



**CUSHING ACADEMY**

# **Community Handbook**

## **2023-24**





## COMMUNITY HANDBOOK

2023-24

*Cushing Academy ("Cushing" or the "Academy") Community Handbook (the "Handbook") is published and distributed to members of the Cushing community for the purpose of providing information on aspects of student and campus life to help students gain as much as possible from their experience at the Academy. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the Academy may take actions that it determines to be in the best interests of the Academy, its faculty, and its students. This Handbook does not limit the authority of the Academy to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. 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 the Academy. Cushing may add, revise, and/or delete Academy policies before, during, and after the school year.*

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## WELCOME TO 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, show gratitude, 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 Ms. Sarah Catlin, Director of Student Affairs, or Mr. Tyrone Croom, Associate Director of Student Affairs. Cushing's expectations may extend beyond our Ashburnham campus, as we expect all students from the community to adhere to the Academy's expectation, whether on or off campus.

# INTRODUCTION TO CUSHING ACADEMY

## **Mission Statement**

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

## **Vision**

Cushing Academy will be recognized as a unique educational setting whose faculty, staff, and facilities exist to nurture the optimal growth of students with a range of talents, abilities, and interests in a supportive, diverse, and community-oriented environment that promotes and values intellectual challenge, the arts, athletics, and cultural competence.

## **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.

## **History of School**

In 1850, Thomas Parkman Cushing articulated his vision for the school that would soon bear his name: “I am particularly desirous of using a portion of the estate with which God has blessed me, for the promotion of so important an object as that of improving the education, and thus of strengthening and enlarging the minds of the rising and future generations... And I would further suggest, that inasmuch as character is founded upon the modes and habits of thinking of each individual,... that all the scholars of both sexes, should be carefully trained to think rightly and systematically upon the objects and principles which are to influence and govern them during their subsequent lives...and under the supervision of able and judicious instructors, they will form opinions and characters which will constitute them intelligent, wise, leading, and useful members of society.”

Ten years after his death, once his funds had increased as he had instructed, the Trustees applied for a charter to found a school. This was granted in 1865 and in 1875 Cushing Academy welcomed both boys and girls to begin an academic adventure of achievement.

We have continued to honor Mr. Thomas Parkman Cushing’s wish for over 150 years, shaping our students into curious, creative, and confident learners, ready to take on the world.

## **School Mascot**

Cushing’s first yearbook, in 1933, was named The Penguin (Before that, the summer issue of The Breeze, the school paper, served as a yearbook). In the 1940s, the penguin was labeled the school mascot. Since that time Cushing’s athletic teams and student body have been affectionately known as “Penguins.”

## **Non-Discrimination Policy**

Cushing admits qualified students of any race, color, national or ethnic origin, ancestry, sex, religion, gender identity or expression, sexual orientation, mental or physical disability, or any other status protected by applicable law, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. Cushing does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, religion, gender identity or expression, sexual orientation, mental or physical disability, or any other status protected by applicable law in the administration of its admissions, financial aid, and loans, and its educational, athletic, and other programs.

## **Accreditation**

Cushing Academy is accredited by the New England Association of Schools and Colleges (NEASC). A globally recognized standard of excellence, NEASC Accreditation attests to a school’s high quality and integrity.

## **Governance**

The Academy is governed by a self-perpetuating Board of Trustees. It is the responsibility of this body to plan, develop, and establish policy and to assess the performance of the Academy consistent with the Academy’s mission and philosophy. The Board of Trustees is responsible for the selection of the Head of School and works in close collaboration with the Head of School, though the Head of School is responsible for the implementation of policy and the day-to-day operations of the Academy. For a list of the Academy’s current Trustees, please visit the Academy’s website.

# HONOR CODE

Cushing's Honor Code policy is the foundation upon which the school community is built. All students are expected to understand and follow this policy and related expectations.

## **Honor Code**

Cushing's Honor Code was established and written by students in the Class of 2011 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.*

*- Cushing Class of 2011*

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 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.

## ACADEMIC PROGRAM AND PROCESS

Students are challenged to think critically and creatively, write effectively, express ideas persuasively, and collaborate with dynamism and respect. At Cushing, inquiry is inseparable from transformative teaching and learning. 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.

### **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).

Students/families must be in good standing with the Business Office regarding their financial obligation to Cushing.

### **Course Requirements**

#### ***English***

Four years (minimum of one per year while enrolled).

#### ***Mathematics***

Four years (minimum completion of Algebra II; students who have completed math through 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 U.S. History are required).

### ***Classical + Modern Languages***

Three years (minimum of two years within the same language). Cushing Academy will honor for any student a language waiver that has been documented by testing no older than three years from a certified professional.

### ***Visual + 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. Visual and Performing Arts classes are available during the academic day and as afternoon activities.

## **Additional 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.
- A student who fails a yearlong course will be required to complete 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 eligible to receive a Cushing diploma.

## **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 yearlong 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 on 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 the add/drop period ends, students will no longer have the ability to add a class, but they can still drop (so long as the “fully enrolled” criteria are 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.

### **Accommodations**

The Academy does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The Academy will discuss with families of applicants with known disabilities whether the Academy will be able to offer their children the appropriate accommodations to help them be successful at the Academy.

The Academy is committed to ensuring that students with disabilities are provided with equal access to the Academy's programs and services, in accordance with applicable laws. For students who seek additional support or curricular adjustments, the Academy requires documentation indicating that the student's disability substantially limits a major life activity. Students who present the Academy with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student's family and the Head of School, the Director of Academic Affairs or the Director of Teaching and Learning. No waivers of academic graduation requirements will be granted.

Even after supportive services and accommodations have been put in place, a student may still not be able to satisfactorily fulfill the Academy's academic requirements. In such instances, the student's advisor, the Head of School, a member of the Academic Office, and/or other support personnel may decide that the accommodations put into place may not suffice to ensure the student's success at the Academy. At that time, the Head of School and/or the Academic Office will decide whether it is appropriate for the student to remain at the Academy.

### **Tutoring**

Learning difficulties that cause student, teacher and parent concern can be encountered in the classroom. The teacher is always the first line of support, and it is the teacher who offers suggestions to parents about

home assistance or teacher help. The teacher knows the student's history from the student's file and has the kind of daily learning encounters that can best identify problems and suggest skill-building extra help.

Tutoring may be mandated only for a defined period of time, until a student can return to working comfortably without assistance, so that the full extent of the program can be part of each student's daily routine. Students are expected to use tutoring infrequently and with specific goals that are temporary. The Academy's resources are designed to assist students individually when needed over the long term, so dependence on tutoring is neither desirable nor necessary.

The Academy does not have an "approved" list of tutors, although we have worked productively with some over a number of years, nor do we have a review or evaluation system that assesses tutors' pedagogical skills or places them under any kind of Academy supervision.

### **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 meeting 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.

### **Final Examinations**

All classes at Cushing incorporate a final assessment in some form. Options range from traditional sit-down final exams to culminating presentations, projects, and portfolios. To help students with preparation and in allocating their time, both the fall and spring semesters end with a special schedule that includes extended Office Hours and the availability of faculty members.

**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.

*At the discretion of each individual teacher, seniors and post-graduates in yearlong 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 entire year.*

### **Academic Honesty**

Cushing 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.

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) as one’s own, without offering citation.
- 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 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 that work—even if the student who offered the work did not know the other student was going to do so. Please recognize that giving work to someone else is making a choice, and, therefore, the student is complicit if an infraction occurs.
- Using supplementary sources to complete a given assignment, beyond those that were specified by the 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 the 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. 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. (Please refer to page 17-18 for more information on 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 the student needs to redo the assignment, and if so, how much credit will be awarded. Any student who 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.



## **Reporting Student Progress**

Official report cards are issued four times per academic year: at the midterm and at the end of each semester. Parents and students also have regular access to weekly updates via MyCushing that capture intermediary standing. Additional correspondence is interspersed throughout the year in the form of Advisor Letters.

## **Progress Meetings**

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

Teachers, along with the Head of School and the Administration, make the decision regarding a student's placement and readiness to move from one grade to the next. A student must be deemed ready physically, emotionally, socially, psychologically, and academically, by the Academy in order to move to the next level, either in terms of an entire grade level or more specific to an individual subject area.

## **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 time frame 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.

## **Separation from the Academy**

At times, despite Cushing's best efforts and the support systems offered, a student may face challenges in fully integrating into the Cushing community. If a student consistently experiences unhappiness, distress, or negativity; frequently misses or arrives late to school obligations; consistently fails to complete assignments, detentions, or other responsibilities; or generally does not contribute positively to our community, it may be necessary to reassess their fit within the Academy. Such behavior can have a detrimental impact on the entire community and is contrary to Cushing's mission of fostering student growth. The Head of School reserves the right, at any time, to suspend or, in some cases, permanently part ways with a student who demonstrates a sustained pattern of conduct as described above.

### **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.

The library plays an important role in helping to prepare students for academic success at the college level. Students develop crucial 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 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, the student will be charged the replacement cost plus a modest 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 collaborate with teachers, classes, and individuals on the use of our databases and support general research practice or work more specific projects.

***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.

***Food/Drink*** - Food or drink is allowed in the library, provided that 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 p.m. - 10:00 p.m.

The library has thirty spaces available for study hall. Students must reserve a space by emailing the library at [studyhall@cushing.org](mailto:studyhall@cushing.org) by 6:00 p.m. 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 p.m. 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 p.m. and check-in at their dorms by 10:00 p.m. 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 the assignment of accountability points. Note: Only juniors and seniors may use the library study hall from the beginning of the school year until Fall Family Weekend. After that, first years and sophomores may also attend.

### **College Counseling**

The College Counseling Office has an extensive library consisting of college catalogues, viewbooks, scholarship and financial aid information, college and financial aid applications, summer program information, guidebooks, test registration and preparation materials, and information for athletes, including contact information for college coaches. The College Counseling page of Cushing's website is also an excellent resource.

The core of the College Counseling Program is a sequence of individualized counseling sessions between Cushing and families, with the goal of finding the best college match for each student. This mission is supported by a variety of programs such as essay writing workshops, financial aid workshops, college night programs with nationally known admissions officers, and panels with previous graduates. The College Counseling Office also hosts well over 100 admissions officers each year who visit our campus to recruit Cushing students. The College Counseling Office personnel work intensively with each student to build an appropriate college list and to complete strong and effective college applications and essays. Counselors also write a letter of recommendation for each student and advocate for them at the colleges to which they apply.

### **Standardized Testing**

In mid-October, sophomores and juniors are registered for and expected to take the PSAT administered by the Academy on campus. The Academy recommends that juniors take the SAT and ACT in the winter/spring, and either or both tests an additional one to two times in the fall of their senior year. Many students also choose to take the SAT subject tests to meet college application requirements in addition to the SAT, on a schedule similar to that of the SAT.

For the ACT and SAT results, students must contact those testing companies directly. Please keep in mind that the Academy only registers students for the PSAT; students must register for the SAT and ACT through the respective websites: [www.actstudent.org](http://www.actstudent.org) and [www.sat.collegeboard.org](http://www.sat.collegeboard.org).

### **Graduation**

Graduation provides a special opportunity for friends, relatives, and their extended family to celebrate the unique gifts of the graduating students. Graduation is a special, formal occasion. The Graduation date is published in the school calendar.

## **Cushing Breaks**

To avoid conflicts, families are asked to arrange all student vacation travel plans in the summer preceding the academic year. Before students depart campus for break, they are expected to meet their obligations and complete all work in every course. 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.

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.

The school calendar below is a proposed schedule and may change without notice. Families are encouraged to review the school calendar on MyCushing, prior to confirming travel plans.

Thanksgiving Break	Break begins after a student's last Cushing obligation on Friday, Nov.17, 2023. Dorms close at 12:00 p.m. on Saturday, Nov. 18, 2023. Students may return no earlier than Noon on Sunday, Nov 26 <sup>th</sup> , 2023 Students must return by 7:30 p.m. on Monday, Nov 27 <sup>th</sup> , 2023
Winter Break	Break begins after a student's last Cushing obligation which will be no later than noon on Wed, Dec. 13 <sup>th</sup> , 2023 Dorms close at 12:00 p.m. on Thursday, Dec.14, 2023 Students may return no earlier than Noon on Tuesday, Jan. 2 <sup>nd</sup> , 2024 Students must return by 7:30 p.m. on Wednesday, Jan. 3 <sup>rd</sup> , 2024
Spring Break	Break begins after a student's last Cushing obligation on Wed., March 6, 2024. Dorms close at 12:00 p.m. on Thurs, March 7, 2024. Students may return no earlier than Noon on Sunday, March 24 <sup>th</sup> , 2024. Students must return by 7:30 p.m. on Monday, March 25 <sup>th</sup> , 2024
End of Year:	Class of 2024 departs campus by 4:00 p.m. on Saturday, May 25, 2024. (Graduation Day).

Underclassmen begin Summer Break after a student's last exam, which will be no later than noon on Wednesday, May 29, 2024. Dorms close at 12:00 p.m. on Thursday, May 30, 2024. Students are expected to leave campus within 24 hours after their last exam.

## LIFE AT CUSHING

Every member of our community contributes to the daily atmosphere of our Academy. Rooted in our fundamental values is a set of standards that we expect all of our students and faculty to uphold on and off campus. 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 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. These expectations reflect the values of Cushing, 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 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. 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 classroom (whether in person or online), 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 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.

**Modeling**

All members of the community have an obligation to model, through language and behavior, the values and expectations we have as a school. 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.

**Information, Confidence, 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.

**Speech and Respect for Community Members**

The Academy seeks cultural competency for all community members and expects all community members to respect others, especially around race, gender, ethnicity, religious affiliation, ability, and other aspects of people's identity. We strive to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we prohibit 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.

The Academy invites sincere discussion and questions, and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another's speech, whether in person or online, should contact their advisor, the Director or Associate Director of Student Affairs, the Director of Inclusion and Community Life, or complete a Cushing Care Report so that the Academy can respond appropriately.

**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.

## HONOR COUNCIL AND DISCIPLINE COMMITTEE

Based on the Academy's philosophy and principles regarding good character and communal responsibilities, the following process reflects the Academy's commitment to providing a safe and healthy environment for students. The Academy strives to promote effective and caring communication among faculty, students, and parents that supports students in their personal growth and provides room for a young person to make mistakes and learn from them. The expectations in this section apply to all conduct and decision-making by students, whether on or off campus, as long as they are enrolled at Cushing. Students who choose to remain present when other students are engaging in misconduct or actions that are not aligned with Cushing's expectations may be subject to disciplinary action.

Consequences of not meeting communal expectations are applicable to all students are detailed below. These examples are intended to provide students and their families with a general understanding of the Academy's disciplinary approach; however, the Academy will respond to each situation with a response that the Academy determines appropriate. The Academy may contact parents to address both minor and more serious instances of students not meeting communal expectations or misconduct at any stage of the discipline process. Every family expresses its commitment to uphold the Academy's rules and policies when enrolling their child in the school. Along with this commitment is the firm understanding that families accept and support any disciplinary action taken by the Academy.

Cushing has an Honor Council and a Discipline Committee that preside over certain Honor Code and disciplinary matters. When a student engages in a serious act of misconduct, as determined by the Academy, the case will be referred to the Academic Office or the Office of Student Affairs for a determination as to whether the student will be required to appear before the Honor Council or Discipline Committee, or both. Such serious acts of misconduct may include, but are not limited to:

- Not meeting the Academy's Honor Code;
- Lying, stealing, or any other form of dishonesty;
- Possession or use of alcohol, tobacco, nicotine, vaporizers, electronic cigarettes or illegal drugs;
- The misuse of prescription medication;
- Selling or procuring drugs or alcohol for other students;
- Selling or procuring tobacco, nicotine, vaporizers, and electronic cigarettes for other students;
- Driving or riding in an automobile with someone under the influence of drugs or alcohol;
- Departing campus without proper permission or signing-out;
- Violations of driving privileges and motor vehicle regulations, off-campus permissions, and sign-out;
- Violations of the dormitory sign-out, visitations, inter-dorming, or permissions rules;
- Possession or use of matches, lighters, fireworks, explosives, weapons, or other dangerous materials;
- Open flames, smoking, or vaping in or near school buildings;
- Tampering with, or misuse of, fire safety equipment;
- Not meeting Cushing's mutually-respectful relations policy or acceptable use policy;
- Hazing, bullying, malicious gossip, or repeated acts of unkindness or misconduct;
- Improper sexual conduct;
- Sexual or other harassment;
- Threat or use of physical violence;
- Reprehensible conduct tending to reflect serious discredit to the Academy;
- Willful destruction of property;
- Repeated classroom behavior that impedes other students' learning; and
- Refusal to cooperate with an ongoing investigation by the Academy.

In any situation, the Head of School or the Head's designee may impose disciplinary action, up to and including dismissing a student from school and removal of academic credit, regardless of whether the Honor Council or Discipline Committee is convened and regardless of the Honor Council's or Discipline Committee's recommendation. Furthermore, the Head of School or the Head's designee has sole and absolute discretion with respect to determining Honor Council and disciplinary consequences for students. All Honor Council and disciplinary decisions are final and not subject to appeal.

In addition, the Head of School, or the Head's designee, may waive or modify the Honor Council or Discipline Committee process if there are constraints of a personal or confidential nature, if the hearing interferes with school breaks, or for any other reason, at the Head of School's discretion.

