



**2020-2021
COMMUNITY
HANDBOOK**

MISSION STATEMENT

**Cushing Academy exists for students
and develops curious, creative,
and confident learners and leaders.**

PORTRAIT OF A GRADUATE

The Portrait of a Graduate details and supports Cushing's mission to educate the mind, shape the character, nurture the creativity, and foster the well-being of each student. As a lens through which we examine ourselves and our work, this portrait guides and informs all aspects of school life.

A Cushing graduate learns, lives, and leads by these ideals:

In my **personal** journey, I:

- strive to be self-aware, self-disciplined, and self-controlled.
- take initiative, adapt, and persevere.
- live with optimism, passion, a sense of humor, and humility.
- make informed choices for a healthy, balanced life.
- advocate for myself.
- pursue excellence in all areas of my life.

In my **intellectual** journey, I:

- think critically, creatively, and reflectively.
- listen and communicate actively, thoughtfully, and effectively.
- take risks and grow through challenges.
- approach lifelong learning with openness and curiosity.

In my **community** journey, I:

- respect, support, and show gratitude.
- value, engage fully in, and contribute to the diversity of my communities.
- collaborate with others.
- understand social systems.
- serve others as an active citizen.

In my **ethical** journey, I:

- act with empathy and compassion.
- act with integrity.
- act with personal and social responsibility.
- act with courage on behalf of others and myself.

TO THOSE ENTERING CUSHING

We extend our best wishes for your success and well-being here. If you are new to our community, you will likely encounter much that seems different and is unique to and special about Cushing. It will take you time to get your bearings and feel oriented and settled into life here; you should know that this is typical. Cushing is a welcoming community, and people will do their best to help you feel at home. Before long, you will find yourself part of the Academy—a critical member of our Cushing community.

All students are assigned a faculty advisor, who will answer questions, explain our customs, and help you feel at home. Don't hesitate to go to your advisor, a proctor, returning student, dorm parent, coach, teacher, or anyone else in the community for information and advice. Furthermore, you should participate and fully engage in as many areas of school life as possible as the best way to experience and know Cushing.

Students should feel comfortable discussing any important issues with their advisor, from academic to community concerns. There are many opportunities to foster a strong relationship with your advisor, and working closely with them will be instrumental in your time at Cushing. Early in the year we will help all students understand a few obvious opportunities and benefits, as well as the scope of this relationship. Go out of your way to get to know your faculty advisor well; you will find your advisor ready to help whenever you need assistance or guidance.

In the pages of this book you will find, among other things, most of the expectations and rules of the Academy. At first they may seem somewhat overwhelming in number and detail, but over time and through experience, you will find that most of them directly reflect the shared values of our community. The basic principle of all Cushing's institutions is that of honesty. Cushing students act with integrity, respect, support, and show gratitude and take risks and grow through challenges. All work assigned relates to the honor system; you will be assigned work to do on your own, and you pledge that you acted in accordance with the Honor Code—that you have neither given nor received assistance that isn't otherwise cited.

As an invested member of the Cushing community, you will find that the rules logically follow the creation of a considerate and caring environment. If there are rules or procedures that you do not understand, feel free to stop by the Office of Student Affairs to speak with Mr. Josh Doyon, Director of Student Affairs, or Ms. Lydia Stoye, Director of Community Life.

The Cushing Academy Community Handbook is published and distributed to members of the Cushing community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the Academy. This year, Cushing's expectations extend beyond our Ashburnham campus, as we expect all students from the community to adhere to the Academy's expectations.

This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between Cushing and any parent, guardian or student affiliated with or attending Cushing. The policies and provisions in this handbook may be changed at any time at the sole discretion of the administration of Cushing Academy. Any such changes in the Community Handbook will be immediately applicable to students and members of the Cushing Academy community.

HONOR CODE

Cushing Academy's Honor Code was established and written by students to create and maintain a culture of trust and integrity. It places in the hands of all members of the community the responsibility to uphold respectful and honorable conduct in all aspects of life, academic and otherwise. A student who attends Cushing must be willing to recognize and accept that trust and honesty form the foundation of our community.

As a member of Cushing Academy's diverse student body, I recognize that trust and honesty form the foundation of our community. Therefore, I pledge to uphold the Honor Code in all aspects of my life: I will be truthful in my interactions and will demonstrate respect for others and their belongings, as well as those of the Academy. Furthermore, I will maintain high standards of academic honesty in accordance with Cushing's policies and the expectations of my teachers and peers. If I observe or become aware that a member of the community has violated or intends to violate the Honor Code, I will act decisively to preserve the integrity of the Academy.

I seek an environment in which all individuals can live and learn together in ways that protect personal freedom and community standards. Therefore, as a student at Cushing Academy, I accept my responsibilities as outlined in the Honor Code and will do my utmost to uphold its precepts.

At the beginning of each academic year, the entire student body gathers to affirm shared values and to uphold the precepts of the Cushing Honor Code, which is overseen by the Student Honor Council. During the formal ceremony each new student signs their name in the Honor Code book as a permanent record and commitment; and every student, new and returning, signs their name to an Honor Code pledge agreement to be stored as part of their academic history.

- Cushing Class of 2011

THE ACADEMIC PROGRAM AND PROCESS

Students are challenged to think critically and creatively, write effectively, express ideas persuasively, and collaborate with dynamism and respect. The Cushing Educational Process begins and ends with inquiry. We challenge and support each student through intentional collaboration, feedback, and reflection. Through authentic and complex questions developed by both students and teachers, students gain a sense of purpose in and control over their own learning. They learn to leverage their strengths and grow through challenges; through exploration and imagination, they discover and create new approaches to unsolved problems. By solving problems, answering questions, and understanding paradox, they synthesize information and apply it in new ways.

Finally, Cushing students are self-motivated, launching from one understanding into the next inquiry with creativity and discovering new approaches to solve problems with confidence as they embrace and grow through challenges. At Cushing, we care deeply about our students' academic success; we recognize the diverse learning styles of adolescents, and we challenge and support them to work to the best of their ability. We are a community of learners and thus, in support of our commitment to take care of ourselves, take care of each other, and take care of our community, teachers dedicate the whole of themselves to educating the whole student. Cushing Academy's forward-thinking college preparatory program is designed to ensure that our students are comfortable in environments that evolve and that they are equipped with the skills, knowledge, and habits of mind to develop into curious, creative, and confident learners and leaders.

We are all participants in a new era of thinking and learning, where change is a constant and the pace is rapid. Through a combination of foundational courses and innovative, targeted programming, Cushing creates a learning experience that is transformative for every student at every level. This is how we define academic excellence. No matter how you learn or what interests you most, Cushing will help you recognize your strengths, build vital connections among academic disciplines and with the wider world, and prepare for success at college and beyond.

DIPLOMA REQUIREMENTS

Students must complete a minimum of 20 credits in order to receive a Cushing diploma.

Post-graduates and one-year seniors must earn a minimum of 5 total credits in order to be eligible to receive a Cushing diploma (unless a modified schedule has been recommended by the Academic Support Department and approved by the Academic Office.)

English - Four years (minimum of one per year while enrolled)

Mathematics - Four years (minimum completion of Algebra II; students who have completed math through AP Calculus may be exempt from a fourth year of math)

Science - Three years (Biology is required; an additional year of Chemistry and Physics is recommended)

History - Three years (one year of World History and one year of US History is required)

Classical and Modern Languages - Three years (minimum of two years within the same language)*

Visual and Performing Arts - Students are expected to complete one term of Visual or Performing Arts each year while at Cushing, unless their schedules do not allow them to do so. In those instances, students may take multiple terms of art within a given year to help meet the requirement.

Other Diploma Requirements

- All students are expected to take five courses each year to be considered "fully enrolled." The Academic Office will work with students individually, and in conjunction with the College Counseling Office, and with the Academic Support Department when applicable, to determine an appropriate course of study.
- An underclassman who fails a yearlong course will be required to follow through on an agreed upon plan for credit remediation.
- With the exception of post-graduate students, one-year seniors, or midyear junior admits, all other students must complete a minimum of four semesters of school at Cushing (leading up to graduation) in order to be considered eligible to receive a Cushing diploma.

**Cushing Academy will honor for any student a language waiver which has been documented by testing no older than 3 years from a certified professional.*

THE ACADEMIC CURRICULUM

The academic curriculum at Cushing is challenging, varied, and stimulating. It provides students with a diverse selection of traditional and innovative offerings. Traditional year-long courses are offered in English, classical and modern languages, history, mathematics, and science. An array of one-semester seminars is also offered by many departments. In addition, Cushing provides opportunities for students to enroll in honors and Advanced Placement courses and to explore personal interests through independent study.

ENROLLING IN COURSES - Returning students schedule individual meetings in the Academic Office each spring to determine their course of study for the following year. Consideration is given to current teacher recommendations, satisfaction of course prerequisites, graduation requirements, individual student academic goals, and an overall mindfulness of an appropriate totality of challenge and rigor. Rising seniors are required to have the College Counseling Office approve their proposed schedule.

BOOKS AND COURSE MATERIALS - Students will receive all necessary textbooks, workbooks, and lab materials directly from their classroom teachers at the start of the year. All other materials (calculators, notebooks, binders, etc.) should be purchased by the student. Students may arrive to campus with supplementary materials, shop at the School Store, or take advantage of various off-campus trips scheduled during the first weekend. At the end of the year, students are expected to return all textbooks (identified by a purple stamp and catalogue number) in good condition to avoid any replacement fees.

ADDING OR DROPPING A COURSE - At the beginning of each semester, there is a designated period of time during which students may add or drop a course without consequence. After add/drop ends, students will no longer have the ability to add a class, but they can still drop (so long as the “fully enrolled” criteria is being met); were this to happen before the midterm of a semester, all records of the course would disappear. After the midterm however, students will receive a ‘W’ on their transcripts to indicate initial enrollment and ensuing ‘withdrawal’ from the course. When students withdraw from courses, they do not receive grades or credits for that particular class.

CHANGING LEVELS OF A CLASS - If a student starts the year in a college preparatory class and is subsequently recommended by the current teacher to move into an honors/AP class, full credit will be granted for the higher-level class the student is moving into, upon successful completion of the class.

If a student starts the year in an honors/AP class and needs to move down, then the withdrawal timelines are applicable; i.e., moving before fall midterm results in no consequence (beyond the current grade transferring along with the student), and moving after the midterm results in a withdrawal on the transcript.

REPEATING A COURSE - In some instances, new students may elect to repeat a course that they have already taken in order to strengthen their foundational skills and understanding. However, credit will only be recognized once. Alternatively, a student who has previously failed a course may repeat it for credit. Visual and Performing Arts classes that bear the same name are exceptions, and they may be taken multiple times for multiple credits.

HONORS COURSES - Returning students who wish to enroll in honors courses for the following academic year should express their interest to their current teacher(s) during the spring semester and must meet the minimum requirements as specified by each department. After careful review, teachers and department chairs, in consultation with the Director of Academics, will enroll qualified students. A student new to Cushing will be enrolled in appropriate classes by the Director of Academics based on the student’s academic record and other information contained in his/her/their admission folder.

ADVANCED PLACEMENT COURSES - Cushing offers a significant number of AP courses, all of which have gone through an extensive auditing process facilitated by the College Board. AP courses represent the highest level of study within each particular discipline, and students must meet all departmental prerequisites in order to be approved for enrollment. No exceptions will be made. Note: AP Exams carry an additional fee levied by the College Board. Families will be automatically billed during the fall based on the student’s course enrollment.

Students enrolled in an AP course are required to take the AP Exam offered in May. Failure to do so could result in a failing grade for the second semester and a loss of additional weight applied to a student’s cumulative GPA. Students who do not sit for an AP Exam during their senior or post-graduate year will also be required to notify prospective colleges of their failure to complete the course expectations.

Students who wish to take an AP Exam for a subject that is not offered at Cushing during the current academic year will be allowed to do so, and accommodations will be made by the Academic Office to assist in the process. However, students who wish to take an AP Exam for a class that is offered at Cushing, but one in which they are not enrolled, will not be allowed to do so at Cushing. Were a student to make accommodations to take an AP Exam off campus, any class absences accrued in the process would be considered unexcused.

HOMEWORK PHILOSOPHY - At Cushing, we are dedicated to helping students grow and mature academically as individuals. We expect that students will experience a continuum of learning - one that takes shape in the classroom and then continues throughout the day and evening as independent scholarship takes place. To that end, our homework philosophy affirms the belief that learning experiences

begin and end with inquiry. As students are challenged and supported in acquiring serious, foundational skills in the classroom, they also are encouraged and expected to think critically outside the classroom by reinforcing skills, synthesizing information, and generating new levels of inquiry. Study hall is a time for furthering intellectual curiosity that is sparked by something that may have happened earlier in the day; it is also a time for self- and academic reflection, by which students develop into curious, creative, and confident learners.

FINAL EXAMINATIONS - All students will sit for a summative final exam in each year-long class, at least once during the course of the year (fall or spring). Most classes will offer exams at the end of both semesters. Some semester-long seminars, however, may opt for other forms of final evaluation, which could include presentations, research papers or projects.

At the discretion of each individual teacher, seniors and post-graduates in year-long classes may be exempt from final examinations at the end of the spring semester, if they have maintained an A average in the course for the year.

Note: Neither faculty nor students are permitted to reschedule a final exam during exam week. Therefore, parents are strongly urged to take the final exam schedule into consideration before confirming travel arrangements at the end of each semester.

REPORTING STUDENT ASSESSMENT

Report cards are issued four times per academic year: at the midterm of each semester, and at the end of each semester. Additional correspondence in the form of Advisor Letters will be interspersed throughout the year, culminating in a student-written letter of reflection that will be included in the spring semester report card.

GRADE RECLASSIFICATION REQUESTS

1. Submission of written proposal to the Associate Head of School for Enrollment Management; point person/advocate remains as liaison throughout process;
2. Written proposal should include a detailed explanation of the anticipated benefits for both the student and the community;
3. The ability to meet all graduation requirements will be assessed (and if necessary and approved, an agreed upon course of study and timeframe to meet requirements will be established);
4. A committee consisting of representatives from Admissions, the Academic Office, College Counseling, and Student Affairs will make a recommendation to be submitted to the Head of School, who will render the final decision;
5. Existing enrollment contracts will remain valid, unless modified by the school—financial aid for future years may be released or lost as a result of the school's decision.
6. The Associate Head of School for Enrollment Management will be responsible for all further communication with the student, family, and internal Cushing community.

ACADEMIC REVIEW, ACADEMIC ALERT, ACADEMIC PROBATION

At Cushing, our hope is that students are capable of exercising a high degree of independence in tracking/monitoring their own academic progress. Should a student begin to experience academic difficulty, however, Cushing employs a three-tier system that provides additional support to help individual students achieve greater success. Advisors may place individual students on either of the initial two tiers—Academic Review or Academic Alert—as the circumstances require. If a student continues to need additional intervention, they may be placed on Academic Probation, in which case, oversight will be passed along to the Academic Office, and ensuing correspondence about any further plan of action will come directly from the Dean of Academics.

ACADEMIC REVIEW - This preliminary level assists a student's advisor in monitoring their weekly progress. Students are asked to complete a Weekly Report, which requires checking in with each of their teachers. The report is then submitted to the advisor and reviewed with the student at the end of every week. Additional steps, including weekend restrictions, are considered on a weekly basis, based upon student performance. Students placed on Academic Review may also be required to follow a Mandatory Extra Help schedule.

ACADEMIC ALERT - This secondary level is implemented when a student appears to need additional support and structure in managing time outside of class. Students are required to attend Structured Study Hall. Structured Study Hall takes place in the Dining Hall (as opposed to the dormitory) and is proctored by a faculty member.

ACADEMIC PROBATION - This culminating level is reserved for students who have demonstrated continued difficulty, and have failed to meet the minimum expectations of their teachers in terms of effort and achievement. Students on Academic Probation are required to obtain a minimum grade of C- in each of their classes, while also earning effort marks of "good" or better in each of their classes. Students are also required to fulfill the conditions of Academic Review (Weekly Reports) and Academic Alert (Structured Study Hall). Placement on Academic Probation is a serious matter, and three successive terms on Academic Probation may jeopardize a student's continued enrollment at the Academy.

Students can be placed on Academic Review at any point during a term if such action is deemed appropriate. Further steps, such as placement on Academic Alert or Academic Probation will likely result from a recommendation made by the faculty following mid-

term grades or at end-of-term/year meetings. Similarly, students may be removed from any of these tiers based upon demonstrated improvement and a faculty recommendation at the mid-term or end-of-term meetings.

MEETINGS OF CONCERN - Cushing is a community that exists for students and cares deeply about each individual achieving their academic potential. Throughout the year, teachers and advisors monitor student progress and work to provide timely feedback through open and supportive conversations. These conversations may progress from an initial Face-to-Face with the advisor, to a Small Group including relevant teachers, and finally a Meeting of Concern, which includes a representative from the Academic Office. These are student-centered meetings during which academic performance, progress, and effort are evaluated. Each of these meetings communicates care and concern; they are not punitive in nature. The intention of such meetings is to share information and develop a plan to meet the student's needs more effectively.

PROGRESS MEETINGS - At the end of the fall and spring terms, the entire faculty gathers to reflect upon the performance of each student individually. The Academic Office leads these discussions that highlight instances of both success and challenge, with the goal of establishing and/or reevaluating a clear plan of action that supports students as they strive towards realizing the ideals embodied within Cushing's Portrait of a Graduate.

