Updated 9.29.26



The Griffin Guide

Pomfret School's Student Handbook

WELCOME

In this living, working, and playing environment, we are challenged to achieve, to the best of our abilities, as a community of students and adults who respect and care about one another. The guidelines and information contained in the following pages help us meet this challenge and make this a happy, healthy, productive, and safe community. Please make sure that you understand the following expectations so that the decisions you make are well-informed.

Students and parents should be advised that a document such as this one is always in revision. Changes in policies, rules, and procedures that go into effect during the course of the academic year, as deemed necessary by the faculty or the Head of School, will be announced in a school meeting, shared electronically, and posted accordingly.

ABOUT POMFRET

HISTORY

William E. Peck, a former faculty member of St. Mark's School, purchased the Ben Grosvenor Inn and founded Pomfret School in 1894, opening his new school in the fall of that year with 42 boys and six teachers. Mr. Peck built the school on the principles of challenging scholarship, rigorous athletics, and the sane application of religion to life. The essence of Mr. Peck's principles has survived the passing of generations of Pomfret students and faculty.

POMFRET'S MISSION

Pomfret School empowers students to pursue lives of meaning and purpose.

POMFRET VISION

To inspire the next generation of change makers and problem solvers.

PORTRAIT OF THE GRADUATE

- Learns with curiosity and integrity
- Engages inclusively with the community
- Communicates purposefully
- Navigates challenges strategically
- Creates authentically
- Leads and collaborates with humility
- Cultivates habits of wellbeing

DIVERSITY STATEMENT

At Pomfret, we value the rich diversity of experiences, perspectives, and identities that strengthen our community. Diversity encompasses the many characteristics that shape who we are and how we experience the world. These include, but are not limited to, race, ethnicity, culture, nationality, socioeconomic status, language, gender identity and expression, sexual orientation, religion, age, ability, neurodiversity, family structure, and lived experiences.

We recognize that individuals navigate society with varying levels of access, opportunity, and privilege. By fostering a community where diverse perspectives are welcomed, respected, and engaged, we create an environment that promotes belonging, empathy, critical thinking, and personal growth.

Research consistently demonstrates that educational excellence and diverse learning environments are mutually reinforcing. Students who learn in communities enriched by a broad range of backgrounds and viewpoints develop stronger intellectual curiosity, problem-solving skills, cultural competence, and the ability to collaborate effectively across differences. These experiences prepare students to lead and contribute meaningfully in an increasingly interconnected world.

We strive to ensure that every member of our community feels seen, valued, respected, and empowered to contribute fully to school life.

VALUES STATEMENT

Our values embody the patterns of thought and behavior we care about most. They are the unseen influences behind our decisions, the internal motivation behind our actions. Representing our essence and our aspirations, they reflect who and what we strive to be each and every day.

COMMUNITY

- We care for ourselves, the people around us, and the community in which we live.
- We come together to better address challenges and learn from each other.
- We champion diversity, equity, and inclusion, seeking to understand and be understood.

GROWTH

- We thrive on creativity, innovation, and change.
- We inspire others with our engagement, determination, and optimism.
- We take calculated risks and rebound from failure with renewed energy.

INTEGRITY

- We treat people with respect and compassion.
- We speak and act with sincerity, honesty, and civility.
- We dare to hold ourselves and others accountable to the values of Pomfret School.

STANDARDS OF BEHAVIOR

The standards of behavior apply to all members of the Pomfret School community and are intended to guide our interactions with one another.

All members of the community are expected to know and uphold Pomfret's values and guiding principles and to aspire to follow them in word and deed.

As such, all members of the community will:
Always model appropriate behavior and promote a culture which respects the dignity and individuality of each member of the community

- Establish and maintain healthy relationships in a school environment
- Respect the privacy and property of others
- Be alert to the imbalance of power that exists in relationships and use their roles constructively. Always avoid intimidation and abuse of authority, and the unintended impact of your behavior.
- Support a safe school environment by living, working, and playing in a manner consistent with the mission of the School and which reflects well on the School
- Safeguard confidential and private information unless sharing it is required by law or needed to protect the physical or mental health of another community member
- Recognize the need to refer community members in need of counseling or other health services or attention to the appropriate professional
- Support an inclusive community, which does not tolerate discrimination, harassment, sexual misconduct, bias, bullying, threats, or intimidation
- Maintain the highest standards of integrity and honesty
- Observe safe and responsible behavior and report behavior contrary to this principle
- Demonstrate compassion and service to others within and outside of our community

Compliance with the Standards of Behavior and the expectations and policies contained in this Student Handbook is a condition of enrollment for students and a condition of employment for the faculty and staff of Pomfret School. Individuals who fail to comply with these Standards of Behavior shall be subject to discipline up to and including separation from Pomfret.

It is the duty of every member of the Pomfret School community to report any and all instances of suspected violation of these Standards of Behavior. Such reports should be promptly made.

- Reports of bias, intimidation, and/or bullying should be shared with the Dean of Students and the Dean of DEI. Students may file a formal report using the Incident of Bias form. Employees can also file an Incident of Bias report using this form.
- Reports of abuse, sexual misconduct, and harassment should be relayed to the Conduct and Compliance Team (CCT), verbally or in writing (see below). Employees are required to relay

information about conduct or concerns they suspect to be inappropriate and/or harmful. Employees need not confirm suspicions to meet this reporting requirement.

- Reports or complaints made to the Dean of Students, the Dean of DEI, or the CCT will usually, but not always, be investigated. It is the duty of all members of the community to cooperate with any investigation. Although confidentiality cannot be guaranteed, every effort will be made to protect the privacy of those involved and limit the sharing of information to those who have a need to know. The Head of School has ultimate discretion to deviate from any rule or policy described in this Handbook.

CONDUCT AND COMPLIANCE TEAM (CCT)

Through education and intervention, Pomfret School makes every effort to achieve a learning, teaching, and living environment that is free from abuse, bullying, harassment, hazing, or discrimination. The School uses its Conduct and Compliance Team (CCT) to ensure the safety of all members of the community, including students and employees.

The CCT members are appointed by the Associate Head of School. The team consists of at least seven school employees representing staff, teaching faculty, and administration. The CCT conducts interviews and assesses situations that are, or may be, violations of the safety or rights of other members of the school community. Given the nature of this work, the CCT often works in conjunction with the Office of Community and Belonging, Pomfret's counseling team, and other arms of the School to ensure a positive and just outcome. Team members are trained to receive reports of violations of said behaviors, to conduct investigations into such complaints, and to retain records to ensure that all matters are responded to consistently and fairly.

The CCT may refer investigations to an external investigator. The most serious reports of student conduct, such as allegations of sexual misconduct, are handled by the CCT, unless the Head of School determines otherwise.

The CCT makes recommendations for action to the Head of School based on its findings. Recommendations may involve discipline or remediation. The CCT is also responsible for making reports to State authorities, in accordance with mandated reporting statutes, whenever necessary.

A student subject to a CCT process will be informed of the facts and circumstances of the report under consideration and given the opportunity to respond. However, the CCT does not conduct live hearings. Attorneys and parents are not permitted in the CCT process. The CCT makes determinations based on a preponderance of evidence standard.

2026-27 CCT Members:

- Don Gibbs, Associate Head of School - Chair
- Charlotte McMahon, Dean of Students & Arts Teacher
- Fannie Deary, Director of Counseling
- Katie Forrestal, Form Dean & English Teacher
- Mary Georgis, History & Social Sciences Teacher
- Meghan Rosenfeld, Director of Human Resources
- Pat Boyd, Associate Dean of Students, History & Social Sciences Teacher
- Steve VanHoesen, Director of Residential Life & Science Teacher

RETALIATION POLICY

Retaliation is any form of intimidation, reprisal, or harassment directed against a student or adult who reports or provides information about any violation of School rules, including reports of discrimination, harassment, or bullying, shares information during an investigation of such behavior, or witnesses or has reliable information about such behavior. Pomfret School's retaliation policy also protects those students who use Safe Haven or provide information to the Dean of Students Office regarding student conduct. Retaliation against any individual for reporting violations of school policy, whether by the object of the complaint or someone else, will not be tolerated and will be subject to the same strict discipline as harassment, discrimination, hazing, or bullying itself.

Each retaliatory offense will be investigated and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses, will also be protected from retaliation under this policy.

Community members are expected to maintain the highest standards of integrity and honesty. As such, student reports are taken in good faith and rigorously investigated. However, students who knowingly make false accusations will be subject to disciplinary sanction for violating Pomfret's code of conduct.

SYSTEMS OF STUDENT SUPPORT

ADVISING

Pomfret School is committed to supporting the academic, social, and personal growth of every student, and the advising program is central to that mission. Every student is paired with a faculty advisor, and advisory groups are intentionally small — typically five to six students — to foster meaningful relationships, individualized guidance, and a strong sense of belonging. Guided by the School's core values of **growth, integrity, and community**, advisors serve as trusted mentors who help students navigate both the opportunities and challenges of life on the Hilltop.

Advisors build enduring partnerships with students and their families. Before the school year begins—or shortly thereafter—they connect with families to introduce themselves, establish expectations, and open lines of communication. Throughout the year, advisors serve as each family's primary point of contact, providing consistent guidance, advocating for students, and helping families stay informed.

Students meet formally with their advisors each week, with many connecting several additional times as needed. Advisors work closely with the Dean of Academics on course planning, consult with parents and guardians regarding off-campus permissions, and support students across all aspects of school life. Overseen by the Dean of Students, the advising program is designed to ensure that every student is known, supported, challenged, and encouraged to thrive throughout their time at Pomfret.

LEARNING SUPPORT

The Collaborative Learning Center (CLC) is a terrific academic resource for all Pomfret students. Staffed by dedicated academic support and learning specialists, the CLC offers academic services to all students and specialized support to those students with diagnosed learning challenges and educational plans.

The Director of Learning Support is available to all Pomfret students and coordinates support services for those students seeking to develop and enhance strategies for academic success. The Director of Learning Support oversees the School's tutoring program, and also works with students and families to put in place educational plans that provide reasonable and appropriate accommodations for students with documented learning differences, including possible admission to the EDGE Program for specialized support. The Testing Coordinator, a member of the CLC and College Counseling teams, also works with families to help students apply for accommodations on standardized tests (SAT and ACT). Families are responsible for initiating the application process for testing accommodations.

See Academic Support Services for more information on specific programming.

STUDENT SUPPORT TEAM

The Student Support Team, SST, is a group of administrators from Pomfret School's health, wellness, academic, and student life departments. The team meets regularly to discuss student issues, academic success, and to construct strategies and systems for student support. The SST is mentioned throughout the Griffin Guide when discussing patterns of attendance, Safe Haven protocols, planning for academic transitions, and discussing interventions for student success.

SAFE HAVEN

Pomfret's Safe Haven protocol reflects the School's commitment to student health and safety by providing a non-disciplinary pathway for students to seek help for alcohol or substance-related concerns. Students may invoke Safe Haven for themselves or on behalf of a peer when a student's well-being is at risk, provided the request is made before the School has discovered the violation or initiated an investigation. Safe Haven encourages students to prioritize health and safety by seeking support without fear of disciplinary consequences. For additional information, please see the detailed Safe Haven Policy in the Community Expectations section of the Griffin Guide.

COLLEGE COUNSELING PROGRAM

Introduction/Mission

The college counseling process at Pomfret is personal, thoughtful, and collaborative. The program's mission is to help each student identify a post-secondary path that reflects their strengths, aspirations, and goals for continued academic and personal growth. Pomfret's college counseling team is passionate about this work and committed to partnering with students and families throughout the process. Success requires active engagement from students, including thoughtful reflection, honest communication, and follow-through. While the formal college counseling process begins primarily in the junior year, counselors are available to support students and families in every grade as they explore possibilities and prepare for the future.

Expectations of Students

The college process is most successful when students take ownership of their preparation, engage thoughtfully, and approach each step with honesty and purpose. Partnership with their designated counselor, family, and the counseling team is essential to a joyful process and positive, aligned outcome.

Students are expected to:

- **Prioritize academic engagement.** Maintain an appropriately rigorous course load, including five core academic courses each term in English, mathematics, history, world language, and science, and make the most of Pomfret's academic, experiential, athletic, and extracurricular opportunities. These experiences contribute to personal growth and help students identify and articulate their interests and strengths.

- **Build meaningful relationships with faculty.** Engage actively in the classroom, seek feedback and support when needed, and develop strong connections with teachers. By the end of junior year, students should request a letter of recommendation from at least one teacher who knows them well.
- **Prepare early for the application process.** Students are strongly encouraged to complete a working draft of the Common Application, including a first draft of the personal statement, during the summer before senior year. This preparation allows the fall term to be focused on refining applications, developing supplemental materials, and meeting early application deadlines.
    - Students who do not complete these materials over the summer will receive structured support from College Counseling during Opening Days and the beginning of the fall term.
- **Take ownership of the process.** Ask thoughtful questions, reflect on academic interests and personal goals, and actively participate in conversations with counselors and advisors. Students should consider questions such as, "How do I learn best?" and "What environments will allow me to thrive?"
- **Engage authentically.** Participate in activities, clubs, teams, and service opportunities because they are meaningful and contribute to personal growth. Colleges value authenticity, and students' applications should reflect their genuine experiences, interests, and aspirations.
- **Represent Pomfret and yourself with integrity.** Remain committed to School responsibilities while on campus; outside appointments, including meetings with external college advisors, should not conflict with Pomfret commitments. Use artificial intelligence tools in accordance with the expectations of the Academic Office and the School's values, ensuring that all application materials accurately reflect the student's own voice and experiences.

Grade-level Approach

At Pomfret, college counseling begins with intentional programming and guidance from the earliest years and builds toward a highly personalized, supportive experience by senior year. Throughout a student's time on the Hilltop, the college counseling program provides opportunities to reflect, explore possibilities, and prepare for the transition beyond Pomfret.

For students in all grades, college-related programming is offered during Family Weekend each October, including the Carey Speaker and a mini college fair. In the spring, Pomfret hosts a college fair in the Lewis Gymnasium, bringing 85–100 college representatives to campus to engage with students.

- **III Form:** The freshman year is intentionally focused on transition and foundation-building. Rather than beginning the formal college search process, freshmen are encouraged to become immersed in the Pomfret community, develop strong academic habits, explore interests, and build meaningful relationships with faculty advisors.
- **IV Form:** Sophomores begin to engage more directly with the college process. Students take the PSAT in October and participate in a college visit with the college counseling team in April. These experiences

introduce students to the landscape of higher education, encourage thoughtful reflection about personal goals and values, and help students begin considering what they seek in a college environment.

- **V Form:** The formal college counseling process begins during junior year. Parents receive monthly newsletters to remain informed and engaged. The college counseling team meets with the class twice in the fall, and students are strongly encouraged to begin standardized testing with the ACT and/or SAT in December. Counselor-student assignments are announced in December after students complete their introductory surveys, and individual meetings begin in January. During these conversations, counselors address academic planning, college exploration, testing strategies, and other components of the admission process. Students head into the summer with a list of colleges to explore and specific summer tasks to get ready for the busy fall application season.
- **VI Form:** Senior year is a focused period of application preparation and decision-making. College counselors work with students over the summer to review application materials and support the development of thoughtful, authentic applications. Individual meetings continue throughout the year as students finalize applications, make decisions, and navigate the transition beyond Pomfret. Seniors are expected to maintain the academic rigor of their programs and remain fully engaged in their coursework, while families continue to receive monthly newsletters and updates from the college counseling office.

Standardized Testing

All sophomores take the Preliminary SAT/National Merit Scholarship Qualifying Test (NMSQT) in October. Juniors are *strongly* encouraged to take it, even if they have previously taken the PSAT. The School registers students for the PSAT; PSAT results are not shared with colleges.

Created by the College Board, the SAT is an entrance exam used by colleges and universities to help make admissions decisions. The SAT exam is offered nationally every year in August, September, October, November, December, March, May, and June. We expect each year to serve as a test site on the September, October, November, December, and May dates. Our test center code is 07495, and our CEEB Code is 070615.

The ACT® is another popular entrance exam accepted by U.S. universities and colleges. The ACT is offered nationally every September, October, December, February, April, June, and July. We expect to serve as a test site on the September, December, and April dates. Our test center code is 217860.

Students register themselves for the ACT and/or SAT.

Students needing to prove English proficiency for college have the option of taking the TOEFL, the IELTS, and/or the Duolingo English Test.

Test Prep

- Method Learning self-paced courses for the ACT and SAT, paid for by the School
- Schoolhouse for SAT (free)
- Official ACT Self-Paced Course ($179)

- Official ACT Live Online Class ($649)
- In-person prep classes ($625 each in 2026) held on Sundays on our campus through Summit Educational Group
    - The ACT course prepares students for the April test
    - The SAT course prepares students for the May test
- Private tutoring

Reporting to Colleges:

Pomfret School adheres to the ethical standards established by the National Association for College Admission Counseling (NACAC), which emphasize honesty, transparency, and integrity throughout the college admission process. In accordance with these standards, Pomfret counselors are obligated to report to colleges significant changes in a student's academic status, qualifications, or enrollment status.

Disciplinary Events: Pomfret expects students to respond fully and honestly to any questions regarding their disciplinary history as part of the college admission process. While Pomfret does not routinely report disciplinary matters, the School must disclose any change in a student's enrollment status. In cases of dismissal or withdrawal, Pomfret will notify colleges to which the student has applied within ten calendar days of the official change in enrollment status.

Change in Academic Program: Students must accurately represent their academic program throughout the admission process and report any significant changes to the coursework submitted to colleges. Because colleges consider course rigor and a student's academic schedule in their decisions, changes such as dropping a reported course or moving to a less rigorous level (e.g., from Advanced to college-preparatory) must be disclosed. Pomfret counselors are ethically required to notify colleges of these changes and will actively assist students to meet this reporting obligation.

Pomfret cares deeply about its students and takes pride in knowing them well. The college counseling team brings extensive experience to its work and is committed to guiding students thoughtfully and effectively through the college process. Along the way, Pomfret students engage directly with college admission representatives and leaders in higher education, gaining valuable perspective and insight. Students are admitted to a wide range of excellent colleges, thrive once enrolled, and continue to grow in ways that make the Pomfret community proud. College acceptance is an exciting milestone, but it is only the beginning of the next chapter.

Additional College Counseling resources can be found on the School's website and in the Knowledge Base resources for the College Counseling department.

ACADEMIC PROGRAM AND POLICIES

THE ACADEMIC ETHOS OF POMFRET SCHOOL

Pomfret School exists to educate and empower young people of promise so they are prepared to pursue lives of purpose and meaning within and beyond their formal schooling. To that end, our academic policies are rooted in a deep understanding of adolescent learning and are intended to help cultivate intrinsic motivation for learning. The academic program is one component of a diverse curriculum that stresses challenge, collaboration, leadership, creativity, and exploration.

The Academic Program targets the outcomes espoused by Pomfret's Portrait of the Graduate. Those expectations form Pomfret's promise to its students; in return, we expect the following from our students:

- A positive attendance record and a commitment to full engagement and participation in each class, activity, and program;
- Timely work products that meet assignment expectations, reflect best effort, and adhere to standards of academic integrity;
- A respectful and courteous attitude, honest and thoughtful exchanges with teachers and peers, and a willingness to learn and lead in Pomfret's classrooms, programs, and teams.

GRADUATION AND COURSE LOAD REQUIREMENTS

Graduation Requirements: Described for incoming third formers (9th grade students):

- Four years of English, through all three terms of the VI Form year.
- Three years of mathematics, through Integrated Math III / Algebra II and through the junior year
- Three years of history, including Humanities I: Global Studies, Humanities II: American Studies, and the equivalent of one full year of history in the junior / senior years
- Two years of laboratory science: physics, chemistry, biology, Lab Science By Design, or Engineering: Design and Analysis. Students must complete the equivalent of one full year of science during their junior / senior years
- Through level three of a world language
- Seven terms of art classes
- Two terms of wellbeing (one term of Foundations of Health & Wellness and one additional course)
- Four years of Project: Pomfret

A more detailed breakdown of graduation requirements by incoming form is available in the Curriculum Guide and the Pomfret School website.

Seniors must pass ALL yearlong courses and earn passing grades in ALL courses in the spring term of the senior year in order to be considered for graduation.

Qualifying for a Diploma: Earning a diploma from Pomfret School involves more than completing an academic course of study. To qualify for a diploma, students must meet all of the academic prerequisites outlined in the Griffin Guide — including success during Project: Pomfret and QUEST programming, must be in good financial standing with the School, and must adhere to all school rules up to the moment diplomas are awarded. It is a long-standing tradition and graduation requirement that seniors and postgraduates give a Senior Chapel Talk in Clark Chapel.

One-Year International Students and Commencement: Aside from one-year seniors and post graduates, an international student who attends Pomfret for only one year may seek permission to return to campus and participate in commencement with their graduating class. One-year students wishing to participate must request permission from the Head of School by April 15 of the year of the graduation exercises. A one-year student will not receive a Pomfret School diploma but will instead receive an official certificate honoring their year at Pomfret.

A one-year international student will be granted full status as an alumnus or alumna of Pomfret School. A one-year international student who attends Pomfret in the freshman, sophomore, or junior year need not participate in commencement exercises to be considered a full-fledged member of their graduating class.

ACADEMIC GUIDANCE AND COURSE SELECTION

Course Planning and Selection: During the spring term, students work with their advisors to choose appropriately challenging courses that reflect their academic strengths, interests, and long-term goals. Course selection follows departmental recommendations made for the subsequent year. Students who wish to request a change to a recommendation may submit a petition form through the Academic Office.

Students and advisors are encouraged to develop a multi-year academic plan that supports graduation requirements as well as each student's evolving aspirations. During spring registration, students request yearlong and fall-term courses, while winter and spring electives are selected on a term-by-term basis.

Throughout the planning process, students should consider graduation requirements, consult with their parents or guardians, and, for juniors and seniors, work closely with the College Counseling Office to ensure course selections support postsecondary goals. For students new to Pomfret, the Dean of Academics and Registrar collaborate with families to develop an appropriate schedule. Preliminary schedules are available to students and families by mid-July and may be adjusted as needed.

Pomfret School does not accept requests for specific teachers in multi-section courses, and placement in honors and advanced courses is by departmental recommendation. Please direct questions about course placement to the appropriate Department Head and the Dean of Academics.

Course Changes: Pomfret School encourages students to explore our rich elective program and seek an appropriate level of challenge. At times, students will need to make changes to their course of study. The following policies are in place to help students navigate this process:

- **Add-Drop Period:** The Add-Drop period provides students an opportunity to explore academic options and adjust their schedules as needed. **Add-Drop extends until each class has met three times.** During this period, students may request schedule changes through the Dean of Academics or Registrar. Students, advisors, and families are encouraged to communicate closely during this time to evaluate course placement, consider appropriate levels of challenge and support, share updates, and ensure that graduation requirements will be met. Students enrolled in the EDGE program may also adjust their level of support (full-period or half-period 1:1 sessions) and receive reimbursement for CLC program costs only during the Add-Drop period.
- **After Add-Drop:** Once the Add-Drop period closes, student-initiated course changes are no longer permitted. Changes deemed necessary to address a student's academic performance, support needs, or achieve an appropriate level of challenge are initiated by teachers and require approval from the advisor, classroom teacher, and Dean of Academics. Requests made after the midterm are rarely granted. EDGE program reimbursement is not available after the Add-Drop period.