### **Honor Council**

When a student violates the Academy's Honor Code or the Academic Honesty policy, the matter will be referred to the Academic Office, which will either refer the case to the Honor Council or will set a response 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.

***Composition and Process of the Honor Council*** - The Honor Council is typically 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 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 may be replaced by the Chair from the group of trained faculty and students in consultation with the remaining members of the Honor Council.

The Academic Office representative convening the Honor Council will present the Honor Code violation. Following this presentation, the student will explain and account for their actions surrounding the 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 typically be present during the Honor Council.

The Honor Council will vote to determine a recommendation to present to the Chair of the Honor Council and the Head of School or the Head's designee. In cases of an impasse, the faculty chair may vote. These proceedings are confidential. Parents, guardians, and lawyers are not permitted at Honor Council proceedings.

The Head of School or the Head's designee may accept, amend, or reject the recommendation of the Honor Council.

### **Discipline Committee**

When a student's actions or decisions do not meet the Academy's expectations, the matter 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 Cushing's communal expectations and standards or has exhibited a pattern of not meeting expectations, the student may be required to meet with the Discipline Committee.

***Composition and Process of the Discipline Committee*** - The Discipline Committee is typically 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 may 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 surrounding the 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 consider an appropriate disciplinary response based on the infraction and precedent. The Discipline Committee will vote to determine a recommendation to present to the Chair of the Discipline Committee and the Head of School or the Head's designee. A majority of the Discipline Committee is required to make a recommendation. In cases of an impasse, the faculty chair may vote. These proceedings are confidential. Parents, guardians, and lawyers are not permitted at Discipline Committee hearings.

The Head of School or Head's designee may accept, amend or reject the recommendation of the Disciplinary Committee.

#### **Possible Honor Council and Discipline Committee Outcomes:**

The Honor Council or Discipline Committee hearing may result in the following outcomes, described more fully herein, which may include but are not limited to:

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

#### **Cushing's Response to Academic Dishonesty**

Consequences for violating the Academic Honesty Policy are significant and may include a response consistent with a violation of the Academy's Honor Code, as set forth above. In addition, 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. The student may also need to complete a brief seminar designed to reinforce expectations surrounding collaboration, citation, and plagiarism.

**Ineligibility for and Loss of Leadership Position**

Leadership, of course, carries responsibilities. Students who hold Academy-sanctioned leadership positions and who engage in misconduct, or if their actions are not aligned with communal expectations and standards, may 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.

**Detention**

When a student is assigned a Detention, the student is expected to serve their assigned hours from 8:00-9:00 a.m. on Thursday mornings and/or 8:00-10:00 p.m. on Friday or Saturday nights. 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.

**In-House Restriction, Suspensions, and Dismissal**

In cases of in-house restriction or on-campus suspension, the student is expected to go to all of their classes, but may 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 student has violated Academy standards and that the community must exclude this student for a set period of time. The Head of School may review all decisions involving suspension or dismissal. If a student has been suspended, the student will not be allowed to return to Cushing after the suspension period until the student agrees to abide by the Academy's rules, policies, and standards.

Parents/guardians of suspended students are expected to ensure that the student does not use this period simply as free time. A student returning from an off-campus suspension may be required to meet with their advisor, a representative from the Office of Student Affairs, and the Head of School. The student's parent(s)/guardian(s) may also be asked to participate in this conversation. 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.

Students who receive a suspension are expected to work with their advisors and teachers to make up missed work.

Please note, any students, including an international student, who receives an off-campus suspension must leave campus for a designated period of time. Students are expected to depart campus within 24 hours of being suspended. The Academy is not responsible for securing accommodations and supervision in these situations. For students who are international or live a significant distance from campus, an appropriate nearby (domestic) host may be designated by the student's parent(s)/guardian(s) to supervise the student during the suspension.

No student who has been dismissed or has withdrawn during the academic year may visit campus without proper approval from the Head of School or the Director of Student Affairs. Students who are dismissed from Cushing will not receive academic credit for the time after which they are dismissed.



**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.

**Parental Involvement with Disciplinary Matters**

Disciplinary matters and student issues are handled directly by faculty, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a school administrator. Please speak to the appropriate School administrator for guidance with respect to any questions about contacting another student or parent about an Academy-related matter.

**Disclosure to Community**

For purposes of providing an opportunity for the student body to learn and grow, information about disciplinary consequences or other corrective action will be shared with the Academy community as deemed appropriate by the Head of School. Such announcements may be made in person, by electronic communication, or otherwise.

**Disclosure to Colleges**

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 Cushing's 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 expects that the student will report the information in a timely fashion (typically within two weeks from the date of the change in status) and the Academy will send updated information about the incident to the college.

**Disclosure to Next Schools**

The Academy works closely with students and families to support the honest reporting of disciplinary matters to next schools. When a student applies to a next school, it is the obligation of the student and the student's parents to notify such school about whether the student has ever been suspended or dismissed from Cushing, or experienced any significant change in status. If a student's disciplinary status changes after applying to or being accepted to a next school, Cushing similarly expects the student and student's family to notify such school of the student's discipline. Cushing may also communicate with any secondary or next school, or any other educational institution.

## COMMUNITY EXPECTATIONS

### **Drugs and Alcohol**

Students are prohibited from using, possessing, buying, and/or selling illegal drugs, hallucinogens, drug paraphernalia, alcohol, or prescription drugs (for which the student does not have a valid prescription) while enrolled in the Academy. 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. This also extends to day or weekend permissions even in the company of a parent or guardian.

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.

No prescription drugs may be used at, or brought to, the Academy without the knowledge of Health Services; medications must be administered through Health Services. 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 who violate the Academy's Drug and Alcohol policy may be required to undergo a formal assessment and agree to participate in ongoing work with the Academy's counselors and/or outside resources. Students and their families are expected to follow the recommendations of the evaluation.

### **Tobacco, Nicotine, Vaporizer, and Electronic Cigarette**

Students are prohibited from using, possessing, buying, and/or selling nicotine-related products, vaporizers or electronic cigarettes. Students must remember that violating the Academy's Tobacco, 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. This also extends to day or weekend permissions even in the company of parent or guardian

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 Services. 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, Nicotine, 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 Cushing expectation.

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 expectations regarding its Fire Regulations.

Students who violate the Academy's Tobacco, Nicotine, Vaporizer, and Electronic Cigarette policy may be required to undergo a formal assessment and agree to participate in ongoing work with the Academy's counselors or Health Services. Students and their families are expected to follow the recommendations of the evaluation.

In addition to the restrictions above, and in accordance with Massachusetts law, all students, parents, visitors, or other members of the Cushing community are prohibited from using any tobacco products while on campus, participating in any Academy-sponsored activities, or traveling via any Academy transportation. The prohibition on the use of tobacco products also extends to the advertising or promotion of tobacco products anywhere on campus, at Academy functions, and in Cushing publications, as well as on clothing worn by students, parents, visitors, or other members of the Cushing community on the Academy's campus or at Academy-sponsored events.

### **Inappropriate Items/Weapons**

Possession or use of real or simulated weapons, firearms, knives, and explosives, including fireworks and pellet guns, is prohibited. Propelling any projectile at a motor vehicle, an unwilling or unsuspecting person, or a building, so as to endanger another, is considered reckless behavior and is also prohibited by the Academy.

### **Defacing Academy Property**

No student may abuse or deface Academy property. Upholding this expectation obviates time-consuming and costly repairs and an unsightly physical plant, both of which are detrimental to the morale of the community.

### **Fire Regulations**

The safety of the Academy community is our primary concern; therefore, creating a fire hazard is a violation of a Cushing expectation. 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.

### **Permissions**

Students must remain on campus while in residence. (Permitted area 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 6:00 a.m. They may only leave the dormitory during study hall to go to Health Services, the Library, Structured Study Hall, Super Structured Study Hall, or to 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 7:00 a.m.

Boarding students can access downtown Ashburnham between the hours of 7:00 a.m. and 7:30 p.m. 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 p.m. on Friday and Saturday night. Students are reminded that all Academy rules and expectations apply when downtown.

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 p.m. on Friday and by 10:30 p.m. on Saturday night.

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

### **Visitation**

Common area, dorm, and room visitations allow students to visit with friends, work collaboratively on schoolwork, receive extra help, work together on club activities, and socialize. Faculty and students partner to create dorm communities that promote respectful behavior, inclusivity, and community safety. Those who are not residents of a dormitory are considered guests.

Cushing acknowledges and recognizes that its current housing structure operates under a binary system of boys' dorms and girls' dorms that may not consider an individual's sexual orientation or gender identity/expression. The Academy has created rules and expectations based on its existing binary dorm structure. These rules and expectations apply to both day and boarding students. Common and dorm room visits are allowed during specified hours. The expectation is that all students, including those involved in relationships, will meet Cushing's Visitation policies.

Absent explicit faculty permission and supervision, guests 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 expectation extends to other unsupervised areas in any of the campus buildings and applies while students are on an Academy-sponsored trip and to off-campus guests.

### **Driving Privileges and 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, including parked in the town of Ashburnham. 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.

The primary reason for day student driving is to commute to and from school only. 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.

A student's failure to meet Cushing's Driving Privileges and Motor Vehicle Regulations may result in loss of driving privileges, accountability points, and other disciplinary action.

## EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONSHIPS

### 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 discriminate, attack, disparage, demean, intimidate, or deliberately mischaracterize 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. 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 may investigate potential violations of this policy in accordance with the procedures set forth in the Academy's Harassment, Discrimination, Bias, Hazing, Bullying, Cyberbullying, and Other Interpersonal Misconduct Policy. In addition, in investigating potential violations of this policy, the Academy may 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 for not only the intent, but also 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.*
  - Students may seek clarification or support from a trusted campus adult or the Office of Student Affairs.

### **Sexual Intimacy and Consent**

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, Cushing 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 of 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.

**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 intentional touching of the buttocks, breasts, or genitals of an individual under the age of 14 by any person 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 Academy may respond with a significant disciplinary response.**

### **Harassment, Discrimination, Bias, Hazing, Bullying, Cyberbullying, and Other Interpersonal Misconduct**

Cushing is committed to respecting and protecting the personal dignity of all its students and community members. Cushing does not tolerate actions which constitute harassment, discrimination, bias, hazing, bullying, cyberbullying, and other interpersonal misconduct (collectively, interpersonal misconduct). To help provide students with an understanding of the types of interpersonal misconduct that are prohibited at Cushing, the Academy has included a list of definitions section in Appendix D.

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.

Due to the impact on individuals and the community, special consideration will be given to any incident or interpersonal misconduct related to a protected identity status. In alignment with the Mutually Respectful Relations policy, Cushing will examine the context, intent, and impact of actions that may have violated this or related policies.

### *PROCEDURES FOR ADDRESSING INTERPERSONAL MISCONDUCT*

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 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 - 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. Students and parents may complete the report 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](mailto: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.

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.

### **Retaliation**

Cushing 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 Interpersonal Misconduct 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 are fully resolved through educational and restorative means.

The Office of Student Affairs, the Head of School, or the Head'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 seek to prevent disruption of the learning environment while any potential investigation is undertaken. Cushing expects students and their parents to cooperate with the Academy investigations, which includes not retaining legal counsel to represent the student in any school investigations.

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.
  - Depending upon the circumstances, students may be placed on leave during the course of the investigation.
- Other Interventions
  - Initiate intermediary interventions to promote the well-being of the community and to help 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 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's designee. Such an announcement may be made in person, by electronic communication, or otherwise.

### **Sexting and Sexually Explicit Material**

The Academy prohibits students from creating, requesting, sending, or possessing any written message, image, or video that contains explicit representations or references to sexual conduct, sexual excitement, or nudity. Massachusetts law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the Academy may contact law enforcement should any student violate this policy.

### **Social Media**

The Academy understands the desire of students to use social networking websites, Internet bulletin boards, blogs, chat rooms, and other online resources or websites (*e.g.*, TikTok, YouTube, Facebook, Twitter, Instagram, SnapChat, Pinterest) (collectively referred to as “Social Media”). Whether or not a student chooses to use Social Media is a decision the student should make in consultation with the student’s parents. However, to the extent that students, parents, or members of the Academy community represent the Academy to each other and to the wider community, participation in such Social Media should be done responsibly with a mind toward how both the forum where one chooses to participate and the content posted reflect on that person individually and on the Academy. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand *before* participating in Social Media. With the foregoing in mind, the Academy encourages students and parents to create an atmosphere of trust and individual accountability when accessing Social Media and the Academy’s network. Students are expected to comply with the policies outlined in the Academy’s Acceptable Use Policy (See Appendix C) regardless of whether they are using Academy-provided equipment or their own personal devices.

### **Cell Phones and Electronic Devices**

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. Therefore, the Academy discourages students from using cell phones in these settings.** 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 and other disciplinary action.

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.

### **e-Safety Policy**

The Academy may, at any time, incorporate online and remote learning programs in its curriculum and program. The purpose of this e-Safety policy is to help ensure a safe, secure, and supportive online and remote learning environment for students, employees, and all members of the Academy community, consistent with the Academy's standards, mission, policies, and protocols. The Academy strives to create such an environment while also making it as effective and user-friendly as possible. At all times, however, the Academy's online and remote learning environment is subject to the requirements and limitations of the Academy's online and remote learning technology.

This e-Safety policy is intended to work in concert with the Academy's other rules and policies, including those set forth in this Handbook. Students and parents are, therefore, expected to continue to comply with all Academy policies and standards of academic and social behavior as stated in the Handbook and elsewhere. This policy sets forth additional, modified, and clarified expectations for the Academy's online and remote learning environment.

- Dress Code: When visible in the online and remote learning environment, and in any related interactions, students are expected to be appropriately dressed, which requires that students adhere to the dress code policy as stated in the Handbook.
- Cyberbullying and Online Conduct: When participating in the online and remote learning environment, and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.
- Remote Environment: Students may not use virtual backgrounds while participating in online and remote learning environments unless authorized or directed by the teacher. Backgrounds and physical spaces captured in online and remote learning should not have vulgar or profane words or images. Backgrounds should be appropriate. For example, students should not be sitting in a bed, but should be set up at a desk or table.
- Chat Functions: Students are expected to use any chat functions in an appropriate and respectful manner.
- One-on-One Interactions: Academy faculty, advisors, dorm faculty, coaches, and administrators may provide virtual one-on-one meetings with students as appropriate. The Academy may seek to limit one-on-one interactions to those necessary to support the academic and social well-being of students and families.
- Recording: Online and remote learning sessions and communications should not be considered confidential and may be recorded for educational and quality purposes. Students are prohibited from (a) recording any part of any online and remote learning program, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the Academy, its employees, or anyone else in relation to the Academy's online and remote learning programs.
- Risk Management: All members of the Academy community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the Academy will strive to

support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

### **Student Media Information**

In order to portray its program accurately and vibrantly, the Academy makes a concerted effort to highlight the accomplishments of our students and faculty, as well as to publicize the strength of the entire program offered by the Academy in a variety of media formats. Student Media Information—including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of students' voices, video recordings of students, and/or reproductions of students' work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the Academy magazine, marketing materials, the Academy website, press releases, social media outlets (including, but not limited to, Facebook, Instagram, Tik-Tok, and Twitter), newsletters, and local newspapers.

While the Academy strives to abide by parent/guardian wishes, we do not guarantee use of a student's name or image will never occur. Parents are asked to contact the Academy if they would like to opt out of the use of Student Media Information.

### **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 have 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.

A student may occasionally be out of dress code, forget to check in from a weekend, 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 Cushing experience. 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 consistently.

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, the student has 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 are issued.

Actions that can result in the assignment of accountability points include, but are not limited to, the following examples:

- **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 Detention or habitually not meeting community expectations

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.

Accountability point totals are maintained on a semester basis. The first-semester accountability point totals will close on December 13, 2023. The second-semester accountability point totals will close on May 29, 2024. 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 either 20 accountability points in the first semester or 25 accountability points in the second semester will be placed on Disciplinary Restriction, and their case will be referred to the Director of Student Affairs for their inability to meet basic Academy expectations. Students on Restriction normally receive one day of in-house restriction and additional sanctions as determined by the Office of Student Affairs. In addition, parents may receive an official letter from the Office of Student Affairs regarding Cushing's expectations moving forward. The Director of Student Affairs will review the record of each student on Disciplinary Restriction at the end of the semester, or earlier if the situation warrants. Students placed on Disciplinary Restriction more than once may receive stiffer penalties.

### **Disciplinary Report**

Students who have accumulated a total of either 25 accountability points in the first semester or 30 accountability points in the second semester will be placed on Disciplinary Report, and their case will be referred to the Director of Student Affairs for their inability to meet basic Academy expectations. Students on Report normally receive one day of on-campus suspension and additional sanctions as determined by the Office of Student Affairs. In addition, parents may receive an official letter from the Office of Student Affairs regarding Cushing's expectations moving forward. The Director of Student Affairs will review the record of each student on Disciplinary Report at the end of the semester, or earlier if the situation warrants. Students placed on Disciplinary Report more than once may receive stiffer penalties. On-campus suspension is reportable to colleges and universities should they ask for suspension disclosure to either the student or the Academy during the college application process.