ABSENCE POLICY - If, for any reason, a student misses 18% of their classes in a particular course per semester, then that student will have to petition for credit. A student may not receive credit for the work done in that course, as determined by the Head of School in consultation with the Academic Office. This policy is included in our "Attendance and Absence Policy" in the Student Affairs section of this handbook.

FAILURE TO THRIVE - At the end of each semester, the full faculty participates in student progress meetings in which the performance of each student is discussed individually. These meetings provide a 360-degree view of the student body and are useful in reaffirming expectations and cultural norms that exist at Cushing Academy. On rare occasions, despite the various supports put into place and the best efforts of everyone involved, a student simply 'fails to thrive' within the Cushing community. When a student is continually unhappy, upset, or emotionally negative; regularly misses or is late to school obligations; persistently fails to complete work, chores, or duties; or generally does not make the effort needed to be a positively contributing member of our community, this student risks being required to leave the Academy. Such behavior is destructive for the entire community and is in stark contrast with Cushing's mission to exist for students. The Head of School, in their discretion, reserves the right to suspend or permanently separate any student who has demonstrated such a failure to thrive.

LIFE AT CUSHING

COMMUNITY EXPECTATIONS

Every member of our community contributes to the daily atmosphere of our Academy. As a school we have—rooted in our fundamental values—a set of standards that we expect all of our students and faculty to uphold on and off campus. How these standards contribute to the quality of life of our community largely depends upon the action, or inaction, of our faculty and students. Each member of our community is part of something much bigger and more significant than any one of us; every action by every one of us comes to define each of us as individuals and a whole community.

We are committed to developing curious, creative, and confident learners and leaders in an environment where students will experience meaningful challenges along with the necessary support to grow through those challenges. Through upholding standards, students learn the consequences of responsibility and how their choices lead to certain outcomes. With this understanding, our expectations and the discipline system are meant to be educational; they are how we uphold and support the values that make us what we are as a school. The job of discipline then does not lie with the Office of Student Affairs alone, but with each student and faculty member of this community. It is our school and, therefore, we all have responsibility for it.

ACADEMY EXPECTATIONS - The Academy's expectations outlined here serve to develop curious, creative, and confident learners and leaders. These expectations reflect the values of Cushing Academy, underscoring our belief in human worth and personal dignity. It is important that these expectations from our Portrait of a Graduate be understood and followed:

- We act with empathy and compassion.
- We act with integrity.
- We act with personal and social responsibility.
- We act with courage on behalf of others and ourselves.

All rules at Cushing Academy are based on the basic principle that each student will experience meaningful challenges along with the necessary support to grow through those challenges. To live up to this principle, we want all of our students to take an active role in shaping the tone of our school community, whether they are able to join our campus, in-person or remotely.

As described in our mission and Portrait of a Graduate, Cushing Academy values the character of our students. At Cushing, character means: we strive to be self-aware, self-disciplined, and self-controlled; we take initiative, adapt, and persevere; and we value, engage fully in, and contribute to the diversity of our communities. Character also refers to the acts of courtesy that we pay to one another in the dorms, in a Zoom classroom, on the playing fields and stage, and elsewhere. For example:

- Students demonstrate their care for the community by wearing proper school dress.
- Students demonstrate care for their peers by respecting school and personal property.
- Students demonstrate care for themselves and their teachers by engaging in the process of learning.

LIVING OUR VALUES

Cushing strives to cultivate a school environment in which all members of the community feel valued, safe, and part of something greater than themselves. We expect that all members of the community will work to understand the developmental needs of students, support their emerging identities, and promote their healthy growth, embracing the responsibility to provide a clear and consistent structure for students and engage them in conversation about our community values and expectations.

ACADEMIC HONESTY - Cushing Academy fosters a culture of discovery and learning and holds the Academic Honesty Policy in the highest regard. Simply stated, students must do their own work. Actions that undermine the authenticity of a student's learning experience run contrary to Cushing's mission statement and are corrosive to the ideals of scholarship.

SAFETY AND WELLBEING - Every member of the community has a responsibility to support a safe school environment by refraining from harmful and unsafe behavior and by reporting such behavior immediately to faculty members or the administration when observed. Adults are expected to identify and report to the administration suspicions of harassment, bullying, hazing, abuse, and sexual or other misconduct and will not engage in such behaviors themselves. In addition to their reporting obligations to the Academy, all employees are mandated reporters of suspected abuse or neglect of students as specified by Massachusetts state law.

INTERPERSONAL BOUNDARIES AND POWER DYNAMICS - Adults and students must be alert to the power imbalance in their relationships, and be especially attuned to ways in which others may perceive their words or actions given that imbalance. Being mindful of the power they have, and always avoiding intimidation and abuse of authority, adults must not lean on students for emotional support, share personal information with students to an inappropriate degree, or engage in any behavior which blurs the lines between adult and student. All members of the community must be conscious of their choices regarding language, dress, personal space, and physical touch, understanding that their choices affect others.

MODELING - All members of the community have an obligation to model, through language and behavior, the values and expectations we have as a school, being especially conscious of their actions at times and in places when students can observe them. Older and returning students must take seriously the power of their example on younger and newer students, embracing the responsibility to model and transmit the values and character of Cushing Academy.

INFORMATION, CONFIDENCES, TRUST - Knowing that information has power and value, members of the community must take special care to safeguard personal information with which they are entrusted, always striving to promote the dignity of others. Students and adults alike have an obligation to protect confidential information shared by others unless that information raises concerns that someone's physical or mental health may be at risk. In such instances, adults must share the information through appropriate channels at the Academy; students are encouraged to do the same.

In the context of responsive and genuine relationships, all members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is kind, generous, and embraces an open dialogue of ideas. As members of this community, we acknowledge that our actions reflect not only on ourselves but also on the Academy as a whole and strive to live in a way consistent with our values.

THE HONOR CODE AND MAJOR SCHOOL RULES

Each member of the Cushing community is expected to exercise the highest standards of behavior and conduct in areas of academic, personal, and communal integrity. All major school rules are embodied within the spirit of the Honor Code, which is a reflection of the guiding principles and core values of the Academy. These standards promote academic honesty and personal accountability; the health, safety, and well-being of the individual and the community; mutually respectful relations; and the acceptable use of technology, all of which are outlined below. Academic integrity, theft, and lying are handled through the Honor Council. All other Major School Rule violations are handled through the Discipline Committee.

Students should be aware that they represent the Cushing community at all times, whether they are on campus, away from campus or are participating remotely. Conduct, behavior, and decisions that violate the law, reflect poorly upon the Academy or violate the Honor Code or

Cushing's Major School rules, whether committed in school or elsewhere, and whether committed while school is in session or not, may be cause for disciplinary actions, including suspension and dismissal.

Depending on the severity of the infraction, the outcome of an Honor Council or a Discipline Committee hearing could result in a warning, on-campus suspension, in-house restriction, out-of-school suspension, dismissal, or other disciplinary action. The Honor Council and Discipline Committee may recommend the dismissal of a student for a first violation of any major school rule if the circumstances warrant such action. Final decisions regarding the outcome of an Honor Council or Discipline Committee are made by the Head of School or his designee. Due to COVID-19, the Head of School or his designee reverses the right to modify any Honor Council or Discipline Committee approach, hearing and process.

Students who hold Academy-sanctioned leadership positions and who violate a Major School Rule will likely be asked to resign from their positions while on Probation. Students whose Probation period has ended may be eligible to petition for reinstatement. The Head of School and Director of Student Affairs will determine eligibility.

ACADEMIC HONESTY POLICY

Consequences for violating the Academic Honesty Policy are significant. All infractions will be reported to the Academic Office and once substantiated will lead to an Honor Council of the Academic Office will set a penalty in accordance with guidelines established by the Honor Council.

Any infraction that results in a suspension (in or out of school) will need to be disclosed during the college application process. Individual teachers have the discretion on whether or not the student needs to redo the assignment, and if so, how much credit will be awarded. Any student that goes before the Honor Council having violated the Academic Honesty Policy may also need to complete a brief seminar designed to reinforce expectations surrounding collaboration, citation, and plagiarism.

Instances of academic dishonesty generally fall into one of two categories: **plagiarism** and **cheating**. In *A Writer's Reference* (7th Edition, 2010), Diana Hacker and Nancy Sommers offer the following explanation of plagiarism:

In general, these three acts are considered plagiarism:

- Failing to cite quotations and borrowed ideas.
- Failing to enclose borrowed language in quotation marks.
- Failing to put summaries and paraphrases in your own words.

Students must make an attempt to acknowledge ANY resource that they have utilized by including a "Sources Consulted" list. Teachers will review this policy in their classes. When students fail to do so, intentionally or unintentionally, they are in effect passing off the original work of others as their own, which amounts to theft (the stealing of ideas). Similarly, cheating also involves a disingenuous presentation of secondary information. Cheating includes "borrowing" or "copying" secondhand material on homework, quizzes, exams, and papers and submitting it as one's own. Students are expected to work independently of one another, unless a teacher gives explicit instructions otherwise.

More specific examples of academic dishonesty include (but are not limited to) the following:

- Turning in someone else's work (material obtained from the Internet, or other published work, or even from other students) without offering citation, as your own.
- Copying answers from someone else's exam (in-class or take-home), lab report, quiz, homework assignment, etc.
- Using someone else's annotations on an assessment without the permission of the instructor.
- Discussing questions and/or answers to an exam/quiz while testing, or sharing information regarding the exam/quiz with students who have yet to take the exam.
- Giving work to another student could also lead to a violation of the Academic Honesty Policy if the other student copies from you—even if you did not know they were going to do so. Please recognize that when you give your work to someone else, you are making a choice, and therefore, you are also complicit should an infraction occur.
- Using supplementary sources to complete a given assignment, beyond those that were specified by your teacher. Be particularly careful with all take-home work, and any work that is completed while using extended time.
- Employing additional/professional editing help without the permission of your teacher—including instances of translating original work to a secondary language.
- Submitting the same work to multiple classes.
- Falsifying data on lab reports, surveys, bibliographies, etc.
- Stealing examination/testing materials or teachers' answer books or keys.
- Lying about details pertaining to an alleged incident of academic dishonesty.

The surest way to avoid committing an act of plagiarism or cheating is to ask questions in advance; when in doubt, ask.

MAJOR SCHOOL RULES

DRUG AND ALCOHOL POLICY - Students are prohibited from using, possessing, and/or selling illegal drugs, hallucinogens, drug paraphernalia, alcohol, or prescription drugs (for which the student does not have a valid prescription.) Students must remember that violating the Academy's Drug and Alcohol Policy, whether in school, at any school function or off campus, while school is in session or not, may be cause for discipline, including dismissal. Cushing Academy's Drug and Alcohol policy, as set forth herein, extends to day or weekend permissions even in the company of a student's parents that may result in a disciplinary consequence.

All students aware that this Drug and Alcohol Policy is being violated in their presence and who do not make an immediate attempt to leave the vicinity may be in violation of the Drug and Alcohol Policy. These students may be required to meet with the Discipline Committee, the Head of School, the Director of Student Affairs, the Director of Community Life and/or their advisor to determine if they knowingly remained in the presence of others who were violating this major school rule.

No prescription drugs may be used at or brought to the Academy without the knowledge of Health Services; medications must be taken through the Health Center. In addition, no student may accept any drugs or medication from another student or any adult or parent other than a Health Services employee. Students found selling drugs or alcohol or procuring drugs or alcohol for other students will, in all likelihood, be dismissed for a first offense. In addition, students who consume alcohol and who then drive or ride in an automobile will most likely be dismissed for a first offense.

Students who violate the Academy's Drug and Alcohol Policy will be required to undergo a formal assessment by the Academy's counselors and agree to participate in ongoing work with those counselors if recommended. Students and their families must follow the recommendations of the evaluation.

NICOTINE, VAPORIZER AND ELECTRONIC CIGARETTE POLICY - Students are prohibited from using, possessing, and/or selling nicotine related products, vaporizers or electronic cigarettes. Students must remember that violating the Academy's Nicotine, Vaporizer and Electronic Cigarette Policy, whether in school, at any school function or off campus, while school is in session or not, may be cause for discipline. Cushing Academy's Nicotine, Vaporizer and Electronic Cigarette Policy, as set forth herein, extends to day or weekend permissions even in the company of parents, and violations may result in a disciplinary consequence.

Vaporizers and electronic cigarettes can be used to consume nicotine, marijuana, or other types of illegal substances; therefore, a student in possession of any type of vaporizer or e-cigarette device or any related paraphernalia, such as batteries, liquids, or pods, must submit to a urinalysis screen in Cushing's Health Center. A student who tests positive for substances other than nicotine will also be in violation of the Academy's Drug and Alcohol Policy.

All students who are aware that an individual or individuals are violating the Tobacco, Vaporizer and Electronic Cigarette Policy in their presence and who do not make an immediate attempt to leave the vicinity may be in violation of this major school rule. These students may be required to meet with the Discipline Committee, the Head of School, the Director of Student Affairs, the Director of Community Life, and/or their advisor, to determine if they knowingly remained in the presence of others who were violating this major school rule.

Additionally, students discovered to be in possession of nicotine, vaporizers, electronic cigarettes or related products inside or in close proximity to any of our school buildings may be in violation of Cushing's Major School Rule regarding Fire Regulations. This determination lies with the Head of School, the Director of Student Affairs or the Discipline Committee.

INVASION OF PRIVACY AND PROPERTY - The Academy attempts to foster respect for personal property and the privacy of the individual. No student may invade the privacy of other members of the Academy community by entering dorm rooms, bookbags, electronic files, lockers, or cars without permission of the owner.

MUTUALLY RESPECTFUL RELATIONS - All students, day and boarding, are valued members of the Academy's residential community, which presents unique opportunities to develop lasting partnerships with peers, faculty, and staff. The Academy strives to help students develop such close connections. However, the Academy expects these relationships to be appropriate and healthy. In particular, the Academy seeks to cultivate a community in which mutually respectful relations are prevalent at all times, especially around race, gender, ethnicity, religious affiliation, ability, and other aspects of people's identity.

We recognize that words have the power to negatively impact others and we prohibit actions or speech that discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets. Communications of all kinds (verbal, non-verbal, written) must therefore be made in a respectful manner. In addition, all students must abide by the guidelines and rules set forth in Cushing Academy's Harassment, Hazing, Misconduct, Bias, Discrimination, Bullying, and Cyberbullying and Acceptable Use policies. All members of the Cushing community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards.

- The Academy will investigate potential violations of this policy in accordance with the procedures set forth in the Academy's Harassment, Hazing, Misconduct, Bias, Discrimination, Bullying, and Cyberbullying policy. In addition, in investigating potential violations of this policy, the Academy will examine the context, intent, and impact of the underlying actions. By approaching with this lens, Cushing seeks to recognize when harm has been done in the community and assess what steps may be necessary to repair that harm.

Guidelines for maintaining mutually respectful relations:

- Students are expected to consider how their actions may be received by others.
 - ◊ Living in a community means taking others into consideration when making decisions.
- Students must consider the context of their actions and interactions:
 - ◊ What do I know about the environment and the audience that may affect the message or action?
 - ◊ Is there anything I know about what I am saying or doing that might be misinterpreted?
- Students must understand their responsibility not only for the intent, but also for the impact, of their actions.
 - ◊ Intent- your understanding of your actions (what you meant to convey).
 - ◊ Impact- the message that is received by others and how that affects them.
- If the impact does not match the intent, the Academy expects that students should make an effort to address their conduct and resolve any harm that occurred as a result.
 - ◊ Ask, "what could be done to make this right?" This could include stopping the action, apologizing, or acknowledging the impact.
- **Students who are made aware that their actions could have a negative impact on others or the community are expected to stop engaging in such or similar conduct immediately.**
 - ◊ You may seek clarification or support from a trusted campus adult or the Office of Student Affairs.

DEFACING ACADEMY PROPERTY - No student may abuse or deface Academy property. Having this rule obviates time-consuming and costly repairs and an unsightly physical plant, both of which are detrimental to the morale of the students and the faculty.

VISITATION AND INTER-DORMING - Absent explicit faculty permission and supervision, students are not allowed in the dormitory room of another student of another gender and may not host a student of another gender in their own dormitory room. This policy extends to other unsupervised areas in any of the campus buildings. This policy also applies while students are on an Academy-sponsored trip and to off-campus guests.

PERMISSIONS - Students must remain on campus while in residence (this includes downtown Ashburnham). No student may be absent from school (including classes, study hall, assemblies, and other school functions and obligations) without the permission of the Academy. Students are to remain in their dormitories from check-in until 6:00AM. They may only leave the dormitory during study hall to go to Health Services, Library, Structured Study Hall, Super Structured Study Hall, or to go study with a faculty member with permission from a faculty member. After lights out, students must remain in their dormitory rooms. Day students are not allowed in dorms or the day student room without permission after check-in and may return to campus at 7:00AM.

Boarding students can access downtown Ashburnham between the hours of 7:00AM and 7:30PM seven days a week. Students must check out with a faculty member on duty, either in their dorm or in the Student Center, if they expect to be in the downtown Ashburnham area after 7:30 pm on Friday and Saturday night. All Academy rules and expectations apply when students are downtown. The Academy reserves the right to take disciplinary action against anyone who does not honor these expectations.

