the rural nature of Dublin School's location and the limited availability of adolescent psychiatrists, we do not offer psychiatric care while students are at Dublin School. All adolescent psychiatric care needs to be followed by the prescribing psychiatrist/PCP at home. If a family chooses to have their student seen by an outpatient therapist, they are responsible for transportation to and from all appointments. Appointments should be scheduled around all other school obligations. Medical care for illness or injury while at school is administered in the School Health Center according to the protocols set forth by the MRP or specific doctor's orders. If it is determined that a student needs evaluation by a physician, an appointment will be made. As a result of this appointment, there may be additional charges for the visit to the doctor such as laboratory work, x-rays, special medication, injections, in-patient care, etc. While insurance coverage will usually take care of these expenses, it is the student and their family's ultimate responsibility to cover any co-payment or remaining balance on any outstanding medical bill.

Health Forms
Parents are responsible for providing a yearly update of all school health forms for their child. These forms include: a yearly physical exam with a signed family history, a completed and up-to-date immunization record, authorization for medical treatment and exchange of information, and proof of current health/accident insurance coverage.
All International students and returning domestic students who have traveled to a high risk country for more than two weeks; are required to have a recorded Mantoux Tuberculin (PPD) skin test within 3 months of arrival at school.

Drug Testing
When a student is suspected of being or having been under the influence of alcohol or drugs, the Dean of Students may require a student to be drug tested. Dublin School reserves the right to require such testing when concerns warrant such a procedure. (Please refer to the alcohol and drug section). Drug testing is usually conducted by the School Nurse. If additional testing is required, the School Nurse will arrange for it with a local laboratory. Parents or guardians will be notified, to grant permission, that a drug test will take place, and the results

of the test will be shared with the student and the parent by the Dean of Students. Refusal, by student or parent, to submit to a drug test may result in dismissal from the School.

• Drug testing may be performed using a breathalyzer, analyzing urine, blood, or hair. Urine, blood, and hair samples will be collected at the Health Center or at a hospital or other medical facility. Breath samples may be collected anywhere on campus.

• Failure to consent to testing, failure to show up for testing, or evidence of attempted adulteration of a sample may result in a test being presumed positive.

• All costs associated with drug testing will be billed to the student's parent(s), with the exception of any test done at the discretion of the Dean of Students (not part of an established plan for the student) in which a student tests negative.

• Test results will be shared with the student, the student's parent(s), the student's advisor, and the Head of School, as appropriate.

• In the case of a suspected rule violation in progress, a positive test may result in disciplinary action which could include dismissal from the School.

• In the event there is evidence of a substance abuse problem, the School may consider a medical leave of absence, in its discretion, to allow the student to seek appropriate treatment.

Results from drug tests performed by law enforcement officials or at medical facilities may also be shared with School officials, and, if positive, may subject the student to disciplinary action. However, any student who takes the responsibility to proactively seek help for their own or another's use of alcohol or other drugs will be supported in this effort. Health Center staff can provide education and counseling and arrange for referrals and outside evaluations. For health and safety reasons, intoxicated students will be taken to the Health Center if it is open or to the Duty Team Leader when the Health Center is closed. Students may be transported to the local emergency room if a nursing assessment indicates they may need medical support.

Privacy

Dublin School believes that the relationship among students, parents, and its health care providers is strengthened by a mutual understanding of the basic rights and responsibilities of each of the parties. As such, all medical and psychological information shared between students and the School's health care providers is private and is treated confidentially within the limits of the law.

The School strongly encourages students to develop relationships of trust with its health care providers and to be candid about their health histories and risk behaviors. We also encourage students to communicate with parents on such matters. In this effort to promote candor and trust, the School asks that parents respect the privacy of students who may not wish to share certain information. While it is the obligation of every employee and agent of the School to safeguard and keep student medical information confidential, the School must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents and students, as a condition of enrollment, consent to allow the School Nurse, School Counselor or their designee to disclose to those authorized employees and agents of the School, who have a need to know, the minimum amount of medical and/or psychological information, including information related to drug and alcohol evaluations and testing, necessary to serve the best interests of the student and/or the community. Students and parents who have questions with regard to confidentiality and its limits should direct those questions to the School Nurse or School Counselor or his/her designee, as appropriate. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents in advance.

While always trying to maintain privacy around medical issues for students, information regarding common ailments and medications will be shared with faculty and staff at the School Nurse's discretion. There are several areas, however, that are protected as confidential by New Hampshire State Law. They are as follows:

- Students 14 and older may access confidential care for sexually transmitted diseases and reproductive healthcare. Students may access counseling, prevention, and treatment through the Health Center, or if they wish, students may access this care independently through Keene Planned Parenthood in Keene, NH.
- Students 12 and older may access confidential care for problems related to the use of drugs or alcohol. This care is accessible through the Health Center.

In all issues, our goal is to provide services that support students, encourage them to seek advice from their parents, encourage abstinence from sexual activity and drug use, and foster good decision-making.

Sexuality and Intimate Relationships

The school recognizes that sexuality is a normal part of human nature, and its discovery is a normal part of adolescence. However, any level of sexual intimacy can bring with it physical, psychological, and emotional challenges that can be overwhelming to students. As such, the school, as well as many health professionals, believes that sexual intimacy is not appropriate until students have reached a level of maturity that generally occurs after adolescence. Moreover, in a residential community such as the school's there are additional considerations: the campus is shared public space, and all members of the community have the right to be free of unwanted exposure to the intimate sexual behaviors of others. The school has the same expectations for students regardless of their sexual orientation.

The School advocates postponing sexual intimacy until students are past adolescence. Students who would like to talk about the meaning of sexual intimacy in a relationship, or who engage in sexual activity and then want to report or discuss the situation, should talk with a trusted adult, a nurse in the Health Center, or a school counselor so that appropriate support may be provided, while understanding that under certain circumstances, the School has reporting obligations to state authorities, as described below.

Following state law (as outlined below), the School prohibits sexual intercourse under the age of 16, considering it to be "conduct unbecoming," a fundamental rule violation. When sex that is prohibited by law takes place, the School will report the violation to state authorities (which may include DCYF and the local police). When sexual intercourse between a student 16 or over and a student under 16 occurs, the School may consider it a "dismissible offense" for the older student.

If students are found engaged in sexually intimate behavior, or in a situation that suggests they have been sexually intimate (but where such activity does not necessarily violate the law), the School will generally respond to the situation as a health issue, which may include notification of parents and, as appropriate, referral to the Health Center or Counseling Office. When such behavior is accompanied by violations of other school rules (such as rules governing curfew or dorm intervisitation), the School may respond with disciplinary action. In addition, as discussed in more detail below, the School prohibits and may be obligated to report sexual behavior that violates the law, including rape, sexual assault, or statutory rape.

DISCIPLINE, ACCOUNTABILITY, AND RESPONSIBILITY

The focus of the Dublin School disciplinary system is educational. Thus we believe that students can learn from their mistakes and remain contributing and positive members of the community. While consistency may be a goal in the School's disciplinary response, we recognize that each situation brings with it its own unique set of circumstances. Students should be aware that they represent the school community at all times, both on and away from campus. While it is not the School's intention to monitor students in all of their off-campus activities, the School may take disciplinary action, including suspension or expulsion, in response to inappropriate conduct

occurring outside of campus as long as the student is enrolled in the school. Conduct that violates the law or reflects badly upon the School may be cause for discipline, including dismissal. The School may, in its sole discretion, contact parents to address both minor and more serious instances of misconduct, at any stage of the discipline process.

