

**HOLDERNESS**

**Holderness School  
Handbook of  
Student Life**

**A Guide for Students,  
Parents, Faculty, and Staff**

**2018–2019 EDITION**

# **Holderness School Motto**

*Pro Deo Et Genere Humano*

(For God and Humankind)

## **Holderness School Mission**

Holderness School fosters equally in each student the resources of the mind, body, and spirit in the creation of a caring community, inspiring all to work for the betterment of humankind and God's creation.

## **Holderness School Honor Code**

A code of honor supports the trust we place in each other. It commits us to working together to build a community that does not tolerate lying, cheating, stealing, or vandalizing. Being honorable means doing what is right, even if no one will ever know, and even if it comes at a personal cost. I pledge to demonstrate honor by acting in the spirit and with the intention of honesty and integrity. I pledge to uphold the Holderness School honor code in all situations, whether they involve academics, athletics, or community life.

## **Diversity Mission Statement**

Holderness School is committed to living as a community that celebrates and supports diversity in its many forms because multiple perspectives and experiences are vital to educational excellence and strengthen our community. Diversity refers to the human facets of race, ethnicity, national origin, religion, gender, sexual orientation, age, ability, and socioeconomic status. Holderness strives to create opportunities for cooperation, to broaden the educational experience of all students, and to enrich the lives of all community members.

## **Sustainability Mission Statement**

Holderness School embraces environmental stewardship, responsibility, and justice through understanding, commitment and actions. We, as responsible citizens, will work to maintain environmental integrity for the benefit of the living world. Rationale:

- In this world of extensive resource consumption, global interdependence, and documented climate change, we recognize that humans, by sheer numbers as well as technological prowess and lifestyle expectations, now have the capacity to undermine the diversity and resilience of our biosphere.
- As an educational institution, we have the obligation to teach, learn, and act upon the wisdom that we are not only participants in a complex web of life but also dependent upon other living systems.
- A reduction of our impact, especially our carbon footprint, is a globally recognized step necessary to maintain this web of biodiversity and safeguard future generations of human civilization.
- We will carry out this mission via formal curricular offerings, institutional infrastructure and initiatives, and personal role modeling.



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## From the Head of School

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Summer 2018

Dear Holderness Community,

At first glance, this handbook may read as a list of rules and requirements during your time on campus. But, if you read carefully, you'll notice that within these pages are the most valued aspects of our community and our school culture. This handbook exists to set a standard – the Holderness standard – that we are all expected to meet.

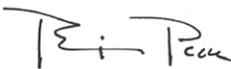
Rules mean nothing, though, if we aren't willing to subscribe to them and uphold them. This is the foundation of our community. To respect one another, to remove your hat when indoors, to welcome a new student, to show up to your pantry shift all require that you put forth a deliberate effort in embracing the spirit of this community. These efforts also represent acts of personal honor and integrity, themes we will visit often this year.

Although Holderness is often characterized as a vibrant and spirit-filled community, maintaining such a community requires an untold number of conscious and meaningful decisions on your part. Each and every one of you is a member and contributor of our community. While we certainly hope for a wonderful year, you must be an active participant in this journey. Live our leadership characteristics – Fairness, Initiative, Dependability, Empathy – a little more each day. Serve and empower others. Commit yourself to Character, Community, and Curiosity. Be proud to be a Bull.

Beneath dress code regulations and weekend permissions you'll find lessons and values of respect and care. Respect and care for your school, your classmates, and the adults in this community. In our increasingly chaotic world where it's easier and more commonplace to criticize or taunt, be a champion of respect and care. You have an entire community who will support you and, most importantly, respect and care for you.

In an ideal world, we would need no official handbook but simply a reminder of the importance of being a member of this community. Nonetheless, clarity and consistency require that these values be outlined and described in the enclosed handbook. We hope that the policies and rules contained therein will enable all of us to enjoy a rich and fulfilling Holderness experience. Please carefully review the letter and spirit of the information that follows.

Respectfully and appreciatively,



Phillip Peck  
Head of School

## From the Deans

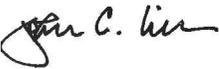
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Greetings from the Deans, and Welcome to the 2018-2019 school year!

For returning students and families, you will notice some changes to the wording and organization of some parts of this handbook. Most notably, there is a simplification of the School's community expectations and rules and a recasting of the dress code. All families should familiarize themselves not only with the specifics of the rules, major and minor, but more importantly, everyone needs also to embrace the general spirit of what makes the Holderness community special and strong.

We expect all students, new and returning, to know the rules and abide by them. We don't want you to follow the rules blindly just because they are in this book; instead, we want you to understand, accept, and embrace the larger values that undergird these many specific rules. There are good reasons for us to have these rules, and if you know what these reasons are, then the rules will follow naturally. We aspire to be a community of honor and integrity, and each of us must think about our individual needs and desires with the larger interests of a whole school in mind.

We expect a lot from members of the Holderness community, but we know that the rewards of belonging to such a positive and inspiring group of teachers and learners will be a life-changing experience. Should things go awry, as they sometimes do, the way the School will respond is also outlined here. Let's all commit to being kind and to doing good, and to seeing just how great a school year each of us can have by doing our best and being our best.



John C. Lin  
Dean of Students



Tyler Cabot  
Assistant Dean of Students

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# Academics

## Introduction

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Holderness School strives to foster equally in students the resources of the mind, body, and spirit. This section of the handbook deals specifically with the resources of the mind. However, it is important to note that at Holderness we recognize that all of these categories overlap. You cannot learn if your body is not fueled, rested and healthy. The spirit is intentionally nourished in our chapel programming, but also through coursework that demands consideration of different perspectives and an individual's role in society. The mission statement hopes to foster resources in each individual student, but always in the context of a community. Students are expected to support the broader Holderness community, but also to engage in the smaller communities in each of their classrooms. Across all aspects of a student's life at Holderness we seek to develop the following overarching skills and habits of mind.

### Effective Communicator

Communication requires skills of effective listening and purposeful expression. Whatever the medium, students learn to consider the purpose of the communication, their audience, and how to best organize and design what they seek to convey.

### Critical Thinker

Critical thinking demands asking good questions. Students at Holderness learn to ask reflective questions of themselves, evaluate of expertise, and creatively respond to questions of others.

### Ethical Community Builder

Community is built when members recognize, appreciate, and respect individual differences while acting for the good of the whole community. Whether in the community of their classroom, team, dorm or the broader Holderness community students are asked to engage, empower and serve others.

### Resilient Self-Advocate

Success and failure are core experiences for adolescents. Success builds confidence and verve to foray into uncharted territory. Experiencing failure is also essential; if students are not willing to take intellectual risks for fear of failure, they limit their potential abilities. Perhaps the most important experience a student can have is a cycle of reflective practice, to try something, fail, seek support, change tactics, and try again.

### Creative Thinker

Originality, divergent thinking and creative self-expression are key skills for students to develop as they prepare for jobs that have yet to be invented and seek new solutions to problems.

### Joyful Learner

Holderness School encourages each student to develop a love of learning and sense of community to lead a healthy and fulfilling life.

*Note: These overarching learning outcomes are part of the ongoing development of the Holderness Learning Master Plan, they are subject to change.*

## Course Load

During each year of attendance at the school, students must take a minimum of five courses per semester. This minimum holds true even for students who have repeated a grade in high school or who are second-year seniors. However, seniors may carry 4.5 credits one semester if they have 5.5 credits another semester (for a total of 10 credits over the course of the year.) Students who find that their personal circumstances would make a five-course load very difficult (serious illness, or four demanding courses for example) may petition in writing the Academic Committee for permission to maintain a four-course load for that one semester.

Chorus and/or Band may be taken in addition to the five courses. Students must take English during each year of attendance at Holderness, even if they are repeating a grade and have taken the English course for that grade during a previous year.

## Requirements

Students must have successfully completed the following requirements in order to be considered for a Holderness School diploma:

- Attendance at the school for a minimum of one year
- Completion (D or above) of a minimum of 18 credits (year-long courses earn 1 credit; semester courses earn .5 credits).

*Note: Students who repeat a course may earn credit for that course only once.*

- Completion of the following credits:

SUBJECT	REQUIREMENTS
English	4 credits
Mathematics	3 credits, including Geometry and Algebra II
Foreign Language	2 credits of the same language
Science	2 credits, including one year of life science and one year of physical science
History	2 credits, including Foundations of Modern Society (9th grade only) and two semesters of US History
Theology and Religious Studies	.5 credits (1 semester)
Fine Arts	1 credit
Human Development	.25 credit (1 quarter, tenth grade only)
Senior Thesis	.5 credit, year-long, halftime course
Technology Education Course	No credits

- Fulfillment of the community service requirement, by participating in one of the following:
  - » Project Outreach (two-week Special Program open to ninth graders).
  - » An approved service project for one athletic season.
  - » A single, significant service experience of a minimum of 40 hours in length undertaken during a school vacation.

*Please reach out to our Community Service Coordinator, Kathy Weymouth [kweymouth@holderness.org](mailto:kweymouth@holderness.org) for further information about the service requirement.*

- In addition, to be eligible for a Holderness School diploma, a student may have:
  - » No more than six year-end grades in the “D” range during their secondary education.
  - » No more than two year-end grades in the “D” range during their senior year.
    - ◊ In the cases of successive courses (i.e., French II followed by French III), and only for the purpose of receiving a diploma, a grade of “C-” or better in the subsequent course may offset one “D” received in the preceding course. However, all earned letter grades are always listed on a student’s transcript.
  - » No year-end grades of “F” during the student’s senior year.

In order to be awarded a Holderness School diploma, a student must fulfill all standards of the school, not just those related to academics. Otherwise, at the Head of School’s discretion, the student may receive a certificate of completion, which is the equivalent of a high school diploma. Certificates may only be awarded to students who have completed the necessary 18 credits.