### **Disciplinary Committee**

Students who have accumulated a total of either 30 accountability points in the first semester or 35 accountability points in the second semester may be referred to the Disciplinary Committee for failure to meet Cushing Academy expectations (pg. 20).

# COMMUNITY LIFE

## **Dress Code and Appearance**

Cushing 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 for other members of the community.

### **As a school, the Academy expects that:**

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

### **Specific Dress Code Standards:**

- Clothing may not include language or images that depict drugs, alcohol, violence, illegal activity, profanity, or knowingly demean or defame any person or group.
- Pajamas and bathing suits are not permitted school day attire.
- Underwear should not be visible except for straps.
- Shoes must be worn at all times and certain activities may have safety requirements (ie, long pants or closed-toe shoes) and will be communicated by the activity leader.
- Hats, hoods, and earbuds may not be worn in classroom buildings, the chapel or the dining hall during the school day (8:30-3:15 M/T/R/F, 8:30- Noon W)

## **Special Event Dress**

Special event dress will be announced for special dinners and other gatherings. This is to signal to students that they are expected to choose attire that shows respect for these events.

## **Dress Code Enforcement and Modifications**

The Dress Code will be consistently enforced through conversation and intervention, as well as the use of the Cushing Cares reporting mechanism. The Dress Code is meant to encourage students to consider how and why they choose to dress as they do. Disagreements over whether one's attire is in keeping with the dress code will be settled by the Office of Student Affairs (or a designee). Modifications to the dress code during the school year can be brought forth by the Student Government.

## **Attendance, Absences and Tardiness**

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.

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 of being notified of an unexcused absence.

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.

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.

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
1 hour of Detention	5	Retake or pass in assessment with 30% deduction Instructor will note this absence in gradebook and Weekly Report
1 hour of Detention	6	Retake or pass in assessment with 30% deduction Instructor will note this absence in gradebook and Weekly Report
1 hour of Detention	7	Retake or pass in assessment with 30% deduction Instructor will note this absence in gradebook and Weekly Report
1 hour of Detention	8	Retake or pass in assessment with 35% deduction Instructor will note this absence in gradebook and Weekly Report
1 hour of Detention	9	Retake or pass in assessment with 40% deduction Instructor will note this absence in gradebook and Weekly Report

If the commitment missed is a Super Saturday event, an athletic contest, or a performance, the consequence will be heightened. Please note, in cases of in-house restriction or an on-campus suspension, the student is expected to attend all their classes, but may not participate in any co-curricular activities, including athletic contests and performances.

### **College Visits**

Students are allowed to miss three days during their time at Cushing 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 allowed 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 may 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 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 or return to campus late around school breaks, and does not include College Counseling-approved college and university visits.

### **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 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 activities, and social events, as well as other programs to support students' social-emotional growth. The office also works closely with student leaders to build an individual's leadership capacity 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 an issue, the Office of Student Affairs maintains an open-door policy and encourages individual students to come with suggestions and concerns. In addition, this office is responsible for managing the Academy's discipline system.

### **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, 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, we hope that students will gain the leadership skills and knowledge needed to move from competence to confidence to independence. Students will learn to be responsible for themselves and will gain perspective as they prepare to practice leadership in our daily community.

The students are the heart of the Academy, and 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 Cushing, students are encouraged 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 Academy's affairs, and help organize and implement some of the Academy's most exciting and anticipated annual events.

Class representatives for the freshmen, sophomores, and juniors are elected once each year: freshmen in the fall 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. In May, the entire student body elects two rising seniors as the student body co-presidents.

### *Cushing 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.
- I will work with my fellow representatives to construct an identity for my class that encompasses a diversity of viewpoints and serves the larger Cushing community.
- In order to act with authority, I will conduct myself in accordance with the Honor Code and with the highest personal integrity.

### **All-School Gatherings**

All-school gatherings, in the form of meetings, assemblies or Community Lunches are held frequently. Many of these are devoted to the opportunity to watch other members of our community perform. On occasion, Cushing is also fortunate to be able to welcome visiting speakers and performers. Every student is expected to arrive at an all-school gathering promptly and to exemplify mature and appropriate audience behavior throughout the lecture or performance.

### **Announcements & Information**

Students and faculty sometimes use the "CA Community Forum" to share information or make announcements to the Cushing community. When an individual shares information on Community Forum, they are asked to meet community standards and values as they appropriately communicate about upcoming games, matches, performances and other events that impact Cushing's campus.

### **Clubs, Affinity Groups, and Organizations**

Clubs, affinity groups 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, affinity groups 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 the Director of Inclusion and Community Life for more information on affinity groups, and the Director of Student Affairs for starting clubs.

### **Fundraising Guidelines**

The Academy acknowledges that student organizations may wish to seek external support for organizational activities or to benefit an external charity. It is important, however, that students understand that Cushing benefits greatly from the ongoing generosity of Academy alumni, parents,

friends, and community members, including businesses. Therefore, it is imperative that all fundraising activities are coordinated to avoid conflict with institutional priorities or other student activities.

The Office of Advancement is responsible for coordinating all fundraising activity on behalf of the Academy. Solicitation of all charitable gifts, sponsorships, and gifts-in-kind, including gifts of services and property, are to be conducted by the staff of the Office of Advancement or through the supervision and/or guidance of the Office of Advancement. In order to ensure that fundraising maximally benefits the Academy, all fundraising activities are subject to Advancement approval.

To facilitate the review of student organization fundraising that pose minimal conflict with institutional fundraising efforts, Advancement has delegated the authority to review these activities to the Office of Student Affairs.

All fundraising for student organizations must be approved by these two offices and the Head of School.

### **Religious and Cultural Observances**

If a family celebrates a holiday for which a student will miss school for religious observance and worship, the student is expected to contact the teachers at least one week in advance to coordinate appropriate support for the student. As a general practice, teachers try to avoid scheduling major activities, assignments, or assessments on religious holidays. Long-term assignments (assignments scheduled before the day immediately preceding a holiday and due on a day other than the day immediately following a holiday) may be assigned.

### **Academy Delays/Cancellations**

As a majority boarding community Cushing Academy rarely cancels or delays the academic day due to severe snow or other winter events. In the rare case that classes are canceled or delayed, a notice from the Head of School's office will be shared prior to 7:00 am on the day of the inclement weather.

### **Food at School and Fisher-Watkins Dining Commons**

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 Fisher-Watkins Dining Commons 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 Fisher-Watkins Dining Commons.
- Students may not bring to-go containers into the Fisher-Watkins Dining Commons.
- 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 Fisher-Watkins Dining Commons during the school day.
- Cell phone use is discouraged in the Fisher-Watkins Dining Commons.
- Students who disregard the provisions of this policy may, at the discretion of faculty members, be asked to leave the Fisher-Watkins Dining Commons or be assigned accountability points or Restitution.

### **Student Center Services**

The Joseph C. Treadwell 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, dry cleaning, and laundry and linen service.

### *STUDENT CENTER HOURS*

Monday - Thursday	9:00 a.m. - 7:45 p.m.
Friday	9:00 a.m. - 10:30 p.m.
Saturday	12:00 p.m. - 10:45 p.m.
Sunday	12:00 p.m. - 7:30 p.m.

The Student Center adjusts its hours for special events such as: family/alumni weekends, Registration, special schedules, or due to public health concerns within the Cushing community.

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.

### **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.

### **The Campus Store**

Students may purchase school supplies, personal items, snacks, drinks, clothing, and other necessities here. The Campus Store adjusts its hours for special events such as: family/alumni weekends, Registration, special schedules, or due to public health concerns within the Cushing community.

### **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 Cushing 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. Medications (prescription, over the counter, vitamins/supplements, etc.) should not be mailed to individual students. If medication must be mailed, this must be pre-arranged with the Director of Health and Wellness, and packages must be addressed directly to Health Services.

### **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. 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. When possible, Cushing may provide bus transportation at the beginning or end of the school year.

### **2023 - 2024 Charter Bus Schedule: *Leaving Cushing***

Logan and Boston Buses \$40 each way paid via Penguin Points

New York and Connecticut buses \$70 each way paid via Penguin Points

Thanksgiving Holiday: Friday, November 17, 2023

Winter Vacation: Wednesday, December 13, 2023

Winter Free Weekend: Friday, February 2, 2024

Spring Vacation: Wednesday, March 6, 2024

### **CONNECTICUT – NEW YORK BUS**

**Leave Cushing:** 1:00 p.m. (Across from Alumni Hall)

**Arrive Hartford:** 3:15 p.m.

Greyhound Bus Terminal, 1 Union Place. In street near Taxi parking area

**Arrive Fairfield:** 4:30 p.m.

Fairfield Train Station. Take exit 21. Take a left off the exit. Train station is 200 yards on the left.

**Arrive Greenwich:** 5:30 p.m.

East side of Greenwich Railroad Station. Steamboat Road off Exit 3. Go under Railroad Bridge, right on Railroad Ave., right on Steamboat Rd. – Greenwich Plaza. Parking Garage is the drop point.

**Arrive New York City:** 6:30 p.m.

Lincoln Center – 62<sup>nd</sup> Street between Columbus & Amsterdam Aves

### **LOGAN AIRPORT BUS**

**Leave Cushing:** 1:00 p.m. (Across from Alumni Hall)

**Arrive Logan Airport:** 3:00 p.m.

Drop off at terminal A, C & E

### **DOWNTOWN BOSTON BUS**

**Leave Cushing:** 1:00 p.m. (Across from Alumni Hall)

**Arrive in Boston:** 3:00 p.m.

Copley Square on St. James Avenue.

## **2023 - 2024 Charter Bus Schedule: Returning to Cushing**

Logan and Boston Buses \$40 each way paid via Penguin Points

New York and Connecticut buses \$70 each way paid via Penguin Points

Thanksgiving Holiday: Monday, November 27, 2023

Winter Vacation: Wednesday, January 3, 2024

Winter Free Weekend: Tuesday, February 6, 2024

Spring Vacation: Monday, March 25, 2024

(Buses will leave at the times and locations posted and will not be able to wait for those who are late.)

### **NEW YORK – CONNECTICUT BUS**

**Leave New York City:** 12:00 p.m.

Lincoln Center – 62<sup>nd</sup> Street between Columbus & Amsterdam Aves

**Leave Greenwich:** 1:15 p.m.

East side of Greenwich Railroad Station. Steamboat Road off Exit 3. Go under Railroad Bridge, right on Railroad Ave., right on Steamboat Rd. – Greenwich Plaza. Parking Garage is the pick-up point.

**Leave Fairfield:** 2:15 p.m.

Fairfield Train Station. Take exit 21. Take a right off the exit, train station is 200 yards on the left.

**Leave Hartford:** 3:30 p.m.

Greyhound Bus Terminal, 1 Union Place. Taxi parking area

**Arrive Cushing:** 5:45 p.m. (Across from Alumni Hall)

### **LOGAN AIRPORT BUSES**

**All buses pick up students at Terminal A inside downstairs by the Dunkin Donuts**

**Bus #1:** Leave Logan Airport Terminal A 4:30 p.m.

**Arrive Cushing:** 6:30 p.m. (Across from Alumni Hall)

**Bus #2:** Leave Logan Airport Terminal A 6:30 p.m.

**Arrive Cushing:** 8:30 p.m. (Across from Alumni Hall)

### **DOWNTOWN BOSTON BUS**

**Leave Boston:** 4:30 p.m.

Copley Square on St. James Avenue

**Arrive Cushing:** 6:00 p.m. (Across from Alumni Hall)

### **Transportation Services**

There are a number of services offering private transportation, and families are free to choose any one that they prefer. The following is a partial list of companies in this area. Cushing does not assume any responsibility for, or have any relationship with, any transportation service; inclusion on this list does not mean that Cushing is recommending and verifying a company. This list is provided solely for families' convenience.

First Choice Limousine	(978) 345-6450
All Points Limo	(800) 400-1900
United Private Car	(617) 782-0055

Some families may prefer that their child uses 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 does not assume any responsibility for students who choose to use these services.

### **Cushing Appointment Transportation Cost and Policy**

Whenever possible appointments should be made while a student is on break or off campus. However, if the need arises with the proper lead time, Cushing may be able to provide transportation for a fee for Medical, Dentist, Orthodontist, Optometrist, Counseling or other any other appointments that may not be able to wait until a school break. Cushing transportation will be reliant on driver availability and may not be an option on a certain day or time. The fee for transportation depends on where the appointment is located and a \$25 per hour wait time while at the appointment will be added to the travel fee. Below are the transportation fees for common locations where appointments have been scheduled via Cushing transportation in the past. Fees to all other locations will be calculated based on a case-by-case basis and be consistent with the prices below. All transportation costs will be deducted from the students Penguin Point account and funds will need to be added to the students account prior to the day of the transportation.

#### *Cushing Transportation Fees:*

Gardner, MA:	\$15 + \$25 per hour wait time
Fitchburg/Leominster, MA:	\$20 + \$25 per hour wait time
Lancaster, MA:	\$35 + \$25 per hour wait time
Worcester, MA:	\$70 + \$25 per hour wait time
Westboro, MA:	\$85 + \$25 per hour wait time
Newton, MA:	\$115 + \$25 per hour wait time
Boston, MA:	\$140 + \$25 per hour wait time

### **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 off-campus weekend activities, including 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:** 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.

### **Special Overnight Trips**

Periodically, throughout the year, Cushing may sponsor off-campus overnight trips for students to partake in conferences, support athletic travel, or participate in off-campus opportunities. While off-campus and representing the Academy, students must understand that all school rules and expectations apply. In the rare case when a student does not uphold the Academy's rules and expectations, the student may be asked to return to campus or home, prior to the conclusion of the off-campus event and could face a disciplinary response.

If a student requires prescription medication while on the trip, a plan will be developed with the student, family, chaperone, and Health Services.

### **Lesbian, Gay, Bisexual, and Transgender Students**

The Academy seeks to provide a safe and supportive environment that will help students succeed academically and socially. To that end, the Academy promotes respect for all people, and will not tolerate harassment or bullying based on actual or perceived sexual orientation, gender identity, or gender expression. This is the case whether the bullying or harassment takes place on or off campus, including cyberbullying through the use of electronic technology (on or off the Academy's campus, and on or off the Academy's network). Particularly with respect to transgender and gender non-conforming students, the Academy will work closely with students to strive to honor their wishes with respect to use of Academy facilities, participation in athletics, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law, and to the extent that the Academy's campus facilities reasonably permit.

### **International Students**

Students enrolled in the Academy from countries outside of the United States are required to ensure that their visas, health insurance coverage, and all other requirements applicable to domestic students (including vaccinations and completion of all enrollment and orientation forms) are in order prior to arriving on campus at the beginning of the school year. International students are also responsible for ensuring that their travel arrangements coincide with the school calendar.

### **Students Age 18 and Older**

Some students enrolled in the Academy will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18-year-old student is able to enter into contractual obligations on the student's behalf (and is required to abide by those obligations). Therefore, the Academy requires all students, upon their 18th birthday, to review the Enrollment Agreement that their parents or legal guardians signed on the students' behalf and execute an Addendum to that Agreement, which provides as follows:



- Permission for the Academy to discuss and release information and records to the student's parent(s) and legal guardian(s) about any issues relating to the student's enrollment at the Academy, including, but not limited to, academic records, academic performance, health matters, disciplinary issues and financial matters; and
- Authorization for the Academy to interact with the student's parent(s) and legal guardian(s) as if the student were under the age of 18.

The student's parent(s) or guardian(s) will also continue to be responsible under the terms of the student's Enrollment Agreement, including being solely responsible for the payment of all tuition and fees related to the student's enrollment at the Academy.

### **Pets on Campus**

Students are not allowed to have pets of any kind, including fish, on campus. This policy does not apply to service animals, as defined by applicable laws.

### **Lost and Found**

Please be sure to mark students' clothes with their name in indelible ink or with sewn-on labels. All unmarked clothing will be put into the lost and found box. Anything left unclaimed at the end of the semester will be donated to charity.

### **Gift Giving**

Gifts from individual families to teachers are in no way required or expected. If a gift is given, it should be of modest value.

Gift giving among students at school can lead to both awkwardness and hurt feelings. We discourage students from exchanging gifts at school, and if students choose to do so, it should be done as privately as is possible.

### **Jobs**

The nature of the Academy's college preparatory program and expected engagement in the community make it difficult for a student to devote adequate time to school while holding a job. Any student who considers taking a job outside of school should discuss those plans with their parents and advisor. Students who have jobs should understand that commitment to school should come first and going to a job is not an excuse for missing classes, other curricular requirements or community events.

### **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 to Drew Common.

Cushing assumes no liability for any student who chooses to participate in any unsupervised athletic or recreational experience (i.e., sledding, bicycling, sliding, skateboarding, rollerblading, or riding scooters). Students who choose to participate in such unsupervised activities assume all risk. 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, students are expected to wear helmets and protective equipment while participating in bicycling, skateboarding, rollerblading, sledding and sliding as per Massachusetts law. 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.)

# RESIDENTIAL LIFE

## **Residential 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.

Our residential life program provides 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 to promote 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.

## **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 are expected to:

- Embrace the Academy's rules as strong role models.
- Build a strong sense of community and culture in each residence.
- Be 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 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 the proctor has reason to believe that a fellow student's health or safety 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 meetings with their Dorm Head, dorm team, and Office of Student Affairs. Proctors work in unison with Student Government and other leadership groups.