A student's standing at Dublin is determined on the basis of scholarship, effort, and conduct. Failure to maintain good standing in any one of these areas may result in dismissal and/or the denial of a diploma. The faculty and administration of Dublin are available to students to consult, to encourage students to seek help and, when necessary, to impose discipline.

***Consulting*.** The responsibility for discipline is delegated to the faculty under the oversight of the Dean of Students. All faculty members accept the responsibility to consult students and to guide their conduct at any time or in any place while they are under the authority of the Dublin School. The students in turn, through their representatives, participate in the shaping of disciplinary policy by helping the faculty to define the essential regulations and to enforce them.

Seeking Help. Dublin School wishes to encourage students to seek advice from adults. Students should seek guidance from adults whose judgment they trust and respect and with whom they feel comfortable.. The School believes that students and faculty should be guided by their obligation to and respect for other members of the community in seeking the best possible help for themselves and others. Students and faculty should inform themselves fully about this policy and should make certain they understand the alternatives contained in it. Students should be aware that the law requires notification of state and local authorities in specific cases including child abuse and neglect, hazing, and any violation of the Safe School Zones Act, even when the school offers a non-disciplinary response as described below. Students may be subject to law enforcement investigation and response.

Responding to Bias Incidents

Dublin School is committed to creating and sustaining a diverse multicultural community in which every member feels a sense of belonging. Acts that are in conflict with Dublin School's commitment to trust, safety and upholding the dignity of all are unacceptable; incidences of bias can cause harm to the well-being of those who are targeted as well as the offender.

A bias incident is conduct, speech or expression motivated, in whole or in part, by bias or prejudice. Examples of bias incidents may include both intentional and unintentional acts such as microaggressions, the use of slurs or epithets, posting or displaying hate symbols, conduct motivated by prejudice or the perceptions that the target(s) were selected based on their race, ethnicity, religion, disability, sex, sexual orientation or other identity factors. A bias incident differs from a hate crime, which would be a criminal act that prompts a legal investigation. (Adapted from Source: Learning for Justice)

Our protocols for responding to bias based incidents are consistent with our commitment to being a community dedicated to growth and learning.

Goals:
Support the well-being of everyone in the community, students, faculty, families and caregivers
Offer a clear process for reporting bias incidents
Outline a pathway of response by school leaders
Track bias incidences to inform future training needed and to assess effectiveness of both the response system and trainings

Use cumulative bias report information to improve comprehensive and effective intervention and prevention strategies

Reporting:
Students may report to their advisor, the Dean of Students office or any trusted adult. That adult will listen and support the student, and ask follow up questions to determine if the incident needs to be reported to a response team. The report will then be documented in writing through an incident form and passed on to the Dean of Students. Adults should also alert the students' advisors and the adolescent counselor (if applicable).

If a bias-based report is made involving Dublin students only, it will go to the Primary Review Committee, which consists of a representative from the Dean of Students office, the Director of Equity, Justice and Belonging. This committee will determine the pathway for addressing the issue or concern. If the incident is between a student and a faculty member, the Dean of Students will consult with the Dean of Faculty and determine the appropriate response protocol. Following best practices for employee privacy, situations that involve faculty will not go to Primary Review without faculty consent.

Cases that are not bias-based (e.g. fundamental rule violations such as drug and alcohol use, theft, etc.) will be reviewed separately for referral to Judicial Board, unless the Dean of Students deems that bias is involved, in which case they may consult with the Primary Review Committee.

Type of Bias Incident	**Response Team**
Student to Student	Report to Primary Review Committee: Dean of Students & Belonging office Assistant Dean of Students
Faculty and Student	Response Team: Dean of Faculty Dean of Students & Belonging

The pathways for resolution that the Primary Review Committee may recommend include the following:

Conflict Resolution/Conversation	Director of Equity, Justice, and Belonging (EJB)	Judicial Board
**Used if the Primary Review determines that the report is not a bias-based incident or Fundamental Rule Violation.	An identity-based bias incident that is not an egregious Fundamental Rule Violation.	A Fundamental Rule Violation or multiple occurrences of the same bias-based behavior.

Protocols for responding to any incident reports will focus on education, growth and reconciliation. Any behaviors that go against our effort to support reconciliation, including retaliation, may be considered a disciplinary issue.

FUNDAMENTAL RULE VIOLATIONS

A student will receive disciplinary consequences, including the possibility of dismissal from the School for committing or attempting to commit any of the offenses described in the following pages.

Students who choose to remain present when alcohol, drugs, hazing or any other Fundamental Rules are being broken by others will be subject to disciplinary action for violation of a Fundamental Rule. A student may also be dismissed for violating or attempting to violate, or choosing to remain present during the violation of any other rules and regulations of the School, for unsatisfactory conduct, for a generally unsatisfactory record, or for conduct injurious or dangerous to the student, to the School, or to others.

Students who approach a faculty member to seek non-disciplinary assistance and support will not be subject to disciplinary action for having chosen to remain in the presence of a rule violation. Throughout this handbook there are additional references to misconduct that may result in disciplinary action. Each student is responsible for reading this handbook and complying with the School's rules and regulations. Failure to know the rules and regulations is not a defense. The School's interest in the conduct of students away from campus is the same as it is in their conduct on campus. Dublin School may hold students accountable for their off-campus and online conduct in appropriate ways, including a disciplinary response.

More detailed discussion of the Fundamental Rule Violations follows:

Abuse or Theft of Personal or School Property
Willful destruction or theft of school or personal property is a Fundamental Rule Violation. Personal property includes merchandise improperly taken from private businesses and brought back to campus. Theft of personal property also includes unauthorized use of credit, debit, or phone cards belonging to another. *A student found in someone else's room without the other student present is subject to discipline and will be suspected in the event that items are later discovered to be damaged or have gone missing.*

Students are strongly encouraged to keep valuables in locked closets, lockers or lock boxes. Valuables may also be brought to the Business Office or the Dean of Students Office for safe keeping.

Drugs and Alcohol
The health and well-being of the students is at the forefront of our concern. Therefore the use of drugs, alcohol, tobacco and vapes is a violation of our community expectations. Any student found using, in possession of, attempting to purchase, or distributing any of the following will be in violation of a Fundamental Rule:

a. Any illicit or illegal drug, including ALL cannabis products (this includes CBD)
b. Any alcoholic beverage, including empty containers
c. Any prescription drug in a manner not consistent with the instructions of the prescribing physician
d. Legal over-the-counter drugs, or "home-made" preparations or remedies for purposes other than legitimate medical treatment
e. Prescription or over-the-counter pharmaceuticals in a form that would not normally be purchased.
f. Paraphernalia that are customarily used for illegal drug use or drug abuse.
g. Any tobacco products
h. Any vaping device

Arrival at school with evidence of use of illegal drugs or alcohol is a violation of this rule. Use of alcohol or illegal drugs on day permissions, weekend overnights, even in the company of parents, is also a violation.