## Choosing, Adding, Dropping, or Repeating a Course

Each spring, during the class sign-up period, advisors help students plan what courses they will take throughout their time at Holderness. Advisors work closely with students to design course loads that stretch but do not stress students as they work to fulfill graduation requirements, prepare for the post-secondary classroom and engage topics of interest. We offer a robust catalogue of courses, but, given our small size there are occasionally conflicts among single sections of electives. While the Dean of Academics and Registrar will always work to find a solution, occasionally as student might have to choose between elective offerings. Additionally, some courses are offered on biannual, rotating basis.

A student may add or drop a fall semester or year-long course during the add-drop period (approximately three weeks) at the beginning of the fall semester. Students may add or drop second semester courses during the add-drop period (approximately two weeks) at the beginning of the second semester. The student must have the approval of the instructor of the course they would like to drop, guardian, the Dean of Academics, their college counselor and the student’s advisor. All decisions regarding the adding or dropping of a course should begin with a conversation between the student and the student’s advisor.

If a student wishes to add or drop a full-year course after the third week in the semester, and has received appropriate approval, they must also petition the Academic Committee for permission to add or drop the course. If a student receives permission to drop a course near the time the first quarter grade is posted (or later), they will receive a Withdrawal/Passing or Withdrawal/Failing grade on the transcript.

At Holderness, great value is placed on the relationships between students and faculty, and the learning that takes place both within and outside of the classroom. Students often acquire lifelong skills and understandings through the development of relationships and communication with their teachers, even when situations arise that may at first appear less than ideal. For this reason, students may not change instructors in a course or request schedule changes for the purpose of changing an instructor.

Students who wish to repeat a course must first receive the approval of their guardians, the course instructor, the department chair, their advisor, and the Dean of Academics. With this approval, they must then petition the Academic Committee. If permission is granted, students will receive credit only once for the same course, although the courses and their year-end grades will be listed on the transcript both times

## The Grading System

Holderness employs an alphabetical grading system as follows:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62

Passing grades at Holderness School are 60 and above. Honor grades are 85 and above. High honor roll is a distinction earned by having a 90 average, with no grade below a B, and all effort grades good or excellent. Honor roll is a distinction earned by having an 85 average, with no grade below B-, and all effort grades of good or excellent. Effort grades include: Poor, Fair, Satisfactory, Good, Excellent and reflects a student's behavior, performance, timeliness and participation in class.

Students who earn year-end grades of D or F in required courses (i.e., Algebra I or French I) will not be permitted to take the next course in succession (i.e., Geometry or French II) until the successful completion of one of the following has occurred:

- A summer course in that discipline, approved by the Dean of Academics and the department chair.
- A summer tutorial program in that discipline, arranged by the student and their guardians, and approved by the Dean of Academics and the department chair.

In these cases, the instructor and the department chair will verify that the work completed is of satisfactory quantity and quality for the student to progress to the next level. Some departments require that students pass an exam with a grade of C or better after their summer course or tutorial. Summer courses do not receive credit nor are the grades listed on a student's transcript.

## Mid-Year and Final Exams

Examinations are given twice during the academic year at Holderness: once at the end of the first semester, and again at the end of the second semester. These exams count for a significant portion of the semester grade, with both semesters averaged in order to determine a student's year-end grade. Final exams are considered an important part of both the student's current educational experience and as preparation for their future. Therefore, a student who earns less than 40% on a year-end final exam will receive a failing grade for that course, regardless of the grade earned prior to the exam.

*Note: Students are required to follow the school exam schedule and may not reschedule exams without the permission of the Academic Committee. Students who fall ill during the examination period must make arrangements with their instructor and the Dean of Academics to make up the exams missed before leaving campus.*

## Summer Study

Students are encouraged to develop their interests during the summer months. Many Holderness students attend summer workshops, programs, camps, and other schools. Over the summer some students take courses that are not available at Holderness School, or courses that enable them to advance in a particular discipline. Students are welcome to take courses for enrichment and should be aware of the school's policies:

- Holderness School does not give its own credit for courses taken at other institutions while a student is enrolled at Holderness School.

- Students who wish to use courses taken during the summer for purposes of advancement in a particular discipline (e.g., math, foreign language) must receive approval from the chair of that department and from the Dean of Academic Affairs. Again, Holderness School credit is not given.
- Summer study is necessary for students who earn a year-end grade of D or F in a continuing discipline. Summer tutorial programs are not listed on a student's transcript.

## Repeating an Academic Year

Holderness has occasionally granted a student permission to repeat an academic year, when all parties involved with the student feel that it is in the student's best interest to do so. Students who would like to request permission to repeat the year must:

- Put the reasons for the request in writing to the Academic Committee.
- Show guardian support for the request, either in writing or in conference with a member of the Academic Committee.
- Discuss intended course selections for the repeated year and successive years with the Dean of Academic Affairs.

In these cases, each request is considered individually, with the particular student and circumstances in mind. The Academic Committee discusses the student's request in order to determine what benefit a repeated year would have for the student and for Holderness School. The Academic Committee then makes a recommendation to the Head of School.

## Student Record

A student's record consists of the student's transcript and grading records. All other records are considered the records of the school, and are subject to disclosure at the discretion of the school or as may be required by law.

## Study Policies

### ROOM STUDY

Eleventh and twelfth graders are generally permitted to study in their rooms during their free periods if they have all "Satisfactory," "Good," or "Excellent" effort grades. Ninth and tenth graders are generally permitted to study in their rooms when they:

- Have an average of 80 or higher.
- Have no "Fair" or "Poor" effort grades.
- Have shown that they use their room study time productively.

A student's advisor makes the final decision about room study, regardless of the student's grades. Some students work best in their rooms, while others need the supervision of the proctored study hall. An advisor may assign a student to study hall during the day or night, even if the grades are satisfactory.

### DAYTIME STUDY HALLS

Students who have not qualified for room study are required to study in the proctored study hall during academic periods when they are not in class. Students who qualify for room study are encouraged to study in their rooms, Weld, an empty classroom or in the library.

## EVENING STUDY HALLS

Evening study hours are 8:00–9:55 p.m. every night except Saturday. All students may study in their rooms or the library unless they are required to attend evening study hall in Weld. Permission to go to the library or to see a faculty member must be obtained from the dorm parent or the faculty member on duty.

During evening study hours, we ask that students observe a “one-place, one-time” guideline. This means that students should remain in one location for the entire study period in order to minimize disruptions for other students, and to keep the campus, dormitories, and library quiet during study times. If a student wishes to see a teacher after study hours have begun, they must wait to do so until the passing time of 8:55 p.m.–9:00 p.m. Day students may leave campus by 7:45 p.m. or at 9:00 p.m. or 10:00 p.m. If space to collaboratively work is needed, students should talk with the teacher who assigned the work to find an evening space appropriate to the assignment.

## Plagiarism

“Plagiarism” means directly copying words, ideas, or organizational structure from a source (author, speaker, website, program, movie, etc.) without giving credit to that source. Plagiarism may take the form of direct quotation, but it may also be in the form of paraphrasing, examples, comparisons, analogies, or other references for which credit is not properly assigned. Proper citation always avoids plagiarism.

Students are encouraged to work with other students when appropriate and may, when doing various assignments, quiz each other, proofread papers, and cooperate in learning. However, students must understand the boundaries for the use of source material. Students must write their own assignments even when working together, and must be particularly careful to distinguish between cooperation and copying. Plagiarism also includes copying homework assignments, handing in the same paper for two different courses without making prior arrangements with both instructors, or handing in work that has been completed for some other assignment in the past. If a student has a question about cooperation with classmates or use of an outside source for an assignment, they should consult the teacher involved.

Plagiarism is not permitted at Holderness School. Students must understand that plagiarism is intellectual dishonesty, and therefore is a breach of the Honor Code. Plagiarism may be ground for dismissal from the school. Any violation of the plagiarism policy will be reviewed by the Dean of Academics and Dean of Students.

## The Alfond Library

The Barbara Lawrence Alfond Library is dedicated to helping students learn and to making learning more visible. Excellent print and digital resources, a robust archive, technology resources, and one-to-one learning support services provided by Knower Academics. Through interlibrary loan, students have access to materials from the University of New Hampshire System libraries as well as from other college libraries. Students, faculty, and staff may access the library’s resources through *myHolderness*.

## HOW WE LEARN IN ALFOND

In recent decades, how students explore questions, discover, and share ideas have changed dramatically. What remains constant is that Holderness students are curious and are searching for ways to learn, create, and collaborate with peers effectively. The various spaces in Alfond—from classrooms and other spaces inviting collaborative learning to cubbies and smaller rooms that

allow for individual, quiet work—both signal to students ways they can use the space to learn and also how the space supports various learning needs.

Programming in Alfond Library supports students' intellectual growth, creativity, and their need for mindful breaks from study. The Library features a main reading room, meeting spaces for tutoring and one-to-one learning support, a faculty think tank, the Tower, classrooms, and the school's technology department and help desk. The main room in Alfond provides an open gallery for student artwork, spaces for student study, and areas for various members of the community to gather for conversations Chess and other board games, coloring books, and interactive rotating displays invite students to take needed breaks from study, to rest their minds in playful, quiet ways, and to share their ideas with others.

## FOSTERING A LOVE OF READING

Holderness' All School Read program highlights our commitment to fostering in students a love, appreciation, and lifelong habit of reading. In Alfond, student responses to the All School Read are posted for the community to experience. Students also enjoy Book Club, Writing Club, weekend activities, and fun, interactive installations and displays that engage students in matters related to book culture throughout the year.

## DIGITAL CITIZENSHIP

Through our technology education course, faculty teach students to be ethical, responsible users of technology. This orientation course addresses how students can use social media and online resources in ways that reflect Holderness' core values and our commitment to creating and sustaining an inclusive and equitable culture in which everyone thrives.

## USE OF ALFOND

Alfond is open throughout the day and, except Saturdays, during evening study hours. The library is also open on Sundays.