### **Room Assignments and 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. Requests for room and roommate changes may not be considered until after Parents Weekend.

### **What to Bring**

Cushing provides every boarding student with a standard twin bed, desk, desk lamp, wooden desk chair, bureau, closet space, and trash can.

#### Important Items

- Sheets, standard twin-size
- Pillow and pillow cases
- Comforters for a standard size twin bed
- Blankets
- Bed risers to increase the height of the bed and allow for more storage under the bed
- Towels and washcloth
- Alarm clock (other than a cell phone)
- Laundry basket and detergent
- A small basket or case for carrying toiletries
- Flip-flops or similar shoes for the shower
- Personal computer or tablet
- Cell phone with a United States' phone number connected to a wireless carrier. The phone cannot rely solely on Wi-Fi to place a phone call. Cushing requires that a student's voicemail is set up and can receive messages. AT&T has the best coverage in Ashburnham.
- Surge protector for electronics

#### Additional items:

- Specialized sports equipment as needed
- Flashlight and spare batteries
- Clothes hangers
- Bookbag or backpack
- Personal reusable water bottle
- Umbrella
- Safe or lockbox for securing valuables. Please note that the Office of Student Affairs will need to access student safes to ensure the safety of all students on campus.

The Academy strongly recommends that all belongings be labeled with the student's name.

## **What To Leave At Home**

- Halogen lamps
- Space heaters, electric blankets or heating pads
- Valuables/irreplaceable items
- Posters, containers, or decorations advocating drugs, alcohol, or pornography
- Incense, candles, matches, lighters
- Coffee pots/personal coffee makers (e.g. Keurig machines), microwaves, electric tea kettles
- Air conditioner units
- Personal refrigerators
- Irons
- Televisions and computer monitors over 32"
- Furniture not provided by Cushing, including bean bag chairs, inflatable furniture, couches and futons
- Knives, including Swiss Army
- Pets of any kind
- Decorative string lights

## **Smart Home Devices**

Smart home devices, such as Amazon Alexa, Google Home, or similar systems, are not permitted on the Academy's network. Students may use Bluetooth-enabled speakers.

## **Gaming Consoles and Streaming Devices**

Students may register one gaming or streaming device for use on the Academy's network. Personal laptops, such as Macbooks, iPads, or Surfaces, do not have to be registered.

## **Care of Rooms, Hallways, Common Rooms, and Bathrooms**

Cushing 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 painters tape.
- Pets of any kind are not allowed. This policy does not apply to service animals, as defined by applicable laws.
- Students cannot have TVs or monitors larger than 32 inches in their rooms.

## **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 and Wellness Checks**

Dormitory rooms and furnishings, except those students bring themselves, are the property of the Academy. Rooms may be inspected at any time. 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.

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. Please see the Search and Seizure policy for more information.

## **Study Hall**

A key part of life in the dorms is study hall. Study hall hours are observed Sunday through Thursday, 8:00 p.m. to 10:00 p.m. 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 developing 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 p.m. check-in, students are expected to observe study hours in their own rooms or in other spaces designated by the Dorm Head or the Academic Office.
- Doors must be open, except for Lee and Sanborn. This expectation will be reviewed periodically throughout the school year.
- Proctors, Seniors, and student leaders 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 p.m.
- 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 p.m. The Academy uses REACH to check in students.

## Nightly Schedule

*Evening Routine: Sunday-Thursday*

<b>5:30 - 7:45 p.m.</b>	<b>Dinner and meeting time for student clubs, affinity groups, &amp; organization meeting time</b> Students are also permitted to visit other dorms. Visits with students of another gender must take place in the common rooms.
<b>7:45 p.m.</b>	<b>Dorm Check-in</b> 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.
<b>8:00 - 10:00 p.m.</b>	<b>Study Hall (See Guidelines for Study Hall)</b>
<b>10:00 - 10:30 p.m.</b>	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
<b>10:30 -11:00 p.m.</b>	<b>Lights Out</b> 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 p.m. lights out time, and Juniors, Seniors and PGs have an 11:00 p.m. 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. If students need to go to Health Services, they must check in with the person on duty, and if after hours, call the Administrator on Duty or security. At no time should a student leave the dorm after hours alone without permission from a faculty member.

### *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 Super Saturdays when all students are expected to remain on campus and may not sign out.

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

- Check-in on Friday night is at 10:30 p.m. On nights before any Saturday testing or events, check-in can be scheduled for 10:00 p.m.
- Check-in on Saturday night is 11:00 p.m.
- On both Saturday and Sunday mornings, students are expected to check in at brunch in the Dining Hall between 10:00 a.m. - 12:00 p.m. 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 may 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 Administrator on Duty if they are unable to do so through the appropriate channels.
- Guests visiting campus must check in with the Administrator on Duty and only be present in public spaces (**see guest policies**).
- On Sunday evening, check in is at 7:45 p.m., and study hall begins at 8:00 p.m. Students who have left campus for the weekend must return on Sunday night before 7:30 p.m.

### **Safety and Well-being**

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.

These values extend to the Academy's residential program. Therefore, students are expected to 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 Cushing's expectations. 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 the Event of a 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. Do not re-enter the building until instructed to do so by fire personnel or Cushing staff.

Please note, students who live in Lee or Sanborn should close doors as they exit the building.

### **Security of Personal Belongings**

Cushing 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 in 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. Please note that the Office of Student Affairs must have access to secured equipment. All personal items, including clothing and all electronic, sports, camera, stereo, and computer equipment should have some kind of permanent identification. 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.

## **Guests**

Cushing 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 Administrator on Duty.
- Students must secure permission from the Office of Student Affairs for day visitors on campus.
- 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 and authorization from the Academy.
- Under no circumstances will a guest or family member 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 as a guest without proper approval from the Head of School or the Head's designee.
- 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.
- Guests will not have access to Health Services care, except for emergency situations.

## **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. 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. Common spaces may be closed or limited, as the Academy determines appropriate.

## **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. Only local restaurants are allowed to deliver at the end of study hall, directly to the dorm. Deliveries should not be made after lights out and students should not leave the dorm, without permission, to collect a food delivery. All other delivery drivers will not be permitted to directly access dormitories and should be directed to 10 School Street for the delivery drop off at the security office. Food deliveries may be limited during other times as the Academy determines appropriate.

## **Keys, Key Cards, and Identification Cards**

Room keys will be issued at the beginning of the school year and must be returned at the end of the school year. If, during the year, a key is lost, a student may be charged a \$25 key replacement fee. For keys not returned at the end of the year, a student may be charged a \$75 fee.

All Cushing students will be issued identification cards. Some identification cards will serve as a key card to a student's exterior dormitory door. If students loses their identification card, a \$25 replacement fee will be charged.

### **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, recycle bin 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.

### **Cushing’s Student Management System (REACH) and Procedures, Regulations, and Information When Leaving Campus**

Weekend and day permission sign-outs are based on the Honor Code principle 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 campus.

Students are expected to always sign out with a designated employee 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 leave before meeting all commitments, they risk an academic, athletic, and 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, with whom the student will be staying, and relevant contact information.
- Additionally, if a student must leave campus and needs to miss any Cushing commitment, the student must complete a Temporary Absence Form. The Academic Office or the Office of Student Affairs will determine whether this absence will be excused. Students are expected to complete the Temporary Absence Form 48 hours in advance of the absence, 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 12:00 p.m. 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 must 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 the student's 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 7:30 p.m. Failure to do so may result in future restrictions on 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, the student 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. This guardian may be designated in the Academy's local guardian form, signed by 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.

### **Closed Weekends and Super Saturdays**

While we understand that many families use their weekends for events such as college visits and outside team participation, we believe 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 students.

While most weekends are "open," the following weekends are considered "closed" and students may not sign out:

#### **Closed Weekends:**

December 9-10, 2023 (fall exam period begins)

May 25-26, 2024 (graduation and spring exam period begins)

The following Saturdays are required programming for all students. Student may sign out after their last Cushing obligation on that Saturday.

**Super Saturdays:****FALL SEMESTER**

September 9, 2023

October 14, 2023

December 2, 2023

**SPRING SEMESTER**

January 13, 2024

February 17, 2024

April 20, 2024

**Accommodations During Academy Breaks**

The dormitories will be open for twenty-four hours after the night of the final class or exam day before a school break. When leaving for these breaks 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 immediately go 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 such that students are able to attend all of their classes and exams. 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 be applied toward the Academy's 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.

## DAY STUDENT LIFE

Day students are an integral and important part of our community and are strongly encouraged to participate in as many weekend or evening activities as possible. Special permission must be obtained in advance for a day student to stay overnight in the dormitories

### **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 Student Affairs Office (978) 827-7015 or email [studentaffairs@cushing.org](mailto:studentaffairs@cushing.org) by 8:15 a.m. if a student is going to miss classes.

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

### **Inclement Weather**

Since most faculty and students live on campus, we generally hold classes regardless of the weather. Cushing supports the safety and well-being of our students and encourages families to please use their discretion in deciding whether it is possible to get to school on days when snowfall is considerable. When a student cannot get to school due to inclement weather, please call the Student Affairs Office (978) 827-7015 by 8:15 a.m. Also, if a potentially dangerous weather starts during the day, families should feel free to pick up their child whenever they think it wise to do so. Students who leave early should stop by and notify the Student Affairs Office.

### **Day Student Room**

All day students are permitted to be in the Day Student Room when they are on campus 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 and other consequences. Please note that boarding students must be hosted by a day student in order to be in the Day Student Room.

The Academy may close or limit access to the Day Student Room as it determines appropriate. The Day Student Room will not be open at night.

### **Meals**

Day students are expected to eat lunch at school, and they are invited to eat breakfast and dinner at school. 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.

**Automobile Policy**

Day students must complete an automobile registration form before driving to and from school. 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 to depart campus).
- Day student parking is assigned to a designated part of campus, and students 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 through REACH.
- 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 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 community.
- Boarding students are not allowed to have a car on campus (including in the town of Ashburnham as this is considered part of campus) or at a Day student's home.

**Student Lockers and Valuables**

Day students are generally 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 Academy in the interest of the health, safety and welfare of its students or other members of the community.

# ATHLETICS AND AFTERNOON ACTIVITY PROGRAM

## **Athletics and Afternoon Program Requirements**

The afternoon program at Cushing encompasses a wide variety of activities to enrich the student experience. The program enables students to join an athletics team or an afternoon activity, and to challenge themselves by trying something new or to continue to develop their passions and interests. 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.

All students must participate in the afternoon program for 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 including recreational, instructional, intramural sports **satisfies** the athletics participation requirement. Participation in recreational skiing or snowboarding, musical theater (dancing role is required), dance, figure skating and outdoor ropes course, **satisfies** 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/team component **does not satisfy** 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, the student is 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.

## **Attendance Expectations**

Participating in Cushing's Athletics and Afternoon Program is a serious commitment that requires a student's involvement for approximately 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



need to miss athletics or afternoon activity for a scheduled absence, they must complete a Temporary Absence Form with the Office of Student Affairs.

Attendance is taken at every afternoon activity meeting. All commitments meet, rain or shine, unless otherwise determined by the coach, activity director or Director of Athletics.

If a student needs 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 the Director of Athletics, prior to departure, to determine whether a student is eligible to participate in the practice, performance or game.

Students who have two or more absences in a day or miss a Super Saturday event will generally 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, the student will be unable to participate in the weekend game or performance.

Student-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.

# THE ATHLETICS PROGRAM

Students have the opportunity to participate in interscholastic sports. By participating in sports, students develop their individual skills, increase their knowledge of a sport, and enhance their self-esteem in an environment intended to inspire athletes to pursue personal excellence. Through goal setting, teamwork, succeeding and failing, athletes may learn more about themselves as well as others, and often apply the lessons learned on the field or court to other areas of their lives.

The Academy offers the following team sports:

Fall: Field hockey, Volleyball, Soccer, and Cross Country

Winter: Basketball, Ice Hockey, and Alpine Skiing

Spring: Lacrosse, Softball, Baseball, Tennis, Golf, and Track and Field

Teams generally practice Monday - Friday from 4:00-5:30/6:00 PM. Students are expected to attend every practice. If a student needs to be excused from practice, the student must speak to the coach ahead of time. Times may change due to the availability of athletic facilities and/or inclement weather.

## **Intramural and Instructional Programs**

The Academy offers the following intramural programs:

Fall: Instructional Tennis, Figure Skating, Pickleball/Badminton

Winter: Recreational Skiing and Snowboarding

Spring: Instructional Ice Hockey and Instructional Boys' Volleyball, Intramural Co-ed soccer

## **Sports Clothing and Equipment**

Students are required to wear the proper attire to their athletic practices, games, afternoon activity sessions or performances.

At the beginning of the season, all players will be issued a team uniform which they will be responsible for maintaining. Uniforms will be worn only on game days and will be collected at the end of the season. Any athlete who has not returned their uniform, or has returned it in poor condition, will be billed through the Business Office.

Cushing practice uniforms will be worn at all athletic practices. Students must drop their practice uniforms in the assigned bin and space. Uniforms are washed daily by the Field House staff.

Students are responsible for all issued equipment and clothing, which should not be taken to the dorm.

Cleats are required for field hockey, soccer, lacrosse, baseball and softball. Metal cleats are not allowed. Field Hockey and lacrosse players may be required to wear protective eyewear or helmets.

Athletes are also required to have the appropriate sports equipment for their sport (*i.e.*, sticks, softball/baseball gloves, tennis racquet, etc.).

Jewelry may not be worn during practices and/or during competitive events.

All athletes who wear glasses when playing any sport must have polycarbonate lenses in their frames. No substitute is acceptable. A note from the student's optometrist or a receipt stating that the lenses are polycarbonate must be mailed to the Director of Athletics prior to a student's participation in athletic activities.

Students must contribute to the neatness of the locker rooms. No horseplay or rowdiness is permitted in the locker rooms.

### **Sportsmanship**

Participating in athletics enhances the overall educational experience and builds well-rounded students and leaders. Integrity, fairness, and respect—these are the principles of positive sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results. Sportsmanship goals include:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the game, the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students and acknowledging that both teams are striving to do their best;
- Looking at athletic participation as a potentially beneficial learning experience whether a win or loss;
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship; and
- Accepting the personal responsibility that comes with your actions on the court/field.

### **Sportsmanship: Parents and Spectators**

Let the players play, the coaches coach and the officials officiate.

The Academy expects parents and spectators to act in a sportsman-like manner at all times which includes away contests. As such, the Academy expects that parents and spectators will:

- Support that athletics are part of the overall educational experience and the benefits of involvement in athletics reaches far beyond the final score of a game;
- Encourage students to perform their best, just as we would urge them on with their classwork, knowing that others may turn in better or lesser performances;
- Participate in positive cheers and encourage our student-athletes, and discourage any cheer that would redirect that focus;
- Learn, understand, and respect the rules of the game, the officials who administer them and their decisions;
- Respect our coaches and support them as they strive to educate our youth;
- Respect our opponents as students and acknowledge them for striving to do their best; and
- Remember that while we would all like to be victorious in every situation we face in life, including athletic competitions, sometimes we fall short. Students will learn to respond to adversity and become resilient.

**Students, parents, spectators, teachers, and coaches are all expected to refrain from:**

- Use of profanity or displays of anger at any time
- Booming or heckling an official's decisions, criticizing officials in any way, or displaying temper with an official's call;
- Targeting players by calling out their names or jersey numbers
- Trash talking or yelling that antagonizes opponents;
- Using verbal abuse or intimidation tactics;
- Disrespectful or derogatory yells, chants, songs, gestures, signs, posters, or banners;
- Any distracting activity such as yelling, waving arms, turning backs, feet-stomping during an opponent's free-throw attempts or other solo efforts; and
- Use of artificial noisemakers of any kind.
- Coaching your own child or the team's players at any time- let the coaches coach and respect their decisions

**Violating these expectations may result in a stoppage of the game, removal from competition, our campus and future contests.**

### **Parent-Coach Communications**

As with parent-teacher and parent-advisor relations, it is assumed that parents and coaches will understand their respective roles in order to best support our student-athletes. In an effort to promote effective communication, the following guidelines should be followed:

Parents may expect to learn from coaches' information about:

- The coach's and program's philosophy;
- Individual and team expectations;
- Location and times of all practices and games;
- Team requirements (*i.e.*, practices, equipment, off-season conditioning);
- Procedures regarding injuries during practices/games; and
- Discipline that may result in the denial of participation.

Parents are expected to:

- Express concerns directly to the coach;
- Notify coaches well in advance of any schedule conflicts;
- Support the program; and
- Encourage students to strive for excellence.

Appropriate concerns for parents to discuss with coaches include, but are not limited to:

- Students' psychological or physical treatment;
- Ways to help student-athletes to develop and to improve;
- Questions about the coach's philosophy; and
- Concerns regarding students' behavior during athletics.

Inappropriate concerns for parents to discuss with coaches include, but are not limited to:

- The amount of playing time for students;
- Team strategies or play calls; and
- Other student-athletes.

If a parent has a concern to discuss with a coach on behalf of their child, it is highly recommended that the student-athlete instead meet with the coach and advocate for themselves. The Director of Athletics, advisor, or school designee will be available to support the student-athlete in this meeting.