Boarding Students may leave campus if they have properly registered for an Academy-sponsored activity, if they have followed off-campus visitation procedures, or if they have permission from an appropriate member of the faculty or administration. Students must submit a REACH Request, and properly sign out when they leave campus, even if leaving with a parent.

Students are expected to return to campus by the start of study hall Sunday through Thursday night, by 10:00 pm on Friday and by 10:30 on Saturday night.

If a student is absent from a Cushing obligation, they may receive an unexcused absence.

During the 2020-2021 school year, this policy may change, due to the health restrictions of COVID-19.

TECHNOLOGY - All students must abide by the guidelines and rules set forth in the Cushing Academy Acceptable Use Policy.

FIREARMS, WEAPONS, AND EXPLOSIVES - Possession or use of real or simulated weapons, firearms, knives and explosives, including fireworks and pellet guns, is prohibited.

FIRE REGULATIONS - The safety of the Academy community is our primary concern; therefore, creating a fire hazard is a violation of a Major School Rule. Examples of such actions include but are not limited to irresponsible or unauthorized use of fire extinguishers, matches, lighters, candles, cooking appliances in non-authorized areas, incense or other combustibles in or around an Academy building; misuse of, or tampering with, the smoke and fire detection system; and use or possession of fireworks. Matches, lighters, candles, incense, and cooking appliances are prohibited in the dorm rooms. Smoking or possessing a vaporizer or electronic cigarette in a building is a violation of fire regulations.

MOTOR VEHICLE REGULATIONS - Students may ride in or drive motor vehicles only when operated by, or under the direction of, a person approved by their parent or guardian, which must be on file in the Office of Student Affairs. This rule applies to all travel to and from destinations on weekends and day permissions, and arrival from and departure for vacations. Boarding students are forbidden from having automobiles or other motor vehicles on campus. Boarding students may not garage a car at the home of a day student during the academic year. Any exceptions to this rule, which are rare, must be approved by the Director of Student Affairs.

On weekends boarding students may not drive cars to nearby towns, or the general neighborhood of the Academy, at any time during the weekend or at the conclusion of the weekend unless special permission is obtained from the Office of Student Affairs well in advance. Day students may not give rides to boarding students. A day student may, however, take a boarding student home for the weekend by car if both students' parents have provided permission to the Office of Student Affairs via REACH.

EXPECTATIONS FOR COMMUNAL AND STUDENT RELATIONSHIPS AND CONDUCT

ACCEPTABLE USE POLICY

It is the general policy of Cushing Academy that computers, network services and devices that access the Academy's network are to be used in a responsible, ethical, and legal manner in accordance with the mission of the Academy. Users of the Cushing Academy network acknowledge their understanding of the general policy and guidelines as a condition of using the network. All students are responsible for adhering to policies and procedures for appropriate and ethical network use. At the beginning of the year, all students must read and agree to the Acceptable Use Policy (AUP) and Social Media Policy (SMP), with include, but are not limited to, the appropriate use of technology, any involvement in any activity prohibited by the law, interfering with normal and proper operations of the Academy's networks, the use of a camera or microphone in any school building or on campus within the direct permission of a teacher or those parties involved in photo video or recording or the posting of content that can be considered objectionable.

Actions and decisions that are not in accordance with either the Acceptable Use Policy (AUP) and Social Media Policy (SMP) may be in violation of the Academy's Mutually Respectful Relations Policy and could result in the student sitting before the Academy's Discipline Committee.

Use of the Academy's network is a privilege, not a right. Failure to act in accordance with the Acceptable Use Policy (AUP) and Social Media Policy (SMP) may result in a loss of network access, disciplinary action, or criminal penalties under applicable state and federal law. Information on observed or reported violations will be turned over to the Office of Student Affairs for disposition.

Acceptable use of the network includes activities that support learning, teaching and communication. Students and faculty are encouraged to explore and develop new ways of using technology to support Cushing teaching and learning objectives.

Cushing Academy makes no express or implied warranty for the Internet access it provides or the resources available through the use of our network. We cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the Cushing Academy campus. Cushing cannot guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical and/or other difficulties.

HARASSMENT, BIAS, DISCRIMINATORY HARASSMENT, MISCONDUCT, HAZING, BULLYING, AND CYBERBULLYING

Cushing Academy is committed to respecting and protecting the personal dignity of all its students and community members. Cushing Academy does not tolerate hazing or actions which constitute harassment because of race, color, religion, gender, national origin, age, disability, ancestry, sexual orientation, gender identity, or other status protected by law, or which creates an intimidating, hostile or offensive environment. The Academy as a whole shares responsibility for ensuring an environment that respects the individual

differences and personal dignity of all members of the Academy community. Any student who feels they are being harassed or hazed should tell the person to stop (if they are comfortable doing so) and speak with a trusted adult or complete a [Cushing Care Report](#).

GENERAL HARASSMENT: Actions and behavior that create a hostile environment for an individual or group are prohibited and include but are not limited to the following:

- Playing abusive pranks.
- Subjecting someone to personal indignity.
- Stereotypical remarks, humor, jokes, epithets, posters, cartoons or graffiti.
- Threatening an individual; creating a fearful and unsafe environment.
- Initiation rituals (see Hazing).

BIAS AND DISCRIMINATORY HARASSMENT - Cushing Academy takes seriously any harassment or discrimination based upon community members' race, color, religion, gender, national origin, age, disability, ancestry, sexual orientation, or gender identity. Acts of bias or discrimination will not be tolerated. Due to the impact on individuals and the community, special consideration will be given to any incident or harassment related to a protected identity status. In alignment with the Mutually Respectful Relations policy, Cushing Academy will examine the context, intent, and impact of actions that may have violated this or related policies.

SEXUAL HARASSMENT AND MISCONDUCT - Sexual harassment and misconduct is any unwelcome sexual advance, fondling or unwanted touching, request for sexual favors or any verbal, physical or suggestive misconduct of a sexual nature. This type of behavior may be between students or between a student and any adult member of the Academy community. This type of harassment and misconduct may include but is not limited to the following:

- Unwelcome, offensive, and unnecessary touching.
- Spreading false rumors or accusations of a sexual nature.
- Pressuring someone for sexual activity.
- Making suggestive or explicit sexual comments about a person's anatomy, behavior or clothing.
- Engaging in unwanted and sexually suggestive letters, messages (including those sent via e-mail, computer systems, the Internet or apps) or phone calls.
- Displaying sexually offensive materials or wearing offensive articles of clothing.
- Inappropriate personal questions.
- Any coerced sexual relations.

HAZING - Cushing Academy does not tolerate hazing. "Hazing" means any conduct or method of initiation into any student organization which endangers the physical or mental health of any student. As stated in Massachusetts State Law prohibiting this activity, hazing shall include "whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, beverages, drugs or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any person, or which subjects the person to extreme mental stress." A copy of the law prohibiting such action can be reviewed in the Office of Student Affairs.

BULLYING - Cushing Academy does not tolerate bullying. Under Massachusetts law, bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that does any of the following:

- Causes physical or emotional harm to the targeted student or damage to the targeted student's property.
- Places the targeted student in reasonable fear of harm to themselves or of damage to their property.
- Creates a hostile environment at school for the targeted student.
- Infringes on the rights of the targeted student at school.
- Materially and substantially disrupts the educational process or the orderly operation of the school.

CYBERBULLYING - Cyberbullying is not tolerated at Cushing Academy. Cyberbullying is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyberbullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying shall also include the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying shall be prohibited on Academy grounds, property immediately adjacent to Academy grounds, at an Academy-sponsored or Academy-related activity, function or program whether on or off Academy grounds, on an Academy bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by Cushing and at a location, activity, function or program that is not Academy-related, or through the use of technology or an electronic device that is not owned, leased or used by Cushing, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

PROCEDURES FOR ADDRESSING HARASSMENT, BIAS, DISCRIMINATORY HARASSMENT, MISCONDUCT, HAZING, BULLYING, AND CYBERBULLYING

The Academy expects all community members, including students and parents/guardians, to abide by the following procedures if they believe that they have experienced, witnessed, or otherwise have relevant information about cyberbullying (collectively, "interpersonal misconduct").

INTERVENING AND UPSTANDING - Individuals who experience or witness acts of interpersonal misconduct are encouraged to take steps to intervene. Techniques to intervene include:

- **Direct** - Speak directly to the person(s). Tell them to stop the behavior, point out what is unacceptable, or ask them to clarify their intent.
- **Distract** - Those targeted or witnessing interpersonal misconduct can intervene by changing the subject, walking away, bringing in another person, or taking other action that may distract the individual(s) causing harm.
- **Delegate** - Ask for help from someone who may be more equipped to intervene, or seek assistance and support after the event.
- **Delay** - If you do not know how to intervene in the moment, you may find an opportunity to address the issue when tensions are reduced. Witnesses not comfortable intervening in the moment can check-in with the targeted individual(s) after the event and ask what they can do to help.

SEEKING SUPPORT - Students who experience or witness an act of interpersonal misconduct can seek support from a trusted faculty member, advisor, Counseling Services, or the Office of Student Affairs.

REPORTING - Community members are expected to immediately report incidents of interpersonal misconduct to the Office of Student Affairs or by completing a Cushing Care Report.

- The **Cushing Care Report** is available to all members of the Cushing community and can be completed by those who have been the target of interpersonal misconduct or who witnessed or have relevant information regarding such actions. The report can be completed directly or anonymously. While the Academy understands the necessity for the option to report anonymously, limitations may exist for investigation and individual action for such reports. Students are encouraged to view the full report or email care@cushing.org with any questions or concerns.
- All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the Academy expects and requires the honest and full disclosure of facts by all involved.

RETALIATION - Cushing Academy prohibits retaliation against any person reporting interpersonal misconduct or participating in a related investigation. The Academy will not take adverse action against a community member for making a good faith report of interpersonal misconduct.

RESPONSES TO HARASSMENT, MISCONDUCT, BIAS, DISCRIMINATORY HARASSMENT, BULLYING, and CYBERBULLYING REPORTS -

The Academy seeks to address incidents of interpersonal misconduct in a way that will appropriately address, repair, and prevent further harm in the community or repetition of the conduct. Some isolated incidents of interpersonal misconduct harassment are fully resolved through educational and restorative means.

The Office of Student Affairs, the Head of School, or the Head of School's designee will intake and assess all reports of interpersonal misconduct, including determining the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and those alleged to have caused harm) and to prevent disruption of the learning environment while any potential investigation is undertaken.

With consideration of the severity and complexity of each individual report, potential steps include:

Acknowledgment

- Written and/or verbal acknowledgment of that report to named individuals
- Facilitate the contact of families/guardians for relevant involved parties

Fact-Finding and Investigation

- Conduct an intake and interview process, gathering information and perspective from involved parties and named witnesses
- Complete fact-finding, inquiry, or search that the Academy deems necessary.
- Resources such as counseling or referral to appropriate services are available to all students - including the alleged aggressor(s) and the alleged target(s) - during and after an investigation.

Other Interventions

- Initiate intermediary interventions to preserve the well-being of the community and to prevent disruption of the learning environment. This may include a directive of no-contact, interim guidelines/restrictions, or provisional separation from campus
- In accordance with all federal, state, and local laws and regulations, contact the appropriate government or state agency in the event of a potential crime, abuse, or neglect.

Resolution

- Determine conduct outcomes, and refer to the appropriate disciplinary or support processes in accordance with the Community Handbook and legal statutes
- Determine whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.
- Notify involved parties when a resolution has been reached
- Information about consequences or other corrective actions will be shared with the Cushing community as deemed appropriate by the Head of School or the Head of School's designee. Such an announcement may be made in person, by electronic communication, or otherwise.

The Academy cannot promise absolute confidentiality to those reporting interpersonal misconduct as there may be a need to share information during an investigation or otherwise; however, the Academy will disclose such information with discretion, on a need-to-know basis.

SEXUAL INTIMACY - Students should exercise thoughtful and appropriate discretion in all of their relationships. Consensual sexual intimacy is additionally complicated in a community composed of students who may range in age from 13 to 20, and who hail from a range of cultures, beliefs, and values. While we recognize that romantic relationships may involve consensual sexual intimacy and that sexual curiosity during adolescence is common, we are committed to creating a learning and residential environment characterized by safety, trust, and dignity for all. Therefore, the school cannot condone or make judgments about individual students' private sexual conduct but must be concerned about the safety and appropriateness of a student's sexual behavior. The Academy's responses to student intimacy may include, but are not limited to, conversations between students involved and the Director of Student Affairs, communication with the involved student's advisor, referral to school health professionals, and notification of and conversations with parents/guardians. For students certain ages, as outlined in Massachusetts State Law, the Academy is mandated to report a student's sexual intimacy. Repeated disregard to upholding the expectations of conduct stated above may be grounds for further educational and/or disciplinary action.

Students have a responsibility to create a mutually respectful community environment. We expect every student involved in intimate relationships- including those who live in the same dormitory- to respect their partner's privacy, the privacy of others, and to uphold the expectations of conduct stated above.

MASSACHUSETTS STATE LAW - In the Commonwealth of Massachusetts, the Academy has legal obligations, which must be clear to all students and parents. Massachusetts State Law stipulates that any person who engages in sexual intercourse or unnatural sexual intercourse with a person less than 16 years of age is subject to prosecution under state law. Often referred to as Statutory Rape, sexual activity with a person under 16 can never be considered consensual—that is, it is always considered rape. Additionally, Massachusetts State Law stipulates that any person who engages in intentionally touching the buttocks, breasts or genitals of an individual under the age of 14 can never be considered consensual and is subject to prosecution.

If the Academy becomes aware that an individual engaged in, or is victim to, sexual intercourse or unnatural sexual intercourse with a person less than 16 years or if an individual under the age of 14 has been intentionally and inappropriately touched, consensual or not, the Academy and its employees are mandated to report activity that violates the law and the school may respond with a significant disciplinary response.

THE HONOR COUNCIL AND DISCIPLINE COMMITTEE

The Honor Council and Discipline Committee exist to uphold the guiding principles, standards and values of the Cushing community. The composition of the Honor Council and Discipline Committee is inclusive and representative of the entire community, signaling the critical role that individual members play in preserving the integrity of the Academy. The Honor Code and Major School Rules applies to all students, whether on campus or those participating remotely.

The effectiveness of the Honor Code and Discipline Committee lies in the cooperation of the student body. It is left up to the discretion of the individual student as to whether or not he or she reports an offender to their teacher, advisor, Academic Office, Office of Student Affairs or the Head of School. Faculty will report all violations. When a violation occurs and is reported, the Academic Office or the Office of Student Affairs will explore the validity of the allegation and proceed accordingly. When appropriate, the Honor Council or Discipline Committee will be convened to further determine whether or not a student's conduct breaches the Honor Code or Major School Rules.

At that point, the student and their parents/guardians will be notified of the allegations. In cases in which Honor Code violations have occurred along with violations of Major School Rules, the Office of Student Affairs will collaborate with the Academic Office and the Honor Council and refer the violation to the appropriate process.

It is the Honor Council and the Discipline Committee's purpose to offer the student a hearing and then to make a recommendation to the Head of School or the Head of School's designee. Believing that this process is educationally important to an individual student, a student involved in their first major offense will generally appear before either the Honor Council or Discipline Committee, depending on the violation. However, the Head of School, or his designee, may waive the process if there are constraints of a personal or confidential nature, if the hearing interferes with vacation time, needs to be adjusted due for remote learners or for any other reason, in the Head of School's sole discretion.

HONOR COUNCIL - When a student violates the Academy's Honor Code or the Academic Honesty Policy, as described elsewhere herein, their case will be referred to the Academic Office, which will either refer the case to the Honor Council or will set a penalty in accordance with guidelines established by the Honor Council. When, in the judgment of the Academic Office, a student has violated a rule or has exhibited a pattern of minor Honor Code violations, the student may be required to meet with the Honor Council. These proceedings are confidential.

COMPOSITION AND PROCESS OF THE HONOR COUNCIL - The Honor Council is composed of a faculty chair and three faculty members and three student leaders. Both faculty and students who serve will be selected from a pool of appointed and trained faculty and students who are available to meet at the time the Honor Council is convened. A representative from the Office of Student Affairs and the Chair of the Honor Council convene the Honor Council and the representative from the Office of Student Affairs remains present for the proceedings to be led by the Chair. If any member must recuse themselves, they shall be replaced by the Chair from the group of trained faculty and students in consultation with the remaining members of the Discipline Committee.

The Academic Office convening the Honor Council will present the Honor Code violation. Following this presentation, the student will explain and account for their actions and the surrounding circumstances of the infraction. The student's advisor as well as one other advocate, who is one of the student's current teachers, as chosen by that student, will be present during the Honor Council.

Ultimately, the six members of the Honor Council will vote to determine a recommendation about a disposition to present to the Chair of the Honor Council and the Head of School or their designee. In cases of an impasse, the faculty chair will then vote. These proceedings are confidential. Parents, guardians, and lawyers are not permitted at Honor Council proceedings.

The Head of School or his designee may accept, amend or reject the recommendation of the Honor Council. The Head of School may, in his sole discretion, revise any disposition in the Honor Council.