### It is important to remember:

- When you choose Alfond as a space in which to work, please be mindful of the ways in which you use this public space in the pursuit of academic learning and intellectual growth.
- Respect the needs of others to work well in this space.
- Use the library in an inclusive way; it is a space open to all members of our community.
- Use respectful sound levels -- both in terms of your voice level and your earbud/headphone sound level.
- Choose spaces throughout the library that fit your work needs.
- Water in reusable bottles and portable snacks are allowed in Alfond.
- Remember to responsibly dispose of your trash when leaving your area of study.
- When you borrow materials from the library, please return them in a timely manner so others can use them, too.
- Think before you print. Ask yourself before you print: are there digital ways in which I might save or use this material? The printer is available for your use, but be sure that you are not wasting paper and ink.

## Special Programs

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At the end of the winter term students will spend approximately two weeks in March in a learning environment that differs dramatically from the normal Holderness School curriculum.

Ninth graders are involved in Project Outreach (PO). This service project provides an opportunity to contribute to others in need, and a chance to get to know other classmates better. Participation in PO satisfies the school's graduation requirement in community service. Project Outreach takes place in Lowell, Ma.

Tenth grade students engage in Artward Bound (AB), an immersive art experience. AB activities range from hands-on work (such as painting, sculpture, or dance) to trips to museums in Boston. Students spend all day, every day, involved in art or performances.

Juniors spend the Special Programs period in the woods of New Hampshire in an "Outward Bound" type program called Outback. The program develops resourcefulness, concern for others, confidence, and class unity. It is often the first topic of conversation when Holderness alumni/ae reunite.

Seniors spend the Special Programs period pursuing the experiential part of their Senior Thesis. **All Special Programs are conducted during school days, and are therefore required of all students.**

# Community Values, Expectations, and Rules

The Holderness School has aspired to create a community of service, leadership, and honor from its founding in 1879. Founded in an Episcopal tradition that marries intellect and experience, the school values equally the development of the mind, the body, and the spirit. To this end, in addition to a rich array of academic and athletic offerings, Holderness offers students many opportunities to grow their spiritual selves, to develop character, to test and affirm values, to make good and bad decisions, to learn how to live respectfully in community, a community of honor and honesty, integrity and kindness.

When a school like Holderness, or any community for that matter, brings a large and diverse group together to live and grow, work and play, things can get complicated. Individual needs and wants have to be traded for the good of the greater community in order for the community to strengthen and thrive. Over the years, the school has established rules and expectations for community behavior that is rooted in a common set of values. Overall, the rules are quite simple, as are the fundamental values that undergird and support our digest of rules and expectations. If you are honest in your dealings, think before you speak or act, try your best, are helpful and kind, and think of others before yourself, you will not only succeed brilliantly here, but you will also be the kind of citizen the world needs desperately today. So, read these rules and understand why we have them, and let your life speak to the good person you are and great member of this school community you will be.

## What We Value: Honor, Service, and Leadership

### HONOR: THE HONOR CODE

The Honor Code, covering all aspects of school life, states:

*A code of honor supports the trust we place in each other. It commits us to working together to build a community based on honesty, respect, responsibility, and trust. Being honorable means doing what is right, even if no one will ever know, and even if it comes at a personal cost.*

*I pledge to demonstrate honor by acting in the spirit and with the intention of honesty and integrity. I pledge to uphold the Holderness School honor code in all situations, whether they involve academics, athletics, or community life.*

In a small school like Holderness, the relationships between all members of the community are vital as we strive to be a culture of honor and integrity. Guiding principles of the Honor Code are honesty, respect, responsibility, and trust. We have to build this culture of honor, integrity and care in the school; it doesn't just exist because we want it to or because we have an honor code. We make community. We build it not only by doing our best to abide by the community expectations and rules, which are outlined below, but also by myriad other small and large things we do each day. You'll hear us say "hello" to everyone on the paths and hallways. This small act is part of a much broader fabric of community-building that is at the heart of what we do. We choose to be a small school and intentionally develop deep and lasting relationships. We know each other in

work and in play, in struggle and in achievement, in comfort and in challenge. We are grounded by a moral compass that points to kindness, compassion, and respect. Every student works in our job program, a daily leadership lab where we learn together, find new strengths, take on new responsibilities, and develop insight on the common good. We sit down for meals together, live in small dorms, and we gather in small advisories—all purposefully building community. Our spiritual core is selfless endeavor. Together we celebrate the joy of the reach, the act of striving. Our best moments come from gathered goodness. Help to build a school community that welcomes, supports, appreciates, and values all people. Help us to build a culture of honor, integrity, and care in this community that will nourish your growth as it sustains the growth of others and this school!

## **SERVICE: PRO DEO ET GENERE HUMANO: FOR GOD AND HUMANKIND**

Our school motto, “For God and Humankind,” calls us to lead by serving, and to see a true leader as a servant of others. At Holderness, there is a tradition of seeing leadership as ultimately about the empowerment of others. Service should not be seen as restricted to community service and projects, as important and helpful as these are to serve others. Service is not a thing you should think about “fulfilling”; instead, it should be seen as a way to bring meaning to your own life by lifting others up in all areas of your life. Recently, the athletic department instituted a “Carry the Luggage” award to be given to that team member who embodies selflessness and helpfulness to the team. Do you think of others before you think of yourself? Did you know that doing something for someone else is one of the surest ways to make yourself feel good? Service is not something we do at Holderness; it’s how we want to live our lives.

## **LEADERSHIP: FAIRNESS, INITIATIVE, DEPENDABILITY, AND EMPATHY (FIDE)**

*At Holderness, we see leadership differently. We see it as a behavior and work to intentionally integrate leadership and service into all aspects of our educational program.*

Every student has the potential and the responsibility to lead. Every year, student leaders are chosen by the entire community based not on their popularity, but on their conduct and character—a longstanding tradition that celebrates fairness, initiative, dependability, and empathy. Leaders are selected in most other places by election, which typically begins with individuals determining that they want leadership roles and then campaigning for those positions. At Holderness, the leadership election is not about what you say in an election campaign but rather about who you are throughout the academic year. Leadership becomes the manifestation of your character by the way you have made yourself known to others. Have you helped out with job subbing? Do you speak kindly of others? Do you do good and thorough work that is handed in on time? Can you be counted on in group projects? Do clean up messes that you didn’t make because you know someone will have to clean it up? Are you a good sport and fan? Do you complain? Do you live within the school’s rules?

In April, the entire school, including faculty and staff, votes on every single rising 10th and 11th grader on core leadership values that we consider the traits and behaviors of strong leaders: fairness, initiative, dependability, and empathy. Online ballots are provided that list the student with a photograph and a scale of one to five for each of the leadership qualities. The ballots are tabulated and the president, vice president, house leaders, floor leaders and all job leaders are selected based on their tabulated scores on the four qualities. This process was designed by Holderness students in 1950 and continues today.

Leadership is part of everything we do—because every student has the potential and the responsibility to lead. Our motto, “For God and Humankind,” calls us to lead by serving, and to see a true leader as a servant of others. Leadership at Holderness is ultimately about the empowerment of others.

## Expectations for All Holderness Community Members

### RESPONSIBILITY AND ACCOUNTABILITY

Welcome to boarding school, and here, maybe even more than at home, you are the boss of yourself. Within the context of the following rules, you will have great latitude to make decisions every day that will begin to speak to who you are and who you are becoming. Should you think of yourself as a kind person if you gossip about others? Are you a respectful person if you make too much noise and keep your roommate and dorm mates up at night? Are you thoughtful if you leave someone to sit by themselves in Weld? It will be your responsibility to live the life that will speak to who you are and who you want to be. Along the winding road of life, you will make some bad decisions, and as long as you take responsibility for the decisions you make, you will learn and grow, especially from those mistakes. Responsibility and accountability are the other side of the coin of trust. The school places a lot of trust in you to be good and do your best, so be good and do your best, and when things don’t go according to plan, accept your mistakes, learn from them, and let your successes and failures enlarge your being.

### THE RULES

All the rules of the School fall into two major categories, **honesty and integrity**, and **health and safety**, and are outlined below. We hope that you will embrace the overall spirit of this list and recognize that not every possible infraction is described, not every possible situation covered. We trust that your moral compass is calibrated sufficiently so that if you have an inkling that something you are about to do is wrong, whether or not you’ve memorized these rules, you won’t do it! Simply, we expect that each member of this community, adult and student, acts with honesty and integrity, and that we all strive to do the best we can in all that we are asked to do.

### HONESTY AND INTEGRITY

The Honor Code is fundamental to the way we conduct ourselves at Holderness. You will find copies of The Honor Code in every classroom, and annually, a large copy is signed by all members of the school in order to affirm our commitment to living by the Code. Do not let the words of this important document become just words; work to understand why this code is so important to this community, and let the words motivate your actions and words.

Dishonorable and dishonest acts of any kind violate the code of honor fundamental to the well-being of the school community and involves:

- Plagiarism and cheating (see a description of this on page 10 in the section on Academics);
- Lying and stealing (Stealing is taking something that doesn’t belong to you without the consent of the owner. We have had students “borrow” without permission clothing and food in the dorms, and scooters, bike, and boards from around the school. Please know that we consider taking someone’s clothes and food, scooter, bike, or board as stealing, and if you are discovered to have “borrowed” these things, you will meet with the Dean of Students and will be given an official warning for the violation of a major school rule. Yes, we’re serious about this!);
- Direct disobedience of a faculty or staff member;
- Unauthorized entry to school buildings that are locked or meant to be locked;

- Unacceptable use of resources, including but not limited to technology use (see page 62 for the Technology Responsible Use Policy);
- Unauthorized use or possession of school equipment;
- Vandalism of school or student property;
- Possession and use of a fake ID;
- Unexcused absences (Not attending a class or meeting without an excuse is a mark against your integrity. Missing Chapel or Assembly, class or sports, when you are expected to be there speaks to a lack of personal integrity. Go to all your scheduled appointments! See the section below for more on Attendance policies.);
- Other conduct on or off-campus at any time of the year that demonstrates a lack of honor or that brings discredit to the school or individual. (We want you to live a life of honor on and off campus, during the school year and on vacation. Our care for you and the decisions you make don't stop when you drive off the campus.)