Students are not permitted to drink non-alcoholic beer at school, or to eat or possess hemp seeds, leaves, or plants. Any student found selling or distributing, or attempting to sell or distribute, alcohol, drugs, or drug paraphernalia will be dismissed from school. Distribution includes the sharing of one's own prescription medications.

Amnesty: The School will strongly support any student who voluntarily takes responsibility for themselves and seeks help for a drug or alcohol problem. To help formulate a support system that may include the option for an assessment, recommendation of AA/NA or Alateen meeting attendance, professional counseling, or participation in a rehabilitation program, the School's Health Center staff, including the school nurse and adolescent counselor, utilizes several appropriate agencies. Parents will be included in formulating the overall support plan for each student. Any drug or alcohol related offense following voluntary admission may be grounds for the student's dismissal.

If a faculty member has good reason to suspect that a student is using alcohol or drugs, they will report this concern/suspicion to the Dean of Students at which point a strategy addressing the situation will be discussed. Parents/guardians will be apprised of the suspicion and, if possible, participate in the advisory process. The end result of the process will be the initiation of appropriate support measures and a possible disciplinary response approved by the Dean of Students.

Note: Dublin School reserves the right to require that a student submit to a drug or breathalyzer test when concern warrants such a procedure. For specific protocol around drug testing, please see the "Drug Testing" subheading section in the "Student Health and Wellness" section.

Campus Boundaries

The boundaries of Dublin School are defined by the main campus including all academic and administrative buildings, Lehmann House, dormitories, school grounds, and the upper and lower athletic fields. Within the Town of Dublin (and when signed out) students may walk or ride a bicycle, with permission from an administrator to Dublin Lake or the Dublin General Store. Hitchhiking is forbidden at all times. Boarding students may not be out of their dormitories after curfew without permission. **Failure to adhere to these guidelines is a violation of a Fundamental Rule, as is any unauthorized absence from campus or misrepresentation of plans to leave campus**.

If you leave campus without permission in a car, or drive other students off campus without permission or signing out, it will be considered a fundamental rule violation.

Chronic Misconduct / Insubordination

Students are expected to respect the requests of adults and student leaders in the community. Repeated misbehavior and/or any individual incident of extreme disrespect toward an adult or fellow student is considered unacceptable and may be a violation of a Fundamental Rule of the School.

Dishonesty

Dublin School was founded upon the principles of Truth and Courage. Honesty is a critical part of building a healthy community. Inversely, *dishonesty* erodes trust and threatens the integrity of both the dishonest individual and the community as a whole. Dishonesty includes any act of lying, misrepresentation, deceit, cheating, plagiarism, or unauthorized removal of materials from the library or classroom. Most cases of dishonesty will result in a Fundamental Rule Violation.

Fighting

Attacking another student, fighting or engaging in physical violence or assault of a student, member of faculty, administration, staff or a visitor on school premises is a violation of a Fundamental Rule.

Firearms and Knives

The possession of any firearms and other dangerous weapons or toy imitations is a violation of a Fundamental Rule of the School. To ensure the collective safety of the community and its members, knives are not allowed on the

Dublin School campus. Any knife discovered in a student's belongings will be confiscated by an adult and delivered to the Dean of Students. That student will face disciplinary action. Occasionally, students may work with knives, blades or other tools owned by the school under direct supervision of a Dublin School faculty or staff member.

Fire Drills

It is a critical matter of safety that all students comply with regular fire drills. Failure to participate or cooperate with Fire Drills is a Fundamental Rule Violation.

Fire Hazards

Creating a fire hazard is a violation of a Fundamental Rule of the School. Examples of such actions are irresponsible or unauthorized use of fire extinguishers, matches, lighters, candles, cooking utensils, incense, or other combustibles in or around a school building, use or possession of fireworks, smoking, and tampering with fire alarms or fire equipment.

Bullying, Harassment, Discrimination, and Teacher Misconduct

Commitment and Expectations

Dublin School is committed to providing a place where people can thrive. The School believes it is in the best interest of each individual and the School to operate in an educational environment that promotes respect, dignity and equality and that is free from all forms of harassment, bullying, exploitation, intimidation, illegal discrimination and retaliation. These behaviors are demeaning to all persons involved; they are unacceptable conduct, and will not be tolerated.

The School expects all students, employees, and members of the school community to conduct themselves in an appropriate and professional manner, with respect for the personal dignity of fellow students, employees, and visitors. Students, employees, and visitors come to Dublin School from many different backgrounds and cultures including different races, religions, sexual orientations, and ethnic ancestries. The School encourages the members of its school community to seek to understand the differences and similarities among us and to appreciate the richness which such diversity provides to an educational community. Respect and understanding of the differences among people are important dimensions of education that continue throughout a lifetime.

Harassment of any member of the school community by any other member of the school community or by vendors or visitors will not be tolerated. The School will not tolerate unlawful discrimination, harassment of any kind, or retaliation, whether intended or not. Any student with a concern about harassment, discrimination or retaliation should follow the procedures set forth below under "Options for Responding if you believe you've been harassed".

Definitions

Unlawful discrimination refers to the denial of equal educational opportunities based upon an individual's actual or perceived age, sex, race, color, physical or mental disability, religion, national origin, sexual orientation, gender identity, genetic information, marital status or veteran status. Dublin School is also committed to providing reasonable accommodations requested based on any physical or mental disability and as required under the Americans with Disabilities Act.

Legally protected status refers to certain categories of people which have been set forth under federal and state laws as legally entitled to protection from harassment and discrimination. These generally include the status of race, color, religion, age, gender, national origin, sexual orientation, gender identity, genetic information or disabilities.

Harassment refers to unwelcome conduct or behavior, based on a person's legally protected status, which is personally offensive or threatening and which has the effect of impairing morale, interfering with a student's educational performance or participation in school activities , or creating an intimidating, hostile or offensive educational environment. Examples of harassment include conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact; display or circulation of written or

electronic materials, items, or pictures degrading to any gender, racial, ethnic, religious, age, disability, or other legally protected status; and verbal abuse or insults about or directed to any student, employee, other individual, or group thereof because of their relationship in any of the groups listed above.

Consent is foundational to living in a shared community. Consent is an active *process* of willingly and freely choosing to participate in an intimate or sexual activity with someone else and a shared responsibility for everyone engaging in the activity. Consent is a clear and unambiguous, informed, freely given, reversible, verbal *and* non-verbal, enthusiastic, affirmative statement or gesture that is specific to whatever act is to follow. “Clear and unambiguous” means that consent is affirmed with specific, mutually understandable words and actions. “Willingly and freely choosing” means that all parties feel able to make and voice *any* choice without being forced, intentionally misled, manipulated, or pressured physically or psychologically. “Reversible” means that consent is dynamic; it can be revoked by any person at any point. Consent creates an environment where what all individuals want is mutually meaningful, which means listening and understanding each person’s boundaries.