Level Changes: We aim to place students in classes that offer the right balance of challenge and support. To this end, changes in course leveling may take place beyond the Add-Drop period based on performance and with guidance from teachers and academic departments. Ideally, level adjustments are made before the midterm.

Course Changes and the Pomfret Transcript: Section and course changes made before the end of the fall term are not recorded on the transcript. Course or section changes made after the fall term (when the first official grade is issued) will remain on the transcript.

Honors and Advanced Courses: Pomfret offers a wide range of honors and advanced courses designed to provide additional academic challenge. Advanced courses are Pomfret's most rigorous and demanding offerings; they are college-level courses typically taken after a student's initial exposure to the subject. Honors courses are accelerated versions of first-year courses in a discipline. Enrollment in honors and advanced offerings is limited and access is based on prior performance, a student's readiness for accelerated work, and department recommendation. Placement in honors and advanced courses represents a significant academic commitment.

Teachers regularly review student progress and may recommend or require withdrawal if a student is not demonstrating the preparation, engagement, or work ethic necessary for success. Students may not withdraw from an advanced course after the fall midterm without administrative approval, and withdrawals after the winter term begins are extremely rare. In such cases, the School will notify any colleges that have received a transcript of changes to the student's academic program.

ADDITIONAL ACADEMIC OPPORTUNITIES

Independent Study and Online Learning: Fifth and Sixth Form students may pursue an independent study as an elective course with approval from the academic office. Independent studies generally reflect a student's desire to explore a subject that is outside the Pomfret curriculum. Proposals must be submitted prior to the start of the trimester. The academic office will set deadlines and release application information about independent studies in the final weeks of each term. Independent studies are mentored by Pomfret faculty and grades are determined through a self-assessment of progress toward learning outcomes, which is reviewed and approved by the mentor teacher. Grades for all independent study courses appear on the Pomfret School transcript.

Students who wish to pursue online coursework are subject to the same requirements as all other independent study proposals. Such experiences must be offerings distinct from any course taught at the School. If approved as an independent study, Pomfret will issue grades and comments that describe the student's performance, and the course will appear on the Pomfret transcript as an independent study. If a transcript is issued by the coursework provider, that transcript may also become part of the student's academic record.

Students and their families are responsible for assuming any costs associated with independent study work.

External Programs:

- With prior approval from the Dean of Academics, students may participate in academic programs away from Pomfret School's campus, during the academic year, for a term or more, or during school breaks. Successful external academic work will be reviewed by the academic office and, if approved, a transcript provided by the external program will be included with the student's Pomfret School academic record to document their academic work outside of Pomfret School.
- For full-year programs (e.g., School Year Abroad or AFS) and for trimester or season projects/programs (e.g., Maine Coast Semester or The Mountain School), students also must contact the Dean of Enrollment Management for tuition policies that govern a student's time away. Typically, term-length global experiences result in full tuition payment to Pomfret and payment to the accredited, off-campus program.

Summer Work: The School does not award credit for summer courses offered by other institutions, whether required or for enrichment. However, students may use accredited summer courses to advance in a particular course of study or course level (e.g., jumping from Algebra II to Calculus by successfully mastering Precalculus over the summer), and students can include transcripts from other academic programs in their college application process. The Dean of Academics and the Department Head must approve all petitions for accelerated course placement based on summer study. Students must also achieve a grade of B- or better to be eligible to advance a level.

Experiential Learning: Pomfret's experiential learning program offers students the opportunity to travel in the United States and abroad during their time at Pomfret. In doing so, students gain valuable insight into different cultures, languages, and viewpoints. Students return transformed by their experience and excited to share what they have learned with others.

In addition to yearlong courses that offer a travel component, Pomfret offers several unique summer experiential travel programs. These courses are created by Pomfret faculty for Pomfret students. Students who successfully complete an experiential learning course earn a one-term course credit and earn a letter grade. Further, a number of the programs are listed as curricular offerings linked to specific Certificate Program domains.

As part of the current Strategic Plan, Pomfret School has made experiential learning and travel programs accessible to all of our students. To that end, the School now offers financial assistance for students who face a financial barrier to participation. **Priority is given to first-time applicants.** The School will also prioritize the funding of yearlong programs over our summer programs. Decisions are based on the family's ability to pay for the specific ExEd program. Financial awards range from a partial reduction of the travel fee to full assistance.

ADVANCED PLACEMENT EXAMS

Pomfret School has not offered AP classes since 2016, a decision made with strong support from college admission deans and directors across the country. The Advanced-level Courses we offer are focused on balancing skills with content mastery, providing opportunities to dive deeply into key course material, and assessing student progress in a wide variety of ways.

In recent years, we have seen an uptick in students enrolling in supplementary online AP courses, to the detriment of their Pomfret classes, sleep habits, and overall well-being. We strongly urge students to focus on performing well in their Pomfret School coursework rather than taking on additional classes outside of our curriculum.

We understand that, in a limited set of circumstances, particular students may benefit from taking AP exams for which they are well prepared. For this reason, Pomfret hosts the following AP exams on campus in May, which we believe are best aligned with our curriculum and the coursework available to students.

- Biology
- Chinese Language and Culture
- Calculus AB
- Calculus BC
- Chemistry
- Environmental Science
- French Language and Culture
- Latin
- Psychology
- Spanish Language and Culture
- Statistics
- English Language & Composition
- English Literature & Composition
- Physics 1: Algebra-Based
- Physics C: Mechanics

Please note that students may still need to do additional AP test preparation, as no part of Pomfret's curriculum is specifically designed to prepare students for AP exams. If a student chooses to take an AP exam at another institution, they are responsible for arranging and paying for transportation to and from the exam. It is also important that the student informs our testing coordinator of their intentions during the registration process.

Students are expected to adhere to the following protocols with regard to AP exams:

- Students planning to take an AP exam must attend an informational meeting in September with the academic and college counseling offices. Students must demonstrate that they have consulted with the appropriate teacher as to what additional preparation is required to adequately prepare.
- No Third Former may register for an AP exam.

- Students are excused only from classes that directly overlap with their AP exam time. They must attend all other classes and commitments once their exam concludes, even if they are late to that commitment.
- If a student wants to request an extension for an in-class assessment scheduled on the same day as an AP exam (but not during the exam time), they must request an extension from their teacher at least one week prior to the exam. Otherwise, the student is expected to take scheduled assessments alongside their peers.
- If an in-class assessment is scheduled during the AP exam testing time, students must arrange an alternative time with their teacher.
- Students are not exempt from Pomfret's expectations while preparing for AP exams. All external commitments, such as tutoring or online classes, must be scheduled to avoid conflicts with the regular Pomfret schedule.

GENERAL ACADEMIC POLICIES

Syllabi: At the beginning of each course (term or yearlong offering), teachers will post to Canvas a syllabus that outlines the core aspects of that class: the major units of study and the anticipated learning outcomes; the skills targeted and practiced; the assessment strategies employed by the teacher; and the general expectations, necessary resources, and grading policies.

Homework Policy: Homework is designed and assigned to practice skills, extend work, and deepen understanding from a previous class or to prepare for the next class meeting. Assessed work products, such as laboratory reports and essays, are also a component of homework.

Students can expect about 45 minutes of homework per class meeting in regular-level classes, and up to an hour for honors and advanced classes. Teachers should regularly solicit feedback to determine if the estimated time commitment for assigned work is accurate.

The community expectation is that students will be given an opportunity to plan their study time and fully prepare for class. Teachers are expected to announce homework in class and to post homework assignments to Canvas by 6:00 p.m. the same day they are announced in class.

In-class formative assessments that do not require advance preparation (e.g., pop quizzes) may or may not be posted on Canvas ahead of time. Due dates for major summative assignments (tests, projects, and essays) should be posted at least a week in advance.

Homework Policy for Vacations, Religious Observances, and Long Weekends: Because school vacations are designed to offer students important rest and rejuvenation during a busy school year, the following policies regarding homework and assignments are in place:

> **Religious Observances:** Students who miss school for a religious holiday will not be required to turn in any assignments or take any assessments on the day that the holiday is observed or the following day.

Students should complete the missed work within a reasonable amount of time, but no more than five days from the missed assignment.

Long Weekends: Any weekend that includes a Friday or Monday without classes is considered a "Long Weekend." On long weekends, students will return to campus by 7:00 p.m. and normal study hours will resume. Teachers can assign up to thirty minutes of homework for the following class day. Faculty should not give major summative assessments or assign major papers or projects that are due on the first day of classes following a long weekend.

Vacations: Periods when dorms are closed and students are away for an extended period of time are considered true vacations. Boarding students are to return from vacation by 7:00 p.m. the night before classes. Normal study hours will not be held on return days from vacations, and the first day of classes should be "at sight" with no homework due. Teachers of advanced courses, however, may assign enrichment work over vacations provided that students are not assessed on this work immediately upon their return.

End of Term Assessments: At the end of each trimester, students are assessed on a significant number of the learning outcomes in each course. In these final, summative assessments, students are asked to apply the feedback they have received on prior assessments as skills were acquired, practiced, and honed. Naturally, end-of-term assessments carry the most weight in the overall trimester grade.

By placing a weighted value on the final, summative assessment, the School acknowledges that learning is a process and that students will improve their skills and understanding over time and with practice. Growth is what we value most as educators, and as such, we honor growth in skill and capacity within the performance feedback and evaluation our students receive.

In the fall and spring, math and world language summative assessments take the form of a formal exam during the last week of the term, while in science classes, the summative assessment is typically a lab practical / performance task during the last week of the term. In other departments, the summative assessment is submitted during the last class prior to the exam week. In the winter term, each class meets for a final 90-minute block, during which a summative assessment will be given.

GRADES AND REPORTING

Grade reports are issued six times a year: Pomfret School operates a trimester academic program. Full academic grades and comments are written at the end of each term. End of term grades are official. At each midterm, unofficial progress reports are issued for each student, and comments are included only for students with a C+ or lower class average. Students who received a Letter of Concern at the end of the previous term will also receive midterm comments in all classes.

Report cards are available exclusively through the student/parent portals on Sundial, the student information system employed by Pomfret School.

Competency-Based Grading (CBL): Pomfret's shift to a competency-based approach to assessment and grading means that all courses are assessed on students' progress toward a set of clearly stated learning outcomes. This model places constructive feedback and growth at the center, providing students with formative opportunities to practice and receive feedback on each skill or outcome, and helping them prepare more effectively for summative assessments. Both formative and summative assessments are connected to learning outcomes, and rubrics will use the following 0-4 scale to communicate student progress:

0: Insufficient Evidence
1: Needing Ongoing Support
2: Developing Independent Proficiency
3: Practicing Skillfully
4: Excelling Beyond the Standard

Rubrics and outcome scores are converted to letter grades in advance of official reporting dates (midterm and end of term).

Grading System: Pomfret employs a letter grading system on its transcript. Please see the chart below for the conversion between specific CBL evaluation values and Pomfret's letter grade system.

CBL EVALUATION	EQUIVALENT LETTER GRADE RANGE	GPA (UNWEIGHTED)
EXCELLING BEYOND THE STANDARD	A to A+	4.00 - 4.33
PRACTICING SKILLFULLY	B+ to A-	3.33 - 3.67
DEVELOPING INDEPENDENT PROFICIENCY	B- to B	2.67 - 3.00
NEEDING ONGOING SUPPORT	C- to C+	1.67 - 2.33
BEGINNING UNDERSTANDING	D- to D+	0.67 - 1.33
INSUFFICIENT EVIDENCE	E/F	0

Project: Pomfret Grading: Project: Pomfret is a two-week learning laboratory that takes place each year at the conclusion of the winter term. Students and faculty engage in collaborative learning adventures, exploring a topic/question of personal significance. These deep-dive explorations, which often take students off campus, build empathy, leadership, collaboration, communication, critical thinking, and new understandings. The project period culminates with a public showcase of learning and growth. Each student authors personal reflections of their contribution and learning against a subset of Pomfret's Portrait of the Graduate benchmarks:

- Learns with curiosity and integrity
- Engages inclusively with the community
- Communicates purposefully
- Navigates challenges strategically
- Creates authentically
- Leads and collaborates with humility
- Cultivates habits of wellbeing

Each student receives a narrative report which includes a detailed rubric outlining the successes and growth of the individual over the two-week project period.

Incompletes: A grade of "I" (incomplete) is given only in exceptional cases where a student has not completed at least one summative assessment for a class. A student who receives an incomplete for a grading period needs to complete that work promptly.

The academic office will consider any extenuating circumstances in determining an appropriate deadline for resolving the incomplete, typically within two weeks of the term's conclusion. This deadline will be communicated in an official Letter of Concern to the family. While the student is making up the work, the School will implement a range of measures to ensure the student has time and adult support to complete the work, potentially including coached study hall, supported study hall, and weekend restrictions.

Once all academic work is complete, a final grade will replace the "I" on the transcript. Should the student fail to meet the deadline, a grade of "no credit" will be recorded, and the class may need to be made up over the summer or in a future year.

Pass/Fail: When a student has missed a number of classes equivalent to three weeks of learning, the Dean of Academics is likely to recommend a conversion to Pass/Fail grading. This accommodation enables a student in unusual circumstances to earn credit for a class without compromising the integrity of the curriculum.

Transcripts: All graded courses taken at Pomfret School shall be recorded on the student's transcript. For yearlong courses, only the year-end grade will appear. After the first term, any modification of a yearlong course (e.g., drop or level change) will appear on the transcript.

Pomfret School does not publish GPAs or student rank, though approximations can be provided for scholarship applications and other special requests. In most circumstances, Pomfret School does not issue official transcripts to current families. Any official request made by students, families, or alumni requires contact with the Academic Registrar in writing (email shall suffice).

Pomfret's Learning Record offers students the opportunity to curate evidence of learning in support of foundational and advanced competencies that are aligned with the Portrait of the Graduate. Beginning with the Class of 2028, all students are required to begin the process of building their Learning Record. Students in the Sixth Form may choose to build a Learning Record, which they may then submit to colleges alongside their traditional transcript.

No transcript will be given to a student whose financial obligations to the School have not been satisfied. Students with problematic financial status risk delays in transcript processing during the college application process. Additionally, transcripts (and diplomas) may be withheld pending a student's successful completion of assigned disciplinary sanctions.

ACADEMIC DISTINCTIONS

Pomfret School recognizes and celebrates academic work that is distinguished and exceptional. To earn academic distinction, a student must accomplish the following:

- Honor Roll: earn a grade point average of at least 3.330 at the conclusion of the term, with no grade below a "B."
- High Honor Roll: earn a grade point average of at least 3.670 at the conclusion of the term, with no grade below a "B+."
- Head of School Scholar: earn a grade point average of at least 4.000 at the conclusion of the term, with no grade below an "A-."

Honors (+0.15 GPA value) and Advanced (+0.30 GPA value) courses are weighted slightly for internal GPA calculations vis-à-vis academic distinction. Example: A "B" (3.0) in an Honors course is calculated as 3.15, while a "B" in an Advanced course would be calculated as 3.3.

Cum Laude: Pomfret has maintained a chapter of Cum Laude, the national private school honor society, since 1936. Members are chosen from the fifth and sixth forms. Although Pomfret does not rank students for college admissions purposes, students in the fifth and sixth forms are compared according to their grade averages at the time of Cum Laude selection. These averages include grades earned at Pomfret from the current and prior year. All students with qualifying GPA rankings are evaluated by the Cum Laude committee. Any student in good academic standing who has a history of disciplinary action or citizenship concerns will be carefully discussed by the committee and may be excluded from Cum Laude on the basis of poor citizenship.

First and Second in Class: These academic distinctions are determined by calculating the yearlong, weighted academic averages earned for the junior and senior years. Eligible students must have matriculated at Pomfret for a minimum of two years.

RESPONSES TO POOR ACADEMIC PERFORMANCE

One of the great benefits of attending Pomfret is the care and attention students receive from faculty members. In an effort to support students to the greatest extent, the academic office compiles performance data and shares it with the faculty at the close of each marking period. Several faculty meetings throughout the year are devoted to conversations about student performance and to formulating action plans intended to spur better success.

At the end of each marking period, a student may receive an official Letter of Concern in response to poor academic performance, namely a C- or below in one or more subject areas. Although these letters are official, they are internal and are not reported to colleges or to other schools or summer programs to which a student may apply. Students will receive a letter from the Dean of Academics that outlines strategies and next steps, including an invitation to speak in person about performance and make an action plan for success. The School may assign any of a range of intervention strategies, including required office hours, coached study hall during the academic day, required afternoon study hall in place of afternoon activities, and supported evening study hall. Families and advisors are similarly notified and invited to participate in these conversations.

Students who accrue repeated Letters of Concern may be placed on Academic Probation, a warning that continued poor academic performance may jeopardize the student's place at Pomfret School. Any student who has accumulated four yearlong grades of D+ or below, by or before the end of their junior year, is subject to dismissal for poor academic performance.

Summer Work: At the end of the academic year, students may be asked/required to complete summer work or to repeat courses. A student who earns a "D+" or below in a continuing course will be required to do summer work. The Dean of Academics, in consultation with classroom teachers, will determine the exact nature of that summer work. Failure to complete the summer work as required will result in the student repeating the course at Pomfret during the following academic year. For repeated courses, summer-school grades of "B-" or better are required for credit. All summer work for credit must be pre-approved by the department head and Dean of Academics. Pomfret must receive a certified transcript as proof of successful completion of summer coursework.

A student who earns three (or more) yearlong grades of "D+" or below cannot be expected to complete summer work at an acceptable level in all three disciplines; if invited to return in the fall, that student may be required to repeat the academic year.

Students who fail a REQUIRED course must repeat that course or satisfy the requirement by passing another course in that department. If neither option is possible, the student will be required to take a make-up course during the summer.

ACADEMIC SUPPORT SERVICES

The Collaborative Learning Center (CLC) is a resource for all Pomfret students. Please see the Learning Support section for more information on general access and systems of support.

EDGE Program: The EDGE program provides specialized learning support to students with diagnosed learning challenges. This 1:1 class offers students the opportunity to develop compensatory strategies for remediating specific and general learning challenges in reading, written expression, receptive and expressive language, test-taking skills, and executive functioning. Instruction and skills work are supported by brain-based learning principles, core class assignments, and supplemental materials, as well as multi-sensory resources to assist in learning reinforcement. An individualized learning plan is created for each EDGE student and tailored to address their specific needs and goals.

The CLC EDGE class is offered for half a class block three times each week; for students requiring more robust academic support, a full class block is assigned at the discretion of the Director of Learning Support. Note: Full class block CLC EDGE support MAY count toward a student's requirement of six academic obligations.

Documentation is highly recommended, but allowances can be granted at the discretion of the Director of Learning Support. ADDITIONAL FEE

Supported Study Hall: The Supported Study Hall program provides a quiet, monitored, evening study environment exclusive to those students enrolled in the 1:1 EDGE program who need assistance and direction when tackling their nightly workload. A faculty member oversees and supports each student with a plan to complete nightly assignments. Enrollment in Supported Study Hall is at the discretion of the Director of Learning Support and Dean of Academics, based on student documentation and level of need. NO ADDED COST.

Coached Study Hall: This full period study hall, monitored by a faculty member, provides general executive function strategies to students in the first 10 minutes of each class. Any student seeking a structured work environment during the day may enroll. Some students may be required by the School to enroll in a Coached Study Hall as part of a plan for academic improvement. Note: Coached Study DOES NOT count toward a student's requirement of six academic obligations in every term. NO ADDED COST.

Academic Accommodations: Pomfret strives to work with all students, including those with diagnosed learning differences, so they have a fair and reasonable opportunity for academic success. Students who have undergone neuropsychological or educational testing are encouraged to submit testing to Pomfret during the application process. In order to receive accommodations, a student must have a report written by a qualified clinical psychologist (or equivalent) within the last three years. Accommodations will be determined accordingly, though essential academic requirements of the School will not be altered. The Director of Learning Support will use a student's documentation to develop a formal learning plan, including the appropriate accommodations

and recommendations that will be shared with the student's support network. Pomfret's testing coordinator can assist with applying for accommodations for standardized testing.

Extra Help & Office Hours: Strong relationships between teachers and students are a hallmark of independent schools, and boarding school provides an added advantage through the accessibility of faculty beyond the classroom. Pomfret's rigorous academic program challenges students to grow, and there will be times when seeking additional support is necessary.

Extra help is an important part of the School's culture and is intended to supplement—not replace—student effort, engagement, and responsibility. Faculty members are expected to provide reasonable opportunities for support and are available during office hours on Mondays and Thursdays. Beyond these designated times, teachers communicate their availability and expectations for arranging additional help.

While teachers may require extra help when appropriate, students are encouraged to self-advocate and seek assistance proactively. When a student requires one-on-one support more than twice per week, the School may recommend engaging the Director of Learning Support and a subject-specific tutor.

Advisor: Advisors can provide support and help students strategize how best to achieve success at Pomfret. Keeping the advisor abreast of academic triumphs and struggles will create a positive partnership and supportive relationship. The advisor is a student's champion, counsel, sounding board, and advocate. Good communication will deepen that relationship and help advisors support students during their Pomfret journey.

Peer Tutoring: Another excellent strategy for learning the material is to reach out to classmates for peer tutoring. Some academic departments offer peer tutoring centers that provide drop-in, student-to-student support. Peer tutoring centers are staffed by student academic leaders during evening study hours.

Tutoring: Subject area tutoring may be available through the Collaborative Learning Center. Before inquiring, students are expected to meet with their teachers to discuss other support opportunities. Once all other options have been exhausted, students can make an appointment with the Director of Learning Support to discuss next steps. Pomfret School does not guarantee that subject expert tutors will be available in every discipline.

Often, tutors secured by the School come from outside of the Pomfret academic community and do not reside on campus. Therefore, it is imperative that tutees arrive on time, come prepared with a plan of action, and dictate the direction of each session. Tutors work with a student to supplement, reinforce, and review material from a specific class. A student's classroom teacher cannot also be their subject-area tutor.

Students who fail to attend scheduled tutoring sessions will be charged for a thirty-minute session. Tutoring arranged by Pomfret School is invoiced via FACTS.

ACADEMIC INTEGRITY POLICY

Integrity is a core value of the Pomfret School community. Academic integrity is of paramount importance: a student can grow and mature as a scholar and as a person only through honest, sincere, and authentic work.

All scholarship is a collaborative effort and relies on working with the ideas of others. Academic Integrity infractions occur when one uses or takes credit for the work of another person (or AI resource), whether the material is directly copied or superficially disguised (plagiarism). We are concerned about all forms of integrity violations, from plagiarism and inappropriate collaboration, with peers or AI bots, to efforts to cheat on in-class and take-home assessments. It is important to understand that this broad definition can take many forms, as noted below. Each academic department will publish and distribute clear guidelines and expectations for authentic work in that discipline. With advances in Artificial Intelligence and an emphasis on process and student growth, ***Pomfret requires all written assignments to be completed on Google Docs or similar Google-based applications.***

Willfully Missing Assessments: Students who willfully cut class to avoid assessments, or access the Health and Wellness Center and miss in-class assessments when it is not medically necessary to do so, have violated Pomfret's Academic Integrity expectations, and may face disciplinary consequences as a result.