DISCIPLINE COMMITTEE - When a student violates a Major School Rule, as described elsewhere herein, their case will be referred to the Office of Student Affairs, which will either refer the case to the Discipline Committee or will set a penalty in accordance with guidelines established by the Discipline Committee. When, in the judgment of the Office of Student Affairs, a student has violated a rule or has exhibited a pattern of minor rule violations, the student may be required to meet with the Discipline Committee. These proceedings are confidential.

COMPOSITION AND PROCESS OF THE DISCIPLINE COMMITTEE - The Discipline Committee is composed of a faculty chair, three faculty members and three student leaders. Both faculty and students who serve will be selected from a pool of appointed and trained faculty and students who are available to meet at the time the Discipline Committee is convened. A representative from the Office of Student Affairs and the Chair of the Discipline Committee convene the Discipline Committee, and the representative from the Office of Student Affairs remains present for the proceedings to be led by the Chair. If any member must recuse themselves, they shall be replaced by the Chair from the group of trained faculty and students in consultation with the remaining members of the Discipline Committee.

The representative from the Office of Student Affairs convening the Discipline Committee will present the violation to the Committee. Following this presentation, the student will explain and account for their actions and the surrounding circumstances of the infraction. The student's advisor, and, if the student chooses, another member of the community is also invited to the meeting to speak in support of the student, but no other representatives may participate in the disciplinary process. The Discipline Committee may question any witness, question the accused, and review all documentary evidence presented.

The Discipline Committee will consider all details and decide the appropriate disciplinary response based on the infraction and precedent. The Discipline Committee will vote to determine a recommendation about the disposition to present to the Chair of the Discipline Committee and to the Head of School or his designee. A majority of the Discipline Committee is required to recommend a disciplinary response to the Head of School or their designee. In cases of an impasse, the faculty chair will then vote. These proceedings are confidential. Parents, guardians, and lawyers are not permitted at Discipline Committee hearings.

The Head of School or his designee may accept, amend or reject the recommendation of the Disciplinary Committee. The Head of School may, in his sole discretion, revise any disposition in the Discipline Committee process.

RESPONSES TO HONOR CODE AND MAJOR SCHOOL RULE VIOLATIONS - Honor Council or Discipline Committee hearing may result in the following responses, described more fully herein, may include but are not limited to:

- Counseling
- Warning
- Restitution
- Detention
- Loss of privileges
- Removal from leadership positions
- Probation
- In-house restriction
- On-campus suspension
- Off-campus suspension
- Dismissal

IN-HOUSE RESTRICTION, ON-CAMPUS SUSPENSION, AND DISMISSAL In cases of in-house restriction or on-campus suspension, the student will go to all of their classes, but will not participate in any co-curricular activities. Students may also be required to complete overdue work or to perform other services or duties.

Suspension is the most serious penalty that Cushing imposes short of dismissal, and it should send the message that the individual has violated Academy standards and that the community must exclude this student for a set period of time. The Head of School automatically reviews decisions involving suspension or dismissal. If a student has been suspended, they will not be allowed to return to Cushing after the suspension period until they agree to abide by the Academy's rules, policies and standards.

Please note, all students, including international students, could be suspended if they are in violation of the Honor Code or a major school rule and would, therefore, have to leave campus for a designated period of time. For students who are international or live a significant distance from campus, an appropriate nearby (domestic) host will suffice as supervision for the suspension as arranged by the student and their family. Students are expected to depart campus within 24 hours of being suspended. The school is not responsible for securing accommodations and supervision in these situations.

Parents/guardians of suspended students should ensure that the student does not use this period simply as some free time. A student returning from suspension must meet with their advisor, a representative from the Office of Student Affairs and the Head of School; and this student's parent(s)/guardian(s) may also be asked to participate in these re-entry conversations. While we take suspensions seriously, we also deliberately steward the returning process so that the student can rebuild their place and opportunity to thrive within the community.

DISCLOSURE POLICY - It is our expectation that students will respond truthfully to college and university application questions that require them to report any major disciplinary incidents. A member of the Cushing Academy College Counseling Office will work with the student on the written report that the student will send and will follow up directly with the colleges. If such Honor Code or discipline measures occur after the submission of the initial application, Cushing will ask the student to report the information in a timely fashion and the Academy will send updated information about the incident to the college.

COMMUNITY LIFE

STUDENT SUPPORT - As a school, Cushing Academy is dedicated to educating the whole child; therefore, we have created a web of support that includes the whole community. Both students and adults are available to help meet the needs of individuals in a variety of areas.

COMMUNICATION - As an educational community, we encourage open communication among students, faculty, and parents. Students are expected to be the first advocate for their own experience, and to seek out adults in the community for guidance and clarification on assignments, policies, or general concerns. It is necessary to establish a student-faculty relationship that is both formal and frank—a relationship based on mutual trust, care and respect. Communication is essential for our community to work effectively.

ADVISORY - To honor our commitment to the growth of the whole student, every student at Cushing is assigned a faculty advisor. Such a relationship provides Cushing students with the support and encouragement that will help them grow through meaningful challenges to develop their personal potential and strengths across disciplines. An advisor serves as a primary point-person on campus for their advisees. Parents/guardians with questions and/or thoughts regarding their child should feel free to contact their child's advisor.

OFFICE OF STUDENT AFFAIRS - The Office of Student Affairs helps to coordinate student clubs and activities, social events, and character education. Managing the Academy's discipline system is just one aspect of this office. The office also works closely with student leaders to improve their student leadership and citizenship skills and to gauge the needs of the student body. While a teacher, advisor, or dorm parent will likely be the first place to turn with a problem, the Office of Student Affairs maintains an open-door policy and encourages individual students to come with suggestions and concerns.

HEALTH SERVICES - The Health Center is located on the first floor of Sawyer-Hopkins Dormitory. The Health Center provides medical care for illnesses, injuries, and referrals to off-campus specialists. The Health Center is staffed 24 hours a day, 7 days a week. Urgent medical problems/injuries are treated at Heywood Hospital in Gardner, Massachusetts. For more information on our Health Services, please refer to the Community Resources section of this Handbook.

COUNSELING SERVICES - Counseling services at Cushing Academy are designed to provide an additional source of support, intervention, and care to students. Services are available to help students address the typical challenges of adolescence, as well as the unique demands of boarding-school life. For more information on our counseling services, please refer to the Community Resources section of this Handbook.

A-TEAM - **The A-Team is a group of faculty, led by the Director of Counseling, who respond in a non-disciplinary fashion to concerns about student risk-taking behavior (especially alcohol and other drug use). Students can be referred to The A-Team by any member of the Cushing community (peer, faculty, staff, parent, etc.) who is concerned about possible drug and/or alcohol use, and wants to ensure the student has the opportunity to get help before more serious consequences ensue.** The A-Team employs a confidential, non-disciplinary approach through a tiered system of intervention. When referred, members of the A-Team will intervene with the student at the level deemed appropriate for the information provided. Non-disciplinary intervention may include, but is not limited to, a conversation with the student to express concerns, a referral to counseling, a conversation with parents/guardians, or confidential urinalysis. To learn more about this program, please refer to the Community Resources section.

SANCTUARY - **The health and safety of our students is of primary concern for our entire community. Students can help themselves or others without fearing disciplinary action when they are in physical or psychological danger as a result of the use of any drug or substance, including alcohol. Sanctuary is a non-disciplinary approach to illicit substance use when such use or behavior presents an immediate/acute or life-threatening situation. Sanctuary does not protect the student from disciplinary consequences if an investigation by a faculty member or administrator has already begun. If you have concerns about yourself or a peer related to an ongoing use and risk-taking behavior, please report your concerns to the A-Team.**

The Office of Student Affairs reserves the right to determine in its sole discretion whether a student is seeking help or attempting to manipulate the discipline system. The latter will be handled via Cushing's Discipline System. To learn more about this program, please refer to the Community Resources section.

THE ACCOUNTABILITY SYSTEM - The Academy's Accountability System provides students with feedback regarding their choices and behavior displayed at the Academy. It is a system designed: (1) to hold students accountable and responsible for their actions and decisions; (2) to ensure students understand the impact that their choices and behavior displayed has on others and the larger community; (3) to support student agency within the parameters of our school values; and (4) to indicate patterns of a student's challenge to meet Cushing's values and behavioral and communal expectations. The Accountability System is also responsible for ensuring that students meet the Penguin Promise.

A student may occasionally be out of dress code, forget to check in from a weekend, forget to complete a temperature check or be out of their room past lights out; but if such actions happen with regularity, that student's accountability points will accumulate, resulting in heightened consequences at certain thresholds. We are concerned about students who, over the course of a semester, and year, cannot regularly meet expectations. If a student accumulates too many accountability points in a given semester, it is a signal that the student is

having difficulty managing their experience at Cushing. In this case, the student's advisor is likely to become involved in discussions about how the student can meet the Academy's expectations more frequently.

Accountability points are cumulative for each semester. Students can access their point totals on their MyCushing homepage. Point totals are monitored by the Office of Student Affairs. If a student has any questions about the points given, they have 72 hours to address these concerns with the teacher who assigned them. Excuses for accountability points will generally not be accepted after this date.

All faculty will speak with the student regarding their offense before submitting the offenses through MyCushing. Accountability points are generally communicated by faculty on the day they were issued.

Actions that can result in the assignment of accountability points include, but limited to, the following examples: The failure to meet other obligations or expectations at the Academy may also result in the assignment of accountability points. Faculty may assign accountability points at their discretion.

- **1-point offense:** late to a Cushing obligation, improper dress, cell-phone infraction, lights-out infractions, left campus without checking out, missed brunch check, late to check-in, removing dishes from the dining hall, not handing in a Temporary Absence Form, not submitting a Reach Request before deadlines, returning to campus later than expected, missing or late to a Cushing bus returning to or from a trip or break
- **2-point offense:** missing Restitution or detention or habitually not meeting community expectations
- **3-point offense:** continued inability to meet classroom or communal expectations

Accountability point totals are maintained on a semester basis. The first-semester accountability point totals will close on Friday, December 14th, the second-semester accountability point totals will close on May 30th. Point totals will reset to zero at the start of a new semester, however, sanctions and penalties may continue over to the next semester.

DISCIPLINARY RESTRICTION - Students who have accumulated a total of 15 accountability points in the first semester and 20 accountability points in the second semester will be placed on Disciplinary Restriction. Students will meet with their advisor to discuss their ability to meet their regular obligations at the Academy. Parents will receive communication from the advisor at this threshold and the Academy's expectations.

Students on Disciplinary Restriction will serve two hours of Restitution and or other sanctions as determined by the Office of Student Affairs. They will be restricted to campus until all sanctions are completed.

DISCIPLINARY REPORT - Students who have accumulated 20 accountability points in the first semester and 25 accountability points in the second semester will be placed on Disciplinary Report, and their case will be referred to one of the Directors of Student Affairs for their inability to meet basic Academy expectations. Students on Report for the first time normally receive four additional hours of Detention or Restitution and additional sanctions as determined by the Office of Student Affairs. In addition, parents will receive an official letter from the Office of Student Affairs regarding Cushing's expectations moving forward. The Director of Student Affairs will automatically review the record of each student on Disciplinary Report at the end of the semester, or earlier if the situation warrants. Students placed on Report more than once will receive stiffer penalties.

RESTITUTION - When a student is assigned a Restitution, they are expected to do two hours of work for the Academy. This may take a variety of different forms such as running lines at a soccer game, cleaning science lab equipment, weeding gardens, helping with office work, or other jobs that can be completed with student labor. Restitutions result from an excessive accumulation of accountability points or lates, as described in the Conduct Policy and the Attendance and Absence Policy, or in response to other infractions at the Academy. Students who have Restitution will not be permitted to take a weekend permission or go on school-sponsored trips until this obligation is fulfilled.

DETENTION - When a student is assigned a Detention, they are expected to serve their hours on a Saturday night in an assigned classroom from 7:00-9:00 pm. Students who have outstanding Detentions will not be permitted to take a weekend permission or go on school-sponsored trips until this obligation is fulfilled.

ADDITIONAL DISCIPLINARY RESPONSES - In addition to any disciplinary action, the Student Affairs Office will automatically review the record of each student on Disciplinary Report at the end of the term, or earlier if the situation warrants, and will confer with the Head of School for further action if necessary.

ATTENDANCE AND ABSENCE POLICY - The Academy takes very seriously a student's obligation to attend classes, academic programs, study hall, Community Weekend events and offerings, afternoon activities, athletics, and other all school commitments and gatherings. Cushing highly values all the opportunities essential to the student experience. In essence, meeting commitments is an expectation for all students. The Academy counts on the support of parents and guardians to ensure that students attend all obligations. Remote learners for the 2020-2021 school year are expected to attend all classes that fall between 8:00am -10:00pm local time.

Students who miss a commitment will receive an unexcused absence, an email notification and risk disciplinary action. Students must correct any attendance errors with the Office of Student Affairs within 72 hours being notified of an unexcused absence.

Tardiness or lateness in excess of 10 minutes of any class period will be counted as an unexcused absence. Every time a student is marked tardy or late, they will be assigned an Accountability Point.

Students who are ill and unable to perform their regular Academy duties must report to the Health Center before the beginning of their Academy obligation.

A student who misses school due to an excused absence should meet with their advisor and teachers to develop a plan to make up missed work. It is the student's responsibility to make this plan within a day of their return to classes. If absences become excessive, advisors, along with the Academic Office, may take the lead in facilitating a plan.

If, for any reason, a student misses 18% of their classes in a particular course per semester, then that student will have to petition for credit. A student may not receive credit for the work done in that course, as determined by the Head of School in consultation with the Academic Office. Exceptions include: school-sponsored activities, medical leave and religious holidays. This will reset at the end of each semester.

OFFICE OF STUDENT AFFAIRS	UNEXCUSED ABSENCE	ACADEMIC OFFICE
CONSEQUENCE FOR MISSING CUSHING OBLIGATION	# OF TOTAL ABSENCES	CONSEQUENCE FOR MISSING CLASS THE DATE OF AN ASSESSMENT
None	1	Retake or pass in assessment with 10% deduction Instructor will note this absence in gradebook and Weekly Report
1 hour of Detention	2	Retake or pass in assessment with 15% deduction Instructor will note this absence in gradebook and Weekly Report
1 hour of Detention	3	Retake or pass in assessment with 20% deduction Instructor will note this absence in gradebook and Weekly Report
1 hour of Detention	4	Retake or pass in assessment with 25% deduction Instructor will note this absence in gradebook and Weekly Report
2 hours of Detention	5	Retake or pass in assessment with 30% deduction Instructor will note this absence in gradebook and Weekly Report
2 hours of Detention	6	Retake or pass in assessment with 30% deduction Instructor will note this absence in gradebook and Weekly Report
2 hours of Detention	7	Retake or pass in assessment with 30% deduction Instructor will note this absence in gradebook and Weekly Report
2 hours of Detention	8	Retake or pass in assessment with 35% deduction Instructor will note this absence in gradebook and Weekly Report
2 hours of Detention	9	Retake or pass in assessment with 40% deduction Instructor will note this absence in gradebook and Weekly Report

If a student misses a Community Weekend event, an athletic contest or performance, the student will receive a stiffer consequence than listed above.

Please note, in cases of in-house restriction or an on-campus suspension, the student will attend all their classes, but will not participate in any co-curricular activities, including athletic contests and performances.

COLLEGE DAYS - Students are allowed to miss three days during their time at Cushing Academy to visit colleges. These absences will be marked as 'excused;' however, these absences will count toward Cushing's Attendance Policy. This policy states that if a student misses, for any reason, 18% of their classes in a particular course per semester, then that student will have to petition for credit.

After the three allowed absences, any day missed for college will be deemed "unexcused absences" unless approved by the College Counseling Office in advance.

Students are strongly encouraged to use Academy vacations and long weekends for college visits in order to use their college days for visits in late April after college acceptances have been received.

COMMITMENT TO EXCELLENCE - On the rare occasions when unforeseen or special circumstances require, parents or guardians to want to excuse their child from school. These circumstances may include unique enrichment opportunities or athletic pursuits. The Academy seeks to support students and families when these opportunities arise; however, missing school commitments during the year can result in learning gaps and a feeling of disconnectedness that can create a deficit in the student experience. To that end, if a student is in good academic standing (a cumulative GPA of a C at the time of petition) and is in good communal standing, Cushing has a process that permits students to miss up to four classes per subject over the course of a semester, three-afternoon commitments per season and one Community Weekend per year.

If a student requests to be excused from their Cushing commitments, they are expected to complete a Temporary Absence From School Form and a Commitment to Excellence petition. These forms should be submitted to the Office of Student Affairs as soon as the opportunity arises but at least seven academic days prior to their anticipated departure. The student's petition must describe how the absence allows for further personal development and or enrichment; illustrate how this opportunity has resulted from a rigorous selection process; and explain why there is no other way to engage in this opportunity without missing Cushing obligations. Parents should also contact the Office of Student Affairs to verify travel plans and to verify their support of their child's absence and petition. If the petition is granted, these absences will be marked as 'excused'; however, students are expected to make up all missed work without requesting extensive extra help from their teachers. If extensive help is needed, the student and their family should explore hiring a tutor, which can be arranged through the Academic Office. These absences will count toward Cushing's Attendance Policy. An absence may not be excused if the student has not followed these steps in a timely manner, is not in good academic or in good communal standing, has had difficulty managing these expectations previously or if the student has exceeded their allotment of excused absences.

This policy does not apply to students wishing to depart campus early, return to campus late around school breaks, or does not include College Counseling approved college and university visits.