- Consent can never be assumed from silence. Silence is not consent. The absence of a “yes” never grants consent.
- A “yes” can be withdrawn and turn to a “no” at any time, and, if a “no” is given—by verbal expression or body language, the sexual activity needs to stop immediately.
- A person who is intoxicated, under the influence of substances, or unconscious cannot give consent. If a person in any one of these states previously granted consent, that previously articulated consent no longer applies.
- Consent can never be inferred from the way a person dresses, speaks, or acts, and past consent does not grant consent in the present. Agreement to engage in a particular type of sexual activity does not grant permission for any other types of sexual activity.
- A person who is pressured, coerced, or in fear is unable to give consent. Consent must be voluntarily given and is not valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear.
- Verbal consent should be expressed through mutually understandable, clear terms so that all parties explicitly understand the situation with no misconceptions.
- Non-verbal consent includes body language, tone, posture, and gestures and must reaffirm the consent that is verbally expressed. If the verbal and nonverbal consent communications do not agree with each other, all actions should stop and either communication about consent must take place—with clarity and free from pressure—or all activity should cease.
- All communication for consent should take place in person and not over technology; any consent given over technology must be affirmed and clarified in person. Any previous consent—over technology or in person—does not grant consent again.

Consent requires that all parties are actively communicating, asking questions, and being involved *with* one another, not simply being there for some act. It means each involved party is treated like a whole, separate person and not like a thing or someone to whom things are done. At the heart of consent is the idea that everyone has a right to their personal sovereignty.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s educational opportunity; (2) submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Sexual harassment can include any unwelcome verbal, written, or physical conduct that is directed at or related to a person's gender and which interferes with a person's educational environment. Examples include but are not limited to:

- Sexual gossip or personal comments of a sexual nature
- Sexually suggestive or foul language
- Sexual jokes
- Sexual photographing/recording without consent
- Spreading rumors or lies of a sexual nature about someone
- Demanding sexual favors
- Forcing sexual activity by threat of punishment or offer of educational reward
- Obscene or sexually suggestive gestures, sounds, or graffiti
- Displaying or sending of pornographic pictures, posters, cartoons or objects
- Offensive unwanted touching, pinching, grabbing, kissing, or hugging
- Restraining someone's movement in a sexual way
- Any unwanted sexual attention or contact

Dublin School considers it a violation of this policy for any member of the faculty, administration, or staff to make sexual advances or engage in sexual conduct with a student. Each employee must exercise their good judgment to avoid engaging in conduct that may reasonably be perceived by others as harassment. Any student or parent that is the subject of such conduct or is aware of it is strongly encouraged to report the conduct immediately to the Dean of Students or other trusted adult at the school.

Sexual Contact: Sexual contact means the intentional touching whether directly, through clothing, or otherwise, of a person's sexual or intimate parts (breasts, buttocks, and genitals), for the purpose of sexual arousal or gratification.

Racial, Color, and National Origin Harassment: Harassment on the basis of a person's actual or perceived race, color, or national origin includes but is not limited to the use of nicknames emphasizing racial stereotypes, racial slurs, and derogatory comments or conduct directed at an individual's manner of speaking, national customs, surname, ethnic characteristics, or language.

Religious Harassment: Harassment on the basis of a person's actual or perceived religion or creed includes but is not limited to the use of nicknames emphasizing religious stereotypes, religious slurs, and derogatory comments or conduct directed at an individual's religion, religious traditions, religious symbols, or religious clothing.

Sexual Orientation Harassment: Harassment on the basis of a person's actual or perceived sexual orientation includes but is not limited to name calling, using nicknames emphasizing sexual stereotypes, and imitating physical characteristics or mannerisms associated with a person's sexual orientation.

Disability Harassment: Harassment based on a person's actual or perceived physical and/or mental disability includes but is not limited to name calling, making derogatory references to the disabling condition, imitating manners of speech and/or movement associated with the disability, or interfering with access to or use of necessary adaptive equipment or aides.

<u>Student Response</u>

Dublin School seeks to achieve, through education, communication, and mediation, a welcoming and respectful school environment free of hostility, intimidation, harassment, sexual harassment, and discrimination. A student who has concerns should follow the guidelines described below.

Direct Communication. If you feel that you (or someone you know) has been the target of harassment or discrimination, or that someone is acting or speaking inappropriately and is making you (or someone you know) feel

uncomfortable and/or angry, it may be possible for you to approach the individual, expressing your concerns as honestly and directly as you can, and request an end to the conduct. In situations involving faculty or other individuals in authority or perceived threats to circumstances of education, it is advisable to seek advice before engaging in direct communication.

Seeking Advice. If you do not wish to communicate directly with the person whose behavior troubles you, or if direct communication does not work, you may consult your advisor, dorm faculty (if you are a boarding student) or any member of the Dean of Students Office for advice on next steps. If appropriate, a student may also request a copy of the Racism and Discrimination Support Plan.

Behavior Incident Report. If you wish to make an official report (including bias incidents, bullying, harassment, and teacher misconduct) you need to connect with a trusted adult on campus to complete an incident report.

Parent/Caregiver Response

Parents and caregivers wishing to report may connect with the Dean of Students Office or Dean of Faculty.

The School's Response

In the event that Dublin School receives a complaint of harassment or discrimination, or otherwise has reason to believe that harassment or discrimination may have occurred, it will take steps to ensure that the matter is promptly investigated and addressed. The School is committed to take action if it learns of potential harassment or discrimination, even if the aggrieved party does not wish to formally file a complaint. Care will be taken to protect the identity of the person with the complaint and of the accused party or parties except as may be reasonably necessary to successfully complete the investigation and take appropriate responsive action. If harassment or discrimination is found to have occurred, the School will take appropriate disciplinary and corrective action. The School also retains the authority to discipline or take corrective action for inappropriate conduct even if it does not meet the definition of unlawful discrimination or harassment.

Protection against retaliation or misuse of power. Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct. Retaliation may include behaviors such as being ostracized, having rumors or misinformation spread about the reporter, or the reporter being given extra cleaning or other onerous student life assignments, within the purview of student leaders to assign. A student may violate this anti-retaliation provision regardless of whether the original complaint turns out to be true or the retaliation was not intended to be harmful ("it was just a joke"). Retaliation is also a very serious violation of this policy and should be reported immediately to the Dean of Students or the student's advisor. Retaliation against any individual for reporting violations of this policy, for participating in the investigation, or for supporting a complaint will not be tolerated and will be subject to disciplinary action.

Discipline and Penalties. Any individual who violates this policy by engaging in the prohibited conduct—harassment, discrimination or retaliation—will be subject to appropriate disciplinary action.

Reporting Harassing Communications. All members of the School community are expected to abide by the Acceptable Use Policy for Technology. However, should any faculty member or student receive harassing communications of any kind, they should report it immediately to the Dean of Students or Head of School respectively.

Hazing

Dublin School does not permit hazing or related behavior among students. Hazing is defined as conduct or a method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person, regardless of consent of the individuals involved.

The overall purpose of this rule is to provide, in both a residential and day student environment, a measure of safety and civility upon which all members of the community can depend. Although specific behavior can be prohibited, a spirit of generosity and respect toward others cannot be legislated. It is a matter of experience, intention, and intuition. One of the goals of the School community is to encourage the development of good judgment and character in such matters, and students for the most part reflect these qualities. When they do not, the school must sometimes act to protect other students.