If the issue is not resolved, the parent should call to set up an appointment with the coach. If the coach cannot be reached, a parent should call the Director of Athletics who will help to set up a meeting with the coach. Parents should not confront a coach before, after, or during a practice or game. If, after meeting with a coach, a parent still has concerns, the parent should call and set up an appointment with the Director of Athletics to discuss the situation.

# STUDENT HEALTH AND SUPPORT

## **Student Support**

Cushing is dedicated to educating the whole child, and we have created a web of support that includes the whole community. These supports include health services (nurses, medical providers, counselors, psychiatrists, athletic trainers, outside collaborating specialists), academic and dorm life support, faculty, advisors, coaches, and student leaders.

## **Health Services**

The Academy's Health Services is located in Schottland House and provides medical care for illnesses, injuries, chronic conditions, and referrals to off-campus specialists. Health Services is staffed 24 hours a day, 7 days a week while students are on campus. Urgent and emergent medical problems/injuries are treated at local hospitals, including but not limited to, Heywood Hospital in Gardner and the University of Massachusetts Healthcare in Leominster.

Students who require nursing intervention must come to Health Services before school begins or during a free period, except in the case of urgent medical problems. Please note: When a student feels ill, the student must report to Health Services to be medically excused from classes and other school obligations.

## **Health Records and Forms**

Families are asked to provide the Academy with information about the student's physical and emotional health. In part, this information is obtained to comply with state laws; it is also needed to keep the Academy well-informed of the health of all students. The Academy is sensitive to the privacy of this information. Please refer to the "Confidentiality" policy in this Handbook for more information about how this information is used.

An Authorization To Treat And Share Health Information must be on file for every student. The Academy also requires proof of an annual physical examination from a licensed physician and proof of up-to-date immunizations for every student (please see below for a more detailed policy on immunizations).

Cushing strongly discourages parents who are associate providers, physicians, or mental health providers from treating their children while they are at Cushing. Medical documentation from an outside provider may be required as the Academy determines appropriate. Cushing Academy does not allow a parent or guardian with prescribing privileges to prescribe for their student while at the Academy.

## **Immunizations**

In accordance with Massachusetts law, the Academy requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization should be recorded on the Student Immunization Record form and signed by a medical professional, or be an original copy of a student's immunization record electronically signed by their primary care provider's office. A student with a qualified religious and/or medical exemption must provide the Academy with an Immunization Exemption Certification pursuant to state law. An Immunization Exemption Certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A Religious Immunization Exemption letter must be signed by the student's parent or guardian, attesting that immunization conflicts with their sincerely-held religious beliefs.

Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the Academy or participate in any Academy activities.

If there is a risk of a vaccine-preventable disease impacting campus or the Academy community, the Academy may exclude non-immunized students, including those with valid religious or medical exemptions, from School and all Academy activities. Excluded students will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is a risk of a vaccine-preventable disease, the Academy may consult with appropriate medical professionals and/or the Massachusetts Department of Public Health.

### **Communicable Illnesses**

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

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

### **Medications at School**

All parents, guardians and students are responsible to annually review the Academic Year Health Services Guide available on the Cushing Resource page. Parents must submit to Health Services various 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. Health Services, in collaboration with the parent/guardian and the student's physician, will establish an individualized medication administration plan for any students who must take medications at school.

#### *Forms*

Parents must submit to Health Services various health forms regarding prescribed medications prior to the student's arrival on campus. If a student begins any new medications, discontinues medications, or has a change in a prescribed medication regimen while enrolled at Cushing, Health Services must be immediately notified by phone or email to update the student's health records and an updated Provider Order Form will be required within 3 days of the change in accordance with Massachusetts regulations.

#### *Medication Dispensing*

Health Services, in collaboration with the parent/guardian and the student's prescribing provider, will establish an individualized medication administration plan for any students who must take medications at

school. Students, parents, and guardians will receive information at the start of the academic year with daily medication dispensing times. Students are strongly encouraged to visit Health Services for their medications during these timeframes as they are scheduled to prevent absences from class, afternoon commitments, and study hall obligations.

Medications will be dispensed by Health Services or by School personnel who have been designated and trained in accordance with the Academy's policy regarding delegation of prescription medication administration. During extended times off-campus greater than 7 days (school break, medical leave, etc.), medication will be dispensed back to students or families for home use. Upon arrival back to campus from an extended time off campus, students will return the prepackaged medication dispensed upon their leave. Medications from home will not be accepted upon return (see Prescription Medications). During shorter times off-campus of less than 7 days (such weekend trips home), it is recommended that families keep a small amount of medication at home. Medications should be picked up at the end of the school year from Health Services. Any medications left after 24 hours will be destroyed.

#### *Prescription Medication*

All prescription medication scripts must be sent to Chair City Pharmacy prior to a student's arrival to campus. Health Services will not procure more than 30 pills at one time per medication per student according to Massachusetts regulations. Prescription medications will be packaged by Chair City Pharmacy in accordance with best practice and delivered 7 days a week to Health Services. Medications from home will not be accepted except in the following special circumstances and as determined appropriate by the Health Services Team: controlled substances outside of their refill period (it is expected the future scripts will be transferred to or sent to Chair City Pharmacy); emergency medications such as EpiPen, Auvi-Q or inhalers; and specialized medications/injectables not available at retail pharmacies. Any medication requiring an exception must be in their original containers with pharmacy label in English, including the student's name; the name of medication; the strength, dose, time, and the instructions for use of the medication; and the duration of administration. All exceptions must be pre-approved by the Director of Health Services prior to the student's arrival.

#### *Student Possession of Medication*

Cushing upholds a strict dorm room and student possession medication policy. Medications and supplements (over-the-counter or prescription) are only allowed in the room if pre-approved by a medical member of the Health Services. As students prepare to transition from the secondary school setting, students who have been deemed appropriate to self-administer medications, at the discretion of the Health Services Team and in accordance with Massachusetts regulations, may be allowed certain medications in the dorm to foster independence in their healthcare regimen.

#### *Over-the-Counter Medication*

Health Services stores a diverse stock of over-the-counter medications which are available free of charge to the student. Student possession of over-the-counter medications is prohibited unless pre-approved by a medical member of the Health Services Team. Parental/guardian consent for administration of over-the-counter medication administration will be requested annually through Magnus Health. Health Services will not administer over-the-counter medications to a student if this consent is incomplete.

#### *Medication Generally Allowed in the Dorm and in Student Possession*

Medications and supplements (over-the-counter or prescription) are only allowed in to be in a student's possession if disclosed to and pre-approved by a medical member of the Health Services Team, and the student is deemed to be able to identify the medication, criteria for proper use, and when to seek medical attention. Prescribing medical professionals and parents must be sure that instructions and possible side effects of all medications are clear to the students, as School staff cannot be responsible for monitoring



this or a student's medication adherence for medication kept outside of Health Services. Any medications kept outside Health Services must be unexpired, in their original manufacturer or pharmacy containers with pharmacy labels as applicable including student's name, name of medication, strength, dose, time, instructions for use, and duration of administration. All medication labels must be in English and the student's preferred language.

A list of medications that may be approved for student possession include:

- oral contraception
- skin creams including those prescribed for acne, eczema, and other skin conditions
- multivitamins and supplements that do not contain creatine (100% whey preparations are allowed)
- melatonin under 3 mg per dose
- inhalers
- anaphylaxis injections (EpiPens, AuviQ)

#### *Medications Not Allowed in the Dorm or in Student Possession*

Certain groups and types of medications may never be in possession of students. Health Services is responsible for handling and administering these types of medications according to the Academy'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, Vyvanse, Focalin, Adderall, Fiorinal, Tylenol #3 (with codeine), Robitussin AC (with codeine), Zoloft, 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 regardless of a student's age. 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 in a student's possession (see Supplements policy below for more information).

#### *Medication Adherence*

Medication adherence is monitored daily. If Health Services notes a trend of non-adherence, a member of the Health Services team will facilitate parent/guardian discussions on ways to engage a student in their medical care. If deemed appropriate, Health Services will utilize the assistance of adult community members to facilitate adherence, to include, but not limited to, coaches, dorm parents, and advisors. In the instance that a student is nonadherent, the student's prescribing provider may also be made aware of nonadherence concerns. Please know that Health Services cannot, through means of punishment or force, require a student refusing medications to be adherent to their medical regimen, but a student's failure to comply with a treating prescribing providers' orders may compromise the student's ability to attend school and/or participate in overnight field trips or other residential-style school activities. Health Services will send parents/guardians Medication Adherence reports by email monthly. Parents/guardians may opt in for more frequent reports or to share their student's report with other members of your student's team on campus (coaches, advisors, academic support teachers, etc.) by submitting a written request.

#### *Student Self-Administration*

Health Services, in collaboration with the parent/guardian and the student's prescribing provider, will also establish an individualized medication administration plan for those appropriate students preparing for the transition from secondary school to young adulthood who request medication self-administration privileges, for required medication for off-campus trips or who require life-saving medications (inhalers, anaphylaxis injectables, insulin). The student will be involved in the decision-making process and the

student's preferences respected to the maximum extent possible. In a collaborative effort, Health Services, together with the student, the student's parent/guardian, and prescribing provider will determine the student's understanding of their medication(s) and competency in the administration of the student's medication(s). Based on this determination, Health Services will allow or disallow self-administration privileges in accordance with state and federal laws. The self-administration of medication(s) shall include self-administration while on School property or during School-sponsored trips. The School cannot be held responsible for medication adherence in those students self-administering medications.

A duplicate dose of life-saving medication provided by the parent/guardian will be stored at the Health Center. It is the sole responsibility of the parent/guardian to notify Health Services in order to update the student's medication administration plan with respect to any medication(s), dosing revisions, and health status changes.

#### *Misuse of Medication*

Misuse of medication, including the failure to follow self-administer plans, may result in immediate revocation of the self-administration privilege and disciplinary action. "Misuse" includes giving away, stockpiling, or selling medication. The Academy will not assume any responsibility for students not in compliance with this medication self-administration policy.

#### **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 Director of Health Services and/or Cushing's Medical Director. Products containing creatine are not allowed.

#### **Medical Marijuana**

The Academy treats the use of medical marijuana by students similarly to use of other prescription medications: parental consent is required, and the student must have a Medication Action Plan on file with the Academy Nurse covering the use of medical marijuana. Because the use of medical marijuana is subject to additional regulations beyond the regulations in place for the use of other lawful, prescription medications, students with a valid authorization to use medical marijuana must abide by the following rules:

- Students may only use medical marijuana in their homes or in a medical treatment facility that permits such use; students may not use or possess medical marijuana, be under the influence of medical marijuana, or possess any related paraphernalia while on the Academy campus or while attending any Academy-affiliated or Academy-sponsored events, whether on or off campus.
- Students may not operate, navigate, or be in physical control of any motor vehicle or operate any other motorized equipment while under the influence of medical marijuana.

If, in the Academy's judgment, a student is impaired due to the influence of medical marijuana while at school or while participating in an Academy-sponsored or Academy-affiliated activity, the Academy may send the student home.

#### **Sanctuary Policy**

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. The Academy's Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process.

Cushing believes that students should be guided by their obligation to, and respect for, other members of the community in seeking the best possible help for themselves and others. The Academy endeavors to foster an atmosphere of trust on campus and views student-Academy conversations as vital to that effort. Students should seek guidance from the A-Team or any adults on campus whose judgment they trust and respect.

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 the communication has been received and that the adult can help. If not, the student needs to seek help from another adult nearby who can offer the immediate help needed. When approaching an adult, students should make clear their need for help under this policy. Students confronted about alcohol or substance use cannot claim that they had intended to request Sanctuary or that they were en route to Health Services.

A student or students claiming Sanctuary should expect the following:

1. The adult approached may contact the nurse on duty, unless it is a medical emergency, in which case 911 may be called. The adult may also contact the Dean on Duty and assist the nurse/Health Services, as needed.
2. Health Services staff may assess immediate health risk and determine whether the student should remain at Health Services or be transported to a local hospital for evaluation. Drug and alcohol testing may be part of that health assessment. Sharing of clinical assessment findings and a plan will be expected between the attending provider and the Academy in order for safe return to campus. If permission to share information is revoked by a parent or student, the student may not be allowed to return to campus pending further discussion.
3. The Dean on Duty may notify the Office of Student Affairs, who may notify the Head of School. Response to Sanctuary may 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 Academy's 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.
4. Any future incidents of substance use or request for Sanctuary might indicate that the student requires more resources and support than Cushing is able to provide, and the response may differ from the above outlined response.
5. Due to the nature of the sanctuary policy, students may be restricted from sports practices and competitions as neither coach nor trainer could be aware of the substance use and its possible effects on health and performance.

Sanctuary does not protect the student from disciplinary consequences if an investigation by a faculty member or administrator has already begun. Determination as to whether a specific case has met the criteria for Sanctuary rests with the Academy. Students who misuse this emergency protocol to avoid disciplinary action for drug or alcohol abuse may be referred to the Office of Student Affairs. The Office of Student Affairs is responsible for determining whether a student is seeking help or attempting to manipulate the discipline system. The latter will be handled via Cushing's Discipline System.

### **Parents' Role in Alcohol/Drug Prevention**

Parents are often concerned about the use of alcohol and drugs by students and the social acceptability of its use. The following goals have been developed for parents as a guide for discussion and as a foundation for community agreement.

*As parents, we will:*

- Become informed about the facts of alcohol and drugs so that we can discuss these substances credibly with our children.
- Develop and communicate to our children a clear position about alcohol and drug use.
- Promote and encourage social activities without alcohol and drugs.
- Not serve alcohol to other people's children who are under the legal drinking age or allow under-age people to bring alcohol or drugs into our homes.
- Support Academy and law enforcement policies regarding the use of alcohol and drugs by young people.
- Request and endorse the implementation of comprehensive and meaningful alcohol and drug abuse prevention programs.

*In addition, we will:*

- Take responsibility for our own children and be concerned for the welfare of the children of others.
- Set a responsible example for our children.
- Attempt to resist peer pressure and encourage our children to do likewise.
- Help our children develop healthy concepts of themselves and effective problem-solving, decision-making, and communication skills.
- Not sponsor or condone activities our children or we are unable to control (such as parties with limited or no adult supervision).
- Communicate openly with other parents to establish a sense of community and to provide support in giving consistent messages to our young people.

### **Food Allergies**

Our goals are to provide a safe and respectful environment for all students, to educate the Academy community about the nature of food allergies, and to provide support and encouragement as our students develop good decision-making skills and learn the critical lessons of managing their allergies. We hope to foster self-confidence, self-respect, and self-advocacy in our students, and to support families as they help students learn to appropriately manage their allergies. For students without allergies, our goals are to increase their awareness of food allergies, and to encourage the development of empathy and the skills needed for them to become supportive allies for their peers., Cushing strives to help our students graduate with the skills and confidence to advocate for their own and others' health and physical safety.

Parents of students who have severe allergies with the potential for developing anaphylaxis must meet with the Health Services staff to develop an Action Plan prior to the start of the school year. Additionally, a School- approved Action Plan form must be completed by the student's provider and on file with Health Services prior to the student's arrival in order to be allowed on campus. A duplicate dose of life-saving medication provided by the parent/guardian will be stored at Health Services. Additionally, a refill of life-saving medication must be on file at Chair City Pharmacy. Families and providers are responsible for prompt notification to Health Services by phone or email for changes in a student's management plan.

**Asthma Management**

Parents of students with asthma should contact Health Services prior to the start of school to discuss an asthma management plan. Additionally, an Academy-approved Action Plan form must be completed by the student's provider and on file with Health Services prior to the student's arrival in order to be allowed on campus. A duplicate dose of life-saving medication provided by the parent/guardian will be stored at Health Services. Additionally, a refill of asthma management or life-saving medication must be on file at Chair City Pharmacy. Families and providers are responsible for prompt notification to Health Services by phone or email for changes in a student's management plan.

**Diabetes Management**

Parents of students with diabetes should contact Health Services prior to the start of school to discuss a diabetes management plan. Additionally, an Academy-approved Action Plan form must be completed by the student's provider and on file with Health Services prior to the student's arrival in order to be allowed on campus. Any applicable duplicate dose of life-saving medication provided by the parent/guardian will be stored at Health Services. Additionally, a refill of life saving medication must be on file at Chair City Pharmacy. Families and providers are responsible for prompt notification to Health Services by phone or email for changes in a student's management plan.

**Seizure Management**

Parents of students with a seizure condition should contact Health Services prior to the start of school to discuss a seizure management plan. Additionally, an Academy-approved Action Plan form must be completed by the student's provider and on file with Health Services prior to the student's arrival in order to be allowed on campus. Any applicable duplicate dose of life-saving medication provided by the parent/guardian will be stored at Health Services. Additionally, a refill of life saving medication must be on file at Chair City Pharmacy. Families and providers are responsible for prompt notification to Health Services by phone or email for changes in a student's management plan.

**Other Chronic Conditions**

Upon review of a student's submitted health forms, Health Services may request additional condition-specific action plans to best provide support to your student prior to the student's arrival in order to be allowed on campus. Families and providers are responsible for prompt notification to Health Services by phone or email regarding changes in a student's management plan.