Students are expected to tell the truth, especially to take responsibility for their actions in violation of the school's rules. Punishments are more severe for students who do not tell the truth than for those who do.

**ATTENDANCE AND ATTENDANCE POLICY**

At Holderness, all members of the community are expected to be on time and to attend all classes, study halls, sports practices, job meetings, assemblies, School Nights, chapel services, family-style meals, and other required school functions and will be held accountable for their attendance. Continued or chronic absences will result in disciplinary action. It is the responsibility of the student to talk with the appropriate person in charge of the activity before the commitment if the student wishes to be excused. In the case of an unexcused absence, it is expected that the student will take the initiative and meet with the appropriate person immediately after the absence takes place. Students are reminded of the following:

- It is the student's responsibility to check the absence report on Bulletin Board/School Assembly every Monday.
- In the event of teacher lateness, the class should wait 15 minutes and then send a student to the Dean's Office for instructions. Students may not leave class unless so instructed by an administrator.

The Dean's Office maintains a database monitoring missed commitments. Every student begins each season with a clean attendance record, allowing them a fresh start to improve and renew their diligence in making all of their commitments.

(Absences include: classes, sports, dinner, chapel, assemblies, dress code, tardies, and other Holderness required gatherings)

UNEXCUSED ABSENCE TYPE	PAYBACK TYPE
Academic Absence (Class, Daytime Study Hall, Evening Study Hall)	Saturday Night Study Hall • 1 Hour per unexcused absence
Athletic Absences (Practice or Game)	Saturday Night Study Hall • 1 Hour per unexcused absences
Non-Academic Absence (Chapel, Dinner, School Night, Assemblies, and other community events)	Friday Morning Payback at 6:30AM • 1 Payback per unexcused Absences

UNEXCUSED ABSENCE TYPE	PAYBACK TYPE
Job Absences	Friday Morning Payback at 6:30AM • 1 Payback per unexcused absence
3 Tardies of any kind = 1 Unexcused Absence	Up to Assistant Dean of Students, it could be: • 1 Hour of Saturday Night Study Hall • Friday Morning Payback • Sunday Morning Work • An alternate form of payback
3 Dress Code Violations = 1 Unexcused Absence	Up to Assistant Dean of Students, it could be: • 1 Hour of Saturday Night Study Hall • Friday Morning Payback • Sunday Morning Work • An alternate form of payback
<p><b>Sunday Morning Work</b></p> <ul style="list-style-type: none"> <li>• If you receive more than 2 Academic or Athletic Absences in a week</li> <li>• If you receive more than 1 Non-Academic or Job Absence in a week</li> <li>• If you miss a Payback of any kind</li> </ul>	

## HEALTH AND SAFETY

As a school that intentionally builds community by welcoming people young and old from all walks of life, we have established some rules that help to ensure that each of us feels supported and safe in our quest to learn and learn from one another. These rules, which follow, are in place to safeguard the physical and emotional health and well being of all members of the community.

### Alcohol, Tobacco, and Other Drugs

All of the following constitute violations of the school’s major rules on the use of alcohol, tobacco, and other drugs:

- Drugs and Alcohol
  - » Use, possession, purchase, or sale of alcohol or illegal drugs;
  - » Misuse of over-the-counter or prescription drugs and steroids;
  - » Possession of prescription drugs without the school’s permission;
  - » Possession of drug paraphernalia, including but not limited to drug-masking substances;
  - » Being in the presence of others using these substances;
  - » Use of aerosols or chemicals as inhalants, including smelling salts;
  - » Use and possession of certain dietary and performance supplements; (Please see the Dietary and Performance Supplements Policy (page 50) for more detailed information.)
- Tobacco, E-Cigarettes (Juuls), and Vapes
  - » Possession, use, or sale of tobacco products, including snuff, chewing tobacco, cigarettes, vapes, e-cigarettes (JUULs, mods), hookahs, or other inhalation paraphernalia.

Students in the presence of others using alcohol, tobacco, and other drugs, even though they may not be using, will be liable to disciplinary action.

## **Bullying, Harassment, Hate Speech, Discrimination**

Any form of bullying, harassment, hate speech and discrimination is strictly forbidden at Holderness School. A detailed account of each of these can be found on page 57 in the section on Health and Wellness.

## **Fire Safety**

Violation of fire safety regulations include but are not limited to:

- Tampering with fire-fighting or detection equipment;
- Smoking in the dormitories;
- Having an open or smoldering flame in any part of a dormitory.

*Note: Due to the life-threatening danger, smoking in the dormitory or having any type of open or smoldering flame, or a heating device, is likely to result in a student's dismissal from school on the first offense.*

## **Missioning**

Leaving the dormitory without faculty permission after reporting in at the night check-in or leaving before 6:00 AM constitutes missioning, and for the safety of residential students, is expressly forbidden.

*Note: Leaving the dorm or "missioning" after check-in for the night will likely result in a student's dismissal from school on the first offense.*

## **Car Policies**

Automobile accidents are a leading cause of death among teenagers. One of the fortunate aspects of being a boarding student is that most students live on campus and do not need cars. As a general policy, students are not permitted to have a car at school. Rare exceptions are made when parents and the Dean of Students have agreed that it is necessary and after an application form has been filed with the Dean of Students.

Students with permission to have a car must abide by these rules:

- Cars must be parked in the Bartsch parking lot as close as possible to Mt. Prospect Road.
- All keys to the car must be turned in to the Dean of Students Office. A permission form must be filled out and a registration card placed on the car's dashboard.
- The car can only be used for approved transportation to or from campus. Students are not permitted to transport other students or to run errands.
- Students are not permitted to drive onto the main campus without permission from the Dean of Students Office.
- Permission will not be granted for a Holderness student to ride in a car driven by a non-relative under the age of 21 years.

Day students who drive themselves to and from school must comply with the following policies:

- Day students who plan to drive themselves to school must register their car(s) with the Dean of Students. Once this is completed, the student must apply the Holderness sticker to the rear car window.
- Day students are not to drive on the main campus.
- Day students are to park in the Bartsch parking lot.
- Day students are to use school transportation for all school trips such as games and field trips and may not use their personal vehicles.

- Day students are never to transport boarding students in their car.
- Day students are not to leave school and return again on the same day in their cars.
- Remember that the use of the vehicle is permitted for the sole purpose of getting to and from school. Any exceptions must be cleared through the Dean of Students Office.

Any violation of the above policies may result in a disciplinary response and the loss of the student's driving privileges.

### Swimming

During hot weather, it can be refreshing to swim in the Pemigewasset River (the Pemi). Coaches will take teams for a post-practice swim some days; however, **at no time may students swim in the Pemi without adult supervision.**

### Pedestrian Walkways

Students must use the clearly-marked pedestrian walkways, crosswalks, and tunnels that are along Mt. Prospect Rd. and Route 175 heading into town. Especially important is for students to use the lighted crosswalks between Bartsch and the new dorm area on Stevens Way.

### Bicycles, Scooters, Skateboards, Longboards

- Bicycles, scooters, skateboards, and longboards are not to be ridden after dark.
- All bicycles must be ridden safely, with the cyclist always wearing shoes and a helmet when riding on or off campus.
- Scooters, skateboards, and longboards may not be ridden on public roads, specifically Mt. Prospect Rd., at any time. We recommend wearing a helmet when riding a skateboard.
- Riders of motorized longboards must wear helmets.

Holderness School has a mandatory registration policy for all bicycles, scooters, skateboards, and longboards. The purpose of the policy is to help the school keep track of these items during the school year and in particular during the winter and summer storage months. Also, in the event of a bicycle theft, the school will have all the necessary information. Because of past difficulty with lost or damaged boards and scooters, no borrowing will be tolerated. Only the owner of the board or scooter may ride it.

Bicycles must be stored in the school's bicycle room or taken home between Thanksgiving and spring vacations. There will be a \$75 storage fee for any unregistered bicycle or board that is left behind and found on school property during school vacations or summer break.

### Firearms, Fireworks, and Knives

Students may not:

- Possess or use of firearms, fireworks, ammunition, knives (with the exception of a pocket knife during Out Back), air guns, blow guns, BB guns, or slingshots;
- Possess or use of any items that the school designates as attack weapons or which are items designed to resemble attack weapons.

Conventional gauge shotguns may be brought to campus only with the prior permission of the school's safety officer, the Dean of Students, and with the sponsorship of the gun club advisor. Only those with parental permission and who have passed a range safety course will be allowed to bring a gun to campus. Once on campus, shotguns must be kept in the club's locked, fireproof, gun safe accessible only by the gun club advisor and used only for sanctioned gun club activities. Parents must bring any guns and ammunition to campus and give them directly to the gun club advisor for safe keeping.

## Downtown Rules

If a student wishes to leave campus, he or she must sign out in the Weld book located in the Weld foyer. The area called “downtown” is divided into “Irving” downtown and the downtown Main Street area (Thai Smile, Cafe Monte Alto, Scoops, and Baked). Restrictions may apply to which part of “town” is accessible to students at what times.

On weekdays (M–F), any student may be downtown between the hours of 8:30 AM and 7:30 PM, provided the student has met all commitments. If a student chooses to eat dinner in town, that student must sign out in the Weld book and check-in, personally or electronically, with a dorm parent at the beginning of evening study hall. Seniors may be downtown until 10:00 PM with the permission of their dorm parents and must check-in upon returning to campus.

On Saturdays, all weekday rules apply (8:30AM to 7:30 PM), but students may go to Irving until 10:00 PM.

On Sundays, any student may be downtown between the hours of 6:00 AM and 7:30 PM.

Failure to sign out when required may result in the loss of off-campus privileges.

## Plymouth State University

All students, including day students, are prohibited from entering any buildings or visiting the grounds of the Plymouth State University campus, unless taking part in a school-sponsored trip or accompanied by a Holderness faculty member. The only exception to this rule is the PSU Ice Rink.