VACATIONS - In addition to the summer vacation, the Academy provides Thanksgiving, Winter, and Spring breaks. Before a student leaves for vacation, all major work in every course must be satisfactorily completed.

The dormitories will be open for twenty-four hours after the night of the final class day before vacation. When leaving for these vacations or for the summer, students must check out with the dormitory faculty to assure that they have left their rooms in satisfactory condition. Students leaving their rooms in unsatisfactory condition may be assigned a Restitution, accountability points, asked to return to campus and/or be billed for cleaning.

If students do not go immediately home for vacation, permissions and invitations must be submitted to the Office of Student Affairs just as if students were taking a weekend to a place other than their own homes.

Transportation arrangements should be made so as to permit students to attend all of their classes. **Unexcused absences will be assigned for any missed Cushing obligation due to early departures or late returns from vacation.** In addition, these days missed will count toward our Attendance Policy. Only under extraordinary circumstances will a student not be assigned unexcused absences for early departures or late returns from vacation. Special circumstances should be brought to the attention of the Director of Student Affairs and the Academic Office well in advance of departure. When arranging travel plans for students, parents should allow at least three hours for transportation to and from airports and train stations.

ON-CAMPUS COMMUNITY WEEKENDS - While we understand that many families use their weekends for events such as college visits and outside team participation, we feel that our community is strengthened through student involvement, including being here on the weekend.

Weekends at Cushing come alive with exciting activities and events for students to enjoy. At the same time, Saturdays and Sundays on campus offer a respite from the hustle and bustle of the academic week and provide time for relaxation and camaraderie with friends and peers. We consider the weekend experience to be an integral part of boarding school life and an important component in the growth of our community.

During the 2020-2021 school year, Cushing's campus may likely be closed unless the public health situation improves to a point that the Academy will allow boarding students to return home for a weekend leave. Until that time, boarding students should plan to remain on campus for the entirety of the semester. If this approach should change during the 2020-2021 school year, the Academy will communicate this to its community members.

DRESS, GENERAL APPEARANCE AND FACE COVERINGS - Students are expected to dress, at all times, in a way that is consistent with the Academy's values as expressed in our expectations and throughout this handbook. Cushing Academy expects that all students will dress in a way that respects the atmosphere of learning and sets a proper tone for the primary purpose of school. While the importance of personal style and all it represents should be honored, living and working within a learning community requires that all community members balance personal expression and comfort with respect for the learning environment and the comfort of other members of the community. The Academy also expects that students understand their role in the health and safety of our community and that face coverings will be required to be worn at certain parts of the year.

As a school, the Academy expects that:

- Clothing and face coverings should promote a positive, focused learning environment.
- Clothing and face coverings should promote a safe, inclusive community.
- Clothing and face coverings should align with all other standards and rules of the Academy.
- Clothing and face coverings should permit students to participate fully in all school activities.
- Clothing and face coverings should be clean, modest and respectful.

Any clothing and face coverings that meet the following expectations is considered to be in dress code and can be worn during the academic day. The academic day ends when the last class of the day concludes. The follow meets Cushing's dress code:

- Blouses, dress shirts, collared shirts, sweaters, turtlenecks, quarter and full zips, Cushing sweatshirts and t-shirts. If a student chooses to wear a non-Cushing sweatshirt or t-shirt, it must meet the dress code expectations as outlined below.
- Dress pants, dresses, skirts, trousers/slacks, khakis, corduroys, cargo pants, opaque and single color leggings, jeans and non-athletic shorts or tailored shorts.
- Shoes, sneakers, flats and boots.

Any clothing or face coverings that meet the following description are considered to be out of dress code and should not be worn during the academic day. The following does not meet Cushing's dress code:

- Clothing and face coverings that depicts, advertises or advocates the use of nicotine, drugs, alcohol, marijuana or any other types of controlled or illegal substances.
- Clothing and face coverings that depicts, advertises or advocates political messages.
- Clothing and face coverings that depicts, advertises or advocates violence, offensive and hate-based language and images.
- Sweatpants, track pants and sweat shorts.
- Leggings that contain writing, symbols, mesh, lace, have reflective material, are multiple colors or patterns and are not opaque.
- Athletic wear, including athletic shorts and athletic shirts.
- Non-Cushing sweatshirts that have multiple colors, contain graphics, images or lettering.
- White t-shirts, undershirts or t-shirts that contain oversized graphics, images, writing or lettering.
- See-through clothing or non-opaque clothing, exposed midriiffs, shoulders or chests, spaghetti-strapped tank tops.
- Clothing that is patched, torn, or in disrepair.
- Hats, beanies or hoodies inside any building except Watkins Field House, Heslin Gym, Iorio Arena, and dorms.
- Shorts, dresses or skirts that are shorter than mid-thigh in length.
- Swimsuits, pajamas and visible underwear. This includes wearing underwear as outerwear.
- Camouflage or military fatigues.
- Slippers, slides or shower sandals.

Please note that students have more flexibility in their clothing choices outside of the academic day, dress and face coverings should remain consistent with the overall values and expectations of the Academy.

Students are expected to change out of clothing and face coverings worn during work-outs, practice and games before going to the dining hall. An expectation may be made for teams returning from away games or from late practices.

SPECIAL ACADEMIC DRESS - Special dress is required for special dinners and other special gatherings as announced. Students are expected to choose attire that shows respect for these events. As is the case for class dress, students are to dress in a way that respects the atmosphere of learning and sets a proper tone for the primary purpose of the Academy.

Any clothing that meets the following expectations is considered to be in Special Academic Dress:

- Dress shirt with folded collar (e.g. button-down, point, spread) should be tucked in and should be accompanied by a sports jacket, tie and, dress pants or dress shorts.
- Dressy blouse or sweater paired with dressy pants or skirt (the length of which should be at least mid-thigh).
- Dresses (the length of which should be at least mid-thigh).
- Outfits representative of other cultures that are consistent with the formality of Special Academic Dress and are worn in an appropriately respectful manner.
- A sweater or jacket covering the shoulders of apparel that has shoulder straps less than 2 inches wide .
- Tailored shorts, when appropriate.
- Dress shoes or dress sandals in good repair.

Any clothing that meets the following descriptions is considered to be out of Special Academic dress:

- Clothing that is patched, torn, or in disrepair.
- Jeans, hoodies and sweatshirts.
- Hats/head coverings unless worn for personal hygiene or a religious purpose.
- Athletic wear, athletic shorts and other forms of non-tailored shorts.
- Leggings, cargo pants, jeans, army fatigues, and bib overalls.
- Clothing that is sheer or non-opaque,.
- Clothing that exposes the midriff, bares the back, has a plunging or low-cut neckline, is skin-tight, has spaghetti straps or is otherwise inappropriately revealing.
- Flip-flops (slide, shower and rubber sandals), sneakers, construction boots or slippers.

GENERAL- The fall and spring are changeable, with weather ranging from quite cool to comfortably warm with intermittent rain. Winter can be severe with sub-zero temperatures. We suggest students bring:

- Indoor lightweight clothing that meets the requirements of the dress code: slacks, collared shirts, skirts, khakis, sweaters
- Fall/spring jackets: outer windbreaker or lightweight jacket
- Rainwear: waterproof jacket or coat and an umbrella
- Winter clothing: woolen or heavy sweaters and apparel; a well-insulated ski parka or other heavy coat for sub-zero weather conditions; gloves and hat
- Footwear: casual shoes, one pair dress shoes, one pair heavy winter shoes or boots, and athletic shoes

Students should permanently label all clothing

DRESS CODE ENFORCEMENT - The Dress Code will be consistently enforced through peer-to-peer interaction and influence as well as the use of the accountability system by the faculty and staff. Disagreements over whether one's academic-day attire is in keeping with the dress code will be settled by the Office of Student Affairs. A student should expect and anticipate that faculty members will address the student's choice of dress if the faculty member believes that the student's clothing may not be consistent with the expectations outlined above. The Dress Code is meant to encourage students to consider how and why they choose to dress as they do. Therefore, interactions between students and faculty regarding student dress should always be framed as a constructive and positive conversation. If a student does not meet Cushing's dress code expectations, they can be issued an accountability point and will be expected to change into dress code.

EXTRACURRICULAR CLUBS & ORGANIZATIONS - Clubs and organizations at Cushing encompass a wide array of activities, ideas and passions and seek to enrich the student experience outside the classroom. Central to the core values of the Academy, clubs and organizations are largely student driven and play an essential role in the health, well-being, and engagement of students. Students who have a keen interest or passion and do not see a club related to that passion should feel empowered to start one! The process is simple; please see someone in the Office of Student Affairs for the club registration forms.

OUTDOOR REGULATIONS - Because of potential damage to the lawns, windows and a variety of other objects, games should be confined to the athletic fields and the Drew Common.

Cushing assumes no liability for any student who chooses to participate in any unsupervised athletic experience. Students who choose to participate in such unsupervised activities assume all risk (i.e., sledding, bicycling, sliding, skateboarding, or rollerblading). Sledding and sliding are only allowed in safe locations on campus and only during daylight hours. Skateboarding and rollerblading are allowed only on paved walkways and driveways. Additionally, Cushing recommends helmets and protective equipment while participating in bicycling, skateboarding, rollerblading, and/or sledding and sliding. Students are not permitted to have hoverboards and motorized or electric modes of transportation on campus.

SUNBATHING - Sunbathing is allowed on campus; however, all students must wear shorts at all times. Students must put a shirt on if they are up and active (playing games, etc).

SUPPLEMENTS - Certain muscle-building and protein supplements can be damaging to a student's health and, therefore, permission to have these in the dorm will be at the discretion of the medical director. Products containing creatine are not allowed.

CELL PHONES AND COMPUTER NETWORKS - The Portrait of a Graduate details and supports Cushing's mission to educate the mind, shape the character, nurture the creativity, and foster the well-being of each student. To this end, cell phones can be seen as a distraction to the learning process and to communal engagement. **The use of cell phones and other such technology in public and community settings (classrooms, dining hall, hallways, pathways, etc.) inhibits our ability to fully engage one another.** Additionally, cell phone ringers should be turned off during study hall, after lights out, assemblies, and special events. Misuse of cell phones may result in the loss of cell phone privileges.

Cushing's emergency response system is tied to cell phones and we therefore encourage students to carry cell phones with them when they are out of their dorms. Cellular service varies on campus; the most reliable carrier in terms of coverage is AT&T.

All students have access to Cushing's campus-wide wireless network. Expectations regarding the computer networks are outlined under our AUP in the "Major School Rules" section of this handbook.

THE AFTERNOON PROGRAM

The afternoon program at Cushing encompasses a wide variety of activities that seek to enrich the student experience. The program enables students to challenge themselves by trying something new or to continue to develop their passions and interests by joining an athletics team or an afternoon activity. Participation in the afternoon program is a vital part of a student's learning experience and an integral component of the overall educational curriculum. Engaging in the afternoon program, students learn to develop lifelong skills such as leadership, teamwork, sportsmanship, commitment and accountability, overcoming adversity and how to develop a healthy and well-rounded lifestyle.

ATHLETIC PARTICIPATION AND AFTERNOON ACTIVITY REQUIREMENTS

All students must participate in the afternoon program all three terms or seasons of the academic year. For one of these terms or seasons, a student is required to meet the athletics participation requirement.

Participation in an afternoon commitment such as any level sports team, instructional or intramural sports, recreational skiing or snowboarding, musical theater (dancing role is required) or dance as an afternoon activity, **MEETS** the athletics participation requirement.

Participating in Powersource, Health and Wellness, serving as a team manager or participating in an afternoon activity that does not have a physical activity component **DOES NOT MEET** the athletics participation requirement. The Director of Athletics determines eligibility for which afternoon commitments meet the athletics participation requirement.

Students who choose to participate in athletics are expected to make a serious commitment and attendance is mandatory, even for games and practices that may occur on weekends and over school breaks.

Every effort is made to accommodate each student's choice of afternoon commitment, but certain activities have participation limits. Powersource is limited to juniors, seniors and PG's for one season per academic year. Changes to a student's afternoon activity are not permitted after the first two weeks of the season without the permission of the Director of Athletics. If a student is cut from a team, they are expected to meet with the Director of Athletics the following day to help facilitate a better fit to meet the athletics participation requirement.

MEDICAL EXEMPTION - Students who are unable to meet the athletics requirement due to an injury, illness or health condition, are expected to submit medical documentation from their treating physician to the athletic training staff and Health Services. These documents should include a diagnosis, the period of time the student will be unable to participate in physical activity, and the plan of care recommended by the treating physician.

Athletics and Afternoon Program Expectations:

- A student's participation in Cushing's Afternoon Program is a serious commitment that requires a student's involvement for two or more hours per afternoon, at least five days per week and in some cases on weekends and over long weekends and major school breaks. A student may also need to participate in performances, productions, publications, projects, competitions and/or tournaments. Students are expected to be in attendance whenever their athletics or afternoon activity meets. If students plan to miss their athletics or afternoon activity, they must complete a Temporary Absence Form.
- Attendance is taken at every session. All commitments meet, rain or shine, unless otherwise determined by the coach, activity Director or Athletics Director.
- If a student desires to be excused from an afternoon activity, practice, game or performance for health reasons, this student must report to Health Services or Athletic Training Office, prior to the start of the afternoon commitment.
- Unless confined to, or restricted by, Health Services or the athletic training staff, students are to report to each afternoon activity session, practice, game or performance, even if they consider themselves sick or injured. Students cannot excuse themselves from a commitment.
- A student excused from two or more classes for medical reasons is not allowed to participate in athletic games, practices or performances on that day.
- If a student has an off-campus medical appointment or college visit the day of a practice, performance or game, this absence from school must be approved by both the Director of Student Affairs and Athletics, prior to departure. Students are eligible to participate at the coach or activity director's discretion.
- Students who have two or more absences in a day or miss a Community Weekend event will not be allowed to participate in athletic games, practices or performances on that day. In addition, if a student has two or more absences on a Friday before a competition or performance, they will be unable to participate in their weekend game or performance.
- Athletes who have an unexcused absence from practice the day before a game may face a team consequence as determined by the head coach or Director of Athletics.
- Profanity will not be tolerated at any time.
- We expect all the team members, fans, spectators, families and Cushing Community members to respect the officials, opposing coaches and players. Cushing teams have always been noted for their outstanding sportsmanship and we expect to uphold this tradition.

- Students are required to wear the proper attire to their athletic practices, games, afternoon activity sessions or performances.
- Cushing practice uniforms will be worn at all athletic practices. Team and practice uniforms need to be washed daily in the Field House.
- Students are responsible for all issued equipment and clothing, which should not be taken to the dorm. Students must contribute to the neatness of the locker rooms; no horseplay or rowdiness is permitted in the locker rooms.
- Students are expected to adhere to the Academy's Attendance and Commitment to Excellence policies.
- All Major School Rules expectations and guidelines must be upheld.

STUDENT LEADERSHIP

At Cushing, we are committed to developing curious, creative, and confident learners and leaders in an environment that allows students to experience meaningful challenges and growth. As a community, we define leadership as "choosing to act with empathy, integrity, responsibility, and courage to help one's group achieve its goals." We have placed an emphasis on providing opportunities for students to have an actual impact on the everyday activity of the Academy. As an independent boarding school, we have the unique opportunity to know and value students in a manner not all schools enjoy. We come to know our students not only in our classrooms, but also in our dorms, as advisees, and as artists, musicians, athletes and actors. This opportunity to know students in a variety of settings allows us to develop lasting and authentic relationships. In a world where technology exponentially increases and, at times, seems to push personal interaction to the fringes, Cushing Academy, with its small classes and emphasis on character and leadership development, is uniquely able to expose and teach students about these changes in our society while also continuing to help our students grow the emotional and social skills that are necessary for our world's future. We strongly believe that as future leaders, students must be ethically grounded and emotionally mature.

We also believe that leadership is multifaceted, layered and complicated, and also vitally important. Through specific leadership coursework, special programs, and everyday classroom content, students will gain the leadership skills and knowledge needed to move from competence to confidence to independence. Students will learn to be responsible for oneself and will gain perspective as they prepare to practice leadership in our daily community.

The students are the heart of the Academy, and ultimately, we want them to be independent and engaged members of the community. Therefore, they should be involved, take active roles in all aspects of the Academy, and feel a sense of ownership over their school experience. It is their school and their experience; therefore, they also have considerable responsibility over it. It is also important for students to learn the consequences of this freedom, and how their choices lead to outcomes. We strongly believe that leadership begins with developing deep relationships between faculty and students so that we can foster a climate where students learn to fail successfully- to hit a dead end, learn from this misstep, and through iteration, inevitably move forward.

With greater responsibility and investment in the school, students learn to live up to expectations rather than conform to rules. The personal and intellectual freedom they enjoy allows them to learn how to learn and live.

STUDENT GOVERNMENT

Although it is part of the mission of the Academy to develop in every student a sense of leadership and responsibility to and for the community, the Student Faculty Senate (SFS) and the class representatives serve as the leaders of student government at Cushing.

SFS is a group of seniors elected by their class, and its members sit on the Discipline Committee and Honor Council, share in the responsibility for the day-to-day conduct of the school's affairs, and help organize and implement some of the school's most exciting and anticipated annual events.