**Head Injury/Concussion Policy**

A "concussion" is a complex disturbance in brain function due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. Most individuals who experience a concussion can recover completely, as long as they do not return to play or to learning prematurely. The effects of repeated concussions can be cumulative, and after a concussion, there is a period in which the brain is particularly vulnerable to further injury. If the individual sustains a second concussion during this period, the risk of permanent brain injury increases significantly.

As such, the guidelines outlined below should be followed to ensure that students are identified, treated, and referred appropriately; receive appropriate follow-up care during the school day; and are recovered prior to returning to full activity.

## Concussion Awareness

Concussions and other brain injuries can be serious and potentially life threatening. If managed properly, most athletes can enjoy long careers in sports after a concussion. If not managed properly, research indicates that these injuries can also have serious consequences later in life.

A concussion occurs when there is a direct or indirect injury to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously. Coaches, parents, and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed student may not be aware of their own condition or may be trying to hide the injury to stay in the game or practice.

Second-Impact Syndrome (SIS) results from an acute brain swelling that occurs when a second concussion is sustained before complete recovery from a previous concussion. Students who have mild symptoms or symptoms that have cleared are still at risk for developing brain swelling after a second impact to the head.

The Academy strongly recommends that all students and their parents **read training materials provided by the Academy, watch videos or access online training materials provided by the Academy, or attend an in-person training at the Academy** prior to participation in athletics at Cushing.

## Signs and Symptoms

When a student sustains a concussion, the student may report one or more of the following symptoms: headache or “pressure” in head; double or fuzzy vision; dizziness; tinnitus (ringing in the ears); nausea; just doesn’t “feel right;” sensitivity to light and/or noise; feeling sluggish, foggy, or groggy; concentration/memory problems; and/or confusion.

When a student sustains a concussion, one or more of the following symptoms may be observed in the athlete: loss of consciousness; appears dazed or stunned; moves clumsily; unsure of score, opponent, date, etc.; cannot recall events prior to incident; cannot recall events after incident; answers questions slowly; confused about what to do—assignments, position, etc.; forgets an instruction; and/or shows mood, behavior, or personality changes.

The Academy recommends that a student receive prompt medical attention for the following dangerous symptoms of a concussion:

- Loss of consciousness;
- Vomiting;
- Confusion;
- Convulsions or seizures;
- One pupil is larger than the other;
- Difficulty recognizing people or places;
- Extreme drowsiness or cannot be awakened;
- Any weakness or numbness; and
- Headache worsens or does not go away after 24 hours.

## Management Procedures

The Academy strongly recommends that students take a baseline assessment for concussion that will remain on hand.

When a student shows any signs, symptoms, or behaviors consistent with a concussion, the student is expected to be promptly be evaluated by Health Services, Athletic Trainers, and/or the student's healthcare provider. If the student shows any signs, symptoms, or behaviors consistent with a concussion during athletics, the student should be promptly removed from practice or competition. At away events, when there is no qualified medical professional available, the coaching staff will typically abide by, "When in doubt, sit them out," as recommended by the Centers for Disease Control. If any danger signs are exhibited as described above, the Academy will endeavor to contact a parent/guardian and will accompany the student to an Emergency Room by Emergency Medical Service.

## Post-Concussion – Return to Play for Student-Athletes

The student-athlete must meet all of the following criteria in order to progress to activity:

- Symptom-free at rest and with exertion (including mental exertion in school).
- Have written clearance from the appropriate health care provider.
- Once the above criteria are met, the student-athlete will be progressed back to full activity following a stepwise process that includes:
  - Light aerobic exercise (stationary bike, swimming, etc. at <70% PMHR (predicted maximum heart rate)).
  - Sport-specific training (running, throwing, catching, body weight exercises).
  - Non-contact training drills; weight lifting (full non-contact practice).
  - Full-contact practice (controlled contact drills).
  - Game play (no activity restrictions).

Return to Play guidelines will be communicated to a student's academic, athletic, health, and student life team, as deemed appropriate by the Athletic Training or Health Services staff.

## **Counseling Services**

Counseling services at Cushing 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.

School Counselors are available to meet with students to help facilitate educational, social, and emotional support, on an as-needed basis. In addition, the Academy may require a student to see a School Counselor. Counseling and evaluation services are free of charge. 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.

School Counselors are part of a team of faculty members and administrators who collaborate with respect to students' educational experience at the Academy. As part of this collaborative effort, School Counselors may share information obtained from parents and students on a "need-to-know" basis with other employees of the Academy and a student's parents. The School Counselors are not engaged as any student's private therapist. Please refer to the Confidentiality policy in this Handbook for more information.

Should the Academy determine that it is in the best interest of a student to obtain services of a psychologist or other mental health professional not employed by the Academy, the Director of Counseling Services may assist in a referral for such services. Referrals for psychopharmacological (medication) evaluations may be requested by parents or coordinated by counseling and health services and provided either on or off campus.

### **Substance Use and Counseling Services**

Cushing is committed to establishing an alcohol- and 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. When a substance-use infraction occurs or a concern is noted, the Academy will likely require students to engage in a counseling evaluation. The Counseling Office may recommend substance education, continued counseling, drug testing, further evaluation, or additional support services.

### **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 support the student to get help before more serious consequences ensue.

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.

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.

The Office of Student Affairs 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 rests with 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.



### **Alcohol, Drug, Nicotine, Tobacco, Vaporizer, and Electronic Cigarette Testing**

In situations when a Cushing employee determines that a student's behavior, presentation, or circumstance indicates any recent alcohol consumption or drug or nicotine use, Cushing's Health Services may administer an alcohol, drug, or nicotine test, or all, in order to safeguard the student's and the community's health and welfare. If such testing reveals the use of a prohibited substance, or if the student refuses the test, the student may be subject to discipline. A refused alcohol, drug, or nicotine test will be considered a positive test. All alcohol, drug, or nicotine tests will be billed to the student and their family.

### **Referrals**

The Academy maintains a list of referrals for educational, intellectual, psychological, or speech and language evaluations, should parents/guardians wish to consult with the Academy regarding such an evaluation. Should a referral be needed or recommended for services outside the scope of practice of the Academy health and educational professionals, parents may contact counseling, Health Services, or the Academic Office. It is recommended that the results of such evaluations be shared with Academy personnel so that appropriate recommendations can be implemented.

### **Confidentiality**

Members of the Academy community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about a student's ability to function academically, emotionally, physically, and/or mentally within the Academy environment; or when legal requirements demand that confidential information be revealed.

### **Medical Leave**

A medical leave from school may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the senior administrators, the Medical Director, the Director of Health Services, and/or the Director of Counseling Services. They will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the Academy's opinion, meets these needs, the Academy may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The Academy requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the Academy) to allow the Academy to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the Academy may require that the student be evaluated and subsequently placed on medical leave. The Academy may initiate a discussion of a leave of absence in circumstances including, but not limited to:

- When mental health or physical symptoms are, or may be, impeding a student from functioning appropriately academically;
- When a physical or mental health condition interferes with a student's attendance at school;
- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the Academy has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the Academy.

This initial discussion may include the student's advisor, senior administrators, the Medical Director, the Director of Health Services, the Director of Counseling Services, the parents, or the student, as deemed appropriate by the Academy. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at the Academy; and the further steps that the Academy may require if the situation does not improve.

The Academy may require the family (parents and student) to enter into a medical leave agreement detailing the parameters of any leave. The agreement may include conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the student must make arrangements to make up missed work, either while on leave (if possible) or upon return. While the Academy will strive to minimize academic disruption, the Academy may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course. To return to school from a medical leave, a student must provide a thorough, written professional evaluation of their current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The Academy may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of readmission from a medical leave is the Academy's confidence that the student can return safely, and that the student's return will not compromise the student's continued recovery, interfere with the Academy's ability to serve other students' needs, or place an undue burden on the Academy. The decision regarding any student's return to the Academy from a medical leave rests with the Academy. As a corollary to this principle, a student whom the Academy determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style school activities.

### **Health Emergencies**

Health Services will attempt to contact parents regarding illness or injury, minor or serious, but in circumstances that warrant immediate attention when the Academy is unable to reach the parents/guardians, designated emergency contacts, or the student's provider, the Academy physician or associated providers will be consulted to determine appropriate management. As deemed appropriate by the Academy physician or associated providers, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately.

Parents are expected to keep Emergency Forms up-to-date. Please remember, it is most important that the Academy have current home, work, and cell phone numbers for parents/guardians, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student's parent(s) cannot be reached. Parents will be notified of an illness or injury that may require follow-up medical care.

# SCHOOL SAFETY POLICIES

## **Guests and Other Visitors to Campus**

For the safety of our students, our Visitor Pass policy includes parents, family members, alumni, and visitors from outside of the Academy community. Upon arrival, all visitors are requested to check in with Security to obtain a Visitor's Pass.

## **Parking/Carpool**

With our students' safety in mind, and because of fire laws and safety procedures, please park only in designated parking spaces and not along the driveways of the Academy or on the grass. For safety, and in consideration of the Academy's neighbors, please drive slowly on Academy grounds and in the surrounding neighborhood and refrain from using cell phones while driving on campus. Students should refer to the Driving Privileges and Motor Vehicle policies in the Handbook for additional expectations for student-drivers.

## **Security, Emergencies, and Drills**

Cushing takes the safety of its students and the community very seriously. There are systems in place in the event of an emergency on campus, and regular drills are conducted to make all those on campus aware of the procedures. While school is in session, there is 24-hour security coverage.

All dormitories hold at least one fire drill each semester. At the first sound of the alarm, each person is to move quickly and quietly out of the building according to a predetermined plan of exit. Attendance is taken outside the building under the supervision of the dormitory parent on duty. Fire drills are of obvious importance and are conducted more frequently if they have not been held to the satisfaction of the Academy's administration. Drills to prepare for response to an emergency situation are also held. Students will receive instruction on how to prepare for such situations and the precautions that should be taken.

## **Surveillance Cameras on Campus**

The Academy has installed video cameras at certain open and public spaces on campus, such as entrances to the Academy's dorms and campus, as well as at key campus crossroads. The Academy seeks to balance the security, safety, and other benefits derived from the use of video surveillance with any privacy concerns of the Academy's employees, students, families, and guests. In all cases, security equipment is used in a manner that adheres to legal statutes and ethical standards where the right of privacy is concerned and is not used where there exists a reasonable expectation of privacy, such as in restrooms, locker rooms, etc. These surveillance cameras record visual footage in each location, but do not record any audio.

Students may not install their own surveillance cameras anywhere on campus, including their dorm rooms. Use of such cameras may be in violation of state law.

## **Search and Seizure**

The Academy may conduct a search of a student and/or the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects, if the Academy suspects a student may be violating the law or violating an Academy rule, standard, or expectation. Lockers and dorm rooms are the property of the Academy. Students exercise control over their lockers and dorm

rooms from other students, but not from the Academy and its officials. As a result, the Head of School and the Head's designees, as well as law enforcement officials, may search lockers and dorm rooms as the Academy determines may be appropriate, which may include random searches. The Academy and law enforcement officials may seize items that may jeopardize the safety of others or property, or constitute a health hazard.

Parking on Academy premises is a privilege, not a right. As such, any person who operates a vehicle on Academy property or in connection with any school-related activity is agreeing that the Academy may inspect and search the vehicle and its contents without notice and without further consent.

### **Background Checks**

With student safety a priority, the Academy conducts state and national criminal history and sex offender registry checks on all current and prospective faculty and staff of the Academy who may have "direct and unmonitored access to children," including any individual who regularly provides school-related transportation to students.

The Academy requires any volunteers who will work independently with students to undergo a state criminal background check or "CORI" (Criminal Offender Record Information) and a state sex offender registry check or "SORI" (Sexual Offender Registry Information). It is also Academy policy to require that volunteers with direct and unmonitored access to students undergo a fingerprint-based check, which is run through the Federal Bureau of Investigation and provides access to national criminal history databases. Examples of the types of volunteer activities requiring a background check include, but are not limited to, field trips and tutoring students one-on-one. A background check is typically not necessary for parent volunteers involved with larger Academy functions at which many adults are typically present or in instances where there is only the potential for incidental unsupervised contact with students in commonly used areas of the Academy grounds.

These background checks require the completion of a brief application form and verification of a government-issued photographic identification, and are only conducted with the consent of an individual employee or volunteer. A volunteer's service, and an individual's employment, is contingent upon successful completion of the checks, which may take several days or weeks to process.

Completed CORI and fingerprint-based check forms must be returned to the Business Office at least two weeks in advance of volunteering.

### **Child Abuse and Neglect Reporting**

Cushing is committed to the highest standards of care for our students, and seeks to ensure that our students are protected from inappropriate or hurtful actions by adults responsible for their care, as well as by anyone else who may mistreat a student. In accordance with Massachusetts law, all School employees are required to report suspected abuse or neglect of any student under age 18.

Massachusetts law requires School employees having "reasonable cause to believe" that a child has been abused or neglected to report such knowledge or suspicion immediately to the Department of Children and Families (DCF). Suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts, or statements by a child, a victim, or a third party. Such suspicion does not require certainty or probable cause. The responsibility to report rests both on the Academy and also on all School employees. While a School employee may wish, and is indeed encouraged, to consult with the Head of School prior to making a report of suspected child abuse or neglect to DCF, all employees are

required to report their reasonable suspicions to DCF, even if the Head of School may not agree with the employee's concerns.

### **Asbestos Hazard Emergency Response Act**

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the Academy. These plans are available and accessible to the public at the Academy's Facilities Office.

This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.

# FAMILY INVOLVEMENT

## **Parental Comportment and Support for Academy Policies**

At Cushing, we believe that a positive relationship between the Academy and a student's parents or guardians is essential to the fulfillment of the Academy's mission. We recognize that effective relationships are characterized by clearly-defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The Academy understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Cushing, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student, in the sole judgment of the Academy, fails to comply with this or any other policy or procedure of the Academy, engages in conduct either on or off the Academy's property that could undermine the authority of the Academy's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the Academy community. The Academy may refuse re-enrollment of a student if the Academy believes the actions of a parent or guardian on or off the Academy's property make a positive, constructive relationship impossible, or otherwise may interfere with the Academy's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the Academy expects that parents will observe the following guidelines:

### **1. Share in the Academy's vision.**

- Support the mission of the Academy.
- Understand and support the Academy's philosophy, policies, and procedures.
- Support the Academy's disciplinary process, and understand that the Academy's authority in such matters is final.
- Be supportive of the Academy's commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the Academy.
- Support the Academy's emphasis on sustainable practices.

### **2. Supports the intellectual, physical, and emotional growth of the student.**

- Support a student's study and completion of homework requirements.
- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at Academy and at athletic events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

### **3. Participate in the establishment of a home/Academy and Academy community relationship built on communication, collaboration, and mutual respect.**

- Provide a home environment that supports positive attitudes toward the Academy.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive Academy environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when

legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.

- Respect the Academy's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (*i.e.*, advisor/teacher/counselor, Head of School, and then if needed with the Office of Academic Affairs, Office of Student Affairs, or Office of Athletics or another administrator).
- Acknowledge the value of the educational experience at the Academy by making regular and timely Academy attendance a priority and scheduling non-emergency appointments outside the classroom day.
- Support the Academy through volunteerism and attendance at Academy events.
- Financially support the Academy to the best of one's ability.
- Share with the Academy any religious, cultural, medical, or personal information that the Academy may need to best serve students and the Academy community.
- Understand and support the Academy's technology policies.

### **Academy Directory**

The Academy has a directory of contact information for families, faculty and staff, and other members of the community. The Directory is updated each September and made available to families online. The Directory may only be used for Academy-purposes, and not for personal or commercial purposes. Failure to properly use the Directory may result in restricted use and other consequences, as determined appropriate by the Academy.

### **Family-Academy 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.

### **Current Family Contact Information**

Parents are expected to keep the Academy informed of contact information for emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergencies.

### **Multiple Households**

In order for the Academy to communicate most effectively with parents and support each student, teachers and administrators need to be aware of students who spend time in multiple households. Additionally, information regarding who the primary caregiver is should be communicated to the Academy, in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips, or other issues, the Academy should be informed.

The Academy expects separated or divorced parents to cooperate and partner with the Academy with respect to their child's education. For this reason, the Academy will not get involved in parental disputes or custody issues.

Absent a court order to the contrary, all parents for whom the Academy has contact information will receive normal school mailings (i.e., grades, teacher comments, all-School email) and other Cushing communications. As part of this commitment, it is parents' responsibility to ensure that any communication from the Academy is shared among their family. In addition, parents are expected to include any other parent(s)/guardian(s) of their child on electronic communications to the Academy, including emails to teachers. Given the unique legal situation of each family, the Academy may make exceptions to this policy on a case-by-case basis.



## ENROLLMENT AND FINANCIAL INFORMATION

### **Enrollment Agreements**

Students may not attend classes unless a properly-executed enrollment agreement is submitted to the Academy in a timely manner. Enrollment is the affirmation by the parents and the child that they willingly enter into a contract with Cushing. The enrollment agreement states that the parents and the child, 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 agreement and may lead to the dismissal of the student from the Academy.

Enrollment agreements are for one year only. Enrollment agreements are typically sent to families each spring. Enrollment agreements will be sent to returning students only if all financial obligations are current, and the Academy is generally satisfied with the student's academic performance and behavior. Please see the Re-Enrollment Policy for additional information.