When individuals and groups step over a boundary and jeopardize the well-being of other students intentionally or unintentionally, they will be subject to disciplinary action. Although it is impossible to list all such activities, some examples will serve as a guide. Repeated harassment or ridicule, such as use of an offending nickname, is always inappropriate. Disparaging remarks about racial, sexual, religious, physical, or other characteristics are inappropriate, as are some of the activities that take place as part of an unofficial rite of student-to-student initiation.

Examples of such activities would include:
raiding students at night, using coercion or physical force against a student, blindfolding or covering another's eyes as part of such events, vandalizing or trashing a room, an organized "silent treatment," or requiring menial labor of other students. Any meeting of a dorm, team, or other group at which such hazing takes place is forbidden, and students must obtain permission from a faculty member before holding a dorm meeting. When in doubt, students should always ask a faculty member for assistance in determining whether a particular activity is permitted.

Students should be aware that, in addition to state laws regarding drug and alcohol use, theft, and other matters, the state of New Hampshire has enacted a law against student hazing. A copy of this law is available in the Dean of Students Office. The school is required by law to report certain offenses, including hazing, to state and local authorities.

Motor Vehicles
Boarding students may not have cars on campus. Day students with legitimate driver's licenses may drive to school and must park their cars in the designated day student parking lot. The school must have written permission from the day student's parents on file as well. Once they arrive on campus for the school day, Day students may not drive their vehicles until their final commitment for the day is complete, unless they have specific permission from an administrator. Failure to follow this procedure is a violation of a Fundamental Rule and may result in loss of driving privileges.

Day students are not allowed to ride in another student's car prior to leaving school at the end of the day, except under extenuating circumstances. Permission to ride in a day student vehicle may be granted by an administrator. Only those Day students with written parental permission on file with the Dean of Students are eligible to obtain permission to ride in student vehicles on a per-time basis.

New Hampshire motor vehicle law (RSA 263:14, 11c) states that, "During the first six months after issuance of the license, the holder of a youth operator's license shall not operate a motor vehicle with more than one passenger less than 25 years of age who is not a member of the holder's family unless accompanied by a licensed responsible adult who is at least 25 years of age."

Boarding students wishing to ride in a qualified day student's car must obtain permission from an administrator. Only those Seniors and Juniors with written parental permission on file with the Dean of Students are eligible to obtain permission to ride in day student vehicles, on a per-time basis.

Sexual Assault
Sexual assault is defined and considered as any unwanted, non-consensual sexual contact. To reiterate, "sexual contact" involves the intentional touching whether directly, through clothing, or otherwise, of a person's sexual or intimate parts (breasts, buttocks, and genitals), for the purpose of sexual arousal or gratification. Sexual contact between adults and students is never considered consensual, regardless of the age of the student involved, and is strictly prohibited by the school.

Guidelines for Reporting Sexual Harassment and/or Sexual Assault

Student safety is of the utmost importance. We want our students to feel supported, safe, and able to grow and thrive without coercive or harmful external threats. If a student wants to report sexual assault, harassment, or any form of sexual violence, we want to support that student. A student wishing to report sexual harassment or sexual assault should follow these guidelines:

- A student can report (share verbally or in writing) sexual harassment or assault to any faculty member, staff member, or administrator.
- The Sexual Violence Support Plan will be made available to the reporting student upon request through the Dean of Students Office.
- The adult to whom the student directly reported will then share the details of the report with the Dean of Students, the Adolescent Counselor, or the appropriate administrator.
- After a student reports sexual harassment or assault to a faculty member, staff member, or administrator, the student may decide to have a one-on-one meeting with the Dean of Students and/or the Adolescent Counselor, but if that meeting is not what the student needs, the student is not required to meet with them. In the event of a sexual harassment or assault report, we will support the student as best we can in their process of healing.
    - However, if the responding student or adult is on campus and/or in the reporting party's family and/or still present in the survivor's current environment, the school would ask follow-up questions so as to get more information with the goal of providing safety.

    - The student would be able to choose who is with them to talk if follow-up questions are required For example, if the Dean of Students needs to ask for more information, the student could elect to have an advisor, coach, teacher, the Adolescent Counselor, School Nurse, etc. present.
    - If in the event that the adult to whom the student directly reports shares ample enough information with the school for the school to move forward, the school would not ask the student to come in if that is not what the student wants.
- The school is committed to helping survivors continue to heal after any potential investigation has been concluded. The school understands that every victim of sexual abuse heals in their own way and at their own pace; the school believes that it is imperative to discern what further help survivors want and to address requests for restorative justice, restitution, and other forms of redress.
- The School urges students and parents/guardians not to make anonymous reports. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously, and disciplinary action will generally not be taken against an individual solely on the basis of an anonymous report. The school cannot promise absolute confidentiality to those reporting, as there may be a need to share information during an investigation or otherwise; however, the school will disclose such information with discretion, on a need-to-know basis.

FAQ Responses regarding sexual assault/harassment reporting:

- Follow-up counseling is recommended but not required after a student makes a report.
- If a reporting student was using substances when the assault occurred, even though substance use breaks fundamental school rules, supporting the student through recovery from the assault would be the school's priority. The substance abuse would be addressed at an appropriate time from a supportive and rehabilitative standpoint. In other words, the substance abuse would be addressed in a counseling or therapeutic way, not a disciplinary way.
- The school is mandated to share what is reported with DCYS (Division for Children, Youth, and Families in Child Protective Services) and potentially law enforcement.

Unauthorized Access/Keys

Students found in unauthorized areas of the School, are in violation of a Fundamental Rule of the School. This includes being in another student's room without their permission. Students found using or in possession of School keys that were not legally issued to them are also in violation of a Fundamental Rule.

Criminal Action & New Hampshire State Law

Any action or activity that could be deemed to be a crime under the laws of the State of New Hampshire, the laws of the jurisdiction where the activity took place, or the laws of the United States of America shall be a violation of a Fundamental Rule of the School. It shall not be necessary for the student to be convicted of a criminal offense for disciplinary action to be taken. *The Head of School shall deal with allegations of a criminal action on a case- by-case basis, and reserves the right to conduct fact finding and administer discipline, including dismissal, as deemed appropriate.*

Students of Dublin School are members of the larger communities of the town of Dublin and the State of New Hampshire and therefore are subject to all local, state, and federal laws. Students who are 17 or older are charged as adults. Certain New Hampshire State Laws are of particular concern to students and so we highlight some of them here. Violation of such laws may result in disciplinary action. We encourage parents to discuss these matters with their children.

Alcohol. According to NH RSA 179:10, it is against the law for any person under the age of 21 years to possess any alcoholic beverage, attempt to purchase alcoholic beverages, and/or falsely represent their age for the purpose of procuring an alcoholic beverage.

Child Abuse and Neglect Reporting. According to NH RSA 169-C:29, all professionals responsible for the care of children are required to report suspected abuse or neglect of children under the age of eighteen (18). We ask that families understand that a teacher or staff member is required to make a report to the Department of Children, Youth, and Families immediately when there is reasonable cause to believe that a student has suffered abuse or neglect, including sexual abuse.