Adhering to the School's expectations of academic integrity is primary to academic success. By placing your name on a submitted work product you are, in effect, acknowledging that the work is your own and is compliant with the School's academic integrity policy. Academic integrity abuses are Tier II violations and are treated as serious disciplinary cases. Students who are found in violation of our academic integrity policy on an assignment or found cheating on an assignment or assessment of any size risk probation, suspension, separation, or dismissal. At a minimum, a student who violates the academic integrity policy will be placed on probation and receive a letter of sanction. A student who knowingly commits academic fraud will face an Honor Board hearing and the likelihood of sanctions that extend beyond academic penalties. The disciplinary process will consider the circumstance of each student, even in cases that involve multiple students. Any subsequent academic integrity violation committed while on Formal Warning or Disciplinary Probation will be considered a second offense and will likely be referred to the Honor Board.

Examples of Academic Integrity Cases

Academic integrity cases can take many forms. Below are some examples of plagiarism or violations of academic integrity. If a student is unsure about whether they are violating academic integrity, they should immediately consult their teacher or a member of the academic office. Here are some examples:

1. Proper Citation

- Violations involving failure to properly credit or cite sources:
    - Use someone else's ideas or words without appropriate attribution (failing to use quotes or proper citation). As such, you may not:
        - ➢ Cut and paste or copy others' work, words, ideas, or information;

- ➢ Download a paper (or portion thereof) and submit it as your own;
- ➢ Reorganize or reword someone's ideas and prose without attributing the author;
- ➢ Include in your work factual information that is not generally known and that you acquired from an outside source;
- ➢ Read Spark Notes or other novel guides instead of reading the primary text, or, even if you have read the primary text, use the ideas or words from novel guides to write papers, take tests and quizzes, or even speak in class without consulting/informing the classroom teacher. (Please note that such guides are rarely considered credible academic sources, whether you cite them or not.)

2. Responsible Use of AI

- Violations involving artificial intelligence and unauthorized translation tools:
  - Use artificial intelligence tools to generate words, ideas, images, or information, including written responses, artwork, data analysis, problem solutions, or coding, unless explicitly permitted by the teacher. (See "Generative Artificial Intelligence and Academic Integrity,".)
  - Use translating software (including those found on the Internet) or translations of texts studied in a foreign language class without the permission of the teacher.
  - Write assignments in a language other than English and then use translation tools (e.g., DeepL, Google Translate) to convert them into English for submission, unless explicitly permitted by the teacher. This includes drafting essays, reflections, or other written work in a student's native language and submitting the translated version as their own English-language writing.

3. Appropriate Collaboration

- Violations involving inappropriate assistance or collaborative work:
  - Give or share your completed work with another student. This form of "collaboration" is not "teaching" or "helping;" it is a violation of academic integrity.
  - Divulge the contents of a graded assessment (test / quiz) to a student who has yet to sit for that assessment or, if you have not taken the assessment, acquire information from those who have.
  - Work collaboratively on assignments when doing so has been expressly forbidden by the assigning teacher.
  - Send your work to outside editing or tutoring services, including online tutors, relatives, friends, or paid professionals, without the explicit permission of the assigning teacher. Tutors may support students by helping them understand content or by asking guiding questions, but they should not complete problems, write or rewrite portions of assignments, or make direct edits to student work. All submitted work should reflect the student's independent thinking and expression.

4. Academic Research & Integrity Norms

- Violations related to test conditions, assignment reuse, and assessment expectations:
  - Have visual access to any notes or other "cheat-sheets" (including all electronic devices) during a test or quiz that have not been expressly permitted by the teacher.

- Turn in the same work/paper for two different classes without consulting the classroom teachers.
- Miss a scheduled assessment (a performance task of any size, including a test, quiz, lab practical, presentation, debate, etc.) without prior permission or without a legitimate health concern as documented by the Health Center.

As comprehensive as the preceding list tries to be, it is in no way definitive. Whether or not an academic integrity infraction has occurred is to be determined by the Dean of Academics, in consultation with the classroom teacher, Department Head, and the Dean of Students. Most but not all academic integrity infractions are considered major violations and are processed as such.

GENERATIVE ARTIFICIAL INTELLIGENCE AND ACADEMIC INTEGRITY

As an educational institution, Pomfret teachers seek an authentic picture of their students' capabilities and understanding of course material. Recent advances in technology have given students and teachers alike access to new tools that — absent open, honest communication — can jeopardize that authentic picture. Accompanied by open, honest communication, tools such as ChatGPT, Gemini, Claude, and others can support and enhance learning in exciting ways, and Pomfret is committed to helping students build the skills to use these tools appropriately.

Pomfret encourages the use of artificial intelligence resources for the purposes of deepening understanding, for study, and for personal inquiry. However, use of these resources to complete assignments on behalf of the student infringes on our academic integrity policy. In other words, our classes align assessments with clearly stated learning outcomes – academic dishonesty occurs when student use of artificial intelligence obscures from the teacher whether the student has authentically acquired the relevant skill.

While our school-wide policy is intentionally broad, as appropriate use of artificial intelligence may vary widely according to discipline, the School recognizes and supports the fact that some academic departments may craft more subject-specific policy language, which will be shared with students through syllabi and in class.

What should students do?

Students should maintain open lines of communication with their teachers, checking in before testing new uses of technology and whenever clarification is needed. In addition, students should:

- Continue to cite language and ideas that are not their own – the library is a great resource for ensuring that you are citing correctly
- ***Use Google Docs for all written assignments so version history can be viewed***
- Discuss your process of creating assignments whenever possible

What should teachers do?

Teachers should familiarize themselves with generative AI tools and encourage students to share ways in which they might be used productively in the context of each class. In addition, teachers should communicate through their syllabus, and repeatedly throughout the year, the following:

- Prohibited uses of AI
- Recommended uses of AI
- Ongoing updates and changes to those policies

What should families do?

Many AI tools have age restrictions, typically requiring users to be at least 13 years old, with some requiring parental consent for users under 18. These restrictions are often in place to satisfy privacy laws, such as the Children's Online Privacy Protection Act (COPPA), and to address safety concerns related to the use of generative AI by minors.

In support of legal compliance and consistent with Pomfret's commitment to ethical, developmentally appropriate use of technology, ***all students under age 18 must have a parent provide written consent for their child to access and use generative AI tools for educational purposes***. Families should also speak with their children about responsible use of AI, including the importance of transparency, digital citizenship, and adherence to Pomfret's academic integrity policy.

Consent forms and additional guidance will be provided at the start of the academic year. Parents with questions are encouraged to contact their child's advisor or the Dean of Academics.

GUIDELINES FOR STUDENTS ON EXTENDED LEAVE

Guidelines for Students Missing More than Two Weeks of School for Reasons of Medical Leave:
Every medical leave is an independent situation and is treated with care and sensitivity. When possible, as determined by caregivers and Pomfret's Student Support Team (SST), all students on medical leave will be supported in keeping up with academic responsibilities while separated from campus. Initially, most students on a medical leave will experience a full pause from academic work while they are evaluated by their medical team. Once there is greater clarity, the academic office will work with the students' teachers to create an appropriate work plan, which will be shared with the student, their advisor, and their family.

If unable to return within a two-week time frame, students are expected to make up in a timely manner any evaluations that they may have missed in their absence. This may require families to secure a proctor who will administer and authenticate assessments completed at a distance.

The School believes that attendance (physical presence and contribution) in class is necessary to earn academic credit. For these reasons, if the leave is extended beyond two weeks, the school will generate a plan in consultation with the Student Support Team and Head of School. That committee may offer any of the following responses:

- The student may be fully capable of engaging with schoolwork through Canvas and ongoing email communication with teachers and the academic office.
- If medical providers determine that the student cannot fully engage with schoolwork, the student will be provided with a detailed work plan focused on the most essential content. The academic office will partner with the family, student, and tutor if applicable, to accommodate the specific circumstance.
- If, in the judgment of the committee, it is no longer feasible to provide a comprehensive representation of the student's performance, the student may earn pass/fail grades only.
- If the student is enrolled in a course that is part of a sequence (Spanish II, for example), the student may be required to repeat that class in the following school year.
- If the absence is of a duration that precludes the student from earning academic credit for the term, additional summer study may be required to earn academic credit.
- In extreme cases, it may be determined that the student cannot remain enrolled at Pomfret.

Guidelines for Students Finishing the Term or Year Away from Pomfret for Disciplinary Reasons:
If a student is required to withdraw from Pomfret less than two weeks before term grades have closed, the student may still be given the opportunity to earn course credit for the term (as decided by the Head of School). The School is not to be expected to engage in class work with the student during this time or assist in their preparation. The Dean of Academics will partner with a proctor, a non-relative identified by the family, to help administer assessments (scheduling, distribution, collection, communication). During the assessment, the student is not allowed to receive any help or assistance or to use any books, note cards, etc. except as specified on the assessment materials. Final assessments and projects will be graded and the results averaged with the other grades the student accrued prior to their withdrawal.

A student who is required to withdraw more than two weeks prior to the end of term may not be permitted to earn academic credit for that term. This policy applies to students of all grade levels/forms, including seniors. As a result, disciplinary separation from Pomfret School jeopardizes the receipt of a diploma in most cases. The Head of School is the final arbiter when it comes to all decisions of this nature.

Students separated from the School are disconnected from Pomfret's academic program and must seek an alternative provider to keep pace with their courses and credits. Credits earned while separated from Pomfret count toward graduation credits, and the transcript record — and all transcript records from prior high school attendance — will be sent alongside the Pomfret transcript with all college and university applications.

Pomfret School issues half-credits (0.5 credit) to students who exit or enter the School at the midterm, either because of exchanges and travel-based curricular opportunities (The Island School, as an example) or for disciplinary reasons (at the discretion of the Head of School). In these cases, the grade issued at the midterm becomes a final grade for any term-length course, and the midterm grade is incorporated into the single, summative grade that appears on the transcript for yearlong classes.

du PONT LIBRARY GUIDELINES

The library, as a physical space, is an area for study, research, reading, and relaxation. In virtual form, the library is open 24 hours a day, with on- and off-campus access to scores of subscription databases containing thousands of vetted articles. During the day, the library is an active and vibrant environment. During evening study hours, however, a quiet atmosphere for focused study is maintained.

- Checked-out books are subject to recall after three weeks if needed by another student.
- Library records are confidential. A student may check out materials and be assured that others will not be told what they have taken out.
- The replacement cost of lost books will be billed to the student.
- Books from other libraries are available through Interlibrary Loan. See the Director of Library Services for further information.
- A color printer is available to do a reasonable amount of copying and printing.
- The library catalog and "Subscription Web Sites" page is available at: library.pomfret.org/.

TECHNOLOGY

SOCIAL MEDIA GUIDELINES

At Pomfret School, teachers, students, staff, and other school community members use social networking/media (X (Twitter), Facebook, Instagram, Snapchat, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal, or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, X (Twitter), LinkedIn, blogs, YouTube, and Flickr. Social media platforms and the way in which they are used evolve quickly, but certain basic norms apply across platforms, regardless of the changes to the systems.

Below are guidelines that members of the school community (students, faculty, administrators, and staff) should follow:

Remember That School Rules Apply

Conduct in the virtual worlds of social media is subject to the same rules that govern conduct in the real world. Therefore:

- Students may be disciplined for conduct on social media that violates any minor or major School Rule.
- Faculty and staff also must adhere to normal employment rules when they are representing or closely associated with Pomfret School in social media spaces.

Use Good Judgment

- Good judgment is expected in all situations, as is behavior in ways that reflect well on the School.
- Employees of Pomfret School should not include current students as "friends," followers," or any other similar terminology used by various sites on social media platforms that allow those types of relationships (Instagram, Snapchat, and Facebook, for example). If a faculty member has a specific pedagogical reason to connect with students on a social media platform, they should discuss that with the relevant department head or with the Head of School or their designee before proceeding to do so. Among the factors to consider are the following:
    - What is the purpose of the interaction with a student? (If it is not related to classroom activities, don't use a social network.)

- On what social network do you propose to interact with a student? (If the social network in question has limited professional applications —Facebook, Snapchat, or Instagram for instance—reconsider using that social network.)
- In such instances, another faculty member should also be included in the group involving student and faculty member.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be Respectful

- Always treat others in a respectful, positive, and considerate manner.

Be Responsible And Ethical

- When identified on social media as being a representative of the School, discuss only those school-related matters that are within your area of responsibility.
- If discussing a matter directly or indirectly related to the School, but not acting as a representative of the School, be clear that you are expressing your own views and not necessarily those of the School. Adults should be open about their affiliation with the School and the role/position they hold when discussing issues directly or indirectly related to the School.
- If an employee's activity on a social networking site, blog, or personal website violates the School's policies, the School may require that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action, including termination.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be A Good Listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Be Accurate And Appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, X (Twitter), Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.
- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.

- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let your supervisor know immediately so the school can take the proper steps to help minimize the impact it may have.

Be Confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

Respect Private And Personal Information

- Be careful about the type and amount of personal information you provide.
- Always respect the privacy of school community members. Never share or transmit personal information of students, parents/guardians, faculty, staff, or colleagues online.
- Avoid talking about personal schedules or situations.
- Use only the first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Director of Communications.

Respect Copyright And Fair-Use Guidelines

- If you are reposting photos, videos, poems, music, text, artwork, or other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible.
- When hyperlinking to other sites and media, be sure that the content to which you are hyperlinking is appropriate and consistent with these guidelines.
- Be aware that photographs taken by professional photographers cannot be scanned and used on the Internet without the photographer's permission—even if they are photos of you and for which you paid. Most photographers will charge a little extra for "digital rights" to photos.
- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students who are on the "Do Not Photo" list. (See the Director of Communications for more details)

TECHNOLOGY ACCEPTABLE USE POLICY

Purpose

The purpose of this policy is to outline the acceptable use of computing and information technology resources at Pomfret School including, but not limited to, computer equipment, software, storage media, networks, and electronic mail. These rules are in place to protect the employee/student and Pomfret School.

The technology resources at Pomfret School are provided to support the educational and administrative activities of the school and should be used for those purposes. Access to these resources is a privilege and not a right and must be treated with the highest standard of ethics.

Scope

This policy applies to all users of Pomfret School computing resources. This policy applies to all software and equipment that is owned or leased by Pomfret School. It also applies to all personally owned equipment, including wireless devices that may connect to the School's network or information systems.

Authorized Use

- An authorized user is any person who has been granted authority by Pomfret School to access its computing, network, and telephone systems and whose usage complies with this Policy. Unauthorized use is strictly prohibited. By accessing the School's network using School-owned or personally-owned equipment, you have consented to the School's exercise of authority and rights as set forth in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
- When a user ceases being a member of the School or if such user is assigned a new position and/or responsibilities, use of technology resources for which they are not authorized shall also cease.
- Incidental personal use must not interfere with the employee's performance or with the School's ability to use the resources for professional and academic purposes and must be consistent with School standards of ethical and polite conduct.
- Except as authorized by the CFO, use of the Pomfret School technology resources or data for personal business, political campaigning, or commercial purposes is prohibited. Faculty members and students are provided with email accounts, voice mail accounts, and Internet access. Staff members may be provided with email accounts, voice mail accounts, and Internet access upon approval of Human Resources and their Department Head.

Responsible Use

- No user may act in ways that are unethical or that invade the privacy of others. All users must recognize and not violate the intellectual property rights of others.
- All users must maintain the confidentiality of the School's sensitive information and comply with information security policies and guidelines, including, but not limited to this policy, as well as federal, state and, as applicable, international laws and regulations.
- Disclosing and/or gossiping about confidential or proprietary information related to Pomfret School, or making public remarks that defame or disparage the School, its personnel, its students, or its interests (including but not limited to email, voicemail, instant messaging, chat rooms, or websites/pages), or that recklessly disregards or distorts the truth of the matters commented on, is prohibited.
- All users must refrain from activities that waste School technology resources or prevent others from using them. Users will not access, modify or delete others' files or system settings without express

permission. Tampering with or degrading the performance of a School computer system, telephone system, or network or to deprive authorized users of access or use of such resources are prohibited.

- Users are responsible for both the content and possible effects of their messages on the network. Prohibited activities include, but are not limited to creating or propagating viruses, material in any form (text, sounds, pictures, video) that reflects adversely on the School, "chain letters" (which offer incentives to relay them to others), inappropriate messages (including discriminatory or harassing material), and billable services.
- Users may not send broadcast email or broadcast voicemail without prior permission from The Technology Department.
- Altering electronic communications to hide your identity or impersonate another person is considered forgery and is prohibited.
- Users will abide by all copyright and other laws governing intellectual property use. Users are prohibited from using School networks or equipment for the viewing, acquisition, storage, or transmission of any digital content which they do not have a legal right to use, including but not limited to copying and sharing images, music, and videos.
- No software may be installed, copied, or used on School equipment except as permitted by law. All software license provisions must be strictly adhered to. Administrative users are prohibited from installing non-School-provided software on School-owned systems without permission from The Technology Department.

The Internet

There are risks involved in using the Internet. The School cannot guarantee that users will not encounter language, images, or references that are objectionable. To protect personal safety and privacy, Internet users should not give out personal information to others on public information systems. As with email, information that a user places on the Internet is similar to sending a postcard rather than a sealed letter. Its contents may be accessed by system administrators on this campus and elsewhere.

Users must be aware that some material on the Internet is copyrighted and subject to copyright law.

Inappropriate Materials

- Pomfret School prohibits faculty, staff, and students from keeping all forms of adult content (pornography or what some would consider pornography) at school including, but not limited to, videos, electronic files, or other electronic materials.
- Accessing the School's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, voyeuristic, obscene, or otherwise inconsistent with the values and general standards for community behavior of the School is prohibited. These provisions are not intended to prohibit an authorized user from carrying out their assigned educational, employment, or administrative functions.

Network Resources and Security

- All users are responsible for the security and integrity of the School's information resources. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users – sharing authorization information is strictly prohibited.
- Removing or relocating school-owned technology resources requires prior authorization from The Technology Department.
- Users may not attempt to circumvent the security provisions of any system on the School network.
- Users are encouraged to have updated virus protection software on their computers when connecting to the Pomfret School network. Users should use caution when opening email attachments or other Internet files which may contain malicious software received from unknown sources. Any computer found to be infected with viruses or malware to the extent that it may negatively affect School resources will have access to network services revoked until all viruses/malware have been removed and updated antivirus software has been installed.
- Student use of personally-owned wireless printers, modems, wireless access points, hubs, switches, routers, and other network devices is prohibited. Faculty members may install personally-owned wireless access points or other network devices in their residences only with prior permission from The Technology Department. Ad hoc wireless networks are not allowed on campus as they have a negative impact on network performance.
- Personal wireless devices used for video streaming (such as Roku or Apple TV) and gaming (e.g., Xbox) are permitted on "Pomfret IOTDev" with consent and configuration by The Technology Department. They may not be on the network named "Pomfret School."
- Use of wired Ethernet ports is prohibited in all dorms without written approval from The Technology Department.

Privacy Expectations

- Pomfret School employees and students should recognize that there is no expectation or guarantee of privacy in anything they store, send, or receive on the School's information systems, including networked file shares or personally-owned computers that utilize the School's network. Users should not expect that email, voice mail, or other information created or maintained on the systems are private, confidential, or secure.
- Users should exercise caution when storing and processing personal and sensitive information not directly related to School business.
- The School reserves the right to access, view, or monitor any information or communication stored on or transmitted over the network, and it may be required by law to allow third parties to do so. Electronic data may become legal proceedings and internal discipline cases. Messages or data may also be inadvertently viewed as a result of routine systems maintenance and monitoring. Any individual monitoring, except as required by law or in situations perceived as an emergency, must be authorized in advance by The Technology Department.

Enforcement/Sanctions

Pomfret School uses access controls and other security measures to protect the confidentiality, integrity, and availability of the information on its computers and communications systems. The School, at its sole discretion, reserves the right to copy and examine any files or information related to unacceptable use and to protect its network and information assets from systems and events that threaten or degrade operations.

Users in violation of this policy are subject to a full range of sanctions including, but not limited to, the loss of computer, telephone, or network access privileges, disciplinary action, and dismissal/termination from the School. Some violations may constitute criminal offenses as defined by local, state, and federal laws and Pomfret School may initiate or assist in the prosecution of any such violations to the full extent of the law.

All members of the community are expected to assist in the enforcement of this policy and users are required to report any violations to The Technology Department.

Cell Phone Free Environment Policy

Students are prohibited from carrying cell phones during the academic day unless they have received a medical exemption. Earphones / earbuds / headphones should not be worn while moving around campus but may be used with a computer when stationary and at work. Students are not permitted to have a cell phone on their person or in their bags. Boarding students must leave these items in their dorm rooms and day students must leave these items in their day student lockers during the following times:

Monday, Tuesday, Thursday, Friday: 7:00 a.m. to 3:30 p.m.
Wednesday: 7:00 a.m. to 1:00 p.m.
Saturday QUEST Days: 9:00 a.m. to 11:00 a.m.
Saturday Academic Days: 8:30 a.m. to 11:30 a.m.

Use of phones during free periods should be rare. All students are encouraged to seek in-person connections within the community during free periods. Boarding students may use their phone and earphones / earbuds / headphones in the fitness center during a free block. Cell phones are not permitted in Chapel and may not be used in the dining hall, in school meetings, at performances, or at other formal gatherings.

When a student uses their cell phone in a space or during a time that it is prohibited, they should expect any employee to confiscate their phone and deliver it to the Dean of Students Office. The student will receive an infraction and can collect their phone at the end of the day. Repeated phone use during prohibited times and in inappropriate spaces will result in an accruement of infractions (see "Accumulation of Infractions").

Recording Conversations and Video

Pomfret students must adhere to the expectations and laws of the State of Connecticut with respect to the recording of conversations or capturing video footage. Students are expected to use technology in appropriate ways that do not infringe on the privacy of others.

School policy requires that consent must be obtained in order to record an in-person conversation. Failure to comply with this expectation is a Major School violation and may be illegal. Students must be aware that it is

illegal to maliciously photograph, film, or record images of another person without the consent of the person being recorded:

- If the person is not in plain view.
- If the person is inside a dwelling.
- Whenever the person has a reasonable expectation of privacy.
- As a matter of policy, the use of recording equipment* in or around locker rooms and bathrooms on the Pomfret campus is strictly forbidden. In addition, Pomfret expressly prohibits the sharing or forwarding of inappropriate, tasteless, or obscene content via any medium** for any reason.***
- Violating these guidelines may lead to disciplinary action as outlined in the Griffin Guide. Depending on the circumstance, it could also lead to a Mandated Report, contact with law enforcement, and prosecution.

* We define "recording equipment" as any piece of technology that can capture, save, and/or stream photographic, video, or audio files.
** These channels can include but are not limited to print, text, chat, and social media.
*** It does not matter if the sender knows the subject, or is the subject of the inappropriate content.

Students who misuse their phones or other mobile devices should expect to have their devices confiscated and turned in to the Dean of Students Office. Further, the School expects students will unlock any confiscated device in order for the School to conduct a search of the device(s).