Class representatives for the freshmen, sophomores, and juniors are elected once each year, freshmen in January and sophomores and juniors in the spring for the following academic year. Class representatives for each class are elected solely by the members of their respective classes. SFS members are elected in May before their senior year by the rising senior class. The entire student body elects two rising seniors as the student body co-presidents

CUSHING ACADEMY EXPECTATIONS AND PHILOSOPHICAL STATEMENT FOR STUDENT GOVERNMENT LEADERS:

I understand that serving as a Cushing Student Leader requires the following of me:

- I will be principled in my actions, ambitious in my goals, energetic in my duties, open-minded in my interactions with others, and respectful in my communications with everyone.
- I understand that the role of Class Representative is evolving and that circumstances may require difficult decisions and different tasks than have been required in the past.
- I will invest myself in the process of learning good leadership.

PROCTORS

Proctors are students selected by Dorm Heads and the Office of Student Affairs to serve as role models and leaders in the dormitories.

Proctors help with new student orientation, plan weekend activities, work with other student groups, facilitate dorm connection activities, sit on Disciplinary Committee and Honor Council proceedings, and conduct tours of the campus. As a Proctor, students are held to a very high standard of behavior and conduct both in and out of school.

Proctors at Cushing will be principled in their personal actions, ambitious with goals, energetic with duties, open-minded in interactions with others, and respectful in communications with everyone. They are model Penguins by being present in a way that embodies the balance of community and personal credibility.

Cushing Proctors:

- embrace the rules of the school as strong role models.
- build a strong sense of community and culture in each residence.
- are highly visible in the dormitories and all around campus.
- work to diversify their relationships - to connect and include students who are outside of their friend group.
- plan and facilitate events in their dormitories (at least three major events per year per proctor) and support the Director of Student Activities.
- work closely with Dorm Heads to establish expectations specific to the running of their particular residence.
- reach out to other students to help ease their transition to a new school or a new residence.
- communicate with dormitory faculty about major concerns.
- act as a mentor to a small group of new students.
- support the other members of the dorm team and serve as a spokesperson for student concerns.
- communicate as soon as possible to a faculty member or Health Services if s/he has reason to believe that a fellow student's health, safety, or place at Cushing is at risk. In an emergency, always call 911.
- attend all trainings, meetings and programs.
- develop trusting relationships with students and faculty in their dorms.

In addition to the above, the Proctors attend Leadership Labs over the course of the year as well as weekly meetings with their Dorm Head and team and monthly meetings with the Director of Student Affairs as a group. Proctors work in unison with Student Government and other leadership groups.

Leadership, of course, carries responsibilities. Students who hold Academy-sanctioned leadership positions and who violate a Major School Rule will likely be asked to resign from their positions for the remainder of the school year. Students whose probation period has ended may be eligible to petition for reinstatement. The Head of School and Director of Student Affairs will determine eligibility.

RESIDENTIAL LIFE

MISSION STATEMENT AND GUIDING PRINCIPLES

The mission of our residential life program is to promote the health, safety, and educational advancement of our community by creating an environment that educates the mind, shapes the character, nurtures creativity, and fosters the well-being of each student.

Living on campus and in dormitories is one of the many reasons why Cushing Academy is a unique place to learn and grow. It is an environment where students can develop lasting relationships, discover their passions, develop and grow their talents, and learn to take intellectual risks. As a boarding school it is important to have residential expectations and rules that we all agree to follow and uphold so that we can ensure the personal and collective safety and health of all who live in our community.

Students who live in the dorms have the right to live in an environment that is clean, conducive to learning, and safe. While Proctors, Dorm Heads, and Dorm Parents play leadership roles in creating and maintaining this environment, all students play a vital role in upholding our fundamental expectations of care, honesty, and inclusivity.

The dormitory room is furnished with a bed, bureau, desk, chair, and wastebasket for each student. Students need to bring or purchase a pillow, linens, blankets, washcloths, towels, and an alarm clock. Furthermore, we suggest bringing a small locking strong box or a trunk with a padlock to secure personal and valuable items.

CARE OF ROOMS, HALLWAYS, COMMON ROOMS, AND BATHROOMS - Cushing Academy is a small community; therefore, we all must be mindful that our actions and how we present ourselves affect others around us. With that in mind, our rooms and how they are kept should be inviting, safe, and conducive to study. Posters and wall decorations that display offensive subjects or glorify drugs or alcohol use are not permitted. Furniture may not be arranged in a manner that would violate fire laws. Each resident should also have a clearly defined study area, including a clear desk.

Expectations are as follows:

- Safety rules are listed under the Residential Regulations section.
- Mattresses may not be placed on floors. Furniture may not be stacked unless approved by the Dorm Head and the Director of Plant and Property.
- Posters may be placed on walls only with sticky putty.
- Pets of any kind are not allowed.
- Students cannot have TVs or monitors in room larger than 32 inches

CLEANLINESS - The primary responsibility for the care and upkeep of our rooms and facilities falls on each member of this community. Students are expected to maintain neat and clean rooms as well as dorm hallways and bathrooms, and rooms will be checked twice a week by dorm parents. Any student who does not comply with this responsibility may be subject to the accountability system or other consequences.

Rooms are expected to meet the following standards:

- Beds should be made.
- Floors and hallways are cleared and cleaned.
- Trash is emptied.
- Open food is removed from the room.
- Closets are organized and clean.

ROOM INSPECTIONS - Dormitory rooms and furnishings, except those students bring themselves, are the property of the Academy. Rooms will be inspected by the Dorm Heads at the beginning of the school year and will be re-inspected at the end of the year. All damage found at the end of the year will be the occupant's responsibility for repair or replacement charges. Furniture and room furnishings may not be removed from assigned rooms, if they have been removed there will be charges for their restoration.

WELLNESS CHECKS - Student dormitory rooms, lockers, desks and other areas accessible and used by Cushing students, as well as personal belongings, may be subject to searches to the extent deemed necessary by the Academy in the interests of the health, safety, and/or welfare of its students or of the Academy community.

NIGHTLY SCHEDULE

EVENING ROUTINE: SUNDAY-THURSDAY

- 5:30 - 7:45 pm** **Dinner and meeting time for student clubs, leaders & organization meeting time**
Students are also permitted to visit other dorms. Visits with students of the opposite sex must take place in the common rooms.
- 7:45 pm** **Dorm Check-in**
Students are required to check in to their dormitories, clean their rooms, and prepare for study hall. Dorm faculty use REACH to check students into their dorms.
- 8:00 - 10:00 pm** **Study Hall (See Guidelines for Study Hall below).**
- 10:00 - 10:30 pm** Following study hall, students may take showers, use the bathroom, go to Health Services to get medications, and make phone calls. However, this is still considered a period of quiet time
- 10:30 -11:00 pm** **Lights Out**
Dorm faculty will check each room for lights out. Students should be in their rooms, ready for bed at this time. Freshmen and sophomores have a 10:30 pm lights out time, and Juniors, Seniors and PGs have an 11:00 pm lights out. REACH should be updated at this time to check that all students are in the dorm for the night.
- Students must remain in their dorms after check-in and may not leave before 6:00 am the following morning. After lights out, students should remain in their dorm rooms. If students need to go to Health Services, they must check in with the person on duty, and if after hours, call security. At no time should a student leave the dorm after hours alone

STUDY HALL

A key part of life in the dorms is study hall. Study hall hours are observed Sunday through Thursday, 8:00 pm -10: 00 pm. An atmosphere of formal academic work and focus should pervade all areas of campus during this period of time. During the period of study hall, students are expected to be engaged in academic work, create an environment that is conducive to studying and conduct themselves in such a way that others may work undisturbed. This nightly routine provides an appropriate structure for completing academic work, while at the same time develops effective and enduring study habits. Because study hall is an important commitment at Cushing, students are not excused from study hall for non-Cushing athletic events and social activities. If a significant conflict with study hall arises, please contact the Office of Student Affairs.

GUIDELINES FOR STUDY HALL

- After 7:45 pm check-in, students are expected to observe study hours in their own rooms or in other spaces designated by the Dorm Head.
- Doors must be open, except for Lee and Sanborn. This expectation will be reviewed periodically throughout the 2020-2021 school year.
- Proctors and Seniors are expected to help maintain quiet by being in dorm rooms with the door open or in common rooms.
- No social visits will be allowed in dorms after 7:45 pm.
- Students must be engaged in academic work for the duration of the study hall.
- Students may work at their desks or on the floor, unless otherwise approved by the Dorm Head.
- Watching television, using a cell phone, playing video games, and viewing videos, streaming television programs or movies not related to coursework are all prohibited during study hall
- Students may listen to music with headphones; it may not be audible to anyone but the student.
- Group work is generally reserved for the library; however, it may be allowed in the dorms under special circumstances with permission and at the discretion of the faculty member on duty.
- Students going to study in the library, Super Structured Study Hall, and Structured Study Hall should check out with the dorm parent and check in at their destination before 8:00 pm. They will be entered into REACH once they arrive.

EVENING ROUTINE: FRIDAY-SATURDAY

Once the weekend arrives, students have more free time and Cushing has a vibrant weekend culture in the dorms and all around campus. Many students have games or activities, take school sponsored weekend trips off campus, get involved in events on campus, or just relax in their rooms and common rooms. Students may also sign out to home or other visits, provided they have met all their Cushing commitments and have gone through the REACH approval process. We do have community weekends where all students are expected to remain on campus and may not sign out.

Students who are on campus follow the following expectations throughout the weekend:

- Check-in on Friday night is at 10:30 pm. On nights before any Saturday testing or events, check-in is at 10:00 pm.
- Check-in on Saturday night is 11:00 pm.
- On both Saturday and Sunday mornings, students are expected to check in at brunch in the dining hall between 10:00 am - 12:00 pm with the on duty person. In addition to the importance of students having a healthy breakfast, it is important for weekend teams to have a sense of our students' whereabouts. If students are absent from brunch, they will be located by the dorm parent where they are living and accountability points will be issued. There is an exception when we have programming and have a regular meal schedule and students do not need to check in.
- If a student is leaving campus, they must find a dorm parent to check out, and if not, sign out on the clipboard in the common area. If students are leaving directly from games or activities, they need to sign out with their coach or activity leader. It is essential that students inform someone they are leaving campus and should contact the DOD if they are unable to do so through the appropriate channels.
- Guests visiting campus must check in with the DOD and only be present in public spaces (see guest policies).
- On Sunday evening, check in is at 7:45 and study hall begins at 8. Students who have left campus for the weekend must return Sunday night before study hall.

RESIDENTIAL REGULATIONS & PROCEDURES

SAFETY - The health and safety of our students is our primary concern and responsibility. Therefore, students must strictly adhere to the following safety regulations and codes:

- Nothing may hang from or near the ceiling fixtures or across the ceiling itself.
- Rooms may not be subdivided by furniture, sheets, blankets or hangings so as to prevent clear access or view to and from the door. Beds may not be placed in the middle of the room-they must be arranged with one long side against the wall. Bed legs must be on the floor, except when elevated by bed risers. Beds may not be suspended on bricks or cement blocks. Bureaus must have their backs against the wall, and desks are to have one side against the wall.
- Cloth coverings may not be used on any tables, chairs or pieces of furniture.
- Large stuffed, upholstered furniture or inflatable furniture is prohibited unless it meets current fire safety regulations or has been approved by the Office of Student Affairs.
- Halls must be kept clear at all times. Bicycles may not be stored in dormitory rooms.
- No electrical cooking appliances (toasters, popcorn machines, hot pots, percolators, heating coils, space heaters, irons, heat lamps, etc.) are permitted.
- Candles and/or incense are prohibited in the dorms.
- Halogen lamps are not allowed.
- No refrigerators are permitted in individual rooms.
- Tampering with lighting fixtures, outlets, switches and panels is forbidden.
- Students may not tamper with fire hoses and extinguishers.
- Fire doors should be kept closed at all times. No door should be propped open at any time.
- Climbing onto roofs and balconies is prohibited.
- Window screens may not be removed.

Cushing is well equipped with a modern smoke and fire detection system that is connected directly to the Ashburnham Fire Department. Any misuse of or tampering with this equipment is a violation of a major school rule. To avoid overloading circuits, stack plugs are prohibited and extension cords may only be used if approved by the student's Dorm Head and the Director of Plant and Property. Power strips may be purchased through the Academy's Campus Store or at a local hardware store.

In Case of Fire in the Dormitory:

1. Sound the alarm immediately.
2. Leave the building quietly and quickly using the nearest available exit. Each dorm will have evacuation routes posted on walls. Doors to rooms should be left open as you exit the building.
3. If time permits, take a blanket, coat, and shoes. Do not save other items
4. Assemble outside the building at designated areas.
5. Dorm parents will begin to take attendance. Be sure you are quiet, cooperative, and attentive during this process.
6. Be sure you are always at a safe distance from the building and away from fire apparatus.
7. Never re-enter the building until instructed to do so by fire personnel or Cushing staff.

Please note, if you live in Lee or Sanborn, doors to rooms should be closed as you exit the building.

MEDICATION - We are guided by Massachusetts State regulations and established principles of professional practice among independent schools for the administration of prescription medication.

Every student who brings prescription medication to Cushing must have a plan for its proper administration, as developed by the prescribing physician and our Health Services. International students must bring directions in English. Misuse of medication or failure to follow the plan will result in disciplinary action. "Misuse" includes giving away, stockpiling or selling controlled medication. For more details on our policy, please refer to Health Services in the Community Resources section.

Due to the COVID 19 pandemic all over-the-counter medications (OTCs) will be checked by Health Services at registration due to the interactions of some OTCs and COVID-19. Students will not be allowed to keep fever reducing medications in their dorms this year including but not limited to products that contain acetaminophen, ibuprofen, naproxen, or multi-symptom cold remedies. These as well as many common OTC medications will be available at Health Services 24 hours a day, 7 days a week.

SECURITY OF PERSONAL BELONGINGS - Cushing Academy strives to ensure the safety of all students' personal belongings. Although dorm rooms are equipped with individual locks, students should never leave large sums of money in their rooms and should take care in deciding what personal and valuable equipment and jewelry they bring to the Academy. If students feel the need to have money in their room, we suggest that they have less than \$100 dollars of cash in their room. It is highly recommended that valuable items and clothing remain at home, however should a student bring valuable items, they should have a small lock box or trunk with a padlock. All personal items, including clothing and all electronic, sports, camera, stereo and computer equipment should have some kind of permanent identification. Please note that the Office of Student Affairs must have access to secure equipment. Cushing cannot be responsible for items lost, stolen, or damaged. Parents are advised to list valuables on their homeowner's insurance policy. **Again, to be clear, our rooms are not equipped with safes; therefore, the Academy encourages students to keep money at the local bank.**

MISCELLANEOUS INFORMATION

ROOM CHANGES - Room assignments are made at the beginning of the school year. As one of our core beliefs, we feel it is important that all of our students learn to respect and appreciate one another. Therefore, before allowing room changes we expect students to work with one another, their Dorm Heads, advisors, and other dorm parents to try to resolve their differences before the Office of Student Affairs grants permission for a room change. It should also be noted that it is not always possible to grant a room change. Room and roommate changes will not occur until after Parents Weekend.

COMMON ROOMS - The Academy provides a common space in all dorms where students can gather. These rooms are equipped with a refrigerator and a television and are for recreational and social use during free time.

These are communal spaces and should be treated as such. Therefore, all of our community standards apply. As is the case with the rest of the dormitory, it is essential that all students take on the responsibility for behaving appropriately in these common rooms and maintaining a level of cleanliness. Unseemly conduct or unreported damage to the furnishings will be considered grounds for closing these spaces. Throughout the 2020-2021 school year, common spaces may be closed, to support the Academy's efforts in keeping Cushing Healthy.

FOOD DELIVERY - Students can order food for delivery to their dormitory on weekends and on weekdays. Sunday through Thursday evenings, there should be no deliveries during study hall from 7:45-10:00 P.M. Deliveries should not be made after lights out. Delivery drivers will not be permitted to directly access dormitories.

Throughout the 2020-2021 school year food deliveries may not be allowed to occur, to support the Academy's efforts in keeping Cushing Healthy.

KEYS, KEY CARDS AND IDENTIFICATION CARDS - Room keys will be issued at the beginning of the year and must be returned at the end of the year. If a key is not returned, a lock change will result in a \$75 charge. When a key is lost, it can result in a lock change for that door. Key replacements are \$25.

All Cushing students will be issued identification cards. Identification cards are required and provided to each student by the Academy. Some identification cards will serve as a key card to a student's exterior dormitory door. If a student loses their identification card, this will result in a \$25 replacement charge.

END-OF-YEAR EXPECTATIONS - Students are expected to leave their rooms in the same state they found them on move-in day, with the original furniture.

- The only furniture in the room should be a bed, desk, bureau, desk chair, and wastebasket for each student.
- All extra furniture must be removed.
- Desk and bureau drawers must be empty.
- Closets must be empty.
- Lights off.
- Windows closed.
- Trash emptied.
- Room must be "broom-clean."

If students do not meet these end of the year expectations, a fee may be assessed.

PERMISSIONS AND VISITORS

PROCEDURES, REGULATIONS, & INFORMATION WHEN LEAVING CAMPUS:

Weekend and day permission sign-outs are based on the principle of the Honor Code that students will “be truthful in (their) interactions.” Since events at Cushing take place seven days a week, all academic, athletic, co-curricular, and other responsibilities and obligations must be met before a student may receive permission to leave the Academy.