Controlled Drug Act. This law (NH RSA 318-B:2) makes it unlawful for any person to manufacture, possess, have under their control, sell, purchase, prescribe, administer, or transport or possess with intent to sell, dispense, or compound any controlled drug, controlled drug analog, any preparation containing a controlled drug, or any drug represented to be a controlled drug or controlled drug analog. In addition, it is illegal to obtain or attempt to obtain a controlled drug through fraud, deceit, misrepresentation, subterfuge, or forgery or alteration of a prescription. The classification of controlled drugs under this act includes marijuana. Students are also reminded that though New Hampshire recently decriminalized the use and possession of small, personal use amounts of cannabis products, use and possession of marijuana is still prohibited on school grounds or during any school-sponsored activity.

Drug-Free Zone. The State of New Hampshire has adopted a Drug-Free Zone law (NH RSA 193-B:2), which is applicable to both public and private schools, including Dublin School. Under this law, any person who manufactures, sells, prescribes, administers, dispenses or possesses with the intent to sell, dispense or compound any controlled drug or its analog, in a Drug-Free Zone, will be subject to strict mandatory penalties, including imprisonment and fines. A Drug-Free Zone is defined as an area inclusive of property used for public and private school purposes and within 1,000 feet of such property, and within or immediately adjacent to school buses.

Pornography and Hate Materials. Students should be aware that they are subject to several state and federal laws concerning pornographic and hate materials, and that one particular New Hampshire State law (NH RSA 649-a) specifically prohibits the possession (including photographs, publications, electronic material, videos, and films) of any pornographic image that includes a person under the age of 18.

Safe School Zones Act (RSA 193-D). School employees who have witnessed or have information from the victim of an act of theft, destruction, or violence in a safe school zone must immediately report that act to a supervisor, who must immediately report it to local law enforcement. Reportable acts are as follows: Murder or manslaughter; First or second degree assault; Simple Assault; Aggravated felonious sexual assault, felonious sexual assault, or sexual assault; Kidnapping; Endangering the welfare of a child; Indecent exposure and lewdness for the purpose of sexual gratification or arousal; Prostitution and related offenses; Possession, distribution or manufacture of child sexual abuse images; Computer pornography; Prohibited uses of computer services related to online solicitation or enticement of a child; Obscene matter offenses related to a child; Criminal mischief ; Unlawful possession or sale of a firearm or other dangerous weapon; Arson; Burglary; Robbery; Theft (any theft in excess of $3250 will be reported to the police); Illegal possession or sale of a controlled drug; and Criminal Threatening.

Tobacco. New Hampshire State law (NH RSA 126-K:6) prohibits people under the age of 18 to possess, purchase, or use any tobacco products. This law also states that a person under the age of 18 may not misrepresent their age for the purpose of purchasing tobacco products including e-cigarettes or any vaping products.

DISCIPLINARY RESPONSE

Allegations of violation of Fundamental Rules are referred to the Dean of Students for consequences and/or referred to the Judicial Board. The Judicial Board is composed of two faculty members, four elected students, and the Dean of Students. The faculty advisor of the student in question will also be invited to the meeting. The Judicial Board will make recommendations to be delivered by the Dean of Students to the Head of School. After discussing the situation, the Head of School will either accept, alter, or reject the recommendation.

During a Judicial Board meeting, students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. A student must provide a factual statement and cooperate in the discipline process, , including participating in any investigation that the school deems necessary, which could include speaking with an external investigator retained by the school. Failure to cooperate may be cause for further disciplinary action. Once a disciplinary investigation has begun, a student and their family may decide to have the student withdraw from school and waive their right to appear before the Judicial Board.

Investigation Process

After a complaint has been brought to the attention of the school, an impartial, fact-finding investigation of the complaint is conducted by the Head of School or designee. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target, witnesses to the incident, the person or persons against whom the complaint was made, and any other parties who witnessed or may otherwise have information relevant to the alleged incident. The investigator(s) may consult with teachers, counseling staff, the parents/guardians of the student or students who reported or were subject of the conduct, and/or the parents/guardians of the student or students alleged to be responsible, or any other person whom the investigator(s) deem to have knowledge about, or circumstances surrounding, the complaint.

The school, in its sole discretion, may also deem it appropriate to use external investigators to review a complaint. In certain circumstances, the school may be obligated to report misconduct to external authorities, such as to law enforcement or the local child welfare agency. The school cooperates with external agencies and may postpone its own investigation into misconduct as appropriate.

The school neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct, or for cooperating in an investigation of such a complaint. Retaliation of any sort will not be tolerated. No adverse action will be taken against a student for making a good faith report. An individual who is found to have engaged in retaliation against a student for filing a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

False Complaints

All persons involved in an investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the School expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation may be subject to disciplinary action.

Consequences

The Judicial Board may recommend warning periods, suspensions (or combinations of these), dismissal, or other responses it deems appropriate, including, but not limited to: community service, counseling, research and essay writing, alcohol or drug assessment or testing, restitution, or whatever other disciplinary or responsive action the Head of School or designee may determine to be appropriate under the circumstances. Suspended students may be sent to an external suspension service at the School's discretion. The parents of these suspended students will be billed for this service.

A student may be placed on warning for one calendar year (or a period of time recommended by the Judicial Board) in regard to the rule that was violated. Warning indicates that a student will most probably be dismissed if they violate that same rule again or another Fundamental Rule during the period of warning.

The Judicial Board may recommend the dismissal of a student for a first violation of a Fundamental Rule if the circumstances warrant such action. Students found selling drugs or alcohol or procuring those substances for other students will most likely be dismissed for a first offense.

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The School reserves the right to refer a student to the Judicial Board for any other offense, or trend of inappropriate behavior, if the situation is deemed serious enough by the Dean of Students or the Head of School. Repeated violations of policies not designated as Fundamental Rules of the School will be construed as chronic misconduct.

Whenever a student is suspended for a violation of a Fundamental Rule, their parents or guardians may be asked to come to school to discuss the student's overall record.

The Head of School reserves the right to remove a student whose behavior, attitude, or influence is considered harmful to the community. Depending on the facts of the situation, the removal may be permanent or may be continued until the conclusion of an appropriate fact-finding procedure. The Head of School also reserves the right to dismiss a student for grave failure to maintain good standing in scholarship, effort, or conduct, without resort to the foregoing disciplinary procedures.

Any student who has been dismissed from Dublin School may not return to campus without specific permission from the Head of School. Similarly, while under Dublin School's supervision, current students may not sign out to visit with a student who has been dismissed.

TECHNOLOGY USE POLICY

Purpose and Scope

The *Dublin School Technology Use Policy* governs acceptable and unacceptable use of technology both personal and school owned. The policy applies to any device capable of connecting to a network/Internet and any on-campus data networks. Personal conduct rules apply at all times. This includes usage of technology while not on campus as long as a student is enrolled at the school.

Personal safety, digital security, and appropriate conduct are the chief goals of the Dublin School Acceptable Use Policy. The outlined policies try to guide the user to appropriate, responsible, ethical, and safe use of computers, telecommunications devices and any other related technologies in any situation.

This policy will be published online as part of the *Handbook for Students and Parents*. All users of technology at Dublin School must read and abide by the rules in this document before using any technology resources personal or school owned.

Due to the constant and ever-changing nature of technology, Dublin School reserves the right to change this policy at any time.