Personal Accounts

Pomfret School forbids the use of personal accounts for employee-to-student or student-to-employee communications. When wishing to communicate via email, employees and students are required to use their Pomfret email address. When wishing to communicate via direct message, employees and students are required to use Google Chat. This free messaging platform is included in Pomfret's G Suite for Education services. Mobile applications are available for iOS and Android. For more information about Google Chat, please visit gsuite.google.com/products/chat/.

ATHLETICS AND AFTERNOON PROGRAM

The afternoon program is a critical element of a Pomfret education, contributing to the total growth of students, helping students invest in the life of the School, and teaching lessons about character, grit, teamwork, and service beyond self. As such, Pomfret requires all students to participate in the afternoon program at a level consistent with ability and interests.

Our rigorous program strives to teach students how to work well with others, to test themselves mentally and physically, and to exhibit sportsmanship and fair play. ***All athletic practices, activity programs, rehearsals, games, and performances are considered school obligations.*** Students are required to participate six days a week, including Saturdays. Students may not depart campus before their last commitment (class or afternoon activity, including scheduled games, performances, or practices) prior to any school break and/or on Family Weekend.

Program Mission Statement: *Pomfret School's athletics and afternoon programs empower students to grow as athletes, teammates, and leaders. Through competitive and recreational activities, service and performance, students build strength, resilience, and lifelong habits of wellness. Guided by integrity and fueled by school spirit, students pursue excellence, take pride in their community, and discover their full potential beyond the classroom.*

Expectations: All afternoon programs are categorized as Core or Group activities. Depending on a student's form / grade level, the number of activities required from each category will vary. Activities are listed below.

Although efforts will be made to assist each student in meeting their Core Activity requirement, there may be times when exceptions are necessary due to limited roster size. These exceptions will be made at the discretion of the Director of Athletics and Afternoon Programs in consultation with the student's advisor.

- **Third Form and Fourth Form:** At least two seasons must include participation in a Core Activity; participation in the third season may be in a Group Activity offering (all subject to space availability).
- **Fifth Form:** Students that enroll as new fifth formers must complete a minimum of three Core Activities prior to graduation. At least one Core Activity must be completed each year. Returning fifth formers must complete one Core Activity in the junior year. Participation in the other seasons may be in a Group Activity.
- **Sixth Form / Post Graduate:** At least one season must include a Core Activity. Participation in the other two seasons may be a Group Activity. A Sixth Form student also has the option to propose an Independent Project for one term. Managing as your second core activity is a sixth form privilege; managing is not available to post-graduate students.

CORE ACTIVITIES

- Interscholastic Sports
    - Fall: Boys and Girls Cross Country, Boys and Girls Soccer, Football (Coed), Girls Field Hockey, Fall Crew (Coed), and Girls Volleyball
    - Winter: Boys and Girls Basketball, Boys and Girls Ice Hockey, Boys and Girls Squash, and Wrestling (Coed)
    - Spring: Baseball, Boys and Girls Crew, Golf (Coed), Boys and Girls Lacrosse, Boys and Girls Tennis, Boys and Girls Track and Field, Ultimate (Coed)
    - Team managers: fifth and sixth formers only; attend all team games and functions
- Outdoor Adventure (Fall)
- Theater (Fall)
- Musical (Winter)
- Dance (Spring)

GROUP ACTIVITIES

- Theater (Spring)
- Robotics (Winter)
- Yearbook (Fall and Winter, not available to third formers)
- Yoga & Community Service (priority to fifth and sixth formers)
- Recreational Squash (Fall, priority to third and fourth formers)
- Recreational Tennis (Winter, priority to beginner and intermediate players)
- Sport Journalism (Spring; priority to fifth and sixth formers)
- Additional training opportunities*
    - Lifestyle Fitness (Fall, Winter; open to fifth and sixth formers/PGs only)
    - Strength and Conditioning (Fall, Winter; open to fifth and sixth formers/PGs only; varsity participation in one sport required)
    - Independent Project (sixth form only): An Independent Project may be proposed by a sixth former to complement their Group Activity requirement. This project provides time and opportunity for the pursuit of a particular skill or interest outside the scope of current Pomfret offerings. These projects are particularly geared for the serious college-bound athlete or artist who can benefit from more time in a particular area of expertise. Only one Independent Project is permitted per student during their Pomfret career. (applications are available in the Athletic Office.)

* ***Participation in training programs*** — Lifestyle Fitness and Strength and Conditioning — is allowed one term per academic year and ***requires the student to complete the two core activities in the same school***

year. Additionally, Training Program participants are assigned game support duties during their Training Program season. Managing as your second core activity is a sixth form privilege.

If a student is incapable of participating in the athletic program due to a medical exemption, that student is still expected to be involved in an afternoon program. For example, a student could manage a team while working on a rehabilitation program with the training room staff. A written statement from the attending physician is required if the exemption is requested from someone other than the School's health center or training room staff.

Fitness Center: The fitness center is open to all students during posted hours. Every member of the Pomfret School community is required to be oriented to the facility and instructed on safe practices and the proper use of the fitness equipment, and those who use it are expected to respect its rules, be considerate of others, and contribute to keeping it clean and orderly. Any questions should be directed to the Head Athletic Trainer.

At the discretion of the Department of Athletics and Afternoon Programs, the Fitness Center will close if left in disarray and/or if safety and cleanliness issues go unaddressed. Individuals who fail to embrace these standards can and will lose access privileges. It is the responsibility of all users, student and adult, to maintain a safe, clean, and inviting space for members of the Pomfret community to exercise.

Equipment Room: The equipment room supplies students with uniforms and some athletic equipment. Items which must be supplied by the student may be available in the school store and may be charged to the student's incidental account. At the completion of each season, school-owned equipment must be returned. All items not returned before vacations (Thanksgiving, March Break, and summer) will be charged to the student's incidental bill.

Head Injury Policy: Pomfret School understands the inherent risks involved in participating in our athletic programs. Due to the potentially serious consequences of a head injury, we have adopted proactive and conservative guidelines for the management of students with head injuries.

All new Pomfret students participate in the Immediate Post-concussion Assessment and Cognitive Testing program (IMPACT) to provide proper assessment and return-to- play guidelines for athletes who suffer concussions. Baseline cognitive testing is done with every new student prior to their participation in an athletic activity. The baseline testing helps the Pomfret medical and athletic training staff better treat our students and provide them with a basis as to when they are properly cleared to return to physical activity.

For those students who do suffer head injuries, the School has protocols in place in regards to return to play and return to learning. These protocols provide a safe and appropriate recovery timeline, tailored to the individual, along with new concussion management software to help parents, guardians, and coaches follow student progress, symptomology, and the gradual return to activity and learning. This platform, called HEADCHECK, offers real-time reporting to ensure that no communication is lost.

Pomfret faculty are taught how to recognize the signs and symptoms of head injuries, and all faculty are trained annually (Vector Solutions: Concussion Awareness - Athletics). In addition, all students who suffer a head injury will be evaluated by our Director of Health Services, APRN Charity McClure, and referred for any specialist evaluation on an as needed basis.

DISCIPLINE AND ATHLETICS/AFTERNOON PROGRAM

Actions Incompatible with the Goals and Standards of the School Community: Students may not engage in any behaviors that reflect poorly on the student and/or the School, or act in a way that is detrimental to the well-being and best interests of the school community.

Student-athletes are expected to maintain an attitude of dignity and respect toward opponents. The following are examples of unsportsmanlike conduct:

- fighting opponents, fans, or officials; taunting opponents;
- inappropriate "celebrations" with the intent to demean or belittle;
- disrespectful attitude toward opponents;
- inciting crowd hostility toward opponents;
- profane and vulgar language.

Student-athletes displaying unsportsmanlike behavior will be subject to disciplinary action as determined by the Director of Athletics and Afternoon Programs and the Dean of Students. The School may take action following technical fouls, yellow / red cards, penalties, and ejections.

Nicotine and Tobacco Product Infractions: Use of nicotine and tobacco products is a Tier II violation. Students on athletic teams who are caught using any nicotine substances will meet with the Director of Athletics and Afternoon Programs and the Dean of Students. These two administrators will determine a response, which will most likely include attending, but not participating in, the next two athletic contests for their teams.

Positive Attendance: While the Athletics and Afternoon Program is considered co-curricular, good health and positive attendance throughout the academic day are required for participation. If students miss two or more classes in one day because of illness, or accrue two or more unexcused absences in a day, they may not practice or play in sporting contests or participate in their assigned extra-curricular activities that day.

COMMUNITY EXPECTATIONS

ATTENDANCE

In any effective educational community, commitments begin and end on time with all present. Unexcused absences and late arrivals have a negative effect on others and are unacceptable. All members of this community are expected to be in the proper place at the proper time unless they have prior permission.

Any student who misses more than 20 percent of any required school commitment (class, afternoon activity, Student Life QUEST programming, etc.) may be denied credit for the course, activity, or program, including Project: Pomfret. This includes both excused and unexcused absences. Absences while students are on medical leave or attending college visits are classified as exempt. The Student Support Team (SST) will review and advise the School whenever a student misses more than 20% of a core school commitment. In addition, students may not depart campus before their last commitment (class or afternoon activity, including scheduled games, performances, or practices) prior to any school break and/or on Family Weekend unless they have permission from the Dean of Students Office.

Earning a diploma from Pomfret School involves more than completing an academic course of study. To qualify for a diploma, students must meet all of the academic prerequisites outlined in the Griffin Guide and complete four years of high school study, must meet in full their afternoon program obligations and satisfy all attendance requirements, must deliver a Senior Chapel Talk, must be in good financial standing with the School, and must adhere to all school rules up to the moment diplomas are awarded.

A boarding student who is ill is expected to report to the Health and Wellness Center no later than the beginning of their earliest commitment, and ideally by 8:00 a.m. for a first period class. If a student feels too ill to go to the Health and Wellness Center, they must notify dorm faculty, contact the Health and Wellness Center directly (860.963.6182), contact the SOC (860.450.6691), or have someone seek an adult member of the community for help. If students miss two or more classes in one day because of illness (or two unexcused absences), they may not practice/play sports or participate in their assigned extra-curricular activities that day.

If a day student is unable to attend school because of illness, inclement weather, or any other reason, their parent or guardian must notify the School.

- Notifications of absences due to illness and health appointments, contact the Health and Wellness Center Office at 860.963.6182 by 8:30 a.m. on that day.
- Notifications of absences for inclement weather, transportation issues, etc., please contact the Office of Student Life (860.963.6114) by 8:30 a.m. on that day.

Please note that when school is closed due to inclement weather or any other reason, parents/guardians, students, faculty, and staff will be notified by email and/or text message. School closings will also be posted on

the School website. (More information regarding attendance can be found in the Discipline section and the Health Services Guidelines section.)

DRESS AND APPEARANCE

Students must dress in a manner that respects others and is consistent with the expectations of the occasion/event.

Dress Code Guidelines: Clothing must be neat, clean, and in good repair (i.e., no ripped clothing, shirts must have a finished neckline). Clothing must also provide appropriate coverage — no exposed abdomens; shorts and skirts must reach the bottom of the wearer's fingers. Slippers, pajamas, sweatpants, leggings, joggers, and athletic shorts are not permitted; T-shirts may not be worn on Core Academic Dress days. Clothing must not reference drugs or alcohol, contain obscene language, display derogatory references to race, sex, ethnicity, or any protected class. Caps may not be worn in school buildings.

Core Academic Dress: All members of the School community are expected to dress in a manner that is professional and respectful. Tops with a finished neckline, including dress shirts, polos, and non-T-shirt tops with a neat neckline, and proper pants (dress pants, khakis, chinos) or dresses/skirts are required. Dress shorts that meet length/coverage requirements may be worn.

- **Prohibited on Core Academic Dress days:** Sweatshirts/hoodies, T-shirts, and blue denim apparel (blue jeans, overalls, or jackets) are not permitted. Leggings and joggers are not proper pants on Core Academic Dress days.

The Core Academic Dress standard will be in effect for the entire class day, in all academic and recreational buildings, on Mondays, Tuesdays, Thursdays, and Fridays.

Griffin Pride Dress: Every Wednesday and Saturdays with Student Life Programming and classes, members of the school community are encouraged to show their Griffin pride by wearing POMFRET SCHOOL APPAREL, known as "Griffin Gear," in preparation for games and events.

- Those electing to wear Griffin Gear may wear leggings or joggers in keeping with the athletic nature of Wednesday's dress.
- Members of the community not wearing Griffin Gear on Wednesdays are expected to abide by the Core Academic Dress Code.
- All Wednesday/Saturday clothing must be in good repair and meet the standards for the Dress Code Guidelines. Blue denim may be worn on Griffin Pride days.
- "Pomfret School Apparel" refers to any clothing bearing a Pomfret logo or Pomfret colors.

Formal Dress Code: For occasions such as Academic Convocation, the opening and closing Sundial, the Candlelight Service, Moving Up, Graduation, and other events as announced, more formal attire is required.

Examples include a coat and tie with dress pants, or a dress or skirt of appropriate length and coverage. If a student opts to wear a collared shirt, a necktie and jacket must be worn. Clothing that represents other cultures that is consistent with the formality of the occasions, and worn in an appropriately respectful manner, is also allowed. All members of the community are welcome to use the Formal Dress standard at any time.

Relaxed Dress Code: When not in class, or at other events that do not require a specific dress code, we still ask students to be appropriately covered and wear clothing that is free from drugs or alcohol references, obscene language, and derogatory displays to race, sex, ethnicity, or any protected class, or be perceived as offensive by any other group of people.

Enforcement: All faculty members shall enforce the dress code consistently and in a manner that ensures that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. (More information regarding dress code violations can be found in the Minor School Violations section.)

PROFANITY

All community members must act with respect and concern for others; flagrant profanity in the dorm, classroom buildings, at contests, and in community spaces is not allowed. Students who continue to disregard adult requests to improve their language will meet with their Form Dean to discuss next steps.

LEAVING CAMPUS

Walking Distance: If a student wants to walk to a nearby location (within one mile of campus, such as The Vanilla Bean Cafe or Xtra Mart Convenience Store), they must sign out on Orah using the "Off Campus Sign Out" option, select the appropriate destination, and sign in upon return. We recommend students not walk alone and urge pedestrians to utilize the sidewalks.

Outside the Immediate Area: If a student goes somewhere not generally considered within walking distance from campus, they must have the permission of the Dean of Students or the SOC. Once the student receives permission from that faculty member, they must follow the information outlined below to submit an Orah leave request to formalize permission and document their travel.

Weekends: Students in good standing who do not owe restrictions may leave for a weekend (unless designated as a Closed Weekend). ***Students can postpone restrictions by one weekend once per term***. Those who receive weekend permission cannot leave campus until the conclusion of their last school commitment (be it Student Life Programming, classes, athletics, or other commitment) and must return to campus by 7:00 p.m. on Sunday. Pomfret School uses Orah online attendance software to manage student attendance on and off campus.

Orah Leave Requests

Students wanting to travel more than one (1) mile from the School at any time without a faculty member must submit a leave request using the online permission platform Orah (at app.orah.com/login). Students requesting to leave for a weekend (off-campus on Friday and/or Saturday nights) must submit forms in Orah by noon on Thursday. Students will then need to wait until their requests have been approved in Orah prior to leaving campus. It is the student's responsibility to follow up if requests have not been approved.

A complete and thorough Orah request shares the following information (as prompted by the template):

- Date, time, and method of departure from campus
- Approved driving permissions: Person(s)/Rideshare providing transportation and/or those accompanying you
- Contact information for drivers
- Address of the destination
- Plan for return (date and time), including all necessary transportation details such as driver, flight number, and carrier, etc.
- Endorsements of parents/guardians, advisor, host, and essential Pomfret personnel

Once each student has submitted an individual leave request, that student's parents or guardians and advisors will receive an email from Orah allowing them to accept or deny the students' requests. The School will take no action on an Orah Leave Request until the parent/guardian has endorsed the travel plan. If wishing to miss academics, athletics, QUEST / student life programming, and/or afternoon commitments, students must also communicate directly with, include on their leave request, and receive approval from their teachers and/or coaches. Each request will be reviewed by the Dean of Students Office or School Officer in Charge (SOC) for final approval. (A student is not allowed to depart campus without receiving final approval by the School.)

Failure to submit a weekend permission Orah request on time (*if the requested leave is approved) will result in the student accumulating points for the late travel request (see Accumulation of Infractions). Any student who departs campus without final approval from the School will be considered absent without leave (AWOL), a Tier II violation of a major school rule.

***The Dean of Students reserves the right to deny a leave that is turned in late.**

Students are expected to return from a weekend no later than 7:00 p.m. on Sunday evening, allowing them time to prepare for study hours, which begin at 8:00 p.m. When returning to campus, students must check in with their dorm faculty on duty and sign in using Orah. Returning late can be a distraction for others trying to study.

Families are discouraged from taking students off-campus for an overnight stay mid-week. However, students who leave campus on a weeknight must follow the same procedure required for weekend permission (outlined above). Depending on the timing of one's leave, the student will most likely need to complete an Orah Leave Request and receive all necessary signatures and permissions as soon as possible, and no later than 24 hours before the proposed departure time.

Please note that, in consultation with the advisor, the Dean of Students will decide whether to grant or refuse the leave and what penalties (if any) will accrue for missed class time. Last-minute requests must be approved by the SOC, or a student will be considered AWOL, even if the student is with a parent/guardian.

Students under the age of 18 cannot stay in Airbnbs, motels, hotels, or other solo housing arrangements during a leave or school break/vacation. Parents/guardians should consult the laws regarding supervision of minors in a state, as well as the policies established in lodging companies, prior to making travel arrangements. If the school discovers that a student under the age of 18 is unaccompanied (without a parent or approved guardian), we must act as mandated reporters and contact the Department of Children and Families (DCF) to report this as child neglect. We ask that families make age-appropriate arrangements for student leaves and breaks.

Standard Leaves and Driver Approvals via Orah: All student driver approvals and off-campus leave requests are housed entirely within the **Orah** platform.

- **The Process:** Students must submit a leave request in Orah in advance of any departure from campus. A parent or guardian's approval of the Orah leave request serves as their official approval of the driver named in that request.
- **Departure:** Requests must receive final approval from the School before a student can depart campus.

Rideshare Transportation (Uber, Lyft, etc.): Pomfret School permits the use of rideshare services only with prior, explicit parent/guardian permission submitted through Orah before departure.

Rideshare Account Guidelines: Families should understand that standard rideshare accounts legally require riders to be 18 or older. For students under 18, the School **strongly recommends** utilizing a parent-managed teen account (e.g., *Uber for Teens*), which notifies the parent of each trip and includes live trip tracking, PIN verification, ride monitoring, and access to highly rated drivers.

- **Liability Notice:** Families must understand that rideshare insurance coverage varies by state and trip status, that passenger claims can be delayed or disputed, and that the School does not vet, background check, or supervise these drivers.

Student-Driven Vehicles and Peer Passengers: Students may not drive other students.

- **Pomfret Student Drivers:** The Dean of Students must receive explicit Orah approval from the parents/guardians of *both* the student driver and the passenger.
- **Non-Pomfret Drivers Under 21:** Students wishing to ride with a non-Pomfret student under the age of 21 (excluding immediate family members) must consult the Deans' Office well in advance. Requirements include written parent/guardian permission from both parties, as well as proof of the driver's license and liability coverage submitted to the Dean of Students Office.

Boarding Student Restrictions: While boarding students are under Pomfret's jurisdiction, the School assumes they will not be driving vehicles. Boarding students are not permitted to have cars on campus;

exceptions are made solely by the Dean of Students on a case-by-case basis. Boarding students may not drive or be a passenger in a Day Student's vehicle without prior approval from the Dean of Students.

DAY STUDENT EXPECTATIONS

As members of our community who must travel to and from campus each day, our Day Students have several specific rules.

Parental Supervision: It is an expectation of Pomfret School that Day Students are living with a parental figure while attending school.

Drop-Off/Pick-Up: Day students can arrive on campus as early as 6:00 a.m. and are welcome to remain on campus up until check-in: 10:00 p.m. on school nights and 11:00 p.m. (Form III/IV) / 11:30 p.m. (Form V/VI) on non-school nights. Day students can be dropped off and picked up from any location on campus, including their designated day-student-lot behind the OSU.

Access: All Day Students have access to the dorms, the co-ed Day Room, Olmsted Student Union and Tuck Shop, du Pont Library, and other collaborative classroom spaces. Day students also have access to both the Day Student room lockers and the athletic lockers in the OSU. Locks will be provided for Day Room lockers. Athletic lockers can be requested in the Equipment Room (combinations for locks are provided). Students should bring changes of clothes based on each day's events.

Driving Responsibilities: Day students who have the privilege of driving on campus must meet the School's expectations for safe and proper behavior and must register their cars with the Dean of Students Office. Day students who drive to school are expected to park in a designated location, where their cars should remain until they leave for the day.

- Transportation of any boarding student without appropriate permission, obtained before leaving campus, is prohibited.
- Leaving campus, for any reason, before the day's last obligation without the permission of the Dean of Students is prohibited.
- Students who leave campus after their final obligation may return to campus, but must park in their designated parking lot. Driving around campus is not permitted.
- In the event of illness, a student may not leave campus without first being released by a member of the Health and Wellness Center Staff.
- Driving at an unsafe, unreasonable speed on campus (i.e., faster than the posted speed limits) is prohibited.

Any violation of these expectations may result in the revocation of on-campus driving privileges and/or an appearance before the Honor Board.

Additional Information: Information specific to Day Students can also be found in the following spaces of the Griffin Guide.

- Attendance
- Searches
- Personal Property

SEARCHES

Dormitory rooms, day rooms, common spaces, laundry rooms, lockers, and other campus facilities are the property of Pomfret School. While students are permitted to store personal belongings in these spaces, the School reserves the right to access and inspect its property at its discretion. Accordingly, students, faculty, and guests should not expect privacy in School-owned spaces. To maintain a safe, healthy, and orderly community, the School may conduct searches of its property when appropriate.

School employees are expected to follow established procedures when conducting searches. In addition, any faculty or staff member who enters a student's room or other School space for reasons unrelated to a search and observes evidence of a safety concern or a violation of School policy is required to report that information to the administration.

School administrators may authorize searches of School property, as well as personal effects stored on campus—including backpacks, lockers, dormitory rooms, and vehicles—when there are reasonable grounds to believe that a search is warranted. When a search is approved, the School will generally follow the procedures outlined below.

- The search of School property should be authorized by a School administrator.
- If the search involves an area used by a student, the search should be conducted by a member of the Dean of Students Office or the School Officer in Charge (SOC).
- Under normal circumstances, if a dormitory or day room is being searched, the student(s) living or using that space will be present.
- Only the property and belongings of the student in question will be subject to the search if the student in question shares a room or space with another student.
- In addition to an administrator, another faculty member may be present during the search.
- The search may include examination of all objects, furniture, and belongings in the space.
- If contraband, illegal materials, or stolen items are found, the student(s) will be held liable to disciplinary action.