Students must always sign out with an adult when leaving campus, unless they are on a school-sponsored trip such as a class trip or an interscholastic athletic competition. Discussing plans with the Office of Student Affairs or having parents call in does not relieve students of the responsibility of entering a REACH Request and signing out properly.

- Students may not leave campus until all Cushing commitments and responsibilities have been met. If students do, they risk an academic, athletic and or a disciplinary consequence.
- Any time a student leaves campus (with the exception of class field trips, a special event or teams departing for athletic contests), a REACH Request must be submitted for approval from the Office of Student Affairs. A REACH Request should include the purpose for the campus leave, where the student is requesting to go, the method of transportation, who the student will be staying with and relevant contact information.
- Additionally, if a student must leave campus and need to miss any Cushing commitment, they must also complete a Temporary Absence Form. The Academic Office or the Office of Student Affairs will determine whether this absence will be excused. The Temporary Absence Form must be completed 48 hours in advance, informing teachers, advisors, and activities/athletic leaders of the upcoming absence.
- Weekend and permission requests must be submitted to the Office of Student Affairs via REACH by 12:00pm on Thursday. For long weekends, REACH Requests may be due earlier. Accountability points will be assigned to students filing late requests and leave may be denied.
- Students may not leave campus without parental permission and the approval of the Office of Student Affairs.
- The Academy expects that when students take their approved campus leave they are going to a place approved on their REACH Request. When students go to their personal homes or to the homes of friends, the Academy expects that a parent or an adult approved by a parent will be present.
- Overnight stays in hotels, apartments, houses and college dormitories are not allowed unless an adult (non-college student who is 21 years old or older) will stay with the student. If circumstances necessitate an exception to this expectation, this will be approved by the Office of Student Affairs.
- If a student plans to attend a concert or other function prior to going home or to the destination identified on their REACH Request, the student must indicate this in their REACH Request and have obtained the appropriate permission.
- Students may not maintain a residence other than their family home.
- Students may not return to campus if they have signed out for the weekend, unless approved by the Office of Student Affairs.
- Students must return to campus from their weekend no later than 7:30pm. Failure to do so may result in future restrictions to campus or loss of weekend privileges. It also will result in an accountability offense. If an emergency arises and a late return cannot be avoided, the student must telephone the Academy as soon as possible, and in any event in advance of their return. Continued failure to sign in on time will be treated more seriously.
- When a student departs or returns to campus, **they must check in or check out with the Office of Student Affairs or follow check-in or check-out procedures in the dorm.** Continued failure to check out or to sign in will be treated more seriously.

GUARDIANS - The Office of Student Affairs must be informed in writing of any person who is acting as a guardian of a student and can give permission for overnight visits. The letter designating this guardian must be from the parents of the student and include relevant phone numbers and an address for the guardian. A guardian must be at least 21 years of age.

GUEST POLICIES - Cushing Academy defines a guest as anyone other than a parent or guardian. Students who would like guests to visit must follow these policies:

- Any unannounced guest must report immediately to the Office of Student Affairs or Dean on Duty.
- Students must secure permission from the Office of Student Affairs for day visitors on campus.
- All guests must follow all Academy rules. Guests found in violation of any School rule will be asked to leave the Academy immediately.
- No guest may drive a car onto campus without prior notification.
- Under no circumstances will a guest, including family members, be allowed to stay overnight in a student’s room.
- No student who has been dismissed or has withdrawn during the academic year may visit campus without proper approval.
- All requests for guests and plans for that guest must be approved by the Office of Student Affairs 24 hours before the guest’s arrival. Such plans must include housing arrangements.

DAY STUDENT LIFE

Day students are an integral and important part of our community; as such, day students are expected to behave in a manner that contributes positively to the welfare of the community. Therefore, day students are strongly encouraged to participate in as many weekend or evening activities as possible; however, day students are not allowed to stay overnight in the dormitories without special permission.

REPORTING PLANNED AND UNPLANNED ABSENCES - For any planned absences from the Academy, day students should enter a REACH Request and complete a Temporary Absence Form.

For any unplanned absence due to illness or transportation difficulties, a parent or guardian should call the Academic Office (978) 827-7011 by 8:15 am if a student is going to miss classes.

These planned and unplanned absences will count towards the Academic's Attendance Policies.

INCLEMENT WEATHER - Most faculty and students live on campus, and we hold classes regardless of the weather. Cushing supports the safety and wellbeing of our students and encourages families to please use your discretion in deciding whether it is possible to get to school on days when snowfall is considerable. When your child cannot get to school, please call the Academic Office (978) 827-7012 by 8:15 AM. Also, if a potentially dangerous storm starts during the day, feel free to pick up your child whenever you think it wise to do so. Students who leave early should stop by the Academic Office to let us know that they will be missing class.

DAY STUDENT ROOM - All day students are permitted to be in the day-student room when they are at school and do not have a commitment. Like common rooms in the dormitories, the day student room is meant to be a shared public space. It is essential that students assume responsibility for both behaving appropriately and maintaining a level of cleanliness in the room. Unseemly conduct or unreported damage to the furnishings will be considered grounds for closing the room. Please note that boarding students must be hosted by a day student in order to be in the room.

Throughout the 2020-2021 school year, the Academy may feel the need to close the Day Student Room, in order to Keep Cushing Healthy.

LOCKERS - Day students are assigned lockers in the lower level of the Main Building. The Academy provides locks. Lockers may be subject to inspection to the extent deemed reasonably necessary by the school in the interest of the health, safety and welfare of its students or other members of the Academy community.

Students may be assigned another locker or drop of space during the 2020-2021 school year due to the Academy's COVID restrictions and approach.

MEALS - Day students are expected to eat lunch at school, and they are invited to eat breakfast and dinner here. Day students who remain at school for dinner on nights when the Academy has sit-down dinners must be properly dressed. A few times a year, day students are required to stay for an all-school or class dinner. These dates will be posted on the Academy MyCushing calendar well in advance.

During the 2020-2021 school year, day students will be asked to not enter the dining hall during breakfast and dinner.

AUTOMOBILE POLICY - Day students must complete an automobile registration form before that student drives to and from Academy. Forms are available through MyCushing for students to register their automobiles.

- Day students may use their cars only for transportation to and from school. They may not drive their cars for any purpose during the school day. Day students should not leave campus during lunch, a free period, or prior to their afternoon commitment (unless a practice or game is scheduled during a late time slot and the student has the permission of the Office of Student Affairs).
- Day student parking is assigned to a designated part of campus and are expected to leave their cars in these designated areas until they depart campus.
- Day students may not give rides to boarding students. A day student may, however, take a boarding student home for the weekend by car if both students' parents have provided permission to the Office of Student Affairs.
- A day student may not garage a boarding student's car at their home during the academic year.
- Parents of day students bear full responsibility for ensuring that rules regarding automobile use are upheld. A student's failure to follow this policy may result in loss of driving privileges, accountability points, and other disciplinary action.
- A student's car is subject to inspection to the extent deemed reasonably necessary by the Academy in the interest of the health, safety, and welfare of its students or other members of the Academy community.

COMMUNITY RESOURCES

HEALTH SERVICES

Health Services is located on the first floor of Sawyer-Hopkins Dormitory. Medical care for illnesses, injuries and referrals to off-campus specialists is provided through Health Services. Health Services is staffed 24 hours a day, 7 days a week. Urgent medical problems/ injuries are treated at Heywood Hospital in Gardner.

Students who require nursing intervention must come to the Health Center before school begins or during a free period, except in the case of urgent medical problems.

Please note: When a student feels ill, they must report to Health Services to be medically excused from classes.

During the 2020-2021 school year, if students are feeling ill, they are asked to stay in their room and call Health Services for directions.

PRESCRIPTION MEDICATION POLICY - We are guided by Massachusetts State regulations and established principles of professional practice among independent schools for the administration of prescription medication. Every student who brings prescription medication to Cushing must have a plan for its proper administration, as developed by the prescribing physician and our Health Services. International students must bring directions in English. Misuse of medication or failure to follow the plan will result in disciplinary action and may lead to suspension or dismissal from the Academy. "Misuse" includes giving away, stockpiling or selling controlled medication.

Our policy states:

- Parents must submit to Health Services the school-required health forms regarding prescribed medications prior to the student's arrival on campus. If a student begins any new medications while enrolled at Cushing, Health Services must be immediately notified to update the student's health records.
- Upon notification that a student is taking any prescribed psychoactive medication (i.e. antidepressants, stimulants and non-stimulants used for attention disorders, sedatives, tranquilizers and similar medications), Health Services requires an order form to be completed by the prescribing physician. This form is included as a part of the required health forms.
- All psychoactive medication must be delivered directly to Health Services by the parent or guardian, either by hand or by mail. Health Services must be notified in writing of any changes in medication, including frequency or strength, by the prescribing physician.
- Health Services, in collaboration with parents, the prescribing physician, and the student, creates an administration plan for each controlled medication. Prescription medication will be dispensed through Health Services dose by dose. Students are not allowed to keep psychoactive or controlled medication in their dormitory room or accumulate excess medication. Violation of this policy may result in disciplinary action.
- When a student is away from campus for any reason, a parent must call Health Services to give permission for the release of prescribed medications. Parents must call Health Services each time a student requests off-campus permission.
- Under Massachusetts law, a parent who is a physician may not prescribe certain drugs for their children, whether the parent is a physician licensed to practice medicine in the Commonwealth or otherwise. Cushing Academy strongly discourages parents who are physicians from treating their children while they are at Cushing Academy, especially with regard to prescription medications.

MEDICATION ALLOWED IN THE DORM AND IN STUDENT POSSESSION - Cushing Academy allows for certain over the counter and prescription medications to be kept in the students' dorm rooms and self-administered by students. Any such medications must be in their original containers with pharmacy labels including student's name, name of medication, strength, dose, time and duration of administration. Examples of medications allowed would include antibiotics for illness, antibiotics and creams for acne, asthma and allergy medications, stomach remedies, homeopathic remedies (excluding melatonin), vitamins and contraception. All of the above medications should be in the manufacturer's container. 100% whey preparations are also allowed. Prescribing medical professionals and parents must be sure that instructions and possible side effects of all medications are clear to the student as school staff cannot be responsible for monitoring this.

MEDICATIONS NOT ALLOWED IN THE DORM OR IN STUDENT POSSESSION - Certain groups and types of medications, under NO circumstances to be maintained in the dorm or self-administered by students. Health Services is responsible for handling and administering these types of medications according to the school's medication policy. In general, these include CBD products, psychoactive medications and medications regulated by the federal government as controlled substances. Medications required to be maintained at the Health Services include but are not limited to the following: Ritalin, Strattera, Concerta, Dexedrine, Focalin, Adderall, Fiorinal, Tylenol #3 (with codeine), Robitussin AC (with codeine), Zolof, Celexa, Paxil, Lexapro, Prozac, Wellbutrin, Ambien, Alprazolam, and Xanax. Over-the-counter or prescription products containing nicotine are not allowed in a student's possession. Cough/cold preparations containing alcohol and/or dextromethorphan are not allowed in a student's possession. Muscle building preparations/products containing creatine are not allowed. Other muscle building and protein supplements (except 100% whey) can be damaging to a student's health and, therefore,

permission to have these in the dorm will be at the discretion of the medical director. Melatonin is not allowed in dorm rooms but can be dispensed by the Health Services if needed.

Due to the COVID 19 pandemic all over-the-counter medications (OTCs) will be checked by Health Services at registration due to the interactions of some OTCs and COVID-19. Students will not be allowed to keep fever reducing medications in their dorms this year including but not limited to products that contain acetaminophen, ibuprofen, naproxen, or multi-symptom cold remedies. These as well as many common OTC medications will be available at Health Services 24 hours a day, 7 days a week.

Parents are encouraged to send all medications prior to students' arrival to campus, by mail, to the attention of: Director of Health Services-Cushing Academy.

COMMUNICABLE DISEASES - Cushing Academy's decisions involving persons who have infectious communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. Infectious communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2, COVID 19 (coronavirus) and tuberculosis. Cushing Academy may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC), the Massachusetts Department of Public Health and local public health authorities. Cushing Academy reserves the right to issue community-wide directives to provide guidance around expectations in the event of an outbreak of an infectious communicable disease based on the circumstances. Cushing Academy will comply with all state and federal anti-discrimination laws.

MEDICAL LEAVE OF ABSENCE - In some circumstances, medical leaves of absence may be necessary for effective management or treatment of a medical or emotional issue. Leaves of this nature may be implemented when requested by a student and their parent or when a member of the health services staff/administration/Head of School deems it necessary. Medical leaves can be required by the Academy for diagnostic evaluation or treatment. A medical leave may be implemented when a student requires a level of care that surpasses that which is available on campus. A follow-up letter will be sent to the family outlining the leave.

COUNSELING SERVICES - Counseling services at Cushing Academy are designed to provide an additional source of support and intervention to students. Services are available to help students address the many typical challenges of adolescence, as well as the unique demands of boarding school life.

Counseling and evaluation services are free of charge and voluntary. Counseling may be initiated or requested by a student, a parent, a faculty member or a health care professional in the Health Services. Counseling services are provided on campus in a safe and private space. Services are available during the school day, after school and as needed for emergencies or urgent situations. Some psychological issues may be referred off campus for further evaluation and/or ongoing treatment as requested or determined by the counseling clinical staff. Referrals for psychopharmacological (medication) evaluations may be requested by parents or coordinated by counseling and health services and provided either on or off campus. All requests and referrals to counseling are arranged through the Director of Counseling Services.

SUBSTANCE USE AND COUNSELING SERVICES - Cushing Academy is committed to establishing an alcohol/ drug free environment for students. We believe that student use of alcohol, tobacco and other drugs is detrimental to the health and well-being of the individual, disruptive to the community and incompatible with the purpose and objectives of the Academy. The Academy rules pertaining to alcohol/ drug possession or use are clearly outlined in this Handbook. A possible outcome to discipline for substance use may result in a required administrative decision for mandated substance abuse education classes through the Counseling Office. This service may be delivered as a group or individual class at the discretion of the administration or counseling department.

THE A-TEAM - To provide a confidential response to suspected alcohol or drug use, Cushing Academy has established an assessment and intervention team, known as the A-Team. The A-Team is composed of faculty who receive training and supervision from the Director of Counseling. Faculty, students and others who are concerned that a student might be using alcohol or other drugs can refer their non-urgent concern to the A-Team, our school assessment and intervention team. The team's strategy employs a three-step process for addressing the concern with the student.

- First, two members of the team will talk with the student as an intervention to suspected or potential use. If the concern is valid, several non-disciplinary options exist for the student including counseling and treatment on or off campus as determined by the counseling department. If concerns continue or heighten, the second step may involve a recommendation to the student and parents of specific actions to be taken.
- The third and final step may involve enough concern to require the student to submit to random non-disciplinary urinalysis testing. A student who is willing to follow the recommendations from the A-Team will receive support to examine any potential use and maintain non-use. A student not able to maintain non-use may need further intervention and/or services recommended and/or required by the Academy.

The Office of Student Affairs, at its discretion in unique circumstances, may intervene in a non-disciplinary manner and require a student to take a urinalysis test. As in the third step outlined above, a student will remain in the non-disciplinary arena after the initial baseline, if subsequent tests continue to show non-use.

The decision to utilize a non-disciplinary response is made by the Academy in its discretion. The availability of this non-disciplinary alternative does not preclude the Academy's pursuit of disciplinary action when a student has violated the Academy's drug and alcohol policies.

SANCTUARY - The health and safety of our students is of primary concern for our entire community. Students can help themselves or others without fearing disciplinary action when they are in physical or psychological danger as a result of the use of any drug or substance, including alcohol. Sanctuary is a non-disciplinary approach to illicit substance use when such use or behavior presents an immediate/acute or life-threatening situation. Sanctuary does not protect the student from disciplinary consequences if an investigation by a faculty member or administrator has already begun. If you have concerns about yourself or a peer related to an ongoing use and risk-taking behavior, please report your concerns to the A-Team.

The Office of Student Affairs reserves the right to determine in its sole discretion whether a student is seeking help or attempting to manipulate the discipline system. The latter will be handled via Cushing's Discipline System.

A student or students seeking help through Sanctuary should contact (via conversation, text, or phone call) any adult in our community to request help. There must be confirmation that your communication has been received and that the adult can help you. If not, you need to seek help from another adult nearby who can offer you the immediate help you need. When approaching an adult, the student should

make clear their need for help under this policy. A student confronted about alcohol or substance use cannot claim that they had intended to request Sanctuary or that they were en route to the Health Services. However, once the phone call, text, or conversation establishes the intent, the student will not sit before the Discipline Committee, be suspended or placed on probation. The concerned student who seeks Sanctuary will not be liable for dismissal or discipline, and their identity will remain confidential to the best of our ability. Helping a fellow student whose health may be at risk due to drug or alcohol use can be a lifesaving measure.