Once an enrollment agreement has been signed and accepted by the Academy, parents are responsible for the full tuition for the academic year as of June 1. This remains true even if a student is subsequently separated from the Academy, regardless of the reason for the student's separation.

### **Tuition Assistance**

Our Academy community is committed to helping families effectively meet the cost of a Cushing Education to the extent that the Academy's resources permit. Families who demonstrate that their financial resources are insufficient to pay the full cost of tuition are eligible to apply for financial assistance. To apply for financial assistance or receive additional information about financial aid, families should contact Cushing's Admission Office. Hard copies of the financial assistance packet are also available from the Business Office. Additional information is available on the Academy's website.

### **Tuition Billing Schedule**

Tuition is due in full by June 1, or may be paid in either two or ten installments as follows:

- The first payment of 50% of the annual tuition must be paid by June 1, and the second payment of 50% of the annual tuition must be paid by October 1; or
- A ten-month payment plan for the annual tuition: each monthly payment will be debited, May through February.

Students may not attend classes, take examinations, or graduate unless tuition is paid in a timely manner consistent with the Enrollment Agreement.

### **Billing**

No student will be permitted to begin school in September unless the tuition has been paid in full or a family is participating in one of the payment plans and is current with payment. The Academy does recognize that families may experience extenuating financial circumstances. While the Academy is willing to work with families in these instances, all accommodating payment plans must be approved in writing by the Head of School and payments must be received on a regular basis.

If an account is more than 30 days' overdue, it may be brought to the attention of the Head of School or the Chief Financial Officer. The Academy will review the case, make appropriate arrangements regarding collection, may decide to suspend the student from classes and/or school events, and take any other action that the Academy deems appropriate, as permitted by applicable law. No student is permitted to re-enroll if there is an outstanding account balance from the previous school year.

### **Student Accident Insurance**

The Academy provides parents with an opportunity to participate in an elective Student Accident Plan. Information about the plan is included with enrollment materials.

### **Tuition Refund Plan**

The Tuition Refund Plan offers enrolled families an insurance policy for recovering tuition in the event of certain absences, withdrawals, or dismissals. Insurance information and an application are provided during enrollment. The plan is optional for families who elect to pay tuition in full by June 1 and is required for the two-and ten-payment plan options. All families are encouraged to participate.

### **Re-Enrollment**

An offer of re-enrollment is normally made to students during the spring semester. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude, and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education. On occasion, re-enrollment contracts are held until later (usually April or May) when the Academy decides that an appropriate decision about placement can be made, or are not extended at all, if the Academy determines that such a recommendation is in the best interest of the student and/or the Academy community. The Head of School makes the final decision as to whether a student will be invited to return for another year and may seek recommendations from the faculty, a discipline committee, and the counseling staff. This difficult conclusion is only reached after careful consideration. While parents are obviously involved in this process, the Academy will make the ultimate decision, and will assist, if possible, in the process of locating an appropriate alternative school.

### **Leave of Absence**

Should a student's extended absence from school be necessary or desired, a leave of absence may be appropriate. A leave for medical reasons will be handled in accordance with the Academy's Medical Leave policy in this Handbook. The Academy may recommend or grant a request for a voluntary leave of absence for other compelling reasons. The initial request for a voluntary leave of absence should be made to the Director of Student Affairs or the Associate Head of School for External Affairs. The Academy requires sufficient supporting documentation prior to the approval of any leave requested by a family. The sufficiency of any supporting documentation will be determined by the Academy.

The Academy makes the final determination as to whether to grant a leave of absence, as well as the duration of the leave and the conditions necessary for a student's return (including, but not limited to, whether the student must reapply for admission). Whether the period of leave is counted towards academic requirements for promotion and graduation will be determined by the Academy.

Leaves of absence may be noted in the student's educational record, including on the student's transcript. A leave of absence will not be used in lieu of disciplinary action to address violations of the Academy's

code of conduct, rules, or policies. Additionally, a student granted a leave of absence while on academic and/or disciplinary status may return on that same status.

Families remain financially responsible for tuition and other fees while the student is on a leave of absence. International students are advised to consult with the Director of the International Student Program to address any effect the leave of absence may have on student visa status.

**Family Leave**

Families who take a leave of absence from the Academy of a year or more are generally expected to apply to the Academy for readmission. The student will be considered on a space-available basis, as well as within the context and competition of the applicant pool for the student's grade level. Strength of the applicant's file is important, including a strong finish to the student's last year at the Academy, as well as a strong record of academic performance and citizenship while the student is away. Ultimately, the Academy cannot predict the number of openings or competitiveness of applicant pools for specific grade levels, and given the Academy's high enrollment, there is never a guarantee of readmission for the following year. Applications for admission, from both current families on leave and new families, must be submitted by February 1.

## APPENDIX A: HAZING POLICY

The Commonwealth of Massachusetts requires secondary schools to provide students and families enrolled in the Academy with a copy of the state law defining and prohibiting hazing. All members of the Academy community are reminded that these laws include a requirement to report promptly any alleged incidents of hazing. Students are briefed on this matter during assemblies and team meetings.

Massachusetts General Laws, Chapter 269, §§17-19 are provided below.

### Section 17

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug 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 such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

### Section 18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

### Section 19

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the

institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

## APPENDIX B:

### BULLYING PREVENTION AND INTERVENTION PLAN

Cushing Academy (“Cushing” or the “Academy”) is committed to providing a safe and healthy learning environment for all members of its community. Such an environment precludes behaviors that are disrespectful of and physically and/or emotionally harmful to others. Students, faculty, staff members, and others connected with Cushing should expect to be treated with respect and consideration. As a community enriched by its diversity, we recognize and celebrate the differences in characteristics such as culture, race, age, ethnic origin, religion, gender, sexual orientation, gender identity and expression, and socio-economic status, among others. All members of the Cushing community play important roles in maintaining these standards and intervening, as appropriate, when they witness behavior that conflicts with community standards.

Cushing’s Bullying Prevention and Intervention Plan (the “Plan”) is published in accordance with M.G.L. c. 71, § 37O, otherwise known as the Massachusetts Law about Bullying in Schools. This Plan is consistent with broader protections against discrimination, harassment, and other inappropriate conduct as detailed in the Community Handbook. This Plan is designed to coordinate with the Academy’s policy on Harassment, Discrimination, Bias, Hazing, Bullying, Cyberbullying, and Other Interpersonal Misconduct.

It is important that this Plan be well understood by all members of the Cushing community. Ensuring adherence to the Plan is the responsibility of the Head of School (or the Head’s designee, as may from time to time be designated). Questions and concerns related to this Plan may be referred to the Head of School or the Director of Student Affairs.

#### **Policy Against Bullying, Cyberbullying, and Retaliation**

The Academy does not tolerate verbal or physical behavior that constitutes bullying, cyberbullying, or retaliation. The Academy is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the Academy community.

Bullying and retaliation are prohibited on the Academy’s campus and the property immediately adjacent to Academy grounds, on Academy vehicles and at Academy-sponsored events, activities, athletic contests, and off-campus trips. Academy-owned technology may not be used to intimidate, harass, threaten, or bully another student.

In addition, bullying and retaliation are prohibited 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 the Academy, if such conduct: (a) creates a hostile environment at the Academy for a student, (b) infringes on the rights of a student at the Academy, or (c) materially and substantially disrupts the educational process or the Academy’s orderly operations.

#### **Definitions**

##### *Aggressor*

A student or faculty/staff member who engages in bullying, cyberbullying or retaliation towards another person.

### Bullying

Bullying is defined as the use of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, by one or more students or members of the faculty/staff directed at a target that:

- a) causes physical or emotional harm to the student or damage to the student's property;
- b) places the student in reasonable fear of harm to the student's self or damage to the student's property;
- c) creates a hostile environment at the Academy for the student;
- d) infringes on the rights of the student at the Academy; or
- e) materially and substantially disrupts the educational process or the orderly operations of the Academy.

By way of example only, bullying may involve, though it is not limited to the following:

- threatening;
- intimidating;
- stalking;
- cyber-stalking;
- physical violence;
- sexual, religious, racial, or any other type of harassment;
- public humiliation;
- destruction of personal property;
- social exclusion, including incitement and/ or coercion; and
- rumor or spreading of falsehoods.

### Cyberbullying

Cyberbullying is bullying through the use of technology or electronic communication, including, but not 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, photo electronic or photo optical system, including but not limited to electronic mail, Internet communications, instant messages, text messages, social media, or facsimile communications.

Cyberbullying includes, but is not limited to: (a) the creation of a web page, blog, or social media profile in which the creator assumes the identity of another person, and (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above. Cyberbullying includes, but is not limited to, the distribution by electronic means of a 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 included in the definition of bullying.

### Faculty/Staff

Faculty/staff members include, but are not limited to, educators, administrators, counselors, health services staff, dining service workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

### Hostile Environment

A hostile environment refers to a situation in which bullying causes the Academy environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of a student's education.

### Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student or a faculty/staff member who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying.

### Target

Any student against whom bullying, cyberbullying, or retaliation has been perpetrated.

### School Grounds

Any property on which an Academy building or facility is located or property that is owned, leased, or used by the Academy for an Academy-sponsored activity, function, program, instruction or training.

## **Cushing Academy Policies**

The Plan is drafted in compliance with the Academy's obligations with respect to bullying prevention under Massachusetts law. Further, in accordance with the Academy's policies, values, and standards of conduct, the Academy has supplemented certain definitions and concepts provided by law in an effort to enhance the Academy's anti-bullying curriculum. For example, although the law defines bullying as the "repeated use" of certain expressions, acts, and/or gestures, this Plan memorializes the Academy's discretion to impose disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the Academy determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying. The Academy's efforts to enhance its protection of students and employees in the Cushing community in no way expands an individual's rights under the law. The Academy may modify the protocols set forth in this Plan and use its discretion in the interpretive enforcement of all ideals and standards of conduct.

## **Prevention of Bullying and Cyberbullying at Cushing**

The Academy emphasizes self-awareness and strives to provide daily lessons in tolerance, integrity, and social responsibility throughout the curriculum and all aspects of school life.

The Academy is proud to maintain a community in which bullying is actively discouraged – not only by involved adults, but also by a positive peer culture that does not tolerate such mistreatment. The Academy seeks to create a climate where high standards are balanced with reasonable expectations, tolerance and understanding. The Community Handbook contains clear expectations for student conduct. All families receive copies of the Handbook, and it is also accessible online via Cushing's website.

The Academy recognizes that certain persons may be more vulnerable to becoming targets of bullying or harassment based on actual or perceived differentiating characteristics, including: race; color; religion; ancestry; national origin; sex; socioeconomic status; homelessness; academic status; gender identity or expression; physical appearance; pregnancy or parenting status; sexual orientation; mental, physical, developmental or sensory disability; or by association with a person who has or is perceived to have one or more of these characteristics.

The Academy's comprehensive approach is intended to support all students and employees as well as to provide age-appropriate training and education for the ways in which bullying, cyberbullying, and retaliation can be prevented and the ways in which participation in these prohibited behaviors are antithetical to the mission and core values of the Academy. Additionally, the approach is intended to



educate the Cushing community regarding the steps one must take to respond to incidents of these prohibited behaviors.

The Academy provides annual training for students and offerings in which students develop a greater understanding for their own decision making and understanding of the difference of others within a community. The Academy provides annual education and training to all students of the skills, knowledge and strategies needed to prevent and respond to bullying or harassment, and expectations surrounding behavior, diversity, inclusion, and respect. Advisor and dorm meetings address issues of bullying, cyberbullying, and retaliation and ways in which a student can prevent, identify, stop and respond to these issues.

### **Access to Resources and Services**

Members of the Academy's administrative team will identify training, counseling, safety planning, and other services appropriate for members of the community or the community as a whole. The Academy provides student support on campus through its health services staff and Director of Counseling. In the event that targets, alleged aggressors, and/or their family members require services that the Academy is unable to provide, the Director of Counseling may provide referrals to external counselors.

### **Reports of Bullying, Cyberbullying, or Retaliation**

A student who is the target of bullying, cyberbullying, or retaliation, or who has witnessed an incident of bullying, cyberbullying, or retaliation, or otherwise has relevant information about bullying, cyberbullying, or retaliation prohibited by this Plan, should immediately notify a member of the Student Affairs Office, the Director of Counseling or the Head of School either verbally or in writing. If a student is uncomfortable contacting one of these individuals, the student may ask another adult or a classmate to help. Verbal reports made to a member of the faculty/staff will generally be memorialized in writing.

Parents or guardians who believe that their child is the target of bullying, cyberbullying, or retaliation, or whose child has witnessed, or otherwise has relevant information about bullying, cyberbullying, or retaliation, are urged to notify the Head of School or the Director of Student Affairs. Furthermore, any parent or guardian who has directly witnessed bullying or cyberbullying, or who has relevant information concerning such an incident or any incident of retaliation, is strongly encouraged to contact one of these administrators.

Although Massachusetts law permits a student or the parent or guardian of a student to make a report of bullying, cyberbullying, or retaliation anonymously to the Director of Student Affairs or to the Head of School, the Academy urges students and their parents or guardians not to make anonymous reports under this Plan. While there are circumstances in which an anonymous report is better than none at all, it is nonetheless far more difficult to determine the facts of what occurred if a report is made anonymously. No disciplinary action will be imposed solely on the basis of an anonymous report. Students and parents are encouraged to bear in mind that the Academy takes its policy against retaliation seriously.

While the Academy cannot promise strict confidentiality to a student, parent, or guardian who makes a report under this Plan, because information must be shared in order to conduct an effective investigation, the Academy releases information concerning reports of bullying, cyberbullying and retaliation only when it determines that there is a legitimate need to know.

Any employee of Cushing who witnesses or otherwise becomes aware of bullying, cyberbullying, or retaliation is expected to report it immediately to the Head of School or the Director of Student Affairs.

Cushing employees should not make promises of confidentiality to a student or parent/guardian who informs them of an allegation of bullying, cyberbullying, or retaliation. Faculty, staff and administrators may not make reports under this policy anonymously.

If a member of the faculty/staff witnesses an act of bullying, cyberbullying or retaliation in progress, the faculty/staff member is expected to take reasonable steps to stop the act by communicating directly with the person whose behavior is considered unacceptable, offensive or inappropriate.

## **Responding to a Report of Bullying, Cyberbullying or Retaliation**

### *Preliminary Considerations*

When a report of bullying, cyberbullying, or retaliation is brought to the attention of the Head of School, or the Head's designee, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors) and to prevent disruption of their learning environment while the investigation is undertaken. The requirement to report to the Head of School or the Director of Student Affairs does not limit the authority of a faculty/staff member to respond to behavioral or disciplinary incidents consistent with Academy policies and procedures for maintaining safety, behavior management, and/or discipline in a way that is developmentally appropriate for the ages of the students involved.

The Head of School, or the Head's designee, will implement appropriate strategies for protecting students who have reported, witnessed, or provided information about the incident from bullying, cyberbullying, and/or retaliation. The Academy may use strategies, such as increased supervision, stay-away mandates and personal safety plans, as may be appropriate to prevent bullying, witness interference and/or retaliation during the course of and after the investigation.

Both during and after the investigation, the Academy is committed to protecting the physical and emotional well-being of all of its students and faculty/staff and will take appropriate measures to do so. Thus, the Academy will be sensitive to the needs of both the alleged targets as well as the alleged aggressors. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, in the dining hall, or on the bus; identifying a faculty/staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and/or access to the target. The Academy will take additional steps to promote safety during the course of and after the investigation, as may be appropriate, including implementing protocols for protecting individuals who report or witness bullying, or who are interviewed regarding bullying.

At any point after receiving a report of bullying, cyberbullying and/or retaliation, the Head of School or the Head's designee, may notify local law enforcement or other government agencies, in the event that the Head of School, or the Head's designee, has a reasonable basis to believe that criminal charges may be pursued against the alleged perpetrator, or if a child may have been subjected to abuse or neglect of the type that is reportable under M.G.L. c. 119, § 51A.

If the Academy receives a report of bullying, cyberbullying, or retaliation involving students from another school, the Head of School may notify the appropriate administrator of the other school so that both may take appropriate action. If the Academy receives a report of bullying or retaliation on school grounds involving a former student under 21 years of age who is no longer enrolled in school, the Academy may notify law enforcement if criminal charges may be pursued against the aggressor or as otherwise required by law.

### Notification of Parents and Guardians

The Head of School, or the Head's designee, will notify the parents or guardians of the student who is an alleged target of bullying, cyberbullying or retaliation, and the parents/ guardians of a student who may have been involved in the perpetration of such behavior, after a report of such behavior has been received by the Academy.

### Investigation

The following is an overview of the protocols that will generally be followed once a report of behavior prohibited under this Plan has been brought to the attention of the Academy.

The Head of School, or the Head's designee, will conduct a prompt, impartial and thorough investigation of the report as the particular circumstances warrant. Generally, an investigation may involve (but is not necessarily limited to) interviews with the person or persons who made the report, alleged target, witnesses to the incident, the person or persons against whom the report was made, and any other parties who witnessed or may otherwise have information relevant to the alleged incident. The investigator(s) may consult with teachers, health services staff, the parents/guardians of the student or students who were allegedly targeted, and/or the parents/guardians of the student or students alleged to have been the aggressors, or any other person whom the investigator(s) deem to have knowledge about, or circumstances surrounding, the report.