## Residential Life

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### RESPONSIBILITIES

The quality of the relationship between the student and other members of the dormitory family is unquestionably a key element in a successful Holderness experience. The dormitory must serve students in a variety of ways, as it is a place for living, studying, and resting. Because these purposes can easily cross one another, the following rules apply to all dorms:

- Students are responsible for activities that take place in their rooms;
- Student rooms are to be kept in respectable condition. Dorm leaders and dorm faculty will check room cleanliness and adherence to fire safety regulations throughout the week, with official room checks once a week. Wastebaskets are to be emptied, laundry cared for, and floors vacuumed. All of these room responsibilities should be done routinely;
- House or Floor Leaders will organize cleaning schedules so that the halls and stairs are swept or vacuumed by the students on the floor and done on a rotating basis. These areas, as well as the outside areas around the dorm, must also be kept clear of litter and equipment;
- Room decorations are subject to the approval of the Assistant Dean of Students and Officer Barney. All decorations must be in good taste. Students are not permitted to display materials that are explicit, offensive, or demeaning with respect to race, religion, ethnic origin, gender, or sexual orientation. Nudity and references to drugs and/or alcohol are also not permitted;
- Furniture must be in good repair and of reasonable appearance. Only one stuffed chair or couch is permitted per room;
- Room décor, furnishing, and configuration are subject to stringent regulation by the Fire Code (see below for details about compliance with the fire code);
- The room configuration must allow for the entire room to be visible from the open doorway. No furniture can be obstructing the view from the open doorway;

- Under no circumstances may school furniture that has been attached to the wall be moved or removed;
- School furniture is not to be removed from the room without the permission of the Dorm Director. If furniture removal is necessary, students may submit a request to the Dorm Director, who will arrange for the unwanted furniture to be removed by Buildings and Grounds;
- No student is to enter or be in another student's room unless that occupant is present. Any repeated violation of this rule will result in a disciplinary response, including a Disciplinary Committee meeting;
- No pets are allowed in the dormitories;
- Computer games (not games over the network) are allowed during appropriate free time, but not during academic time or after lights out. Use of computer peripherals and software must conform to the Technology Responsible Use Policy;
- Small mini-fridges are allowed in student rooms if they are a Senior or if they have been granted permission from the Holderness Health Center;
- Rooms must be cleaned thoroughly before each vacation. Final Dorm Departures will be handled by the Assistant Dean of Students. The dorm parents, maintenance staff, and Dorm Directors will inspect rooms for damage when students depart, and charge students for damage beyond normal wear and tear;
- Homemade lofts and homemade beds are forbidden;
- While the school does what it can to ensure the security and safety of student possessions, damaged or missing possessions are ultimately the responsibility of the student and their family. Damage or loss will therefore be covered under the family's homeowner's insurance. It is highly recommended that families consider this responsibility in establishing a policy and an appropriate deductible.

## DORM HOURS

### Quiet Hours

With the exception of lunchtime, quiet hours are to be observed during blocks 1–7, and from 8:00 p.m.–9:55 p.m. each night except Saturday. During these times the campus, classroom buildings, and dormitories should have an atmosphere conducive to study. Beginning at 10:30 PM and continuing through the night, dorm members must be respectful of others' need for sleep.

### Check-In

- Under-formers check-in at 10:00 p.m. from Monday-Friday and 10:00 p.m. on Sunday.
- Seniors check-in at 10:30 p.m. from Monday-Friday and 10:00 p.m. on Sunday.
- For all students, Saturday night check-in takes place at 11:00 p.m.

### Lights Out

- Ninth and Tenth Grade: lights out by 11:00 p.m. from Sunday - Friday.
- Eleventh and Twelfth Grade: lights out by 12:00 midnight from Sunday - Friday.
- All dormitories are to be locked at 10:30 p.m. Sunday - Friday, and 11:00 p.m. on Saturday. The dorm parent on duty is responsible for locking the outside dorm doors.
- Late Lights will be occasionally reported to the Dean's Office.

Failure to comply with these guidelines may result in a variety of restrictions, including early check-in, restriction to campus, loss of weekend privileges, and/or Discipline Committee action.

Dorm parents, House Leaders, the Assistant Dean of Students, and the Dean of Students will all respond to dormitory violations.

## DAMAGE TO SCHOOL PROPERTY

Students are responsible for damage done to school facilities. The school's response, however, will be informed by the specific situation:

- **Vandalism.** Deliberate damage to facilities will be handled as a discipline situation (e.g., spray-painting a wall). Students/parents will be held responsible for the full cost of repairs, including labor.
- **Neglect.** Students will be charged a flat fee of \$100 for damage done to rooms or furniture beyond what is considered normal wear and tear (e.g., a broken drawer in a wardrobe).
- **Accident.** Accidents resulting in damage to school facilities (e.g., a broken window as a result of horseplay) will likely result in the student's/parents being held responsible for half of a repair, including labor, up to \$300.

In these cases, the Dean's Office will be responsible for determining an appropriate response to an incident.

## VISITORS AND GUESTS

Friends and families may come to Holderness to visit a student, but they must be aware of a student's commitments. At appropriate times, and after signing out in Weld, students may leave the campus with visitors, but students can not ride in a car driven by a non-family member under the age of 21. Students may request permission from the Dean of Students or the Weekend Duty Chief to invite friends or a family member to a Saturday night activity. Students must introduce their guests to the Weekend Duty Chief or faculty member on the weekend duty team upon the guest's arrival. All guests are subject to school rules at all times.

Although it is not encouraged, students may have an overnight guest at school. The permission of the Dean of Students is required for each visit of a non-family member (this includes Holderness alumni) and the consent of the dorm faculty member on duty. It is the student's responsibility to make it clear to their guest that the guest will be subject to school rules while visiting. All guests who have driven to Holderness must park at the Bartsch lot and not drive the car onto the main campus. Under no circumstances will the Holderness student be permitted to ride in the car.

## SECURITY

Holderness School is a safe place in which to live; however, students do need to take precautions for themselves and their personal belongings. The school does provide a small security safe for each student, however, a trunk or lock box for storing valuables is suggested. Similarly, students are discouraged from keeping large sums of money in student rooms; rather, students should give cash to a dorm parent for safekeeping until needed or open a local bank account from which ATM withdrawals can be made.

Valuables such as computers, laptops, or bicycles should be cared for prudently. During the first week of school, each student will be asked to fill out a special form identifying serial numbers for special items. Officer Barney will register items that students want to register for their protection from loss or theft.

Mr. Barney may be reached at (603) 779-5337 if there are questions about security or if there is a need to file a stolen item report. Mr. Cabot may be reached at (609) 915-2430.

## FIRE SAFETY

With stricter state fire regulations and inspections occurring annually, Holderness School is taking a very proactive approach to meeting fire safety standards. Students must be aware not to do anything that might cause a fire in a dorm. All students need to read and adhere to all of the following fire safety rules:

### Dorm Room Safety

- Door must open at least 90 degrees;
- Furniture may not be placed in rooms such that it blocks visibility from the room entrance;
- Clear and easy access to all windows and doors must be available;
- Top bunks must be at least 36 inches from the ceiling;
- Only one piece of stuffed furniture (in good condition) is allowed per room;
- Nothing is allowed to hang from ceilings, including decorations that may create a canopy or tent over or around a bed;
- No lighting (e.g., Christmas lights, mood lights, lava lamps, etc.), which is determined to be a fire hazard, is allowed;
- Surge protectors are required for refrigerators and other major appliances;
- Frayed or damaged power adapters or charging cables are forbidden;
- No electrical cords are allowed under rugs;
- No hot pots/space heaters of any kind are allowed;
- Sprinkler heads must stay free and clear of obstruction;
- No open or smoldering flames, i.e. candles or incense are allowed in dormitories;
- Halogen lights of any kind are prohibited in student rooms.
- In the interest of fire safety, energy conservation, and convenience for our students, we require that all incandescent bulbs be converted to compact fluorescent. Our school store makes two bulb sizes available to students:
  - » 15 w mini-spiral – brightness equivalent to 60-watt bulbs, these small size bulbs are ideally suited for bed side, small reading lamps.
  - » 20 w spiral – brightness equivalent to 75-watt bulbs, for desk lamps and all other fixtures.

### General Dormitory Safety Rules

- Tampering with fire detection or prevention equipment is forbidden.
- Hallways must remain completely clear of obstructions, like shoes, boots, sports equipment, etc.
- Students may not leave a dormitory microwave unattended while in use.

### In the Event of a Fire

In the event of a fire, any or all of the following alarms will be sounded:

- In dormitories a variety of alarms will sound, but any continuous sounding of a bell or horn will signify a fire.

If an alarm sounds:

- Leave the building as quickly as possible.

Report a fire by:

- Notifying emergency personnel by dialing 911.

- Saying: “Fire at Holderness School” and the name of the building, on either of the four campus roads: Chapel Lane, South Campus Road, Mt. Prospect Road, or Stevens Way.

At night:

- Turn on lights;
- Slip on shoes and bring a coat;
- Check door temperature before opening;
- Proceed to check-in location outside the dorm.

Dorm parents should:

- Check each room when safe to do so to ensure that all students are out of the dorm;
- Take attendance at muster station, notifying the Director of Residential Life or the Dean of Students if anyone is missing.

## Day Student Life

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### OVERVIEW

Holderness embraces the day student population and believes that it is an important component of the community. Each individual, day or boarding, can play a key role enriching and being enriched by the school community. The most successful day students at Holderness have fully involved themselves in the life of the school. Day students are encouraged to stay for meals and get involved in formal and informal free-time activities at Holderness. Day students may better integrate into the community and experience all that Holderness has to offer by staying at the school longer than classes and sports require.

The Day Student Rooms are located in Lower Weld adjacent to the Wallace Student Center. In the separate rooms for male and female students, there are lockers, cubbies, and private changing facilities. Day boys may not enter the day girl room and vice versa. Boarding students may only enter the day rooms by invitation of a same gender day student.

Day students are encouraged to invite boarding students to their homes. It is understood that the parents of a day student, or adults designated by the parents, will be in residence and are responsible for visiting students.