A student or students claiming Sanctuary should expect the following:

1. Student(s) will not sit before a Discipline Committee and will not be suspended or placed on probation.
2. The adult approached should immediately contact the nurse on duty, unless it is a medical emergency, in which case 911 should be called and in every instance the faculty member should then notify the Dean on Duty and assist the nurse/Health Services as needed.
3. Health Services staff will assess immediate health risk and determine whether the student should remain at the Health Services or be transported to Heywood Hospital in Gardner, MA for evaluation. Drug and alcohol testing may be part of that health assessment and not used in a disciplinary context.
4. The DOD will notify the Office of Student Affairs who will notify the Head of School and the student's parents. Response to Sanctuary will include but is not limited to: notification of the student's parent and/or guardian, evaluation by Cushing counseling and/or an outside counselor (any cost incurred from this evaluation and/or medical treatment will be at the parents' expense), and a letter on file with regard to the incident. It is the expectation that any recommendations by the counselor, either Cushing's or otherwise, will be followed in order for the student to remain enrolled at the Academy.
5. Any future incidents of substance use or request for Sanctuary might indicate that the student(s) requires more resources and support than Cushing is able to provide, and the response may differ from the above outlined response.

ALCOHOL, DRUG AND NICOTINE TESTING POLICY - In situations when a Cushing employee determines that a student's behavior, presentation or circumstance indicates any recent alcohol consumption, drug or nicotine use, Cushing's Health Services will administer an alcohol or drug test, or both, in order to safeguard a student's health and welfare. If such testing reveals the use of a substance or substances outlined in Cushing's Drug and Alcohol Policy, or if the student refuses the test, the discipline processes described herein will take effect. A refused alcohol and drug test will be considered a positive test. All alcohol and drug testing will be billed to the student and their family.

PETS AND SERVICE ANIMALS - Students are not allowed to keep pets, fish or service animals of any kind on campus.

FUNDRAISING GUIDELINES - Cushing takes care to ensure that fundraising by student, faculty, parent, and school groups is coordinated throughout the school year, in order to avoid over solicitation of members of the local and school community. All activities that involve solicitations of support, including advertising, goods, or monetary contributions, must be proposed, in writing, and approved by the Head of School. When preparing this proposal, please indicate how the fundraising aligns with the Academy's mission, the purpose of the fundraiser, indicate who will be solicited and the estimated timeframe for the fundraiser.

DINING HALL - Meals at Cushing are relaxing times when students and faculty can share ideas, recount the experiences of the day and enjoy the company of friends. Students are expected to show the same courtesy in the Cushing Dining Hall as they would at home or at a

friend's house. The following courtesies are expected of all students:

- Students are not allowed to take silverware, glasses, plates, cups, food or drink from the Dining Hall.
- Students may not bring to-go containers into the Dining Hall.
- Students are expected to clean up from the table and dispose of waste food, dishes, and silverware at the dish window.
- Students must dress properly for meals. Hats and head coverings, unless for a religious purpose, are not permitted in the dining hall.
- Cell phone use is discouraged in the dining hall.
- Students who disregard the provisions of this policy may, at the discretion of faculty members, be asked to leave the Dining Hall or be assigned accountability points or Restitution.

FISHER-WATKINS LIBRARY

The mission of the Fisher-Watkins Library is to provide equitable physical and intellectual access to the resources and tools required for learning. The school librarian collaborates with teachers to empower students to be lifelong critical thinkers, independent readers, skillful researchers and ethical users of information.

As such, the library plays an important role in helping to prepare students for academic success at the college level. Students develop crucial 21st century research skills using our extensive collection of authoritative print and digital resources. In addition, the library offers an array of print and eBooks for students' recreational reading. Through these resources and other programming, the library strives to provide each student with a strong foundation in information literacy, academic research and lifelong learning.

In this quiet academic space, students are expected to protect the integrity of the library environment. The space should be conducive to study at all times as soon as students enter the space; whether at tables or reading areas, doing group work, or when passing through. Coursework that necessitates collaboration may require a private space and students should work with the librarian to find an appropriate spot that is not disruptive.

BORROWING LIBRARY MATERIALS - All materials available to be borrowed, including DVDs, printed books and digital devices, may be checked out at the circulation desk. As a circulating library, materials should be returned by their due date. Vacation loans are also available. If a student loses or fails to return a library item by the end of the term, they will be charged the replacement cost plus a \$10.00 service fee. Students and faculty are encouraged to recommend books that they would like to see in the library.

DATABASE INSTRUCTION - The librarian is happy to work with teachers, classes and individuals on the use of our databases, for general use or relating to a specific project.

LIBRARY/FACULTY COLLABORATION - The librarian is happy to collaborate with teachers to give lessons on research topics they are teaching, either with whole classes or individual students, or both.

COMPUTERS - The library is equipped with wireless internet access for laptop users. In addition, there are ten desktop computers and two printers available for student use during library hours.

HEADPHONES - The library has a limited number of noise-reduction headphones for in-library use.

FOOD/DRINK - Is allowed in the library insofar as students demonstrate responsibility for cleaning up what they bring in. Food or drink containers without lids, such as cereal bowls, ice cream cones, and coffee mugs, are not allowed in the library.

CHARGERS - Phone chargers are available for use at the circulation desk, however we do not have a supply of laptop chargers.

RESERVING MATERIALS - Teachers may place library materials on reserve at the circulation desk where students may check them out for use in the library only.

RESERVING SPACE - To avoid overcrowding, faculty and club leaders are requested to sign up for library space for various classes or club meetings. Email the librarian directly to get the event on the library calendar.

LIBRARY STUDY HALL GUIDELINES - Monday - Thursday Nights, 8:00 pm - 10:00 pm. The library has thirty spaces available for study hall. Students must reserve a space by emailing the library at studyhall@cushing.org by 6:00 PM on the day of their request. When the spaces are filled, an announcement will be posted on the CA Community Forum. Students must sign out of their dorms and arrive at the library by 7:50 PM and sign in. Any student who is not signed in by that time will be asked to return to their dorm. All residential students in Library Study Hall must stay in the Library until the end of Study Hall at 9:55 PM and check in at their dorms by 10:00 PM. Day students must also sign in and sign out. Use of the silent room is at the discretion of the faculty on duty. Any inappropriate behavior during study hall will result in the student being asked to leave, plus accountability points. Note: Only juniors and seniors may use the library study hall from the beginning of the school until the Fall Family Weekend. After that, freshmen and sophomores may also attend.

STUDENT CENTER SERVICES

The Student Center is the main location for student services and the Student Activities Office. Student services include the post office, campus store, ATM, recreation area, weekend activity sign-ups, facsimile machine, and dry cleaning, laundry and linen service.

STUDENT CENTER HOURS

Monday - Thursday	9:00 AM - 7:45 PM
Friday	9:00 AM-10:30 PM
Saturday	12:00 PM - 10:45 PM
Sunday	12:00 PM - 7:30 PM

Student Center expectations and rules:

- Athletic equipment of any kind is not permitted in the Student Center.
- Board games, pool cues and ping pong paddles may not be removed from the Student Center.
- No horseplay or gambling.
- No tampering with any of the games, change machine or HD TVs.
- Footwear must be worn at all times.

During the 2020-2021 school year, the Student Center may serve as a dining hall. While the Student Center serves as a Dining Hall, community members are asked to adhere to all policies and expectations of the Fisher-Watkins Dining Hall

THE CAMPUS STORE - Students may purchase school supplies, personal items, snacks, drinks, clothing and other necessities here.

We also adjust our hours for special events such as: family/alumni weekends, Registration and first week of classes or due to COVID restrictions.

POST OFFICE - The mail at Cushing is picked up from the U.S.P.S. each morning, except weekends and holidays, and is delivered as soon as possible to student mailboxes. The post office is open Monday through Friday. The hours are the same as the Campus Store.

The Academy has the right to open or require students to open in the presence of a faculty or staff member any package or letter which the Academy has reason to believe is suspicious in nature, subject to applicable law.

STUDENT ACTIVITIES OFFICE - The Student Activities Office coordinates on-campus weekend activities, weekend trips, charter bus service for vacation breaks, dry cleaning, laundry and linen services, and provides access to a facsimile machine.

WEEKEND ACTIVITIES AND TRIPS - Weekend activities are posted in the Student Center. Each weekend, a number of activities are offered to all members of the Cushing Community: current films; dances with student DJs, professional DJs or a live band; games and tournaments; special shows featuring magicians, hypnotists, musicians or comedians; and recreational gym time, open studio, and ice skating year round. In addition, there are other special events, such as Spring Fling.

Complementing the on-campus activities are a wide range of weekend excursions to Boston, shopping malls, amusement parks, concerts, fairs, ski resorts and professional athletic and cultural events. Students interested in an upcoming weekend event should sign up in the Student Center by noon on the Thursday before the trip. Penguin Points accounts will be debited for the cost of the bus trip and tickets involved.

Both students and parents should be aware that if a student signs up for a trip, transportation is planned according to advance numbers. If the student does not show up for the trip, they will be charged for transportation, unless a replacement has been found. Similarly, if tickets have been ordered in advance for concerts or the theater, the student who has ordered the tickets is responsible for finding a replacement if they decide not to attend. Parents are urged to discuss with their children the number of trips they will be allowed each term.

Please note: These trips to Boston, shopping malls, amusement parks, etc. are often scheduled on weekends; while a faculty member accompanies the students on the bus, close supervision at the mall, park or events is impossible. Parents who are not comfortable with their child's attendance on such off-campus excursions should notify the Office of Student Affairs in writing prior to the start of the year.

DRY CLEANING, LAUNDRY AND LINEN SERVICE - A complete bed linen, laundry and dry cleaning service is available at a reasonable cost from E & R Cleaners. Students may sign up for this service in the Student Activities Office. In addition, there are free washing machines and dryers located in each dormitory.

FACSIMILE TRANSMISSIONS - Incoming messages to students can be sent directly to the Student Center at (978) 827-5039 and will be delivered as soon as possible to the recipient's mailbox.

CHARTER BUS SERVICE - At the start and end of each vacation, Cushing provides chaperoned buses to or from Boston, Logan Airport, and New York City (via Hartford, Fairfield, and Greenwich). Students can sign up for these buses at the start of each term in the Student Center and appropriate charges will be debited from the student's Penguin Points account. Cushing does not provide bus transportation at the beginning or end of the school year.

LIMOUSINE SERVICE - There are a number of services offering private transportation, and students are of course free to choose any one that they prefer. The following is a partial list of companies in this area. Cushing Academy does not assume any responsibility for or have any relationship with (and inclusion on this list does not mean that Cushing is recommending) any limousine service, and this list is provided solely for students' convenience.

Worcester Airport Limo	(508) 756-4834 or (800) 660-0992
First Choice Limousine	(978) 345-6450 or (800) 370-5466 fax
North Leominster Limo	(978) 534-5466 or (888) 434-5466 or (978) 815-9861 cell
Butler Limo	(978) 632-8300 or (978) 537-4840 or (978) 874-1758

Some families may prefer their child to use ridesharing services such as Uber and Lyft. Permission for students to use these services may be granted by parents or guardians, either through a REACH Request or in writing. Cushing Academy does not assume any responsibility for students who choose to use these services.

IMPORTANT PHONE NUMBERS

Cushing Academy's telephone number is (978) 827-7000. Please use the numbers below to expedite your calls during business hours:

Academic Office	(978) 827-7011
Admissions Office	(978) 827-7300
Athletics	(978) 827-7045
Office of Student Affairs	(978) 827-7015
Health Center	(978) 827-7111

Cushing Fax Numbers

Student Center Fax (messages to students)	(978) 827-5039
Academic Office Fax (academic matters)	(978) 827-3052
Office of Student Affairs Fax (off-campus permissions)	(978) 827-7018

After business hours, if you have an urgent matter and need to reach someone at the Academy, please use one of the following numbers:

Dean on Duty	(978) 790-0535
Security	(978) 503-9676

2020 - 2021 VACATIONS, BREAKS AND FREE WEEKENDS

ACADEMY VACATION DATES - To avoid conflicts, parents are asked to arrange all student vacation travel plans in the summer preceding the academic year. When arranging travel plans for students, parents should allow at least three hours for transportation to and from airports and train stations. Students are permitted to stay overnight on campus 24 hours after their last Cushing commitment to facilitate early morning flights.

Due to the modified academic schedule due to COVID, the school calendar may change without notice. Families are encouraged to review the school calendar on MyCushing, prior to confirming travel plans. As the public health situation changes, Cushing reserves the right to modify any of the date below:

Thanksgiving Break	Break begins on Friday, November 20, 2020. Dorms close at 12:00 pm on Saturday, November 21, 2020.
Winter Break	Break begins after a student's last Cushing obligation on December 18, 2020.
Spring Break	Break begins after the last Cushing obligation on February 12, 2021 Boarding students return to school by 7:30 pm on Sunday, March 7, 2021.
End of Year	Class of 2020 Depart campus by 4:00 pm on Saturday, June 5, 2021 (Graduation Day). Underclassmen Summer Vacation begins after a student's last exam. Students are asked to leave campus within 24 hours after their last exam. Exams end on Wednesday, June 9, 2021. Dorms close at 12:00 pm on Thursday June 10, 2021.

WHERE TO GO FOR HELP

There are many people on campus who are available to help you and answer your questions about Cushing life in general. This list is a guideline of whom to see about what subjects.

Absences	Student Affairs	academicoffice@cushing.org	(978) 827-7012
Academic policies & matters	Academic Affairs Raja Bala David Stone Dr. Jennifer Wills	academicoffice@cushing.org rbala@cushing.org dstone@cushing.org jewills@cushing.org	(978) 827-7011 (978) 827-7011 (978) 827-7011 (978) 827-7011
Athletics	Jen Viana	jeviana@cushing.org	(978) 827-7044
Art	Deb Gardner	dgardner@cushing.org	(978) 827-7066
Billing	Business Office	billing@cushing.org	(978) 827-7021
College Counseling	Emily Roller	eroller@cushing.org	(978) 827-7235
Counseling	Health Services	healthcenter@cushing.org	(978) 827-7111
Residential Life & Cushing Policies	Student Affairs Josh Doyon Lydia V. Stoye	studentaffairs@cushing.org jodoyon@cushing.org lystoye@cushing.org	(978) 827-7015 (978) 827-7015 (978) 827-7015
Emergencies*	8:00 am - 5:00 pm After 5:00 pm all messages are immediately forwarded to the Dean on Duty.		(978) 827-7000
Grades	Academic Affairs	academicoffice@cushing.org	(978) 827-7011
Health Issues & illness	Health Services Day Students - Call the Academic Office before 8:15 am Boarding Students - Go to the Health Services before class	healthcenter@cushing.org	(978) 827-7111
International Student Matters	Dr. Bruce Sinclair, International Student Advisor	bsinclair@cushing.org	(978) 827-7097
Laundry Service	Donny Connors	dconnors@cushing.org	(978) 827-7124
Parent Programs	Parent Programs Office	parentprograms@cushing.org	(978) 827-7400
Student Activities	Donny Connors	dconnors@cushing.org	(978) 827-7124
Transcripts	Registrar, Academic Affairs	academicoffice@cushing.org	(978) 827-7010
Tutoring	David Stone	dstone@cushing.org	(978) 827-7011
College Testing	College Office	collegecounseling@cushing.org	(978) 827-7025
Technology	Technology Office	tech@cushing.org	(978) 827-7171
Vacation Buses	Donny Connors	dconnors@cushing.org	(978) 827-7124
Weekend/Overnight Permissions	Student Affairs	studentaffairs@cushing.org	(978) 827-7015

ENROLLMENT POLICIES

Enrollment is the affirmation by the parents and the child that they willingly enter into a contract with Cushing. This contract states that the parents and the child accept the structure of Cushing Academy and that they, individually and collectively, agree to abide by all established policies and procedures of the Academy as outlined in the current Handbook and elsewhere in the Academy's published materials. Failure by the parents, the guardian or the student to comply with the Academy's policies is a violation of the contract and may lead to the dismissal of the student from the Academy.

Enrollment contracts are for one year only. An offer of re-enrollment is normally made to students during the Spring Term. A student who has demonstrated difficulty in complying with the policies and procedures of the Academy may be denied re-enrollment status. Grounds for denial of re-enrollment include, but are not limited to, the following: any type of probation, academic failure, one or more violations of a major Academy rule or expectation, attendance difficulty, evidence of substance abuse, failure to observe dress code, and insubordination. Decisions regarding re-enrollment status are made by the Head of School in his judgment, upon the recommendations of the faculty, a discipline committee or the counseling staff.

The rules and policies of Cushing Academy are set by the Trustees, faculty, and administration, and may be revised without notice during the Academy year.

The rules and procedures outlined in this handbook apply under normal circumstances. However, from time to time there are situations that require immediate, nonstandard responses. In such circumstances, the Academy reserves the right to take actions deemed to be in the best interest of the Academy, its faculty, and its students. This document as written does not limit the authority of the Academy to alter its rules and procedures to suit any unusual or changed circumstances.

THE PENGUIN PROMISE: A COMMUNITY PLEDGE OF SHARED RESPONSIBILITY IN RESPONDING TO COVID-19 PANDEMIC

Community safety, health and well-being during a pandemic is a collective responsibility. Being a member of the Cushing community means that each of us has a communal responsibility, as we continue to navigate these challenging and unprecedented times, to balance the health and safety needs of our community. Cushing expects that all members of our community take accountability and responsibility for their health, support the well-being of others, and cooperate with mitigation efforts to help keep the Cushing community as safe as possible from the spread of COVID-19.

The Academy encourages everyone to do their best to honor not only the letter, but also the spirit of any safety precautions. Community members who do not adhere to applicable safety precautions may be subject to disciplinary action under applicable processes. Such disciplinary action may range from a verbal warning to separation from the Cushing Community.

These listings may be updated over time.