PERSONAL PROPERTY

Students are expected to take efforts to secure and safeguard their personal belongings:

- Boarding students should use assigned lockers, with locks, to secure athletic and personal equipment, and use their dorm rooms to hold personal and/or valuable items.
- Students are cautioned against holding large amounts of cash in their dorm rooms or on their person; instead, we advise that students deposit cash in their business office account where the funds can be accessed during business hours.
- When a student leaves their dorm room, they should lock their door; if a room key is lost, it should be immediately reported for replacement.
- Day Students should utilize the assigned lockers provided in the day rooms in the Olmsted Student Union to secure their belongings.
- Students are strongly advised against leaving personal belongings in shared public spaces or in areas that are not secured.

Pomfret School is not responsible, in most cases, for missing, stolen, or damaged personal belongings. Families are advised to review and, if necessary, update insurance policies so that expensive items, such as laptop computers and other academic technology, are covered if damaged or stolen.

SAFE HAVEN POLICY

The Griffin Guide clearly outlines the School's stance on alcohol consumption and substance use. These practices threaten personal and community health, and require a disciplinary response when discovered by Pomfret personnel. However, the School, invested in the safety and welfare of its students, has created a protocol that allows students to reach out for and receive help without fear of disciplinary consequences. **Safe Haven is a non-disciplinary intervention that allows students to access and receive support for issues related to substance use and alcohol consumption, including at times of impairment.** Safe Haven may be self-initiated, called on behalf of a peer, or may be used by an individual to alert the School to a situation that has placed a student's personal health in jeopardy.

Importantly, Safe Haven must be invoked before the School's administration has initiated an investigation. This is true even if the student is unaware that a response/investigation is underway. A call for Safe Haven cannot be honored if an employee of the School has discovered evidence of student use and/or is actively investigating a Tier I violation of the School's policies regarding alcohol and substance use, possession, selling, and/or distribution.

Privacy: The identity of students using the Safe Haven Policy is treated as private and is only shared with school employees involved in supporting the student.

If a student is in violation of another Tier I or Tier II rule at the time they invoke the Safe Haven Policy, they will not receive immunity for those other rule violations.

However, Pomfret School believes that students should always be able to report instances of inappropriate intimidation, abusive conduct, bullying, sexual misconduct, etc. When a student reports mistreatment that is coincident with the breaking of a school rule (e.g., drug or alcohol consumption, inappropriate use of space, curfew infraction, and AWOL), that student may expect amnesty from potential disciplinary action for violation of the school rule if information about the incident would not otherwise be available to adults.

- *Example*: A student subjected to sexual misconduct while under the influence of drugs or alcohol may report the sexual misconduct without fear of punishment for the drug/alcohol violation, provided that the School would not have otherwise known about the drug/alcohol violation.

Note: ***A student under investigation for a major school rule violation involving drugs or alcohol may invoke Safe Haven for others who were involved in the same event, provided that the involvement of these additional parties is not yet known to an adult in the community.***

Students can get help, access Safe Haven, and avoid disciplinary consequences through the following mechanisms:

- A student who needs help should directly call the School Officer in Charge (SOC) cell phone (860.450.6691) to request Safe Haven;
- A peer can make the Safe Haven call or assist a friend in contacting the SOC, especially in situations when the student in need of help is incapable of making the call. The identity of the Safe Haven caller is privileged information and will not be disclosed to anyone outside of the Safe Haven protocol.
- A student may also request Safe Haven by approaching a trusted adult in the school community (e.g., dorm parent, advisor) and through that mechanism connect with the SOC to immediately initiate Safe Haven.

A Safe Haven call initiates a response by the School. As reviewed in dorm meetings, at orientation assemblies, and periodically throughout the year, the student invoking Safe Haven understands that the following will occur:

- The student receiving Safe Haven will:
    - Be screened for drugs and/or alcohol
    - Review and sign the Safe Haven Protocol Agreement
    - Be evaluated by the School Nurse, if clinically appropriate
    - Have their advisor notified.
    - Have their parents/guardians notified.

- If substance use is confirmed by drug/alcohol testing, the student will:
    - Undergo a substance use evaluation by the Director of Health Services. Treatment recommendations will be made to the student and their family based on that evaluation, including but not limited to the initiation of a Medical Leave of Absence for the student to

participate in a more intensive treatment program, ongoing therapy with an outside substance abuse specialist, or with the Pomfret Counseling Department.
    - Participate in a random drug screen protocol, established by Pomfret's Student Support Team, to assist the student in maintaining healthy habits.
    - Complete educational programming connected to the Safe Haven incident.
- The Health and Wellness Center will be charged with communicating Safe Haven Policy reminders, including any testing requirements, at the beginning of each school year.

Note: Any student under a Safe Haven contract, a contract that includes periodic drug/alcohol testing, will be referred to the Dean of Students for disciplinary action if they test positive for drugs and/or alcohol. Please see additional information on the School's Tier I disciplinary response to drug and alcohol use, possession, and distribution.

RANDOM DRUG/ALCOHOL TESTING

If a student's behavior raises suspicions (but not direct evidence) of drug use, Pomfret School reserves the right to administer a drug test and ask the student to produce a urine, saliva, or other sample when appropriate, for testing at the Health and Wellness Center. Specimens may be sent to a local laboratory for analysis:

- The results of the in-house testing are honored as confirmation of use.
    - If the test is negative, the sample may be sent to the laboratory for confirmation.
    - If a positive result is obtained during a return from break baseline screening, the student will be required to have a substance use evaluation by the Director of Health Services or the Director of Counseling, who will devise the follow-up plan.
    - If a positive result is obtained as part of the Safe Haven random testing protocol, the student will be referred for disciplinary action.
- Parents/guardians and the advisor will be notified of the testing event.

If students refuse to take a drug test, tamper with a drug test, or intentionally use, or possess with intent to use, any substances or devices designed to falsify the results of a drug test, the School will treat the tainted testing event as confirmation of use (a positive result), and will not retest the student in question. Any student exhibiting signs of, or under suspicion of, alcohol consumption will submit to a breathalyzer test. If a student tests positive for non-prescribed (as per Medication Orders provided to the school) substances, they will be asked to comply with periodic drug testing for the duration of their Pomfret career.

MEDICAL LEAVES

When the School determines that a student's medical needs, physical or psychological, require extended care and the support of outside providers, the School may initiate a Student Medical Leave. Medical Leaves involve coordinated care, communication between caregivers, Pomfret medical staff, outside treating providers, and

parents/guardians, and include progress benchmarks that must be achieved before a student can return to campus to reside and resume in-person programming. As part of this process, appropriate releases of information will be required to allow for ongoing communication between Pomfret's Health and Wellness team and any outside medical or mental health providers involved in the student's care.

Medical Leaves are approved by the Director of Health Services, Director of Counseling, and the Dean of Students. Parents/guardians can advocate for but not authorize/ initiate a medical leave. We encourage good lines of communication and invite parents/guardians to consult with campus providers and the Dean of Students about the health and well-being of their student.

STATEMENT ON SEXUAL BEHAVIOR

Pomfret School recognizes that the desire for sexual intimacy is a normal part of adolescent development. At the same time, given the complicated personal and emotional issues surrounding sexual intimacy, the School does not endorse or condone intimate sexual activity among students. As the campus is a shared public space, there is no place on campus that is appropriate for such activity.

If students are discovered engaging in intimate sexual contact, or if the circumstances imply intimate sexual contact, the School will respond to any such incident by informing the parents or guardians and advisors of the students and requiring meetings with an appointed faculty member and, if appropriate. If the students' behaviors violate any school rule, such as check-in, AWOL, inappropriate use of space, or intervisitation rules, the Dean of Students will be immediately notified and will proceed with appropriate disciplinary action.

Due to the sensitive nature of these infractions, they will be handled by the Dean of Students Office in collaboration with our Health and Counseling services or, depending on the circumstances, referred to the CCT or the Head of School.

In addition, public displays of affection that are overly physical or explicit are not appropriate in the School environment.

Connecticut state laws protect the rights of minors to have access to contraception and treatment for sexually transmitted diseases without parental permission or notification. The campus Health and Wellness Center provides these services to Pomfret School students. Although the School's expectation is that students abstain from engaging in sexual activity while on campus, it is acknowledged that the physical health and well-being of our students is paramount. Confidentiality regarding the issue of abortion for a minor is also upheld by Connecticut state law. The faculty and staff of Pomfret School will always encourage students to notify their parents/guardians, but it is recognized that for some students this may be an unsafe or impossible option.

It should also be noted that, in certain circumstances, Pomfret School is required to report inappropriate sexual activity to the Connecticut Department of Children and Families and the State Police. All non-consensual sexual behavior is prohibited, is a Major School Rule Violation, and will be referred to the CCT, unless the Head of School determines otherwise.

STATEMENT ON HARASSMENT

Harassment is a form of unacceptable behavior that creates a hostile, intimidating, or offensive environment for an individual or a group. For the purpose of clarity in the Griffin Guide, harassment typically refers to any actions, words, or behaviors directed towards a student or employee that targets them based on their race, ethnicity, nationality, gender, gender identity, sexual orientation, religion, disability, or any other protected characteristic. Harassment is a Major School Rule Violation and will be handled by the CCT, unless the Head of School determines otherwise.

Harassment can manifest in various ways, including but not limited to:

- **Verbal Harassment:** Using derogatory or offensive language, slurs, insults, or name-calling towards someone based on their protected characteristics.
- **Physical Harassment:** Engaging in unwelcome physical contact, such as hitting, pushing, or any form of physical intimidation or aggression.
- **Cyber Harassment:** Using electronic communication channels (social media, email, messaging apps) to target, threaten, or humiliate someone based on their protected characteristics.
- **Sexual Harassment:** Unwanted sexual advances, comments, or behaviors that create a hostile or uncomfortable environment for the target. (See Statement on Sexual Harassment)
- **Bullying:** Repeatedly targeting an individual with harmful actions, either physically, verbally, or emotionally, often involving a power imbalance.
- **Social Harassment:** Excluding, isolating, or spreading rumors about someone with the intention of harming their social standing or reputation.

STATEMENT ON BULLYING

Bullying typically involves conduct by a student (the "aggressor"), repeated over time, that leads another student (or group of students) to reasonably believe that the aggressor is motivated by a desire to physically or emotionally harm them or damage their property. The conduct is often largely one-sided, meaning it doesn't include behavior that occurs during a conflict where students are mutually involved in some type of disagreement. Additionally, bullying may involve a real or perceived power imbalance.

Bullying can occur in different ways; it can be direct (face-to-face) or indirect (behind someone's back). It can be verbal, physical, psychological, (e.g., purposefully excluding people from activities and breaking up friendships or other relationships), or electronic (e.g., using the internet, a mobile phone, or other electronic equipment to harm others).

Pomfret School takes bullying and related forms of harmful mistreatment of peers extremely seriously. The School will thoroughly investigate allegations of bullying, being careful to distinguish teenage conflict from bullying. (The School's ability to investigate online conduct by, for example, obtaining information from third-party controlled websites, may be limited.) It will consider whether a reasonable student should have

known, under the circumstances, that their acts could inflict physical or emotional harm, or damage the student's property, or place a student in reasonable fear of physical or emotional harm to their person or their property. When the School finds bullying to have occurred, it will consider disciplinary responses of suspension and separation; dismissal may be considered, even if it is a first offense.

Please note that Pomfret School uses a broader definition of "bullying" than the State of Connecticut. Connecticut requires that for conduct to be considered as "bullying," it needs to be "reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, developmental, or sensory disability" or "any other distinguishing characteristic." Pomfret School believes that bullying is wrong and should be sanctioned regardless of whether it is motivated by any actual or perceived characteristic.

It is essential for all students to understand that harassment and bullying are not tolerated and that all community members enjoy the right to feel safe and respected on campus. Pomfret has clear policies and procedures in place for reporting and addressing instances of harassment and bullying behavior, as well as mechanisms of support for those who have experienced such behavior.

- For students to report an incident of Harassment, Bullying, or Bias: Student Reporting Form
- For faculty/staff to report an incident of Harassment, Bullying, or Bias: Faculty/Staff Reporting Form

Additionally, the DEI team offers education on the harmful effects of harassment and bullying while promoting a culture of inclusivity and respect.

STATEMENT ON SEXUAL HARASSMENT

Sexual harassment is specifically prohibited. Sexual harassment is a form of sexual discrimination, and therefore federal and state laws prohibit it. Sexual harassment can cover a wide range of behaviors, including sexual insults and name-calling; off-color jokes; intimidation by words or action; offensive touching, such as tickling, pinching, patting, or grabbing; pressure for sexual activity; assault; and rape. Sexual harassment can be perpetuated by peers, adults, or others with whom the student must interact to fulfill school duties. It is important to remember that sexual harassment is defined by the "target" (the person who has been harassed); i.e., what may be hostile, humiliating, or sexually offensive to one student may not be perceived that way by another student or staff.

Any student who believes that the actions of another student, faculty member, staff, or any other individual constitute harassment should report the incident to a trusted adult in the School community and contact the School's Conduct and Compliance Team, the Dean of Students, or the Dean of Faculty as soon as possible. Sexual harassment is a Major School Rule Violation and reported violations will be handled by the CCT, unless the Head of School determines otherwise.

REPORTING INCIDENTS OF BIAS AGAINST A PROTECTED CLASS

Bias incidents are any actions committed against a person or member of a marginalized group that are motivated, in whole or in part, by the targeted person's or group's sex, gender identity, sexual orientation, national origin, race, religion, disability, or another protected class.

Bias can take many shapes. In the case of explicit or conscious bias, a person who acts on their bias is very clear about their feelings and attitudes, and their related behaviors are conducted with intent. In the case of implicit or unconscious bias, the individual is unaware of their biases, and their subsequent words and behaviors may cause unintentional harm to others.

No matter what type of bias is at play, acts of bias may result in a state of emotional distress, discomfort, and insecurity for the victim, and have no place at Pomfret School. An incident that is motivated by bias may include offensive conduct or language toward a person or group within a certain protected class. Acts of bias often include some form of unsupported stereotypes or prejudice against people based on their actual or perceived race, ethnicity, religion, national origin, gender, gender identity, sexual orientation, age, or ability.

Anyone who is a witness or a victim of a bias-related incident at Pomfret School has the opportunity to file a confidential report to the Office of Diversity, Equity, and Inclusion and the Dean of Students Office. These reports will be handled on a case-by-case basis with the overarching goal of supporting the well-being and safety of the individuals involved and providing resources as needed to move the community forward. The DEI and Dean of Students teams will partner to discuss instances of bias involving student interactions in an effort to support mediation, education, further disciplinary consideration, or another appropriate response. Instances of bias involving student interactions may be referred to the Dean of Students Office for further disciplinary consideration; instances of bias involving adult members of the Pomfret community should be referred to the Human Resources department for investigation, documentation, and potential sanction. Bias is a Major School Rule Violation, and may be handled by the CCT, unless the Head of School determines otherwise.

Pomfret School remains dedicated to maintaining a safe and supportive environment for all students, addressing bias incidents with the seriousness they deserve, and ensuring comprehensive support for those impacted.

DISCIPLINE SYSTEM

Pomfret students are expected to uphold community standards rooted in Respect and Accountability:

- **Respect:** Honor yourself and others in all interactions.
- **Accountability:** Commit to behaviors that support a positive learning environment.

Shared Responsibility for Discipline

Every member of our community—students, faculty, and staff—shapes Pomfret's atmosphere. Upholding our standards is a collective responsibility, and enforcement does not fall exclusively to the Dean of Students Office. While discipline is administered by the Dean in coordination with the Head of School, and, at times, the CCT, all of us play a part in fostering a respectful and accountable school culture.

ATTENDANCE POLICY

All students will have a zero-absence total at the beginning of each trimester. Students are expected to attend all school obligations. An unexcused absence is recorded when a student misses a required school commitment without receiving permission from a school nurse and/or a member of the Dean of Students Office. If a student misses a required class, afternoon activity, or school event without permission, the absence is "unexcused." Regular attendance is essential for the success of our students and the community as a whole. In addition to in-person meetings with necessary personnel, automated emails will be issued notifying students and families of accumulating absences and their consequences. To ensure accountability and responsibility, the following attendance policy will be enforced for unexcused absences and communicated to students and families by a member of the Dean of Students Office:

- **Two Unexcused Absences** - Restrictions assigned (see information on Restrictions).
- **Three Unexcused Absences** - An additional restriction is assigned.
- **Four Unexcused Absences** - One weekend of in-dorm restrictions (students must remain in their dormitories during the weekend; no intervisitation privileges). Additionally, a Note of Concern will be issued by the Dean of Students Office to communicate the pattern of poor attendance, current consequences, and next steps if the pattern continues.
- **Five Unexcused Absences** - One week of restrictions (students will have limited privileges for an entire week (e.g., loss of free blocks), and meet with the student's form dean, advisor, and Dean of Students to discuss the implementation of the week of restrictions as well as to outline the consequences of any further absences.
- **Six Unexcused Absences**

Consequence: Suspension from Pomfret School at the discretion of the Dean of Students and the Associate Head of School. Upon return, the student will be placed on an absence probation for five (5) weeks.

During the probation period, any additional absences will result in the following actions:

- **One Additional Absence while on Attendance Probation:** The student's case will be reviewed by the Student Support Team (SST) to explore helpful support systems and timely interventions. The Associate Head of School, a member of SST, will meet with the student and advisor to explore pathways to better compliance and foreshadow consequences for additional missed obligations. Parents will be contacted.
- **Two Additional Absences while on Attendance Probation:** Immediate referral to the Honor Board to review the student's ability to meet the obligations and standards of Pomfret School under the Actions Incompatible Tier II infractions language. Given the initial suspension at six (6) absences, a range of responses may be suggested, up to and including separation and/or an enrollment contract hold for the next school.

Subsequent absences while on probation place the student at risk of dismissal.

Pomfret School reserves the right to review each case individually and implement additional disciplinary actions if deemed necessary. Consistent attendance is crucial for academic success and personal development, and we expect all students to adhere to this policy diligently.

MINOR SCHOOL VIOLATIONS

For minor school infractions, such as a dress code violation, being late to a class, missing restrictions, or submitting a late weekend slip, the School uses an **"infractions" system** designed to address the rare instances of human error (e.g., oversleeping) and, on a larger scale, to keep track of patterns of negative behavior. The "infractions" system is not an allowance of permissible misconduct; many students, in fact, never receive an infraction.

When an infraction occurs, the faculty member directly addresses the infraction with the student and then electronically records the incident via Sundial and/or informs the Office of the Dean of Students. **The Dean of Students Office will notify students of any penalty.**

All students will have a zero-infraction total at the beginning of each trimester. **Each minor violation results in exactly one (1) infraction.** Infractions are recorded for offenses including, but not limited to:

- Unexcused lateness to a class or required school event
- Dress code violations
- Late submission of weekend slips
- Skipped/missed restrictions
- Unauthorized food / Doordash deliveries
- Inappropriate cell phone use

A weekly report will be kept in the Dean of Students Office and communicated by the Form Deans. However, students are responsible for keeping track of their status and should regularly check their attendance and conduct records via their Sundial page.

Restrictions

Restrictions are technology-free study halls held during a student's free blocks or during free time on the weekends as designated by the Dean of Students Office. There may be times that the Dean of Students Office alters when and where restrictions will occur. Students must come prepared to read or do homework without using a computer or phone. Students may not sleep during this time. An email will be sent to students on Thursday morning alerting them to this requirement. ***Only one (1) approved, rescheduled restriction will be allowed per term.***

Accumulation of Infractions

The accumulation of four (4) infractions will likely result in the following:

- The student will receive one weekend restriction.
- The student and their advisor will meet with the student's Form Dean.

The accumulation of six (6) infractions will likely result in the following:

- The student will attend a meeting with their advisor and a member of the Deans' Office.
- They will discuss restorative actions to help provide support for the student.

The student will receive a Letter of Concern about their behavior, which will be sent to parents/guardians and advisor.

The accumulation of eight (8) infractions will be considered a major violation and will likely result in the following:

- The student and their advisor will meet with the student's Form Dean and Dean of Students.
- The student will appear before the Honor Board, which will determine the consequences of the student's actions.

If a student accrues a large number of infractions (16 or more) over the course of two or more terms, they may appear before the Honor Board. If the pattern is egregious, a student can be in jeopardy of receiving notice of a Tier II offense: Actions Incompatible with the Goals and Standards of the School Community.

MAJOR SCHOOL VIOLATIONS

Pomfret students are expected to use good judgment and conduct themselves in ways that are befitting of the School and supportive of the mission, vision, and values of our community. Therefore, it must be understood that Pomfret's general expectations and rules extend beyond the School's grounds, especially when students are on school trips, traveling on school-provided transportation, or traveling to and from school on holidays,

vacations, and weekends. Violations that take place during the school year, including over weekends and academic breaks when away from campus, are of interest to the School and will be handled appropriately.

Note: ***The following violations serve as a framework for behavior rather than a complete list. In fact, anything that detracts from the Pomfret Experience, as determined by any faculty member, can be considered a disciplinary violation. Students who choose to remain in the presence of others while rules and standards of behavior are being violated—regardless of the level of their participation—may be subject to a disciplinary response.***

Tier I Violations:

Tier I violations are considered major violations of community expectations. Because these violations jeopardize the potential health and safety of the community, the violation may be met with a range of severe penalties, including suspension, separation, or dismissal. Whenever possible and appropriate, sanctions will be accompanied by restorative elements that repair, educate, and atone for misdeeds.

Range of disciplinary response to Tier I infractions:

- Suspension - Suspended students stay connected to their classes through remote, asynchronous learning and may engage in weekly contact with teachers. However, a suspended student may not participate in any school-related activities or reside on campus. Suspensions may be up to three weeks.
- Separation - Separations are longer than suspensions. They can last until the end of the current trimester, stretch into an adjacent academic term, or extend until the end of the school year. Separated students must depart campus and are unable to engage in their Pomfret classes through remote work. Instead, separated students must find an alternative educational provider and partner with the academic office to build an educational continuity plan.
- Dismissal / Withdrawal - Pomfret's most severe penalty, dismissed students must leave campus immediately and may not conclude the school year from a distance. Transcripts will be updated based on current academic office policies.

Tier I: Drugs And Alcohol Policy:

The safety and well-being of our students are of paramount importance at Pomfret. The following drug and alcohol policy seeks to create a safe and conducive living and learning environment and to discourage the use and distribution of illegal and prohibited substances on School premises. Students are expected to comply with the policy, and violations will be met with appropriate disciplinary actions. Violations that take place during the school year, including over weekends and academic breaks when away from campus, are of interest to the School and will be handled appropriately.

Note: ***The terms of any suspension for drug / alcohol offenses may also include counseling, rehabilitation and/or educational programming. Any student returning to School following a drug / alcohol suspension or separation will be enrolled in a periodic drug / alcohol testing program.***

As noted under the Safe Haven policy, a student under investigation for a major school rule violation that involves drugs or alcohol may invoke Safe Haven for others who were involved in the same event, provided that the involvement of these additional parties is not yet known to an adult in the community.