User Rights

All technology users will be granted free and equal access to as many technology services as Dublin School allows. The use of technology is a privilege - not a right - and inappropriate use can result in disciplinary action, which can include cancellation of technology use/access, confiscation of personal property, and separation from the school.

Users of technology owned by Dublin School should have no expectation of privacy. The School has the right to collect and review any materials stored on or passing through Dublin School-owned equipment. If evidence suggests that an individual may be violating the *Dublin School Technology Use Policy,* Dublin School staff have the right to immediately confiscate the individual's computers, or other technology devices, and to suspend accounts or services of that individual until such time that the appropriate persons can review the individual's actions.

User Safety and Security

For your safety and the safety of others, you should not disseminate personal information such as full name, address, telephone number, social security number, PII data, or any other information to unknown individuals that might allow another person to locate you. This includes but is not limited to blogs, chats, texting, emails, and websites such as facebook.com. A face-to-face meeting with someone "met" online is considered unsafe.

If someone is trying to contact you for illicit or suspicious activities, you must notify a faculty or a member of the school's administration immediately.

The Dublin School Computer staff has the right to and does monitor use of technology. Web connections are logged and filtered to prevent access to materials restricted by this document. Users may petition the Dublin School Computer staff to allow access to certain blocked sites.

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the computer staff immediately.

Commons Emails

The "Commons" email system is a community bulletin board meant for general announcements and to relay community-wide information

- Refrain from using the Commons to email specific groups; instead, use the group feature in Gmail and/or create your own distribution lists.
- Calling out specific groups or individuals publicly, either directly or indirectly, through Commons will not be allowed. If there is behavior or policy that needs further attention, please bring your concern to the Dean of Students, Dean of Faculty and/or another administrator so that a process for addressing your concerns can be identified.
- Use of the Commons is a privilege and misuse may result in loss of access or disciplinary action.

Dublin School Accounts

Student accounts including Active Directory, Microsoft Entra services including Office 365, and Gmail are available for use by students while enrolled at Dublin School and not in violation of the Technology Use Policy. Students who have been dismissed and/or are not enrolling for their next applicable school year must immediately cease using all school owned accounts. Access to these accounts will be terminated by the technology staff. Current policy is that students who graduate from Dublin School will retain their Dublin School Gmail account for up to 5 years post graduation. One year after graduation, the license will be turned into a Gmail only license.

Cell Phone Policy

In the 2026-2027 academic year, cellphone use will not be permitted on campus for all Dublin students during the academic day, from 8:25 a.m. to 3:20 p.m. During this time, students will be required to store their cellphones in their mailboxes adjacent to the Recital Hall. Students will receive their mailbox key on opening day. Cellphones cannot be stored in a student's pocket, book bag, or dormitory during the academic day.

Cell phones are not permitted in community spaces such as Morning Meeting, Community Dinners, Special Programming including orientation activities, INSPIRES, advisory events on or off campus.

Faculty and Staff who see a student using a phone during the academic day will take the phone and leave it with the Dean of Students' office to be picked up at the end of the day. Our response will first start with a conversation, and if it continues to be a pattern, here are the potential outcomes.

1st Offense:

The phone is held in the Dean's office until the end of the day. Parents/guardians are notified via email.

2nd Offense:

The phone is confiscated and held in the Dean's office until the end of the day. Parents/guardians are notified via phone call, and the student must check in their phone with the Dean for five consecutive school days.

3rd Offense:

The phone is confiscated and held until a parent/guardian picks it up. Parents/guardians are notified, and the student must check in their phone with the Dean for fifteen consecutive school days.

Beyond a 3rd Offense:

Further violations may result in a loss of privileges and a requirement to check in the phone with the Dean daily for a set period. Additional consequences may be applied at the school's discretion.

Students may not wear headphones/ earbuds during any school obligation (Morning Meeting, classes, afternoon activities, community dinners).

Noise-cancelling headphones may be worn in specific situations if a formal accommodation from a professional is on record, or by permission of the Dean of Students and Belonging.

Appropriate usage in athletic or extracurricular settings is defined and managed by the coach, advisor, or faculty member.

Acceptable Technology Uses

1. The primary use of technology and the Internet is to support the educational objectives of Dublin School. Any use that the Dublin School administration deems as supporting those objectives is acceptable.
2. Users accessing the Dublin School network, the Internet, email or other messaging telecommunications programs (IM, chat, blogging, texting, etc.) are representatives of Dublin School and should behave accordingly. Users who are unsure of what constitutes appropriate behavior should ask themselves, “Will my actions reflect well on myself and the Dublin School community?" For guidance users should look to *The Handbook for Students and Parents*.
3. All accounts are to be used only by the authorized owner of the account for the authorized purpose. Do not share your passwords or reuse a password from a different account.
4. Use of School computers is primarily for academic use. Students are expected to adhere to the specific guidelines that may be posted in each classroom or computer station.
5. Use of a computer or technology by students after lights out is allowed only with permission of the Dean of Students or dorm faculty on duty and must be academic in nature.
6. Game playing, watching movies, personal email use, Internet “surfing” are allowed on both school-owned or individually-owned equipment provided it is not done excessively and is done during free time after the academic day or sports, the free time after evening study hall, and on weekends. Use may be restricted in the residence halls by dorm faculty. These activities are only permitted in those areas which have not been restricted to academic use only. Only games and movies not restricted by *The Handbook for Student and Parents* are acceptable for student use.
7. Some games that require the Internet may be unintentionally restricted by the Dublin School firewall. Individuals may arrange a time, outside the academic day, with the Director of Technology, to see if it is possible to bypass the restrictions.
8. Individuals with laptop computers, desktop computers, phones, and tablets are permitted to connect these devices to the Dublin School network through designated school-owned wireless devices. Other devices may be permitted to connect to the network with permission of the Dean of Students or the Director of Technology. Devices may only be used on the network/SSID they are assigned to. Devices must be virus free, contain anti-virus software if possible, and must have all security updates applied. Computer screens/monitors must not be larger than 22”.
9. All software on personally owned devices must be properly licensed and be used in accordance with said license. When installing school-owned software, licensed for use on personally owned devices, the license must be surrendered within 3 months of leaving the school.
10. Individuals are responsible for and are strongly encouraged to back up school-related work to the cloud. The school provides free cloud storage upon activation of an account. Both Google Drive and Microsoft OneDrive are available. Using cloud storage will allow students to access their work from capable devices with internet access.
11. Printers are available for the printing of a single copy of academic materials only. Personal or non-school related printing must be done on a personal printer.

12. When allowed by a teacher, information gathered from the Internet for research projects may be used, as long as it is properly acknowledged using the MLA format used by the school.
13. Everyone will receive a Dublin School Gmail account, an Microsoft Entra account, and Dublin School network account that can be used for school-related activities. Individuals are required to regularly check their Dublin School Gmail (at least once a day during the academic year).