### DAY STUDENT POLICIES

Due to their travel between on-campus and off-campus locations, day students must abide by some additional school rules. The following guidelines should help them meet the school’s expectations:

- Day students follow the same rules as boarding students when on campus, or when representing Holderness School.
- Day students are expected to check their student mailbox and email daily for school notices and other important communications.
- Day students are expected to attend Chapel, School Nights, and all family-style dinners. Day students may leave campus by 7:45 PM, 9:00 PM, or 10:00 PM, except when there are pre-announced school activities. Seniors must depart campus by 10:30 PM on weeknights. On Saturday nights, departure time is 11:00 PM for all day students.
- Parents must call the Health Center at (603) 779-5367 to report the student’s absence before the student misses any commitments. Parents may also use the main school number (603) 536-1257 to leave a message if a student will be late due to inclement weather.

- Day students are expected to care for and clean the Day Student Rooms in Lower Weld regularly. House and Floor Leaders will organize cleaning schedules. If rooms are not kept up to appropriate standards, there may be loss of privileges.
- With special permission from the Dean of Students and the dorm faculty, a day student may spend the night on campus. Typically, the reasons are inclement weather or travelling parents. Day students being driven by a parent or sibling may only be dropped off in front of Weld or in the Bartsch parking lot.
- Day students who drive to school must get a parking sticker from the Dean of Student's Office and park in the Bartsch lot. Day students are not to drive cars on and off campus during the class day.
- Unless the day student is returning home for the night, they may not drive out of the Bartsch parking lot during the school day unless he/she has the Dean of Student's permission.

Any exceptions to the above rules are to be made through the Dean of Student's Office. Any violations of the above policies may result in a meeting with the Dean of Students and/or loss of day student privileges.

# Other Information (A to Z)

## Clubs and Organizations

Students come to Holderness with many interests and experiences, which we hope they will feel free to share with the community, formally or informally. With all the scheduled activities, until recently there was little time in the daily schedule to pursue truly extra-curricular interests. A few years ago, when changes were made to the schedule, a designated “clubs and activities” block was introduced to encourage student-initiated clubs to form and flourish. Each year, student groups, large and small, will approach faculty and staff for support and sponsorship, and establish or continue clubs and activities that interest them. The list of active clubs changes each year, so instead of listing them here, know that in the past many varied student and faculty-initiated clubs have been supported, from fly-fishing to slack-lining, writing to chess.

If you wish to enhance your life at Holderness with clubs or activities to introduce your classmates to your interests and passions, then maybe joining or starting a club is something you will want to consider. At various points early in the school year, announcements for clubs will be made. All you have to do is show up to a meeting to get involved! If you have interest in starting your own club, then here’s what you need to do:

### STARTING A CLUB

1. Talk with your friends to see if there is interest in starting a club. Talk it over with your advisor.
2. Talk with prospective faculty sponsors for your club. Student clubs must be guided by a faculty or staff member, who will help you to organize and support your club.
3. Write a proposal for your club to the Dean of Students, being sure to include the purpose of your club, the name and signature of the faculty sponsor, and some proposed club activities and meeting times. The faculty sponsor will support the club or activity by attending all meetings, helping the club to achieve its goals, and to help organize announcements and activities.
4. Submit your proposal to the Dean, who will register the club and provide a small amount of funding, if needed.

## Conferences

Each year, Holderness both hosts and sends students to a variety of conferences as a part of their individual cultural and identity development. Regular conference options include:

- Yearly Equity & Inclusion Conference: The Student Led Conference (hosted by and for Holderness School)
- Northern New England Students of Color Conference (hosted by Holderness School)
- Love Wins: LGBTQ Conference (hosted by Holderness School)
- Model United Nations
- Robotics Conference
- Student Diversity Leadership Conference
- Asian American Footsteps Conference
- White Privilege Conference

## The Discipline Process

### THE DISCIPLINE COMMITTEE (DC)

The Head of School may at any time suspend or dismiss a student whose conduct is considered to be injurious to the school as a whole. When any major school offense is committed by a student, the Head of School may also request, at his discretion, that the Discipline Committee convene to make a recommendation for disciplinary action. The Discipline Committee usually consists of two faculty members and at least two students. The student in question may be required to appear before the Discipline Committee and, if so required, may appear with his or her faculty advisor and a peer advocate.

The goal of the discipline meeting is educational. The Committee will try to ascertain how well the student is doing at Holderness, why the student committed the offense, and the circumstances of the offense. The Discipline Committee may then make a recommendation to the Head of School as to the appropriate disciplinary consequences for the offense. The Head of School may, but is not required to, adopt any recommendations of the Discipline Committee, in whole or part.

### DISCIPLINARY CONSEQUENCES

In general, there are three broad recommendations that could result from this process:

**Warning:** The student's offense is deemed serious enough to have a letter of warning on file. Any further offense could result in a more severe punishment.

**Probation:** The student's offense is deemed serious enough to result in the student being placed on probation. In order to continue at Holderness School, the student will be required to sign a Student Probation Contract that will be designed by the Head of School and the Dean of Students based on the recommendation from the Discipline Committee. In addition, the student will be asked to articulate personal goals and state why they want to be at Holderness School; these goals will then be incorporated into the contract. Any subsequent offense or violation of the contract may be grounds for immediate separation from the school. There are two phases of probation. General Probation lasts at least one year from the time of the offense against the community. At the end of one year, the student is given the opportunity to petition the Head of School to be removed from General Probation and placed on Specific Probation as it relates to the initial infraction. The Head consults a review board, consisting of the Dean of Students and members of the community deemed appropriate by the Dean of Students. The student must provide specific evidence to show that they have met the expectations written in the contract. If a student is on a Specific Probation and they are caught violating a different major school rule, that student is either expelled or placed back on General Probation for the remainder of their time at Holderness School. If a student is on a Warning and violates a major school rule, they will meet with the Discipline Committee.

**Expulsion:** The student's offense is deemed serious enough to require immediate dismissal from the community. These offenses are especially harmful to the community. They may include, but are not limited to, an open flame in a building, selling drugs or alcohol, repeated hazing or harassment or bullying, and/or violating inter-visitation "missioning" between 11:00 PM and 6:00 AM.

- If deemed appropriate, a 9th or 10th grader may be placed on warning for a first offense.
- In certain instances, violations will go directly to the Head of School and Dean of Students to be dealt with at their discretion.

- The school reserves the right to raise at school meetings any issue of discipline regarding a student for the purpose of furthering the educational and learning experience of the school community.

## PROBATIONARY CONTRACT

In the case of probation, a student will have a Student Probation Contract approved by the Head of School. A contract for an alcohol violation might contain some of the stipulations included in the sample below.

A sample probation contract follows:

1. I will write letters of apology to people who were hurt by my behavior or whose trust was violated (peers, roommate, teachers, advisor, parents, and community members). I will submit a copy of each letter to the Dean of Students by this date\_\_\_\_\_.
2. I will identify one adult in the community with whom I will meet at least once a month for the next twelve months to talk about my personal goals regarding substance abuse. The Dean of Students and the person chosen will receive a copy of those personal goals.
3. I will complete a comprehensive substance evaluation (student's family is responsible for cost), and I will follow through with the recommendations.
4. I will be subject to random drug testing for illegal substances (student's family is responsible for cost).
5. I will complete two Sunday community service days at Holderness School.
6. I will be on general probation for a minimum of twelve months, and a violation of another major school rule will subject me to separation from the school. At the end of twelve months, I may write a letter to Mr. Peck requesting to be removed from general probation and placed on specific probation.
7. A Holderness School contract for my return the following school year is contingent upon a favorable faculty vote in the year-end faculty meetings.

## REPORTING CHANGE OF STATUS OF COLLEGES

Holderness School reports a student's disciplinary status to any college to which the student has applied (or matriculated) if the student experiences a disciplinary violation that results in probation, suspension, expulsion, or if the student is required to withdraw from school. Specifically, the College Counseling Office at Holderness reports any disciplinary infractions noted above at ten days after the disciplinary incident. If the student has submitted college applications, the college counselor will ask the student to contact the college(s) in writing within ten days of the disciplinary infraction (prior to the College Counseling Office's written notification to the college(s)). If the student has already matriculated, likewise, the student will be asked to contact in writing the college to which they have deposited within ten days of the disciplinary infraction (prior to the College Counseling Office's written notification to the college). If the infraction(s) occurred prior to the admission process, the student will submit a written statement along with each application for college admission. The student's Holderness college counselor will both advise and work with the student to draft an appropriate statement.

A Holderness transcript does not indicate probation, suspension, or expulsion, but does indicate the date the student withdraws from Holderness (if prior to graduation).

## NOTICE TO LAW ENFORCEMENT OF STUDENT CONDUCT

Holderness School insists upon full compliance with the New Hampshire Safe School Zone Law (RSA 193-D). To be in compliance, all school employees who have witnessed or who have information from the victim of an act of theft, violence, or destruction within school property must report that information to the Dean of Students immediately.

The Dean of Students is required to make a report of the incident immediately to Officer Mike Barney, School Resource Officer, and then to follow up with a written report within 48 hours. The acts that must be reported are:

- Homicide
- First or second degree assault
- Simple assault
- Felonious or aggravated sexual assault
- Criminal mischief
- Unlawful possession or sale of a firearm or other dangerous weapon
- Arson
- Burglary
- Robbery
- Theft
- Illegal possession or sale of a controlled drug
- Child Abuse
- Hazing

Any person found guilty of committing any of these acts covered in the Safe School Zone Act will be subject to extended sentencing under New Hampshire law.

The Holderness School is also covered by the New Hampshire Drug Free School Zone law (RSA 193B). Under the Drug Free School Zone, a drug free school zone is broader than just the school grounds and includes any property used for school purposes by the school, whether or not owned by the school, areas within 1,000 feet of any such property, and areas within and immediately adjacent to school buses. Likewise, under the Safe School Zone law, a safe school zone includes school property and school buses as well as any property, public or private, at which a school sponsored or school related event occurs. New Hampshire law also prohibits any person under the age of 21 from purchasing or possessing any liquor or alcoholic beverage. Effective January 1, 2004, New Hampshire law prohibits anyone under the age of 21 from being intoxicated by the consumption of an alcoholic beverage.