- **Prohibition of Drug and Alcohol Use:** Distribution or sale, possession, and/or the use of illegal drugs or alcohol on school property, at school-sponsored events, or while representing the school is strictly prohibited. **All drug and alcohol offenses are considered Tier I infractions**. Students may not be under the influence of drugs or alcohol while on school property (or while traveling with the school), regardless of whether use took place on school grounds or off campus.
    - Any students found in violation of the School's drug/alcohol policy will be subject to immediate testing (drug panel, breathalyzer, urinalysis) through the Health and Wellness Center and/or Day Kimball Hospital. Testing may include, but is not limited to, a drug panel, breathalyzer, and/or other substance use screening method, depending on the situation.
    - If permitted to remain at the School, students found in violation of the School's drug/alcohol policy will enter a periodic testing protocol to ensure continued compliance with Pomfret School drug and alcohol rules.
- **Distribution of Drugs and Alcohol:** Any student found distributing or providing, or attempting to distribute or provide, drugs, alcohol, or any other controlled substances to other students will likely be met with dismissal, even for a first offense.
- **Under the Influence or Use of Illegal Drugs and/or Alcohol:** Students who show signs of impairment and/or other symptoms that suggest drug or alcohol use will be taken to Pomfret's Health and Wellness Center (or Day Kimball Hospital) for drug and alcohol screening. Positive test results will trigger an Honor Board hearing. First-time offenders will likely receive a suspension; separation or dismissal is a possibility for repeat offenders and those who violate Safe Haven contracts.
- **Possession of Drugs or Alcohol:** Students found in possession of illegal drugs, alcohol, or controlled substances will most likely be subject to a suspension; separation or dismissal is a possibility. The length and severity of the sanction will depend on a number of factors, including the magnitude of the offense (the amount of material found in the student's possession) and the student's previous disciplinary record. Students may not participate in any school activities while serving a suspension. The terms of the suspension may also involve counseling, rehabilitation, and/or educational programming.
- **Possession of Drug Paraphernalia:** Any student found in possession of drug paraphernalia, such as pipes, bongs, THC vapes, etc., will also face disciplinary consequences and engage in educational programming if permitted to remain at the School.

Additional Tier I Violations:

- **Bias Against a Protected Class:** Single, severe acts of bias may be grounds for expulsion.
- **Bullying:** (Hazing, Harassment, Cyber-bullying, and Physical/Sexual Misconduct) Single, severe acts of bullying may be grounds for expulsion.
- **Contraband:** The possession or use of handguns and other weapons that require a permit.
- **Harassment:** Targeted and overt behavior that others experience as harassing, unreasonable, or humiliating.
- **Open Flame in a School Building:** The burning or lighting of matches, candles, incense, cigarettes, or any other material.
- **Sexual Misconduct:** A range of behaviors of a sexual nature that are unwelcome, non-consensual, or coercive, and may include sexual harassment, sexual assault, dating violence, and stalking.
- **Theft:** Taking something that belongs to another member of the community or to the Institution without prior permission.

Tier II Violations:

Tier II violations are considered major violations, and the full range of disciplinary responses may be considered. In adjudicating Tier II cases, the Honor Board takes into account the potential for growth and learning that is an essential component of the School's mission.

Note: ***Students facing multiple, Tier II offenses should anticipate a more severe disciplinary response than a first-time offender who faces a single Tier II charge. Similarly, students under disciplinary probation or those students who have appeared before the Honor Board previously who are found in violation of school rules (recurring Tier II violations, or a new Tier II offense) should also expect an elevated response, including the possibility of dismissal.***

Specific Tier II Violations:

- **AWOL:** Absent Without Leave is defined as leaving a dormitory building after check-in or before 6:00 a.m. without faculty permission. AWOL is extended to times when a student is off campus and absent from an off-campus, school-sanctioned event, without authorization. Because AWOL is a major safety violation, both the student who is absent and any student complicit in hosting them will have their culpability weighed directly by the Honor Board.
- **Academic Dishonesty:** Using or taking credit for the work of another person, whether the material be directly copied or superficially disguised. (See "Academic Integrity Policy")
- **Actions Incompatible with the Goals and Standards of the School Community:** When the body of a student's behavior has become particularly troublesome and problematic in multiple areas of the student's life.

- **Bias Against a Protected Class:** When conduct, speech, or expression is motivated by prejudice or bias towards an individual or group of a particular race, nationality, sexuality, and/or social identity but is found to be unconscious and unintentional in origin.
- **Contraband:** The possession or use of fireworks or weapons that do not require a permit, such as pellet guns, airsoft guns, or knives, etc. This includes the possession of a lighter and/or matches.
- **Disobedience:** Deliberately disregarding instructions from a faculty or staff member.
- **Driving Permissions:** Driving or riding in cars without permission, including ride shares (Uber, Lyft, etc.). (See "Leaving Campus.")
- **Gambling:** In-person or online gambling for monetary gain is strictly prohibited on campus.
- **Harassment:** Behavior used unintentionally in a manner that others might experience as harassing, unreasonable, or humiliating.
- **Inappropriate Intervisitation:** The entering of a dormitory, bathroom, or locker room of the opposite sex or the hosting a member of the opposite sex without permission from a faculty member (See "Policy on Intervisitation".)
- **Lying:** The intentional misrepresentation or omission of facts for personal gain or to protect the interests of others.
- **Nicotine and Tobacco Products:** The use or possession of e-cigarettes, vaporizers, vaporizing paraphernalia, or any other nicotine or tobacco products. Any student in violation of this policy will also be drug tested immediately. Students on athletic teams who are caught using any nicotine substances will be required to meet with the Athletic Director and the Dean of Students. These two administrators will determine a response, which will most likely include attending, but not participating in, the next two athletic contests for their teams.
- **Reckless Endangerment:** Committing actions which threaten or pose a risk of harm to the health, safety, or well-being of the student or other persons. (Ex: climbing on roof or in/out of window.)
- **School Key:** Unauthorized possession and/or use of a school key.
- **Vandalism**: The malicious destruction of property, including but not limited to the tampering of dormitory door locks.

Tier III Violations

Tier III violations, while not major violations *per se*, may be treated as such when multiple violations occur.

- **Actions Incompatible with the Goals and Standards of the School Community:** Students may not engage in any behaviors that reflect poorly on the student and/or the School, or act in a way that is detrimental to the well-being and best interests of the school community.
- **Inappropriate Use of Space:** The use of an area on campus in a manner that is incompatible with the values and expectations of the School and/or in a manner for which it was not intended. This includes being behind a locked door anywhere on campus.
- **Leaving hall or hosting someone from another hall after final on-hall check-in.**
- **Off floor after final on-hall check-in.**

- **Prohibited Dorm Items:** Having items in the dorm such as unapproved OTC medications, cooking/heating appliances, and other items marked as prohibited on the packing list.
- **Travel Violations:** Failure to follow leave procedures (See "Leaving Campus".)

MAJOR DISCIPLINE PROCESS

If not referred to the CCT, major discipline is handled by the Dean of Students Office. Students believed to have committed a major school rule violation can expect the following:

- The student will meet with a member of the Dean of Students Office to discuss their infraction. If possible, the student's advisor will be present for this meeting.
- The student's parents and/or guardians will be notified by the Dean or the student's advisor.
- If in violation of a major school rule, the student will most likely appear before the Honor Board.
- If an Honor Board hearing is scheduled, the Dean of Students will meet with the student and their advisor to further discuss the infraction and prepare them for the Honor Board appearance.
- The student's advisor, or another faculty member if the advisor cannot be present, will attend the Honor Board and will provide support for the student.
- Prior to an Honor Board meeting, the student is expected to provide the Dean of Students with a written personal statement, which will be shared with members of the Honor Board during the meeting.
- After the meeting with the student, the Honor Board will discuss the case and make a recommendation for disciplinary consequences and restorative actions.
- After receiving the recommendation from the Honor Board, the Head of School, Associate Head of School, or Dean of Students will make and deliver the final decision.
- The Dean of Students will meet with the student and will contact their parents or guardians notifying them of the disciplinary consequences. The student's advisor will attend this meeting, if possible. The Head of School, or the Associate Head of School in the absence of the Head, will attend the meeting if the case involves a possibility of dismissal.
- The School will provide formal, written documentation of the incident and outcome to the student and their parents or guardians once a resolution has been reached.
- Attorneys and parents are not permitted in the process.

HONOR BOARD

A student believed to have committed a major infraction, or one whose behavior does not conform to school expectations after a disciplinary warning or disciplinary probation, will most likely be brought before the Honor Board. This group is composed of elected sixth form students and faculty representatives. The Dean of Students or the Associate Dean of Students will chair Honor Board hearings.

Students required to meet with the Honor Board are given notice of the allegation by the Dean of Students and, with support from their advisor, are asked to prepare a narrative of the events as they unfolded. The student, accompanied by their advisor or another faculty member, will read this narrative at the meeting and respond to questions posed by the committee. Once the committee is satisfied that they have gathered all of the pertinent information, the student and advisor are excused, and the committee deliberates on a suitable response.

The Honor Board will evaluate the nature and intent of the violation and recommend appropriate sanctions, probationary periods, and restorative elements. In assessing the infraction, the Honor Board will confirm that the offense aligns with the Tier I or Tier II language, suggest that the infraction be elevated to the Tier I level, or advise that the matter falls under the School's Tier III language. As a result, a range of potential disciplinary outcomes is possible, from a finding that there was no violation up to probation, suspension, separation, and ultimately dismissal.

The Honor Board is a recommending body only. The Head of School, Associate Head of School, or Dean of Students makes the final decision, choosing to accept, amend, or return the decision to the committee for further deliberation.

ADMINISTRATIVE BOARD

When a gathering of the Honor Board is not possible or appropriate, as when the offense is sensitive in nature, the School will empanel an Administrative Board, composed exclusively of adult members of the school community, to hear the case. The Administrative Board is composed of members of the Dean of Students Office, other administrators, and/or elected Honor Board members of the faculty. The Administrative Board and the disciplinary process will operate in a manner consistent with the Honor Board's procedures and reporting structure.

ACADEMIC BOARD

The Academic Board collaborates with the academic office to investigate and review matters of Academic Integrity. The Academic Board consists of V and VI Form students who, when called upon, convene with teachers, department chairs, and/or members of the academic office to gather facts, interview relevant parties, and conduct investigations into reported violations of the School's Academic Integrity policies. Following their review, the Academic Board presents their findings and recommendations to either the Dean of Academics or the Dean of Students for further action. A range of disciplinary outcomes is possible, from a Letter of Concern to suspension or separation. Students will also be expected to engage in restorative work and may be expected to redo assignments with new parameters. In some cases, a grade of *insufficient evidence* will be issued.

Students who commit multiple Academic Integrity violations, regardless of severity, will be referred to the Honor Board for formal disciplinary proceedings. Additionally, first-time offenses that demonstrate egregious breaches of academic integrity constitute grounds for Honor Board review.

All members of the Academic Board are selected as part of the leadership application process during the spring trimester and serve for the subsequent academic year.

DISCIPLINARY CONSEQUENCES

Formal Warning: In some instances, the behavior of a student may result in a consequence that does not require an appearance before the Honor Board. In these rare situations, as when a student's unintentional and clumsy scholarship meets the definition of plagiarism, a student may receive a formal warning, which constitutes a first violation for a specific major school rule. When appropriate, the School may also offer mediation as a supplementary response to help address underlying conflict or misunderstanding. Once a student has a formal warning on their record, any subsequent violation of the same major school rule will likely result in an appearance before the Honor Board for consideration of additional sanctions, including the possibility of suspension, separation, or dismissal.

Disciplinary Probation: Disciplinary probation is the strongest warning the School can provide a student. While on disciplinary probation, students who violate any major school rule or accumulate a series of minor school rule infractions will most likely appear before the Honor Board again for consideration of dismissal. Even after their probation period ends, students must understand that the School will have little tolerance for repeated infractions of the same rule. In accordance with restorative justice policies, many disciplinary probation periods will be combined with a project, service work, reflection, and/or mediation that will encourage the student to use their mistake as a moment for growth.

Suspension: A suspension requires a student to leave the School for a short period of time (up to three weeks). The length of a suspension varies and is determined on a case-by-case basis. It is the student's responsibility to complete their academic work and/or other assignments while they are away from school, though the student may contact their teachers, as necessary. Suspended students may not return to campus and may not attend any school event or activity without permission from the Dean of Students.

Separation: Separation requires a student to leave the School for a longer period of time.
A separation can last until the end of the current trimester, stretch into an adjacent academic term, or extend until the end of the school year. The length of the separation will reflect the severity of the student's disciplinary infraction and include a restorative justice project determined by the Head of School and Dean of Students, in collaboration with the offending student. There may be additional recommendations given by the Honor Board that guide this process.

Dismissal: Dismissal is the School's strongest disciplinary consequence, as it requires the student to permanently leave Pomfret School. Boarding students are expected to pack their dorm room and depart campus

immediately following dismissal. Dismissed students may not participate in Commencement ceremonies and will not receive a Pomfret School diploma. Any student who is dismissed, or who withdraws pending a disciplinary proceeding, may not return to campus without permission from the Dean of Students and only after their form has graduated from Pomfret School.

REPORTING ON STUDENT DISCIPLINE

We believe that understanding accountability is vital to community growth and a deeper alignment with our values. Consequently, the School shares weekly updates during school meetings regarding the total number of Honor Boards and the types of infractions committed. These briefings include reminders about the consequences of breaking School rules. While these matters are discussed in a public forum for collective learning, names are not mentioned in an effort to protect the privacy of the specific individuals involved.

Reporting Discipline to Colleges

Many colleges ask students to report discipline events as part of the college application process. Pomfret expects students to report any disciplinary issues fully and honestly. The college counselors are a useful resource when questions arise about reporting, and students are advised to connect with their college counselor to review statements and reporting obligations. Please see Reporting to Colleges in the College Counseling section.

Student Dismissal/Withdrawal

Pomfret will disclose to colleges at which a student has an active application any change in a student's enrollment status no later than ten calendar days after the official date of a student's withdrawal from the School.

RESIDENTIAL LIFE

Dormitory living requires concern for the rights of others and tolerance for other people's habits and attitudes. Living in close proximity with other students is an important part of the academic and social experience of boarding life. Accordingly, the following guidelines are intended to help ensure a safe and healthy living environment for everyone.

Housing Placement: Returning boarding students participate in a housing lottery in mid-May. The Housing Lottery Process begins with the selection of a random lottery number. A form is shared with all students requesting information about documented or undocumented Housing needs. Students then have time to discuss potential roommates ahead of the Housing Draft, which takes place during the final weeks of school, with each form having designated time slots to select prospective rooms based on their lottery numbers (lowest numbers choose first). Students must arrive prepared with multiple housing options and potential roommates.

The process follows seniority order—rising seniors select first, then juniors, then sophomores. Some rooms are unavailable due to prefect placement and institutional needs. The Dean of Students Office evaluates all selections over the summer, considering new student placements, advisor feedback, and school requirements before announcing final housing/dorm assignments for both boarding and day students in mid-August. That announcement comes with the understanding that changes may occur and that institutional needs will take priority over student preferences. The placement of new students is completed in consultation with the admissions office and using the survey accessible to newly enrolled families.

Housing Changes: Pomfret School will not grant housing changes without first working through a system of mediation. We believe that students benefit from working through a process of conflict resolution and compromise within the dormitory setting. This process will involve prefects, dorm parents/affiliates, and the Dean of Students Office. Through a restorative process, we will work with roommates to create a living arrangement that works for all parties while recognizing the needs of each student. If Pomfret School exhausts all forms of mediation, the Dean of Students will review available housing options to determine when and if a change may be necessary. It should be noted that Pomfret School will not consider the identity of a student as a reason for a housing change, particularly when considering protected classes such as race, sexual orientation, gender expression/identity, religion, and/or disability. Dorm affiliation changes for Day Students can take place at any point in the school year, in consultation with the Dean of Students.

Study Hours: On Sunday through Thursday, 8:00 p.m. marks the beginning of study hours. The campus and all buildings will remain quiet until 7:00 a.m. the next morning. Quiet must be maintained in all places, including to and from designated study hall areas, during study hours in the evenings, as well as during morning

class hours. No music may be played so that it can be heard in the hall or in an adjoining room. This rule must be strictly observed for everyone's benefit.

The School may extend study hours and/or require the observance of "quiet hours" in dorm spaces during academically intense periods of the school year or on the eve of programming/standardized testing. **Quiet Hours** require that all in the dorm work to create a respectful and quiet atmosphere that is conducive to sleep and/or study for those who are preparing for the demands of the next day. Quiet Hours are always in place following lights out (underformers) or following the in-room requirement for upperform students.

Every boarding student must check in at their dormitory by 8:00 p.m. on weeknights. To leave the dormitory, students may sign out with the approval of the faculty member on duty. A student on Academic Concern may sign out to another study area only when they present an email/GChat sent from the faculty member for whom the work is required. Each new III and IV form student must study in their dorm room until fall midterm grades are released, unless the student has received permission for group work by their teacher. Any Day Student remaining on campus during Study Hours is expected to be in a designated place of study. Additionally, each Day Student must sign out via Orah when they depart campus each evening.

An **appropriate study space** is an area such as the du Pont '16 Library, a faculty home, VISTA Classrooms and Science Commons, or art studios. The faculty member on duty may decide the appropriateness of using another space for a student's evening study. A student who wants to study in another student's dormitory common room must first gain permission from the faculty member on duty in the dorm of the host student. If a student is distracting/distracted during study hall, the dorm faculty member on duty reserves the right to rescind visitation permissions.

Final Check-In Times: On Sunday through Thursday, boarding students must be present for the final check-in at their designated dormitory by 10:00 p.m. On Friday nights, check-in is at 10:30 p.m. (see below) unless there is a school obligation on Saturday morning. Day students not staying overnight must leave campus at this time. Any student found off their floor without permission after final curfew may be considered AWOL — a major violation — or Off-Hall — a Tier III violation. III and IV Form are required to be in their rooms at 10:30 p.m. V and VI Form are required to be in their assigned rooms by 11:00 p.m. and must maintain quiet hours from that time forward.

IMPORTANT TIMES—WEEKNIGHTS

Form	Check-In Times (Final)	In-Rooms (Lights Out)
III (9)	8:00 p.m. (10:00 p.m.)	10:30 p.m. (10:30 p.m.)
IV (10)	8:00 p.m. (10:00 p.m.)	10:30 p.m. (11:00 p.m.)
V (11)	8:00 p.m. (10:00 p.m.)	11:00 p.m.; Quiet Hours in place
VI (12/PG)	8:00 p.m. (10:00 p.m.)	11:00 p.m.; Quiet Hours in place
Day Students	Depart campus by 10:00 p.m.	

IMPORTANT TIMES—FRIDAY

Form	Check-In Times	In-Rooms (Quiet Hours)
III (9)	10:30 p.m.	11:00 p.m.
IV (10)	10:30 p.m.	11:00 p.m.
V (11)	10:30 p.m.	11:30 p.m.
VI (12/PG)	10:30 p.m.	11:30 p.m.
Day Students	Depart campus by 10:30 p.m.	

IMPORTANT TIMES—SATURDAY

Form	Check-In Times	In-Rooms (Quiet Hours)
III (9)	11:00 p.m.	11:30 p.m.
IV (10)	11:00 p.m.	11:30 p.m.
V (11)	11:30 p.m.	12:00 a.m. House Dorms: In-Room Bricks: On-Hall
VI (12/PG)	11:30 p.m.	12:00 a.m. House Dorms: In-Room Bricks: On-Hall
Day Students	Depart campus by check-in for Form, if not sleeping over.	

Note: ***In the morning, students may not leave their dormitories earlier than 6:00 a.m., or they will be considered AWOL, a Tier II violation.***

POLICY ON INTERVISITATION

In-room visitation is intended for the social interaction between students, not for sexual intimacy. Students may only enter dormitories, bathrooms, or locker rooms that correspond with their expressed gender identity, or with explicit permission from a faculty member.

Students who are in same-sex or opposite-sex relationships may visit each other's rooms on Friday and Saturday nights with permission; the intervisitation period ends fifteen minutes before final check-in. Intervisitation will not be initiated prior to the third weekend of school.

When intervisitation permission is granted, the door must remain fully propped open and the lights must be on. Visitors should respect other students' right to privacy and quiet. With good cause, dorm faculty reserve the right to revoke the intervisitation privilege for an individual or entire dorm at any time. Students are encouraged to engage in community offerings on the weekend, and it is suggested that they utilize intervisitation only once per weekend.

Additionally, students are expected to use good judgment in other spaces on campus. Please refer to "Inappropriate Use of Space." Students may not be in a room with a locked door at any time. Closed doors are allowed in other places on campus, provided the lights are on and the space is clearly visible from the hallway. In general, students should have a good reason and a purpose befitting the space to be in any room on campus.

No student may enter the dormitories of members of the opposite sex except in common room areas that are designated as authorized spaces. Additionally, students may only enter common room areas during authorized hours (see below). Common room visiting is intended for academic or social interaction between students. Visitors during Common Room Visitation times may only access the common room, they may not access other areas of the dormitory building, including dorm rooms and bathrooms. All student visitors are expected to abide by dorm rules and be mindful and respectful of the rights of the members of the dormitory. All visitors must be hosted by a resident of that dormitory. No students should enter another's room with the host absent.

Common room visitation is allowed in any residence hall and house dorm with dedicated common space: Clement, Eastover, Hale, Kniffin, Orchard, Olive, Picerne and Pyne, and in the Bricks (Arcades 1 and 3, Lower 2 and 3, and Upper 2 and 3). Common Room Visitation is allowed on Monday - Friday from 5:30 p.m. to 10:00 p.m., Saturday from 12:00 p.m. to 10:45 p.m., and Sunday from 12:00 p.m. to 10:00 p.m. Students must abide by posted rules. Common room visitation privileges can be suspended or revoked if students violate the rules and spirit of these spaces.

DECORATIONS, FURNISHINGS, AND BELONGINGS

The School will provide the following equipment for each student in their room: bed, mattress, desk, straight chair, closet/wardrobe, dresser, and wastebasket.

Please review the Packing List for recommendations for what to bring with you. Also included in the packing list are items that are **not recommended**, and **prohibited items** which can also be found below.

Upon move-in, students complete a housing inventory and a damage document, and they review with dorm parents the expectations for cleanliness, how to report mechanical issues and damage, and that students will be charged for damage beyond reasonable wear and tear, or damage created by decorations. **Nails, tacks, staples, and stickers are prohibited, and tape should not be used on doors, walls, or ceilings. Decorations, such as adhesive-backed LED lights or wall coverings, are not permitted since they damage the paint and walls.**

Room decorations must be appropriate. For example, any poster or decoration that displays anything concerning drugs, alcohol, hate, racism, or pornography is not permitted. No student pets, other than fish or those with prior approval from the Dean of Students, are allowed.

Coffee machines, provided they have a thermostat control which automatically shuts off the device, and fans are the only electrical appliances allowed in the dorm rooms. All wiring for stereos, desk, and floor lamps must be in good condition and meet all fire safety standards. Air conditioners and electric blankets are prohibited. Students are permitted to have one monitor in their dorm rooms per student, no bigger than 32 inches. Boarding students may have one 3 cubic foot refrigerator per person. No gaming systems are allowed in freshman and sophomore dorm rooms; they may only be used in common spaces. Rugs and overstuffed furniture must be in good repair and made of modern fire-retardant materials, and appropriate factory-produced and affixed fire-rated labels must be present. Rubber-backed rugs are not permitted, as they do not meet the local fire code.

Furniture and decorations must not block egress or the visibility of students within a dorm room. This requirement is for supervisory and fire safety purposes. Dorm faculty reserve the right to ask students to move or remove items from the room that create movement or visibility issues.