All employees and students are required to cooperate with and participate fully in the investigation of a report of prohibited behavior. While the Academy cannot promise strict confidentiality, all persons will be instructed to treat the investigation as confidential and not to discuss the allegations with other persons at the Academy. Although information must be shared to conduct an effective investigation, the Academy will only release information on a legitimate need-to-know basis.

Cushing neither tolerates retaliation nor engages in retaliation against an individual for filing a complaint of bullying, cyberbullying, or retaliation, or for cooperating in an investigation of such a report. No adverse action will be taken against a student or faculty/staff member for making a good faith report of alleged bullying, cyberbullying, or retaliation. An individual who is found to have engaged in retaliation against a student or faculty/staff member for filing a report, or participating in the investigation of a report, may be subject to disciplinary action, up to and including dismissal from the Academy or termination of employment. The Head of School, or the Head's designee, will maintain a written record of the investigation.

All persons involved in an 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. Any person who knowingly makes a false accusation of bullying, cyberbullying, or retaliation may be subject to disciplinary action.

### Resolution

Following interviews and any other investigatory information gathered, the Head of School, or the Head's designee, will determine whether and to what extent the allegation of bullying, cyberbullying, or retaliation has been substantiated. If there is reason to believe this Plan has been violated, the Head of School will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in Academy or benefitting from Academy activities. If, after the investigation, the report is substantiated, appropriate remedial or disciplinary action will be taken. The Head of School will also determine whether counseling or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.

Upon completion of the investigation, Head of School, or the Head's designee, and/or the person(s) who conducted the investigation will generally meet individually with the student or students who were the target of the alleged incident and the student or students against whom the report was made. The parents/guardians of all students involved will generally be contacted.

Upon the Head of School or the Head's designee's determination that prohibited conduct occurred, the Academy may implement a wide range of skills-building approaches, educational activities, behavioral supports and/or disciplinary responses to teach appropriate behavior.

Information about consequences or other corrective action will be shared with the Cushing community as deemed appropriate by the Head of School. The amount of information provided may be limited by laws protecting student records and/or the integrity of investigatory processes. When it is determined by the Head of School, or the Head's designee, that the student body or faculty would benefit from reporting of the events and associated consequences of an incident of bullying, cyberbullying, or retaliation, an announcement may be made in person, by electronic communication or otherwise.

In cases when it is determined that bullying, cyberbullying, or retaliation has occurred, Cushing will assess the target's need for protection and will make appropriate efforts to restore the target's sense of safety. As noted above, in appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under M.G.L. c. 119, § 51A, law enforcement or other appropriate government agencies may be notified.

The goal of an investigation, and any disciplinary or other remedial process that is imposed following that investigation, is to correct the situation to the extent reasonably possible, and to take such steps as can be taken to prevent repetition of the incident and to prevent the student or faculty/staff member targeted and others who participated in the investigation from being subject to retaliation.

If disciplinary or other corrective action is determined to be appropriate, the parties will be informed of the steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student and employee records or other confidentiality or privacy considerations. Parents or guardians of the target(s) will generally be notified of any action to be taken to prevent any further acts of bullying, cyberbullying, or retaliation.

Within a reasonable period of time following implementation of responses to the prohibited conduct, the Head of School, or the Head's designee will contact the student or other person found to have been targeted in violation of this policy and the student's parents/guardians (as applicable) to determine whether or not there has been a recurrence of the prohibited conduct and will take action as appropriate.

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.

### **Disciplinary Action**

The Head of School and/or the Head's designee, will determine any appropriate disciplinary action for a student who is found to have committed an incident of bullying, cyberbullying or retaliation. The range of disciplinary actions that may be taken against an aggressor for bullying, cyberbullying or retaliation will balance the need for accountability with the need to teach appropriate behavior, and may include:

- Loss of privileges;
- Warning;

- Counseling;
- Suspension from the Academy; and
- Dismissal from the school.

The Discipline Committee may be convened to investigate and make recommendations to the Head of School, or the Head's designee.

If, as the result of an investigation, the Head of School, determines that faculty/staff should be subject to disciplinary action, such disciplinary action will be handled in accordance with the policies set forth in the Employee Handbook.

### **Annual Notice, Training, and Biennial Updates**

As required by the statute, Cushing Academy provides annual notice of the Plan and its existence to faculty, staff, students, and parents. The Academy will also provide training on the Plan and its contents to employees.

In an ongoing way, the Academy will track trends and issues that arise and review any proposed changes by members of the Academy community. Changes will be made to the Plan if need be at any time. Every two years, as mandated by the statute, the Academy will review, and as needed, update this Plan.

The Plan, components of which appear annually in the Community Handbook, will be posted in its entirety on Cushing's website.

### **Conclusion**

This Plan, which is consistent with the Academy's mission and policies that appear in the Community Handbook, outlines the school's bullying, cyberbullying, and retaliation policy and is consistent with the Academy's ongoing commitment to fostering a safe, supportive and respectful learning environment for all members of the Cushing community.

This Plan is intended to:

- To prevent bullying, cyberbullying, and retaliation among Cushing students;
- To encourage students and parents/guardians to come forward promptly if they become aware of conduct that is prohibited by this or any other Cushing policy;
- To promote confidence in the Cushing's procedures; and
- To aid the appropriate implementation of discipline and other corrective measures when warranted.

Questions regarding this document or other aspects of Cushing prevention and response to matters of bullying, cyberbullying, or retaliation should be directed to the Head of School.

## APPENDIX C: ACCEPTABLE USE POLICY

### **Acceptable Use Policy**

Students are expected to remember that any exchange of information within this community must be made in line with the Academy's general standards of conduct. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled in the Academy, whether linked to the Academy's network from in school or from a remote location or not at all, or using their own personal computer or communication device on or off campus, students are expected to comply with this Acceptable Use Policy and any applicable policies and procedures as long as they are enrolled in the Academy.

At the beginning of the year, all students must read and agree to the Acceptable Use Policy (AUP), which includes, but are not limited to, the appropriate use of technology and the prohibition of actions including 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 without 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.

Use of the Academy's network is a privilege, not a right. Failure to act in accordance with the Acceptable Use Policy (AUP) 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 and technology 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's teaching and learning objectives.

Cushing makes no express or implied warranty for the Internet access it provides or the resources available through the use of our network. The Academy cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the 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.

### **AUP Expectations**

The Academy has explicit guidelines for using computers and other electronic devices, both on and off campus, using the Academy's network, and accessing the Internet, to which the Academy expects students and parents to adhere. The examples below are just examples and are not an all-inclusive list of requirements and possibilities.

#### Students may:

- use technology for school work or class projects and assignments, at the teacher's discretion;
- access the Internet with teacher permission to enrich learning related to school work; and
- use technology in ways directed by the teacher.

Students may not:

- post personal contact information about themselves or other people;
- access or attempt to access network resources not intended for them;
- share their passwords or other's passwords with anyone, with the exception of parents/guardians and teachers;
- alter electronic communications to hide their identity or impersonate another person;
- communicate with or make plans to meet a stranger in person;
- use inappropriate language or images in email, web pages, videos, or social networking sites;
- be disrespectful by talking or posting derogatory material (images, video, etc.) via email, social networking sites, live chat, web page, or any other method;
- engage in cyberbullying, harassment, or sexting, in violation of the Academy's policies prohibiting bullying, harassment, hazing, and discrimination and related policies as stated in the Handbook;
- access or attempt to access inappropriate information on the Internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, or sites with sexually explicit or graphic, pornographic, or obscene material;
- plagiarize printed or electronic information—students must follow all copyright, trademark, patent, and other laws governing intellectual property;
- install or download software onto School computers from the Internet, home, or by any other means;
- create or use a mobile hotspot on the Academy's campus;
- remove any Academy-owned computer equipment (including, but not limited to, network cables and keyboards) from the Academy without express permission;
- store personal files on the network, except in their own network user account—any information that a student leaves on a Academy-owned device may be deleted at any time, with or without notice;
- use cell phones or other personal electronic communication devices during classroom time, without the express permission of the teacher;
- disclose confidential or proprietary information related to the Academy or recklessly disregard or distort the truth of the matters commented on;
- access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission;
- use the network for illegal or commercial activities, including the use of personal surveillance cameras;
- vandalize, steal, or cause harm to the Academy's equipment, network, or services (including, but not limited to, uploading or creating viruses, attempting to gain unauthorized access, changing hardware or software settings, or changing online materials without permission);
- deliberately disrupt or attempt to disrupt the software or hardware of the Academy's network; or
- be "friends" with, or otherwise directly connect to via online networks and services, any School employee on any social networking site that is not used primarily for educational purposes [(e.g., **Twitter is often used by both faculty and the Administration for educational and informational purposes**)]. If a student is contacted by a School employee via non-School channels for non-educational purposes, the student should immediately notify their advisor or the Director of Student Affairs.

Students should understand that:

- the use of inappropriate language, harassment, and disrespectful comments in email, texting or a chat room, or on a website or social networking site from either inside or outside the Academy, and whether during the school day, after hours, or during vacation time, as long as a student is enrolled in the Academy, is prohibited;
- there is no guarantee of privacy associated with their use of the Academy's technology resources. Students should not expect that email, voicemail, or other information created or maintained on the Academy's network, Academy-issued devices, or Academy-administered services (even those marked "personal" or "confidential") will be private, confidential, or secure. The Academy has the right to access and monitor both student-owned and Academy-owned computers and communication devices connected to the Academy's network. Each student consents to the Academy's right to view and/or monitor the Academy's network and all of its associated accounts; and
- they will be held accountable for unattended accounts, and for use of their computer or communication device, if such equipment is left unattended and/or used by another individual.

Parents/guardians should understand that:

- it is the responsibility of all parents/guardians to read this policy and discuss it with the student;
- teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity; and
- if a student damages the hardware or software of any Academy-owned technology, the parent/guardian may be responsible for paying for the repair or replacement of that technology.

The Academy may:

- access, view, monitor, and track any information or communication stored on or transmitted over the Academy's network, on or over equipment that has been used to access the Academy's network, or Academy-issued devices, or Academy-administered accounts and services, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring, or misdelivery; and
- restrict the material accessed and not permit computers to be used for anything other than educational purposes.

## **Security**

Security on any computer network is a high priority, especially when the system involves many users. Students must notify a system administrator if they identify a security problem. Students should not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Academy's network.

## **Reporting Violations**

If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another community member's use of technology, the student should immediately report the student's suspicions, feelings, and observations to their advisor or the Director of Student Affairs.

Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the fullest extent of the law.



## APPENDIX D: INTERPERSONAL MISCONDUCT DEFINITIONS

The following definitions are intended to help provide students with an understanding of the types of interpersonal misconduct that are prohibited at Cushing. Students should be aware that, in accordance with the Academy's mission, values, and standards of conduct, the Academy has supplemented and/or provided broader protections against bullying, discrimination, harassment, and other inappropriate conduct than may be required under applicable laws. In essence, the Academy's standards may be stricter than the law, and the Academy may impose discipline accordingly. The Academy's efforts to enhance its protection of students in no way expand an individual's rights under applicable laws. Further, the Academy may modify and amplify the standards set forth above and use its discretion in the interpretative enforcement of all ideals and standards of conduct.

**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.

Although the law defines bullying as the "repeated use" of certain expressions, acts and/or gestures, the Academy may consider a "single instance" to be sufficient to rise to the level of bullying and, therefore, warrant disciplinary action or other corrective measures. Please see the Academy's Bullying Prevention and Intervention Plan for more information, available on the Academy's website and in Appendix B of this Handbook.

**Bias:** A bias-related incident occurs when language or behavior conveys prejudice against a target because of a dimension of the target's identity (race, color, national or ethnic origin, ancestry, gender, religion, gender identity, gender expression, sexual orientation, or mental or physical disability, or any other applicable legally protected status).

**Cyberbullying:** 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 includes 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 also includes 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.

**Harassment or Discrimination:** Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to and/or not objecting to the behavior. Harassment and discrimination can take many forms. Examples include, but are not limited to:

- Playing abusive pranks.
- Subjecting someone to personal indignity.
- Slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding a legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes.
- Threatening an individual; creating a fearful and unsafe environment.
- Limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics.
- Initiation rituals (see Hazing).

**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 is attached as Appendix A to this Handbook and can be reviewed in the Office of Student Affairs.

Although Massachusetts law covers the treatment and definition of hazing for secondary school students, the Academy does not condone any form of hazing, whether consent is implied or given, or any other circumstances whatsoever.

**Hostile Environment:** A hostile environment refers to a situation in which certain misconduct causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of a student's education.

**Racial Discrimination:** Racial discrimination is a type of discrimination (as defined above). Racial discrimination involves treating a target unfavorably because the target is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Racial discrimination can occur when the target and the person who inflicted the discrimination are the same race or color.

**Retaliation:** Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct (including, but not limited to, bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment), provides information during an investigation, or witnesses and/or has reliable information about such misconduct.

**Sexual Assault:** Sexual assault occurs when a person is forced or coerced into sexual activity without giving consent. Sexual activity includes, but is not limited to, touching or fondling, either directly or through the clothing, of another's intimate areas or any contact, intrusion or penetration of another's sex organs, anus, or mouth.

**Sexual Contests:** Sexual Contests describe circumstances when individuals compete with one another to achieve sexual goals or milestones. Examples of sexual contests include, but are not limited to, keeping lists of sexual exploits, winning a prize for accomplishing a sexual goal, or being expected to accept a consequence for failure to achieve a sexual goal.

**Sexual Harassment:** Sexual harassment 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.

**Target:** Any student against whom interpersonal misconduct or retaliation has been perpetrated.

## APPENDIX E: WHERE TO GO FOR HELP

**Cushing'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 Services	(978) 827-7111

### *Cushing Fax Numbers*

Student Center Fax (Messages to students)	(978) 827-5039
Academic Office Fax (Academic matters)	(978) 827-3052
Health Services Fax (Health related matters and forms)	(978) 827-7147
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:

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

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.

<b>Absences</b>	Student Affairs	<a href="mailto:studentaffairs@cushing.org">studentaffairs@cushing.org</a>	(978) 827-7012
<b>Academic policies &amp; matters</b>	Academic Affairs	<a href="mailto:academicoffice@cushing.org">academicoffice@cushing.org</a>	(978) 827-7011
	Raja Bala	<a href="mailto:rbala@cushing.org">rbala@cushing.org</a>	(978) 827-7011
	David Stone	<a href="mailto:dstone@cushing.org">dstone@cushing.org</a>	(978) 827-7011
	Dr. Jennifer Wills	<a href="mailto:jewills@cushing.org">jewills@cushing.org</a>	(978) 827-7011
<b>Advancement</b>	Greg Pollard	<a href="mailto:grpollard@cushing.org">grpollard@cushing.org</a>	(978) 827-7083
<b>Athletics</b>	Jen Viana	<a href="mailto:jeviana@cushing.org">jeviana@cushing.org</a>	(978) 827-7044
<b>Art</b>	Deb Gardner	<a href="mailto:dgardner@cushing.org">dgardner@cushing.org</a>	(978) 827-7066
<b>Billing</b>	Business Office	<a href="mailto:billing@cushing.org">billing@cushing.org</a>	(978) 827-7021
<b>College Counseling</b>	Emily Roller	<a href="mailto:eroller@cushing.org">eroller@cushing.org</a>	(978) 827-7235
<b>Counseling</b>	Jennifer Bernard	<a href="mailto:jbernard@cushing.org">jbernard@cushing.org</a>	(978) 827-7111
<b>Residential Life &amp; Cushing Policies</b>	Student Affairs	<a href="mailto:studentaffairs@cushing.org">studentaffairs@cushing.org</a>	(978) 827-7015
	Sarah Catlin	<a href="mailto:sacatlin@cushing.org">sacatlin@cushing.org</a>	(978) 827-7015
	Tyrone Croom	<a href="mailto:tyronecroom@cushing.org">tyronecroom@cushing.org</a>	(978) 827-7015
<b>Emergencies*</b>	8:00 a.m. - 5:00 p.m.		(978) 827-7000
	After 5:00 p.m., all messages are immediately forwarded to the Administrator on Duty.		
<b>Grades</b>	Academic Affairs	<a href="mailto:academicoffice@cushing.org">academicoffice@cushing.org</a>	(978) 827-7011
<b>Health Concerns &amp; Related Absences</b>	Health Services	<a href="mailto:healthcenter@cushing.org">healthcenter@cushing.org</a>	(978) 827-7111
	Day Students - Call the Student Affairs Office before 8:15 a.m.		
	Boarding Students - Go to the Health Services before class		
<b>International Student Matters</b>	Dr. Bruce Sinclair	<a href="mailto:bsinclair@cushing.org">bsinclair@cushing.org</a>	(978) 827-7097
<b>Laundry Service</b>	Donny Connors	<a href="mailto:dconnors@cushing.org">dconnors@cushing.org</a>	(978) 827-7124
<b>Student Activities</b>	Donny Connors	<a href="mailto:dconnors@cushing.org">dconnors@cushing.org</a>	(978) 827-7124
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