In the case of serious misconduct that may likely be grounds for criminal charges, the school will follow all mandatory reporting laws, and reserves the right to put students on leave, or even dismiss a student, for failure to participate in a disciplinary investigation. Further, the school may place students on leave when, in the school's judgment, the school is under stress that is best managed by separating the students from the school.

## DISCIPLINE DURING SPECIAL PROGRAMS

If a student breaks a major school rule during Special Programs, the student will take part in a Discipline Committee meeting as soon as possible. While the student's advisor and/or student advocate may not be on campus at the time, the school will process the student's infraction immediately. If it is determined that the student did violate a major school rule, the student will be

suspended (at minimum) for the remaining Special Program time. In addition, the student will not be allowed to participate in any school-sponsored trip during spring vacation.

## Divorce and Separation

Divorced and separated families are realities of contemporary life which affect the school's responsibility to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the student records, unless the school is presented with a court order or comparable legal document, which explicitly restricts such involvement or access. The school will not otherwise "choose sides" between parents.

In the case that the school is presented with a court order or comparable legal document, which explicitly restricts involvement or access to a non-custodial parent:

- The non-custodial parent may not take custody of a student or remove the student from school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent, which permits such custody.
- If parental consent is required for student activities, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
- Copies of awards, progress reports, and report cards will be provided to all parents, custodial or noncustodial, for whom the school has been provided a valid address.
- In the effort to provide information, absent a court order restricting parental rights, the school will provide email communications to both custodial and noncustodial parents regarding issues such as student grades, discipline reports, and parent-teacher meetings.

## Dress and General Appearance: The Dress Code

At Holderness School, we seek to develop and sustain a learning environment that encourages all community members to contribute their individual passions, interests, and experiences to enhance the greater community. People come from diverse backgrounds and places to be part of the School; therefore, while we understand that clothing choices are important ways to express one's individuality, we also want to make sure that the way we dress supports the larger community's goals of creating optimal learning environments for all. The way we dress should never be a distraction from the teaching and learning we do in or out of the classroom. To this end, we have clear guidelines concerning dress and general appearance in order to support the work we do in the school.

### ACADEMIC DRESS: DRESS CODE FOR THE ACADEMIC DAY

For class, students should wear neat, clean, and comfortable clothing appropriate to the school setting and the weather. Clothing should allow students to participate actively in all classes (including labs and arts) and should serve to enhance the teaching and learning experience. Academic Dress, as delineated below, is to be worn from the start of the academic day and continue through the last period of the day, and at family-style meals. Students are not required to be in Academic Dress during lunch on Wednesdays and Saturdays.

All students are asked to choose from the following options during the class day:

- Dress pants, slacks, or a skirt of appropriate length AND
  - » A button-down shirt with a necktie or bowtie
- OR
- » A button-down shirt OR blouse with one of the following:
  - ◊ Blazer
  - ◊ Sweater, cardigan, vest or sweater vest (Shirt or blouse must be visible)
- OR
- » A dress blouse (Defined as a loose-fitting upper garment resembling a shirt - typically with a collar, sleeves, and/or buttons. Blouses cannot be transparent. Shoulders, back, chest and midriff must be covered.)
- Dresses
  - » Dresses should be an appropriate length and the shoulders, back, chest, and midriff must be adequately covered.

*What's an appropriate length for a dress or skirt? As a guideline, at least fingertip length above the knee will always be appropriate, but if you find that you need to pull down the back of your dress or skirt while you are walking or while you are walking up a set of stairs, or your dress or skirt does not provide adequate coverage while you are seated, then your dress or skirt is most likely too short and in violation of the dress code!*

- A belt is required if the pants or shorts have belt loops.
- Bermuda shorts may be worn in September and May in place of dress pants, slacks, or a skirt.
- A turtleneck may be worn in place of a button-down shirt and tie or blouse from January to March.
- Appropriate shoes must be worn for classroom activities. Shoes can be of any style, including sneakers and sandals. In labs and art classes, as required by the teacher, students are expected to wear closed-toed shoes.
- Athletic wear, including polo shirts, t-shirts, tank tops, sweatpants, sweatshirts, athletic quarter zips, etc., may not be worn as part of the dress code for the class day.
- Turtlenecks are no longer part of the dress code, and there is no longer a separate dress code for winter.

*If an adult points out that you are out of dress code, a dress code violation will be noted on the attendance portal. You should change into more acceptable clothing before the next class period or during a free period (assigned daytime study hall is not a free period), but if you are late for the next class because you went to change, you should expect to receive a tardy in addition to the dress code violation. If you do not address the violation before another teacher notes it, then multiple dress code violations may result from your decision to be out of dress code at the start of the day. Your decisions have consequences, and though picking your outfit for the day may seem like a small one, it can have consequences beyond your imagination!*

Three dress code violations will be treated the same as one unexcused academic absence. Similar to absences and tardies, dress code violations reset as the start of each season.

## FORMAL DRESS: THURSDAY CHAPEL AND FAMILY-STYLE DINNER; SPECIAL OCCASIONS

Formal dress is worn for Thursday evening chapel and family-style dinners, special school functions (Holiday dinner, Family and Grandparents Days, Commencement), and on other occasions as determined by the Head of School.

- Dress pants, slacks, or a skirt of appropriate length and
  - A button-down shirt with a tie and blazer
- OR
- A blouse with one of the following:
    - » Blazer
    - » Sweater or cardigan (Blouses must be visible.)
  - Dresses
    - » Dresses should be an appropriate length and the shoulders, back, chest, and midriff must be adequately covered.

Shoes should be appropriate for the occasion. No sneakers or casual sandals are allowed.

## CASUAL DRESS

Casual dress may be worn anytime classes are not in session, which is not the same as when you are done with classes! These times include evenings, after the last block of the class day, in Weld Hall for cafeteria-style meals, and on weekends. Though casual, the way you dress must still fall within the standards of what is appropriate for public spaces. Casual dress can include t-shirts, jeans, and athletic attire, if clean and in good repair (no holes, rips, or tears). At no time may students, regardless of gender identity, wear revealing clothing that would be inappropriate for public spaces. Shoes must be worn in all buildings.

## GENERAL PROHIBITIONS THAT APPLY TO CLASS, FORMAL, AND CASUAL DRESS CODES:

- At no time are hats to be worn inside a school building except dormitories. The only time you may wear a hat in a non-residential school building is after lunch on Saturday and all day on Sunday. This means leave your hat at home for cafeteria-style meals during the week! If you become a chronic abuser of this rule, then we may start to collect your hats from you, but until then, we hope a gentle reminder will suffice for you to be reminded about this part of the dress code.
- Denim cannot be worn except during times for casual dress.
- Leggings, tights, yoga pants, etc., may only be worn under a dress or a skirt except when casual dress is appropriate.
- Undergarments should not be visible in any of the three dress standards.
- Clothing with inappropriate, vulgar, offensive, or overly-provocative messages (beer t-shirts, references to drugs, profanity, senior t-shirts from past years, etc.) is never allowed.

The faculty are the final arbiters of the dress code, and though we all will enforce the code to the best of our abilities, we all don't see things the same way. As a result, one faculty member may not notice a dress code violation while it jumps out at another. Though this may seem unfair, the only thing unfair about this is that you did not get caught by every teacher you encounter!

## Drug Testing

When a student violates a major school rule related to alcohol, tobacco, and other drugs, the school reserves the right to require drug and/or alcohol testing, substance abuse counseling, or other counseling or education for the offending student.

In addition, at the discretion of the Head of School or the Dean of Students, the school may require without prior notification that a biochemical test for drugs and/or alcohol be performed on a student at any time. The cost of such testing is the responsibility of the student's parents/guardians.

## E&R Laundry Service

Students taking advantage of the E&R Laundry Service will need to sign up for this service should turn their laundry in on Monday morning during breakfast. Student laundry is returned on Thursdays, and can be picked up in the Wallace Student Center.

## Food Delivery

Students may order food to be delivered to campus, but all deliveries must be made to Weld. Food may not be delivered directly to the dormitory with the exception of dorms across Route 175 from the main campus. This regulation is for the safety and security of our community. Food may be delivered at the following times:

- 6:45 PM - 7:45 PM, Monday - Friday
- 10:00 PM - 10:25 PM, Monday - Friday (only a senior may pick up the delivery)
- 1:00 PM - 10:50 PM, Saturday
- 1:00 PM - 5:30 PM, Sunday

There will be no deliveries on Sunday after 5:30 PM because we want you to settle into evening study hall and prepare for the coming week. You should have had ample opportunities to buy food on Sunday and should not need to order.

## Laundry

Students wishing to do their own laundry may use a student laundry room located in Livermore if their own dormitory does not have its own machines. Though many dorms are now fitted with washers and dryers, some still do not have them. In Livermore, there are six washers and six dryers, which are operated using laundry cards. These cards may be purchased and recharged using a machine located in the laundry room.

## Mail

Student mail is delivered each day to the student mailboxes in Lower Weld. Friends and family can reach students by addressing their letters to a particular student at:

LETTERS AND MAGAZINES	PACKAGES (FEDEX, UPS, ETC.)
Holderness School Chapel Lane P.O. Box 1879 Plymouth, NH 03264	Holderness School 33 Chapel Lane Holderness, NH 03245

Students will be issued a box number and a key upon arrival at school. Lost keys may be replaced for a fee. The mailroom is open during lunch each day Monday through Saturday. Mail is

distributed each day around 10:00 AM. Package notification slips are placed in a student's mailbox. In the mailroom, students can send outgoing mail, arrange for packages to be sent, or buy stamps, tape, and packaging materials. United Parcel Service is also available for sending packages and overnight mail. Students will receive school-related messages via both traditional mail and email, and should be sure to check both mailboxes daily.