Routine maintenance and repair problems should be reported immediately to dorm faculty. More urgent problems should be telephoned to the School Officer in Charge at 860.450.6691.

If, in the view of Pomfret's facilities team, room damage exceeds normal wear and tear and/or was caused by a failure to abide by decoration rules, a charge will be issued to the student's account through the Pomfret business office.

Note: Open flames, candles, and matches/lighters are considered major disciplinary violations

Although students are able to lock their dorm rooms (upon exit) and day lockers (and are strongly urged to do so when they leave those spaces), they are allowed and encouraged to deposit money in their Pomfret Card Account and secure other valuables, such as jewelry. International students are required to submit personal

travel documents, such as passports and I-20 forms, to the Registrar's Office within three (3) days of their return to campus, for safekeeping and SEVIS reporting.

PROHIBITED ITEMS (WHAT TO LEAVE AT HOME):

- Air conditioners
- Alcohol, nicotine, illegal substances, and accessories
- Any networking hardware such as hubs, routers, and switches; wireless access points or extenders
- Candles, incense, lighters, matches, and any device that produces a flame or spark
- Darts and dart boards
- External monitors/TVs over 32"
- Firearms, weapons, or paint guns (including BB guns, air guns, hunting rifles, ammunition, bows, arrows, or knives)
- Fireworks or explosives
- Fog machines
- Halogen lamps/bulbs
- Hot pots/plates, including George Foreman Grills
- Hoverboards/electric skateboards and scooters, eBikes, or similarly powered transportation devices
- Immersion coils
- Clothing Irons
- Lava lamps
- LED lights with adhesive backing
- Mercury thermometers
- Microwave ovens
- Non-approved prescription or OTC drugs (approval must come from the Health and Wellness Center and include an appropriate sticker or designation)
- Pets, other than fish, not approved by the Dean of Students
- Power tools
- Space heaters, sun lamps, and heated blankets
- Tattooing tools and accessories
- Toasters/toaster ovens or any kitchen electrical appliance

FIRE SAFETY

Fire is always a possibility, and both students and faculty must be careful to avoid anything that could cause a fire. The following practices are a part of the State Fire Marshal's code and will help prevent a fire or, in the event of a fire, reduce loss of life and property.

- Tampering with fire detectors or fire prevention equipment is forbidden.
- No open or smoldering flames are allowed in the dormitories, including incense or candles.

- There must always be clear and easy access from bed to door and window; nothing should restrict easy movement within a room.
- No decorations may create a canopy or tent around a bed.
- Heating devices (including electric blankets) of all kinds are prohibited in the dormitories.
- No decorations of any kind may be attached to the ceiling or may extend across the room. No sheets or blankets may be hung as walls, and nothing may be hung from sprinkler piping.
- Only 20% of wall space can be covered with flammable material. Students are limited to two 4' x 8' tapestries (fire-retardant if possible) per room. Students will be asked to remove excessive wall coverings.
- Frivolous electrical equipment, such as non-LED Christmas lights, novelty devices, etc., is prohibited.
- If additional electrical receptacles are needed for legitimate purposes, multiplex outlet strips with built-in circuit-breaker protection must be used. Multiplex outlet strips must not be 'piggy-backed,' and extension cords are prohibited.
- Non-School sanctioned lofts and homemade beds are forbidden.
- The amount of furniture in a room may not exceed the needs of the occupant(s). In most cases, this means only one sofa or two stuffed chairs may be used in a double room.
- Halogen lamps and black lights are prohibited in student rooms.
- Irons may be used in common rooms only.
- Hair straighteners, curling irons, etc. may be used in bathrooms only.

ROOM INSPECTION

Students are responsible for the day-to-day condition of their rooms and are expected to keep them neat and clean at all times. They are also expected to share the tasks of cleaning dormitory common rooms, hallways, stairways, and trash areas. Students should expect their rooms to be formally inspected by dorm parents or dorm affiliates at least twice weekly. Students are not required to be present for these inspections.

During room inspection, dorm faculty and prefects will expect the student's room to be neat and clean, which includes making sure floors are free and clear of clothing and equipment, food is in the fridge or an airtight container, and garbage and trash barrels are empty. In addition, faculty and prefects will check for potential health and fire hazards, including any items hanging from sprinkler pipes, which is forbidden. Failure to comply with these standards will result in the student cleaning their room immediately until the faculty member deems the room to be in acceptable condition. Continual room inspection failures may result in a Formal Warning and more frequent room inspections from faculty members.

Prefects will conduct room inspections in conjunction with dorm parents/affiliates on Sunday nights following dorm meetings. Prefects will also inspect room cleanliness on other weekday nights (excluding Friday and Saturday). Dorm parents and affiliates will share the timing of the weekly room inspections at the start of the year, during initial dorm meetings.

GUESTS

Off-Campus Visitors: When a student has a day visitor(s) on campus, the student must call the SOC when the visitor is someone other than immediate family. If a visitor of any kind wants to access the dorm, the student must alert the SOC or dorm parent and gain permission. Non-family visitors must observe intervisitation rules while visiting the dormitory.

When a student has a non-Pomfret overnight guest (of high school age only), the student must use Orah to make the request and gain permission from the Dean of Students Office no later than 24 hours in advance of the visit; the student must also alert the dorm parent on duty. Students are responsible for ensuring that their guests comply with all Pomfret rules and guidelines.

Students who have family members visiting dormitories should greet families at the door and walk them in; **doors must never be propped open**.

On Campus: If a boarder wants to stay overnight in the room of another boarder, they may do so only on Saturday night. Permission must be granted by the student's dorm parent and the host dorm parent. The request must be made by 8:00 p.m. of the night the student wants to stay over.

KEYS AND ACCESS CARDS

All boarding students are provided with a key to their dorm room, and all students are given an ID card with control access privileges. If a room key or ID card is lost, it will be replaced, for a fee, through Facilities (keys: $25) or the Business Office (ID Cards: $35). All students are provided cards for access to electronic locks in all school buildings.

Students are expected to carry their ID card with them at all times around campus. The ID card provides access to campus buildings and is also used to confirm attendance at school events, such as Chapel Programs and School Meetings.

MAIL AND PACKAGES

Each student has a personal mailbox located outside of the School's mailroom, which is located on the lower level of the Main House. Students may send letters using the outgoing mailbox in the mailroom and can receive and send packages from the mailroom.

Please use the following address when mailing letters or sending packages to a student:

Student's Full Name
c/o Pomfret School
398 Pomfret Street
P.O. Box 128
Pomfret, CT 06258

STORAGE

At the end of the school year, the School requires students to remove all belongings from campus. There is no storage available in dormitories or other School buildings during the summer months. Pomfret School partners with The UPS Store to provide a trusted and professional off-campus storage solution. The UPS Store works directly with students and their parents/guardians. This company also offers a shipping service for student belongings. The School does not guarantee the safety or security of stored or shipped items.

Interested students and families can contact the local UPS store directly: **store2195@theupsstore.com**

ORDERING FOOD AND CONSUMABLES

Students may occasionally wish to order food from outside delivery services or place orders for product delivery to campus. To ensure campus safety, maintain community standards, and minimize disruptions, the following regulations apply to all third-party food and ordered-product deliveries (e.g., DoorDash, UberEats, Grubhub, Walmart, Target).

Delivery Windows & Permitted Hours

Students may only order and receive food and product deliveries during the following designated times:

- Monday – Thursday: 5:30 PM – 7:45 PM (Prior to Evening Study Hall)
    - All coaches should communicate with the SOC if a later delivery is needed on Wednesdays after athletics contests.
- Friday: 5:30 PM until 10:00 PM
- Saturday: 6:00 AM until 11:00 PM (For III and sIV Formers, deliveries end at 10:30 PM on Saturdays.)
- Sunday: 6:00 AM - 7:45 PM

Deliveries ordered or arriving outside of these windows will be confiscated. Food or package retrieval is not considered a valid excuse for late check-in. Departing the dormitory after final dorm check-in to receive a delivery order may result in a Tier II, AWOL violation.

Drop-Off Location & Security

All food and delivery orders will be received at a central location behind the du Pont Library. Delivery drivers are strictly prohibited from entering residential dorms or wandering campus.

- **Designated Drop-Off Spot:** All deliveries must be directed to the delivery shed behind the du Pont ‘16 Library.
- **Monitoring & Security:** The delivery shed is subject to video surveillance. Security footage is reviewed regularly by the Dean of Students Office to ensure safety and compliance.
- **Storage & Management:** The delivery shed and its contents are managed daily by the Facilities Team. Students are expected to pick up their orders promptly; Pomfret School is not responsible for misplaced or cold items.

Dining Hall Restriction: Outside delivery food may not be consumed inside the Dining Hall during scheduled meal times. The Dining Hall remains a space dedicated to community meals and the standard food service program.

Ordering food and products for delivery to campus is a privilege. Faculty and staff have full authority to monitor the delivery area and confiscate items that violate this policy.

- **Unauthorized Deliveries:** Any deliveries ordered outside of permitted hours or sent to an unapproved location will be confiscated by a faculty member.

Policy Violations: Any student found violating these guidelines (including entering the delivery shed outside of permitted hours or failing to follow adult directives) will be subject to disciplinary action under the Griffin Guide Infractions Protocol.

PHONE USE

In addition to the Cell Phone Policy in place during the academic day, III and IV Form students are not permitted to use their phones during study hours. III and IV Form students are expected to deposit their phones with the dorm parent or affiliate on duty at the start of all study hours, by the first check-in time of 8:00 p.m. They may retrieve their phones at the end of study hours.

III Form students are not permitted access to their phones between 10:30 p.m. and 6:00 a.m.

INTERNET USE

The internet is available across campus through the Pomfret School WiFi network. Internet hours are as follows:

- Forms V and VI – 5:00 a.m. until 11:30 p.m. Sunday through Thursday
- Forms III and IV – 5:00 a.m. until 10:30 p.m. Sunday through Thursday

Weekend Internet hours are as follows:

- Underformers – 11:00 p.m.
- Upperformers – 12:00 a.m.

HEALTH SERVICES

HEALTH AND WELLNESS CENTER

Named in honor of Tim and Anne Richards, the Health and Wellness Center is staffed by a team of Registered Nurses who may do physical assessments and assessments of common illnesses and injuries, under the direction of the Director of Health Services. The nurses will administer medications in accordance with standing orders and Health and Wellness Center (HWC) policies.

The Health and Wellness Center staff includes the Director of Health Services, who is a licensed Family Nurse Practitioner, a Nursing Supervisor / Clinical Coordinator, and three counselors to support students and community mental health. An experienced and student-centered nursing team supports these full-time employees and our entire school community.

Our approach is to treat the whole person and teach good health habits. The nurses are skilled and willing to privately discuss health issues or anything else that students may have questions about.

Required for Attendance: All Pomfret students must be current with required immunizations (including influenza), have a current physical on file with the School, and must have US-based health insurance. International students may purchase insurance through the School and are encouraged to contact the Pomfret business office to discuss insurance options and requirements.

Health Center Hours

Monday through Friday:

- 7:30 AM-10:00 PM

Saturday

- 10 AM - Noon; 6:00 PM-10:00 PM **(No Saturday morning commitments/classes)**
- 7:30 AM - Noon; 6:00 PM-10:00 PM (**Saturday classes/QUEST or Standardized testing**

Sunday

- 10 AM-noon; 6:00 PM-10:00 PM

HEALTH AND WELLNESS CENTER PHONE NUMBERS:

Main Number: 860.963.6182

After Hours On Call HWC Services

When the Health and Wellness Center is closed, advisors, dorm parents, coaches, the School Officer in Charge (SOC), and on-call health personnel work together to support student health needs. Students seeking

after-hours medical or mental health assistance should first contact a dorm parent or the SOC (860.450.6691) for immediate support and evaluation. The SOC will coordinate with the on-call nurse or counselor as appropriate.

Calls to the Health and Wellness Center emergency line (860.753.1200) should be placed only by an adult member of the Pomfret community, preferably the SOC. When necessary, an assigned Emergency Driver or another designated adult will transport and accompany the student to the hospital.

COMMUNICABLE DISEASE MANAGEMENT

Communicable Disease Management

Pomfret School is committed to safeguarding the wellbeing of students while maintaining full access to the academic, athletic, and residential experience central to the Pomfret mission. Health-related practices and expectations are informed by guidance from the Centers for Disease Control and Prevention (CDC) and the Connecticut Department of Public Health (CT DPH). All members of the Pomfret community are expected to act in the best interest of the community and to comply with these standards.

The health of our community depends on shared responsibility and timely action when illness presents. Congregate living environments, such as residential boarding schools, are recognized by public health authorities as carrying an increased risk for the spread of communicable illness. Accordingly, Pomfret School must retain the ability to respond quickly and decisively when individual or community health is at risk.

Management of Communicable Illness

Students who are diagnosed with a highly transmissible communicable disease, including but not limited to influenza, COVID-19, RSV, pertussis, varicella (chickenpox), or measles, may not remain on campus while acutely ill (i.e. the student is currently experiencing active symptoms of infection — such as fever, cough, sore throat, congestion, or fatigue.) During the period of acute illness, an ill person is symptomatic and potentially contagious to others. Parents or designated guardians are required to pick up the student within five (5) hours of notification by the Health & Wellness Center, consistent with Pomfret's residential health and safety requirements. Due to the residential nature of campus housing, Pomfret is unable to provide extended isolation housing for students with active communicable illness.

Students who feel ill or develop symptoms consistent with infectious disease are expected to report promptly to the Health & Wellness Center for evaluation. Students may not self-isolate or remain in their dorm rooms, as the risk of transmission cannot be adequately mitigated in a residential setting. Even when a student has a private room, isolation is not feasible given shared resources — bathrooms, common areas, and dining facilities — and the potential for cross-contamination and infection.

Return to Campus After Illness

Pomfret follows current CDC guidance for respiratory and communicable illnesses. A student may return to campus when all of the following criteria are met:

- The student has been fever-free for at least 24 hours without the use of fever-reducing medication, and
- Symptoms have meaningfully improved to the point that the student can fully participate in a full academic day and all school commitments, including athletics/afternoon programming.

Upon return to campus, students are expected to wear a mask for five (5) days when indoors and in close proximity to others, consistent with current CDC guidance for reducing post-illness transmission.

Regional Guardian & Care Services Requirement

All families who reside more than three (3) hours driving distance from Pomfret School are required to designate a Regional Guardian, who is willing and able to retrieve the student from campus and provide care in the event of a communicable illness, injury, or medical emergency.

Families who are unable to identify a Regional Guardian within a three-hour driving radius are required to enroll the student in a professional care service, such as Student Health Advocates (SHA) or a comparable provider, prior to the start of the academic year.

If a delay in parent, guardian, or care-service arrival results in an overnight stay in the Health & Wellness Center, the family will be assessed a $750 per night fee to offset staffing, clinical care, and operational costs.

Influenza Vaccination Requirement

To support the health of the community, Pomfret School requires all students to receive the annual influenza vaccination no later than November 15 each year. Proof of vaccination for the current flu season must be submitted to the Health & Wellness Center by this deadline. Students who have not submitted documentation before the start of the Winter Academic Term will not be permitted to access campus until proper documentation is received and reviewed by the Health & Wellness Center.

Students with a true medical contraindication to the influenza vaccine (e.g., a documented history of anaphylaxis to a prior influenza vaccination or a vaccine component) must submit a completed State of Connecticut Medical Exemption Form. This form must be filled out and signed by a U.S.-licensed healthcare provider. Requests for exemption that do not meet established medical criteria or are not submitted on the required state form will not be accepted.

Campus Vaccination Clinics

Each fall, Pomfret organizes on-campus influenza vaccination clinics, typically held in October or November. Clinics are conducted in collaboration with the local department of health or a partnering pharmacy. Vaccines administered on campus are not processed through insurance. The cost of the vaccine is approximately $35, which will be invoiced directly to the student's account through FACTS.

Alternate Vaccine Pathways

Students may alternatively receive the influenza vaccine through their primary care provider or a local pharmacy, provided that documentation of immunization is submitted to the Health & Wellness Center no later than November 15. As stated above, boarding or day students who do not have valid immunization documentation by the start of the Winter Academic Term cannot reside on campus or participate in Pomfret's programming.

Pomfret strongly encourages students to remain current with recommended COVID-19 vaccinations and boosters; however, COVID-19 vaccination is not currently required.

Community Responsibility and Compliance

All provisions in this section are part of the Griffin Guide and the Pomfret social contract. Failure to comply with communicable disease management expectations may result in administrative or disciplinary response through the Dean of Students Office. Pomfret School reserves the right to adjust health-related practices as conditions warrant, informed by guidance from public health authorities.

ON CAMPUS MEDICAL EVALUATIONS

Charity McClure is Pomfret's Director of Health Services and full-time Family Nurse Practitioner. Our Nurse Practitioner and nursing team work in collaboration with Pomfret's Medical Director, Dr. Raja Fattaleh. His office (Priority Family Healthcare of Northeastern Connecticut) is located next to Day Kimball Hospital (a short distance from campus). When determined to be clinically necessary by the nursing or counseling staff, the APRN will see students on a walk-in or pre-scheduled basis Monday through Friday during regular HWC hours.

Ideally, students who are feeling poorly are proactive in accessing care and will arrive at the HWC for assessment before academic or athletic commitments. As referenced in the "attendance" section, absences for illness will not be excused unless the student is present in the health center during the time of their missed commitments.

Faculty/staff/community members may also see Ms. McClure during HWC operation hours. Priority access will always be granted to students.

Off-Campus Medical Treatment: If a student's health issue cannot be addressed directly in the Pomfret HWC, medically necessary appointments will be either scheduled at Dr. Fattaleh's office or referred to an appropriate specialty provider after an on-campus evaluation. In such cases, the HWC team will coordinate care and make arrangements for off-campus student appointments, including transportation arrangements.

Students are charged for transportation services for off-campus medical appointments.

- $100 transportation fee for medical appointments initiated by families.
- $50 transport fee for referrals/ visits to specialists, walk-in medical clinics, diagnostic testing, laboratory visits, pharmacies, etc., when the family is unable to provide transportation
- There is no transportation fee when a student must travel to the Emergency Department at Day Kimball Hospital.

The HWC requests that all off-campus appointments for routine medical/dental care be scheduled at home. Initial treatment plans with specialists (e.g., orthodontia) must be scheduled over the summer or during school breaks. If a follow-up appointment is necessary while a student is on campus, parents must first communicate with the HWC nursing staff to ensure that transportation can be arranged and that the appointment time does not interfere with any student obligations.

In the event that a follow-up appointment is necessary while a student is on campus, parents are asked to communicate with Health Services prior to booking any appointments.

GUIDELINES

If a day student is unable to attend school due to illness, their parent and/or guardian must notify the Office of Student Life (860.963.6114) and the HWC (860.963.6182) by 8:30 AM.

- If the student misses three (3) or more consecutive days of school, a healthcare provider's note is required upon the student's return to school.
- If over 28 days (four weeks), a day student misses four (4) or more days for health or wellness reasons, or displays a concerning pattern of absences, a health care provider's note may be required to excuse any additional absences. The student may also be required to schedule an appointment with the Director of Health Services for a clinical evaluation.

If it is unavoidable for a student to miss a school commitment for a medical or dental appointment, a healthcare provider's note should accompany the student's return to school.

If a student has a medical condition that requires an accommodation (athletic exemption, as an example), the Director of Health Services must receive a letter from the treating healthcare provider. The letter should include the diagnosis, relevant clinical information, current treatment plan, prognosis, and a clear description of the specific accommodations being requested.

For Boarding Students reporting illness: A boarding student who wakes up ill is expected to report to the Health Center by 8:00 AM. If a student feels too ill to go to the Health Center, they must notify the dorm faculty, have someone seek an adult member of the community for help, contact the SOC, or call the Health Center (860.963.6182) directly.

Health absences and Athletics: If a student misses two or more classes in one day due to illness, they will not be permitted to practice/play sports or participate in their assigned extra-curricular activities that day. In addition, when a student is admitted to the Health Center, they will not have permission to use phones or computers as rest must be the first priority.

Medical Leaves: Medical Leaves are initiated by the School and may be granted on an individual basis. All medical leaves must be approved by the Director of Health Services, Director of Counseling, and Dean of Students BEFORE the student departs campus and/or misses school.

Medication Compliance and Authorization: All medications — including prescription medications, over-the-counter medications, vitamins, and dietary supplements — must be supported by a Medication/Supplement Authorization Form completed by a U.S.-licensed healthcare provider (MD, PA, or APRN). This form serves as the prescriber's written authorization for the Health & Wellness Center to dispense or approve the self-administration of medication and includes the prescribed dosage, frequency, route, timing, and duration.

The ***Medication/Supplement Authorization Form is required for all medications and supplements***, regardless of whether they are available over the counter. In addition, all vitamins and dietary supplements must be certified by the United States Pharmacopeia (USP) or the National Sanitation Foundation Good Manufacturing Practices (NSF-GMP).

Prescriptions: Prescription medications are generally administered and kept at the HWC. With HWC permission, certain medications may be dispensed for the entire day or approved for self-administration. Examples of these include vitamins, allergy medications, topical creams for skin, birth control pills, and inhalers for asthma. This type of non-controlled or OTC medication may be kept in the student's dorm room with permission from the HWC, along with a Medication/Supplement Authorization Form completed by a U.S. licensed MD, APRN, or PA and a written consent from the student's parent/guardian.

Genoa Pharmacy: Pomfret School exclusively utilizes Genoa Pharmacy, in Dayville, Connecticut, for all prescription medications. This pharmacy delivers to Pomfret School Monday–Friday, and specially packages medication to make dispensing safer and more efficient.

All prescriptions should be sent directly from your child's healthcare provider via ESCRIPT, or faxed to Genoa no later than August 15th to ensure that the medication is available on the first day of school.

Genoa Pharmacy
1007 N. Main Street
Dayville, CT 06241
Phone: 860.457.4690 | Fax: 860.457.4810

Note: We do not accept bottles of prescription medications filled at other pharmacies. Additionally, we do not accept medications from other countries. All medications, including specialty or high-cost medications such as growth hormone, must be approved for use in the United States by the Food and Drug Administration (FDA) and dispensed through a U.S.-based pharmacy.

- Please do not fill prescriptions at home after August 1st; doing so may interfere with our ability to fill them through the school-associated pharmacy.

Medication and Vacations/School Breaks: Pomfret School does not dispense medication bundles for vacations or breaks. Instead, parents must request a vacation override from their child's insurance provider or pharmacy. This should be done early in the summer in order to have a supply of medication at home for vacations/breaks.

Please review our full medication policy for additional information and prohibitions.

MEDICATION OBTAINED, STORED, AND DISPENSED BY HWC

Federally controlled substances (such as, but not limited to Ritalin, Dexedrine, Adderall, or Vyvanse) are not allowed to be stored in the student's dorm room or backpacks/bags. Medications such as antidepressants, anti-anxiety medications, and sedatives (including but not limited to Prozac, Zoloft, or Xanax) are also covered in this policy. These types of medication are handled by the Health Center nurses or designated staff/faculty.