Unacceptable Technology Uses

1. Use of Dublin School Technology including computers, network, or Internet for commercial or for-profit purposes is strictly prohibited.
2. Violation of the User Safety section of this policy is not permitted.
3. Any actions deemed unacceptable by *The Handbook for Students and Parents* or any other School publication are also deemed unacceptable when these actions are being performed using the School's network and/or the Internet.
4. Posting pictures or videos of students, faculty, staff, or anyone connected to Dublin School is not allowed without the express written consent of everyone in the picture or video. Any postings that identify Dublin School by name, by description (using a statement like, "a small boarding school in southern New Hampshire"), by displaying the school's facilities or in any other way must be approved by a Dublin School administrator prior to posting.
5. Users shall not intentionally seek to obtain copies of data, delete data, modify data, intercept network traffic, or gather passwords belonging to or originating from other users.
6. Use of the network and other technology resources must not disrupt the use of these resources by others. This includes but is not limited to generating excessive network traffic.
7. Dublin School-owned equipment and resources shall not be destroyed, modified, disassembled or abused in any way. Unless authorized by the technology staff, repairs on school owned equipment should not be performed by the individual to whom the device has been assigned or by an outside party.
8. At no time should there be food, candy, or drink (other than water) in any of the computer areas.
9. Routine use of the network and Internet by students after lights off is prohibited without the permission of the Dean of Students AND the Director of Technology. This includes use of cellular data networks to access the Internet.
10. The unsupervised use of other networks including but not limited to wireless networks of faculty and the surrounding Dublin residents are strictly prohibited without the permission of the owner of the network, the Dean of Students AND the Director of Technology.
11. Use of a computer or other technology by students after lights off is prohibited without permission of the dorm faculty on duty. Permission can only be given for academic work. Dorm faculty, who have allowed a student to have "late lights" to complete work, may allow a student brief Internet access for the purpose of completing the work they have been given "late lights" for. These permission must be obtained on the night of use and cannot be routinely asked for.
12. **Use of personally owned Wi-Fi access points or cellular hotspots is prohibited.**
13. Software installed on Dublin School-owned equipment shall not be modified without permission from the technology staff. No software may be installed without permission of the technology staff. Any software installed on Dublin School-owned equipment must be compliant with that software's user license.
14. Development of or use of programs that harass other users or that are used to infiltrate, damage, or limit access to a computer, network, or any other type of technology is strictly prohibited.
15. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors using technology are strictly prohibited. This includes but is not limited to email, messaging services, and social media.
16. Use of the network to access, download, or process pornographic material, illegally distributed copyrighted material, or programs intended for the purpose of infiltrating, damaging, or limiting access to a computer, a

network, or a piece of software is strictly prohibited. "Sexting," or requesting, sending, or receiving any written message, audio file, or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity is prohibited. The law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the school may contact law enforcement should any student violate this policy.

17. Use of proxies and other technologies to circumvent firewall restrictions is strictly prohibited.
18. Possession of any pornographic material, including but not limited to movies, audio files, video clips, and pictures, is strictly prohibited.
19. Students may not be "friends" with, or otherwise directly connect to any school employee via online networks and services, or on any social networking site that is not used primarily for educational purposes. If a student is contacted by a school employee via non-school channels for non-educational purposes, the student should immediately notify the Dean of Students or other trusted adult
20. Transmission of any material that is in violation of local, state or federal laws is prohibited.
21. Use of file-sharing protocols, such as BitTorrent and Gnutella, for the downloading of materials restricted by this document and for the uploading of any materials is strictly prohibited.
22. **When appropriate, Dublin School may limit and monitor the use of technology in consultation with the Dean of Students Office, Academic Office, Learning Skills Department, Adolescent Counselor and or Director of the Health Services.**

ANNUAL NOTIFICATIONS

LEAD BASED PAINT INSPECTIONS

Dublin School inspects all of the above buildings on a yearly basis or as needed throughout the year. All persons living in the buildings below are encouraged to engage the Buildings and Grounds department if they suspect that there is damage to any painted surfaces. Buildings and Grounds will inspect and remedy any issues that may arise.

Lead-based paint has been identified at the following locations:

- Bungalow
- Corner House
- Gate House
- Hill House
- Little House
- Trowbridge House
- Tuttle House
- Valley House
- Village House
- Wing & Hollow

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

This will serve as annual notification to all members of the Dublin School community, as required by Federal and state law, under AHERA legislation, of the availability for public inspection of the School's asbestos management plan. The plan is kept in the School's Business Office and may be inspected by any member of our community upon request. To the School's knowledge the only remaining asbestos containing or presumed asbestos containing materials at Dublin School are vinyl or tile floor coverings in a number of the School's buildings. All of these areas have been covered by new floor coverings. The report states that the asbestos containing materials appear to be well managed and are in the same general condition as noted initially. The report further recommends that "implementation of an Observation and Maintenance program should be continued until all vinyl asbestos tiles have been moved and disposed of." The School welcomes questions from any member of the School community about any aspect of the School's asbestos program.

DUBLIN SCHOOL WATER SYSTEM

The Dublin School is a community water system regulated by the State of New Hampshire and the EPA. The system is operated by licensed personnel from the School. The School produces a Consumer Confidence Report each year describing the system and the water quality testing. This report is available for all to view through the Business Office and/or the Maintenance Department.

APPENDIX A

Dublin School Food Service, Dining Guidelines and Standards for Students, Staff, & Guests:

Here at Dublin School we enjoy mealtime service practices which allow each individual the freedom to choose their own foods from a wide variety of options (vs. the less intimate experience of having food served to each diner, cafeteria style, by a Dining Services staff member.)

In order for us to enjoy and maintain this tradition of dining at Dublin, persons eating in our facility need to be cognizant of a set of "Food Safety" guidelines and standards set forth by federal and state regulatory agencies. Your awareness and participation to these guidelines are requested, because while Dublin School's Dining Services staff maintains strict standards to ensure that the food being served is safe and free of risks, a safe food service environment is also dependent upon the diners' behavior.

<u>Safe service practices need to be engaged by everyone during meal service to minimize any risk of contamination and to meet State Standards-</u>

The guidelines detailed below help ensure that all members of our community, including outside guests and visitors have a dining experience that is enjoyable and safe.

- No hats or backpacks are allowed in the buffet room or dining areas.
  These items are unsanitary and backpacks present a physical danger.
- The use of cellphones in the buffet room is prohibited
  Regardless of the owner, these items are absolutely considered to be unsanitary.
- Use the service tools provided; if a service tool is or appears to be missing please alert a DS staff member
  Use of service tools (i.e. gloves/tongs/etc.) helps lower the risk of pathogen transference between individuals.
- No eating or drinking in the buffet/service areas
  Again, helps lower the risk of pathogen transference between individuals.
- For "Seconds", refills, etc., clean plates, bowls, cups (etc.) must be used

Thank you for your cooperation and participation, we look forward to cooking for you!

APPENDIX B

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

Calendar
Cloud Search
Drive and Docs
Gmail
Google Chat
Google Chrome Sync
Google Meet
Keep
Migrate
Sites
Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

YouTube
Gemini
Colab
Google Maps
Google Earth
News
Takeout

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at [include link to additional resources about permitted third party services].

[Note: If your school intends to add access to more Google Additional Services or third party services with a Google Workspace for Education account in the future, the school must notify parents and get consent for those applications as required.]

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Dublin School may provide Google with certain personal information about the student, including, for example, a name, email address, and password.When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.

direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.

apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.

- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

By enrolling your child at Dublin School you are providing consent for a Gmail account to be provided/created for your student. Any questions or concerns should be directed to the IT department at computerhelp@dublinschool.org.