On occasion, there may be special circumstances when a student is dispensed a limited number of doses of their prescription medication, including a controlled substance that is to be taken at a later time. The decision to do this will be at the sole discretion of the HWC nurses and is considered a revocable privilege. If a parent or prescribing provider does not feel a particular student is capable of this responsibility, this should be indicated on the Medication Release Consent and/or Medication/Supplement Authorization Form.

Families are advised to keep a supply of these medications at home for weekend and holiday visits.

Students taking psychotropic or other scheduled prescription medications

It is important that these medications are taken daily. Any student prescribed psychotropic medication or another scheduled prescription medication that may impact their health, safety, academic performance, or overall ability to thrive in this environment is expected to take their medication exactly as prescribed. It is the student's responsibility to present to the HWC at the appropriate time to receive their daily medication. This is a key expectation of all students and a necessary condition for success in our community.

If a student misses a scheduled dose, the HWC will notify the student, their parent/guardian, and the student's advisor. The Dean of Students, Counseling Team, and other members of the Student Support Team may also be informed, as appropriate. Repeated failure to adhere to the prescribed medication regimen may result in a mandated medical leave or a separation from school.

If the student will be leaving campus and will not be in to take their medication, the Health Center staff should be notified so an alternative plan can be arranged.

Students and families are encouraged to schedule an appointment with the health center nursing staff to discuss specific medication questions.

MEDICATION ADHERENCE POLICY

Pomfret School expects students to take responsibility for their own health and wellbeing, including consistent adherence to medication prescriptions. Students must report to the Health & Wellness Center (HWC) at their scheduled medication times, even if they choose not to take their medication, to ensure appropriate clinical oversight, documentation, and the development of reliable self-care habits. Failure to meet this expectation will result in restorative and disciplinary responses aligned with the school's point and restriction system.

To support these expectations, the school uses a structured Medication Points system that pairs accountability with tiered communication and intervention. Late or missed medications are tracked. One point is given for being late (unexcused tardy), and two points for missing a dose entirely. Accumulated points lead to increasing interventions — from conversations with HWC nurses and advisor meetings to potential restrictions, formal contracts, and, in serious cases of repeated noncompliance, a possible medical leave. Documentation is maintained in Magnus Health, and both the Health & Wellness Center and Dean of Students monitor patterns to provide timely support and accountability.

By combining consistent expectations, clear accountability, and frequent communication among students, families, advisors, and campus offices, the policy ensures a coordinated approach to student wellbeing and medication adherence.

Additional details and the full policy can be found by visiting the following document: Medication Adherence Policy.

ATHLETIC TRAINING ROOM

In addition to the Health and Wellness Center and facilities, certified athletic trainers are available in the Corzine Athletic Center training room. In the event that an athletic injury occurs, the athletic trainer and Health Center staff collaborate to help the student recover and return to activity. In this facility, trainers are able to provide first aid care, injury prevention, injury and concussion assessment, as well as therapeutic modalities (ultrasound, electrical muscle stimulation, and whirlpool) and rehabilitation programs. Students and faculty who wish to have their injuries assessed by or referred to the Director of Health Services should first report to the athletic trainer or School Nurse.

COUNSELING SERVICES

It is the goal of the Counseling Department to provide evidence-based therapeutic practices for managing adolescent social-emotional difficulties and/or introduce harm reduction practices for substance use. The School Counselors are available for short-term crisis intervention and ongoing counseling services during the academic year.

Counseling services are available during the academic day and are scheduled during free periods to avoid conflicts with school obligations.

Referrals to the Counseling Department can be made using Google chat or by emailing the Director of Counseling. This communication may be initiated by a student, or at the suggestion of a parent/guardian or advisor.

SPIRITUAL LIFE

Pomfret School is a diverse community, including diversity in religious practice and spiritual life. In our chapel programming, we strive for balance by honoring major seasonal events, celebrating important observances from different religions, and continuing to reflect upon our school's history and founding as a Protestant school. The truth is that we are not only Christian (Protestants & Catholics), but also Jewish, Hindu, Buddhist, Muslim, and many other faiths and worldviews, as well. Our chapel program affirms this reality and recognizes this quality as a strength and a rich educational opportunity to reach across boundaries to meet one another. We celebrate that the closest distance between people is a story; in this way, the life of our chapel program closes that distance. The Director of Spiritual Life serves as a resource for all who may be interested in pursuing their own spiritual growth.

LOCAL CONGREGATIONS

The School will see to it that students who wish to attend a local religious service will receive transportation assistance to and from the event. The Director of Spiritual Life is the appropriate person through whom to make such arrangements.

PLACE OF WORSHIP	TOWN	PHONE
First Congregational Church	Pomfret	860.928.7381
Christ Church (Episcopal)	Pomfret	860.315.7780
Most Holy Trinity (Roman Catholic)	Pomfret	860.928.5830
Congregation B'Nai Shalom	Putnam	860.928.4496
Hope Community Church	Putnam	401.934.0202
Putnam Baptist Church	Putnam	860.928.3678
Living Faith United Methodist Church	Putnam	860.928.9705
Evangelical Covenant Church	Woodstock	860.928.0486
Holy Trinity Greek Orthodox	Danielson	860.774.6245
First Congregational Church of Woodstock	Woodstock	860.928.7405
East Woodstock Congregational	Woodstock	860.928.7449
Unitarian Universalist Society in Brooklyn	Brooklyn	860.779.2623
Friends Meeting House	Mansfield	860.487.1847
Islamic Center of UCONN	Storrs, CT	icofuconn@gmail.com
Forest of Wisdom (Buddhist)	Scotland, CT	860.248.6477

THE CHAPEL

The Clark Memorial Chapel (Episcopal) was given to the School "in loving memory of a Pomfret boy" (George Newhall Clark, Class of 1904) for "services of prayer, praise and thanksgiving to Almighty God." Today, the Clark Chapel is a gathering and community space, and the academic day programming it houses is not religiously oriented.

The school community meets twice each week in the chapel on Monday and Friday mornings. Monday is given to members of the senior class as they prepare and deliver an original, creative, and thoughtful personal talk. This is by invitation of the Head of School. Friday chapel meetings often include music, poetry, readings, contemplative space for silence, and a Chapel Talk from the Director of Spiritual Life or another member of the faculty. In addition to the weekly community events, the chapel program sponsors a variety of other programs open to all in the community: Christian Fellowship; informal Bible studies; Hillel; various community service opportunities; and opportunities to attend conferences, camps, and retreats.

GENERAL INFORMATION

DINING HALL

Periodically, the School will gather for a formal, all-school meal with assigned tables and student waiters. Attendance is not required at other, walk-through meals. All students are expected to clean up after themselves, understanding that the care of the dining hall is the responsibility of every member of the community. Also, no dishes, bowls, mugs, glasses, or silverware may be removed from the dining hall.

LAUNDRY

Students may send personal laundry and dry cleaning to a laundry service through a private contract. Those who have signed up for this service should drop off laundry Tuesday morning before 8:45 a.m. and pick it up on Friday afternoon. Students should be aware that all clothes go through bulk processing, and delicate items should not be sent to the laundry. All items of clothing should be marked with name tapes or indelible ink. Neither the School nor the laundry service is responsible for damage to delicate fabrics. For additional information, please contact E&R Laundry directly at 1.800.890.7273 or www.thecampuslaundry.com

Laundry machines are available to each dorm unit (the Boys' Bricks and Girls' Bricks each being a unit). There is no charge for campus laundry machines.

TRANSPORTATION

Travel by means of public transportation to and from the Pomfret area requires planning.

Note: ***Pomfret School does not offer transportation services for the start and end of the school year.***

Transportation at the start and end of school vacations (Thanksgiving Break, Winter Break, March Break) and Long Weekends should be planned well in advance. Pomfret School arranges for bus service to and from New York City (pick-up/drop-off point: Bryant Park, between 6th Avenue at 42nd Street) at the beginning and end of the school breaks listed above. The bus will make a designated stop along the Connecticut Turnpike at the Darien, CT Interstate 95 Service Area (Northbound Service Area: Between Exits 12 & 13; Southbound Service Area: Between Exits 9 & 10). See the Travel Request Knowledge Base.

Students can utilize several airports to travel to/from the Pomfret region:
Bradley International Airport, in Windsor Locks, CT
Logan Airport in Boston, MA
T.F. Green Airport in Providence, RI
JFK Airport in New York.

In order to avoid disruption of the school schedule and also to simplify transportation to and from area airports, train stations, etc., please schedule departures after 3:00 p.m. and arrivals by 6:00 p.m. Requests for ground transport may be sent to travel@pomfret.org and must be received by the announced deadline.

Legends Limo is Pomfret's partner for travel to and from area airports. Families are encouraged to contact Legends directly at 888.534.3632 or https://www.legendslimo.com/rectory-pomfret-school/ to request a transportation quote and discuss travel options. Legends and Pomfret are committed to safe and comfortable travel. Private livery and group transport are available.

Pomfret School permits the use of rideshare services only with prior, explicit parent/guardian permission submitted through Orah before departure (see "Leaving Campus").

IMPORTANT REMINDER: Students are reminded to arrange all vacation plans well in advance (August) to avoid sold-out flights and no-vacancy accommodations. Also, students are not permitted to begin vacations until after their last commitment (class or afternoon activity, including scheduled games, performances, or practices**).**

Students and their parents/guardians are responsible for ensuring that the students' scheduled transportation has allowed for enough travel time for a successful departure from an airport, train station, bus station, etc. Pomfret School will not be held accountable for missed departures resulting from transportation issues, such as insufficiently scheduled travel time or delays caused by traffic. Although the School may assist students and their parents/guardians with the scheduling of transportation, the School is not responsible for the service provided by drivers or independent vendors.

The following information should be helpful in planning for transportation at times other than vacation periods:

TRANSPORTATION TELEPHONE NUMBERS

- **Amtrak (New London):** 800.872.7245
- **Elite Limousine:** 800.659.5466
- **Greyhound Bus:** greyhound.com/en-us/bus-station-60060
- **Legends Limousine:** 888.534.3632

SCHOOL SPONSORED TRIPS

At various times during the school year, students may have the opportunity to participate in School-sponsored trips. Some of these trips may be required as part of a class (e.g., a trip to a history museum), and some may be optional (e.g., cultural trips to foreign countries, pre-season sports trips during March break). Students should be aware that Pomfret's general expectations and specific rules about behavior are in effect on these trips, which means that students on trips who violate school rules or expectations may be subjected to disciplinary action in accordance with those rules.

Optional trips often involve additional costs beyond normal tuition and fees. In those cases, it is the School's policy that the normal tuition and fees must be paid ahead of the costs of optional trips. Therefore, a student may be prohibited from participating in optional trips if their tuition account and Pomfret Card accounts are not up to date.

STUDENT LEADERSHIP

GENERAL EXPECTATIONS

Students in elected or appointed leadership roles are expected to uphold the highest standards of integrity, responsibility, and respect for community values. Each leadership role carries with it unique responsibilities, but all of these positions carry the same basic expectations:

- To lead by example, abiding by all of the expectations of the school community and fostering a similar level of support of school rules from one's peers.
- To exhibit a positive attitude, contributing to school spirit at all times.
- To support and supplement the work of the faculty in making school life enjoyable, healthful, and productive.

A student in an elected or appointed leadership position who commits a major school violation while a named student leader, or has shown a dereliction of duties and responsibilities, will most likely lose their leadership position. Past disciplinary history will be reviewed as part of the leadership selection process, but prior transgressions will not automatically disqualify a student from serving. Each applicant will be considered holistically, with attention to personal growth and accountability.

Pomfret offers a multitude of diverse opportunities for student leadership, all grounded in our values of community, growth, and integrity. These opportunities are available to both boarding and day students.

LEADERSHIP SELECTION PROCESS

At Pomfret, we believe in fostering a transparent and inclusive leadership selection process that empowers students to shape their own leadership journey. For many of our leadership opportunities, such as Prefect, QUEST Leader, Unity Group Leader, Deans' Assistant, Key Head, Athletic Council, Academic Board, and Student Activities, students are invited to complete the Common Leadership Application, where applicants highlight their interest in specific roles and readiness for service. This process allows students to showcase their skills and passion and ensures that those who are truly committed to serving their community are given the chance to lead.

For positions such as Honor Board and President/Vice President, the leadership selection process involves nominations and elections by the entire school community. Each candidate will author and share with the community a platform statement in support of their candidacy demonstrating their readiness to lead. This democratic approach promotes accountability and fosters a sense of ownership and responsibility among all members of the Pomfret community.

LEADERSHIP ACADEMY

At the core of Pomfret's commitment to developing exceptional leaders is our Leadership Academy. Designed as a comprehensive program, the Leadership Academy provides students in leadership positions with the tools, knowledge, and confidence necessary to excel in their roles.

Through a series of lecture and seminar-style classes, students delve into various aspects of leadership, including communication strategies, conflict resolution techniques, decision-making processes, and effective team management. Led by experienced faculty and external experts, these sessions are interactive, engaging, and tailored to the specific needs of student leaders.

Moreover, the Leadership Academy serves as a platform for students to explore and refine their leadership style, identify their strengths and areas for growth, and cultivate a deep understanding of ethical leadership principles. By fostering collaboration, critical thinking, and self-reflection, the Leadership Academy empowers students to lead with integrity, empathy, and resilience, both within the school community and beyond.

CREDIT SYSTEM

Students wear many different hats at Pomfret: leadership, academics, athletics/afternoon programming, clubs, etc. In an effort to support student balance and well-being, students are limited in how many leadership positions they can hold in the same way that they are limited in how many Pomfret classes they can take.

Credits are assigned NOT based on the value of the leadership position but on the time commitment needed to lead in that role effectively.

Students can hold up to 6 credits of leadership per year

6 Credits	3 Credits	2.5 Credits	2 Credits	1 Credits
President	Prefect	Key Head	Form Senator	Athletic Council
Vice President	QUEST Leader	Unity Group Leaders	Residential Assistant	Student Activities
	Honor Board		Academic Board	Dean's Assistant
				Advancement Student Board

Every student has the chance to apply for these challenge-by-choice leadership roles.

RESIDENTIAL ASSISTANT

Residential Assistants (RA) play a vital supporting role for Prefects within the dormitory setting. This leadership opportunity allows students to gain valuable experience by working alongside student and faculty leaders, and may prepare the RA to assume future leadership roles at Pomfret or beyond. Applications are open to Sophomores, Juniors, Seniors, and PGs during the winter term. Residential Assistants may not necessarily serve in the building in which they reside.

The Residential Assistants are appointed by the Dean of Students Office following a rigorous process of self, peer, and faculty evaluation.

The Residential Assistant position is only offered in any given year at the discretion of the Dean of Students Office.

PREFECT

Prefects embody the ethos and expectations of the School and assist the dorm faculty in running the dormitories (or the day student areas in the case of day student prefects).

The role of prefect is a demanding one; a prefect must have the respect of their peers in order to enforce the School expectations and be a good counselor and friend when a student needs someone for support. The prefects are appointed by the Dean of Students Office following a rigorous process of self, peer, and faculty evaluation.

HONOR BOARD AND ACADEMIC BOARD

Pomfret School's discipline system utilizes student and faculty representatives to review and give recommendations regarding both minor and major disciplinary infractions. The Honor Board is composed of VI Form students and faculty. The recommending body hears cases of major (Tier I & II) disciplinary infractions when they arise. The Academic Board, composed of V and VI Form students, hears low-level academic integrity cases and recommends responses. Members of the Honor Board are elected each year (usually in the spring trimester) through a process involving the entire community; they serve for the duration of the school year. Members of the Academic Board apply for their position through the Common Leadership Application.

KEY HEADS

Key Heads are enthusiastic, organized, and dedicated student leaders who welcome prospective students and their families to the Hilltop. In their role as school ambassadors, they exemplify their commitment to the school community by arranging and leading individual and group tours, engaging in special events, and sharing their

personal stories of growth as change makers and problem solvers. Key Heads also recruit and assist in training fellow students to join Key Club.

ATHLETIC COUNCIL

The Athletic Council is composed of a select group of faculty and team captains. This group meets throughout the school year to discuss athletic policies, to address any possible athletic issues, and design and deliver initiatives that further enrich the students' athletic experience.

TEAM CAPTAINS

Team captains are expected to provide leadership both in and out of the athletic arena. They are responsible for assisting their coaches with practice organization and in activities such as the Family Weekend pep rally, award assemblies, and team get-togethers. Captains are the core of "team spirit" and should assert themselves in challenging, motivating, and integrating all team members.

DEAN'S ASSISTANTS

The Dean's Assistants are students who serve as "interns" for specific faculty members and administrators throughout the school year. Working with a faculty member or administrator, each Dean's Assistant is responsible for completing a project. Dean's Assistant positions are offered by the Dean of Students Office, the Dean of Diversity, Equity, and Inclusion, and the Dean of Academics.

DEI AMBASSADORS

Unity Group Leaders are DEI ambassadors — student leaders who help foster a more inclusive, equitable, and welcoming community at Pomfret. They serve as advocates for diversity in all its forms and work to ensure that every student feels seen, heard, and valued. Through peer collaboration, programming, and dialogue, Unity Group Leaders promote understanding, challenge bias, and support efforts that strengthen equity and belonging across campus.

STUDENT QUEST LEADERS

QUEST leaders are students who work closely with faculty pillar leaders to develop, execute, and assess programming for each form.

SCHOOL COUNCIL

The School Council is the formal Student Government of Pomfret School. It is composed of a Senate and a House. The Senate is made up of representatives of the various Student forms and the faculty; the Senate deals with programming and general School policy. The House is made up of prefects and deals with residential life and leadership development. Together, the School Council is the democratic mechanism for involvement in the decision-making process of the School. The School Council is supported by faculty representatives and the Student Life Office.

Descriptions of the Senate and House, which comprise the School Council, are as follows:

Senate:

- Three representatives from each form (minimum of one per gender)
- Presided over by the School Vice-President
- Dean's Assistants are voting members
- Advised by the Dean of Students, Associate Dean of Students, Form Dean, and appointed faculty representatives (voting)

House:

- Prefects – on matters of a vote, one vote per Hall/House
- Advised by the Director of Residential Life

School Council:

- Joint session of the Student Senate & House Council
- Presided over by the School President
- Advised by the Head of School, Associate Head, or designee

Objectives – Voting, Legislative Business, Formal Reporting (President's State of the School)

OFFICER POSITIONS WITHIN SCHOOL COUNCIL INCLUDE:

School President:

- Presides over all School Meetings, events, and acts as CEO of the Student Body
- Is a non-voting member of the Student Life Committee of the Board of Trustees
- Presides over formal meetings of the School Council
- Appoints all ad-hoc Committees and Committee Chairs, with advice of the faculty committee advisers
- Ex-Officio voting member of both the House & Senate
- In the first formal meeting of the School Council, lays out objectives and goals for the year

School Vice-President:

- Presides over the Student Senate

- Acts as School President in their absence
- Is a non-voting member of the Student Life Committee of the Board of Trustees
- Ex-Officio voting member of both the House & Senate

Student Activities Chair: Appointed by the Director of Student Activities with advice from the Dean of Students.

CLUBS, GROUPS, AND ORGANIZATIONS

In recent years, student clubs, organizations, and unity spaces have included:

Advancement Student Board is a group of students who work with the Office of Advancement in supporting outreach to Pomfret alumni.

Asian Student Alliance (ASA) is a space for students who identify with or are interested in Asian cultures, traditions, and experiences. ASA promotes cultural pride, community connection, and cross-cultural understanding through events, dialogue, and celebrations that reflect the richness and diversity of Asia and its diaspora.

The Black/Brown Student Union is a space for students who identify with or are interested in the Black and multiracial experience. BSU focuses on fostering community, uplifting Black/Brown and multiracial voices, and building cultural awareness through education, empowerment, and dialogue across campus

Book Club meets to converse about literature and discuss chosen books.

The Cooking Club meets several times each trimester in faculty homes or in the dining hall to prepare and share a themed menu.

The **Green Griffins** exist to perpetuate good environmental practices at Pomfret School. In addition to planning Earth Day, the club sponsors several recycling efforts, educates the community, and raises money to support environmental causes.

Gender & Sexuality Alliance (GSA) aims to create a safe, welcoming, and accepting school environment for all youth, regardless of sexual orientation or gender identity. GSA unites the LGBTQIA2S+ (lesbian, gay, bisexual, transgender, questioning, intersex, asexual, two-spirit) community and allied youth to build community and organize around issues impacting us in our school community. GSA seeks to create greater awareness about the issues and unique experiences faced by the LGBTQIA2S+ community.

Jewish Student Union (JSU) supports students who identify with Jewish culture, religion, or heritage, while also welcoming anyone who seeks to learn more. JSU promotes understanding through holiday observances, educational programs, and conversations that highlight Jewish identity and history.

The Investment Club meets to learn about the stock market and other sorts of investments, either for a future career or for personal knowledge.

Key Club works with the Admissions Office and gives tours of Pomfret to prospective students and their parents.

La Familia brings together students who identify with Latin American, Hispanic, or Spanish-speaking cultures. Through food, music, language, and storytelling, the group shares the richness of Latinx heritage and creates opportunities for cultural pride and learning across campus.

The **Math Team** competes against 12 other Eastern Connecticut schools in the New London County Math League. Teams that do well in the local league are invited to compete at the State and New England Competitions. The most talented individuals are also eligible to join the Connecticut All-State team. Members meet with the faculty advisor one hour per week, or as arranged, to prepare for the contests. Teams have also competed in the American Math Competitions, the Worcester Polytechnic Institute meet, and the Harvard-MIT meet.

Muslim Student Union (MSU) offers support and community for students who identify as Muslim or who are interested in learning more about Islamic traditions and practices. The group encourages understanding and respect by sharing experiences, organizing events, and promoting awareness of Muslim life and values.

The **Robotics Club** is a student-run club interested in the design, engineering, and creation of robotic systems. The club's main goal is to build a robot for competition in the Trinity College Firefighting Competition.

VOICE is Pomfret's multicultural leadership group dedicated to fostering dialogue, understanding, and unity across differences. Open to all students, faculty, and community members, VOICE encourages active engagement in conversations about culture, identity, and social justice. Through events, service projects, and courageous conversations, VOICE works to build bridges across groups, promote equity, and strengthen our shared commitment to inclusion and community.

CONTACT INFORMATION

IMPORTANT PHONE NUMBERS

Pomfret School Main Office: 860.963.6100
School Officer in Charge (SOC), 24-hour Emergency Contact: 860.450.6691
Head of School: 860.963.6113
Associate Head of School: 860.963.5289
Business Office: 860.963.6141
Campus Security: 860.234.6782
Chief Financial Officer: 860.963.6140
Dean of Enrollment Management: 860.963.6121
Dean of Faculty: 860.963.5205
Dean of Students: 860.963.6153
Director of Advancement: 860.963.5957
Director of Athletics and Afternoon Programs: 860.963.6135
Interim Director of College Counseling: 860.963.5289
Director of Counseling: 860.963.5924
Dean of Community and Belonging: TBD
Director of Campus Planning and Facilities Services: 860.963.6187
Director of Health Services: 860.963.6182
Director of Learning Support: 860.963.5241
Director of Spiritual Life: 860.963.5251
Director of Strategic Marketing and Communications: 860.963.5959
Dean of Academics: 860.963.5204
Director of Technology: 860.963.6126
School Registrar: 860.963.6147

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