## **Money and Banking**

The Business Office will set up student accounts with money deposited by parents. These accounts are for on-campus expenses, including: transportation costs, books and bookroom supplies, testing fees, team pictures, medical prescriptions, and yearbooks. Parents should open a personal checking or savings account for their student's miscellaneous needs either at home or in Plymouth. The Northway Bank at (800) 442-6666, Citizens Bank at (603) 536-6900, and Meredith Village Savings Bank at (603) 536-8228 are conveniently located in Plymouth.

## **Resources in Weld Hall**

### **WEST WING**

The West Wing, a large common room in Weld, is a welcoming place for all students during the day. This room is used for studying, student meetings, and socializing. No food is allowed in this space because of the upholstered furniture.

### **WALLACE STUDENT CENTER (LOWER WELD)**

The Wallace Student Center, located in Lower Weld, contains a variety of amenities, including ping pong tables, a TV hooked up to cable, a video gaming area, and vending machines and provides an indoor area where students may gather informally. Adjacent to this space is the School Store and the Snack Bar. Students are asked to be mindful of the appropriate use of the Center throughout the academic and non-academic periods of the day. The television is not to be used during evening study hours. In addition, students are asked to respect and care for the equipment that is available for their use. Damage should be reported immediately to the Dean's Office.

### **BOOKSTORE/SCHOOL STORE**

The bookstore is located in Lower Weld at the far end of the Wallace Student Center. Students may purchase Holderness clothing and school supplies in the store. Items may either be charged to a student's account (via a school debit card) or purchased with cash.

### **SNACK BAR**

The Snack Bar is a place for student socializing. A variety of cooked foods and snacks are available, with French fries and Ben and Jerry's pints being very popular late-night snacks. The Snack Bar is open most mornings, for seniors from 10:00 PM–10:25 PM each night, and during the weekend. Students are asked to help keep the Snack Bar clean by clearing their own tables, disposing of litter, cans, and bottles, and treating the soda machines with care.

### **DAY STUDENT ROOMS**

The Day Student Rooms are located adjacent to the Wallace Student Center and are for use exclusively by day students. Day boys and day girls have their own rooms, and each year, students will make it their own by decorating it in their own way. Girls and boys are asked to respect the

separation of genders to support the limited privacy these rooms offer. Boarding students are never permitted to enter the Day Student rooms unless specifically invited by a day student of the same gender who is present. The faculty Day Student Coordinator is a presence in these spaces and generally helps to ensure the smooth integration of day students into a boarding school.

## Room Search Policy

A search of a student's room and/or any other item in a student's possession may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of materials that could cause physical or other potential harm to the student or others will be discovered. In addition, in the school's ongoing efforts to maintain a safe and substance free environment and to ensure compliance with our rules and that students engage in appropriate behavior, the school may choose to conduct a random search of any area of the school premises as well as any item of a student's personal belongings (including items in a student's possession) at any time and without prior notice. The right of the school to search under this policy also extends to any car that a student may have on campus (including all its contents, such as the trunk, glove compartment, and containers of any kind within the car), a student's cell phone (including the right to access and read any text, email, message or other item stored or accessible from the phone), as well as a student's computer, laptop, tablet, or any other electronic device. The faculty member should present the request for a search to the Dean of Students who will decide whether a search should be made. When a search is undertaken, the Dean, the student whose room, car, or possessions are being searched, the faculty resident of the dormitory, the Director of Residential Life, and a student leader are present.

At the discretion of the Dean of Students, a room search may be undertaken without following the above procedure.

## Senior Privileges

Holderness expects the members of the senior class to guide the rest of the school community in living up to school standards and responsibilities, and to enliven school spirit. By allowing seniors to earn privileges, we hope to better prepare the senior class for the general freedoms they will encounter in the future.

The senior class must remember that these are privileges and not entitlements. These privileges may be rescinded at any time, either individually or collectively, if abused.

Seniors with privileges may:

- Check in on school nights by 10:30 PM;
- Travel to Boston via Concord Coach Lines on Sunday if they are in good academic and social standing;
- Be in the library, schoolhouse, academic buildings (with the exception of Hagerman without permission), athletic buildings, or in faculty homes or apartments during evening study hours. However, seniors must respect the "one-place, one-time" rule for evening study hall. At the end of their visit, all furniture should be pushed back to its normal location and trash should be thrown away in the appropriate place;
- Because of the way noise travels, seniors may only use the Wallace Student Center before or after evening study hours;
- Be downtown until 10:00 PM with permission of the dorm parent.

## Senior Spring Rule

At the discretion of the Head of School, all seniors may be put on a one-strike policy in the fourth quarter. If a student breaks a major school rule at this time, the student's graduation will be impacted. This rule may be invoked in order to ensure the graduation of all seniors should there be a feeling that some members of the graduating class may be in jeopardy of not receiving a diploma.

## Sex and Sexuality

The mission of Holderness School promotes respect for one another, self-respect, and the making of thoughtful decisions. These values are the basis of all relationships. As a church school, Holderness wants to underline that the gift of sexuality should be honored; however, such a gift requires individuals to make responsible decisions in the interests of each other and the community.

The school, therefore, encourages meaningful relationships amongst students. For a variety of reasons, the school's policy toward student sexual intercourse is to support the practice of abstinence. Unplanned pregnancy and sexually transmitted diseases have lifelong effects.

**All members of the school community should be aware that, under New Hampshire state criminal statutes, the age of consent is 16 years of age.** (See abbreviated RSA 632-A:3 below).

Students who are caught engaging in sexual intercourse, oral sex, or other related sexual activity on campus at any time may be subject to a disciplinary process, including expulsion. This is not because "sex is bad," but because such behavior at Holderness is inappropriate and constitutes conduct contrary to the welfare of the school. In cases where it is deemed necessary or in the best interests of a student, the school will communicate with parents about student activity that violates this policy.

The school strongly promotes abstinence. It realizes that not all students will make this choice and that students need honest and accurate information. Holderness does not provide comprehensive reproductive health services; however, reproductive health care will be arranged through the health center.

## RSA 632-A:3 FELONIOUS SEXUAL ASSAULT

A person is guilty of a class B felony if the person:

- Subjects a person to sexual contact and causes serious personal injury to the victim under any of the circumstances named in RSA 632-A:2; or
- Engages in sexual penetration with a person other than one's legal spouse who is 13 years of age or older and under 16 years of age; or
- Engages in sexual contact with a person other than one's legal spouse who is under 13 years of age;
- Engages in sexual contact with a person when the actor is in a position of authority over the person.

## Student Job Program

At Holderness the work experience is an integral part of every student's life. The Job Program is a tangible way for each student to make a contribution to the community, and to learn how membership in a community demands daily application to certain vital chores. Holderness

assumes that the lessons learned from participation in a student-run work program are basic and necessary. The goals of the Job Program include punctuality, the importance of following through, self-reliance, common sense, quality of performance, dependability, responsibility, initiative, and a sense of investment in the community. Basic skills and dexterity through the cleaning and maintaining of buildings and grounds are learned, and an appreciation of what such work involves is developed. Each student is assigned to five or six different job crews throughout the year. Students will be expected to meet responsibilities on a regular basis and to carry out the assigned task with a sense of pride in a job well done. In addition, students will be asked to perform special jobs (ushering or hosting coffee) during special events such as Commencement or Parents' Weekends. The job leader will submit a job report to his work crew's advisors at the end of each marking period.

## Student-Produced Apparel

No student may produce, distribute, or sell apparel of any kind with the Holderness School name or shield on it without prior permission from the Athletic Director and the Dean of Students. No student may sell apparel (includes the senior shirt) to the Holderness community without the Dean of Student's permission.

## Telephones and Cell Phones

### TELEPHONES

School offices are open between 8:00 AM and 4:00 PM on weekdays, and 8:30 AM and 12:00 PM on Saturday. After-hours callers may leave messages on the school's voice mail (603) 536-1257 that will be passed on to the appropriate person the next day. Callers wishing to reach or leave a message with a specific faculty member or administrator may use the auto-attendant line (see below). Callers wishing to reach a student must dial the dormitory phone directly, as phone calls to the main switchboard or the auto-attendant cannot be transferred to the dormitory. In case of an emergency after hours, please call the administrator on duty at (603) 254-8912.

If a caller knows a faculty or staff member's extension, he/she can call that extension directly from the outside. To do this, dial (603) 779-5XXX, where XXX is the person's extension. Alternatively, the school has an auto-attendant line (603) 536-1713 through which callers may find and dial individual extensions. To reach a specific extension, dial the three-digit number at any time during the auto-attendant's recorded message. If the caller does not know the extension number for a particular person, he or she may locate it by dialing "9" for the directory, followed by up to six letters of the faculty/staff member's last name.

### CELL PHONES

Holderness School prides itself on providing face-to-face opportunities to interact with one another. Unless part of a specific academic assignment, cell phones are not to be used during academic or study hours. Specifically, cell phones for talking or texting may not be used during Weld Hall family-style meals, while performing jobs, Chapel, Assembly/Plays, and other performances, nor are they to be used while walking along the paths between Weld and other academic buildings. Please help us uphold our cell phone policy by not contacting your student during the class day unless it is an emergency.

Simply stated, cell phones may not be used for personal communication (including messaging and texting) in public places. In addition, headphones may not be worn in public places at Holderness

School. Cell phones with cameras or video capacity may not be used to photograph or film any person without their knowledge and permission. Use in this manner will likely result in a disciplinary response. Cell phones with cameras may not be used to take a photograph of any test or other private or protected matter. Use in this manner constitutes an Honor Code violation and will likely result in a disciplinary response.

If a student is caught using a cell for personal communication in a public place, the student may lose the phone for a period of time.

## **Travel and Transportation Information**

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### **ARRANGING TRANSPORTATION**

The school will arrange transportation to and from school for all vacations except for Fall Parents' Weekend and Winter Parents' Weekend. The cost for school-arranged transportation will be charged to each student's account. The cost for school-arranged transportation varies from trip to trip based on the mode of transportation used and how many students sign up. Typical charges range from \$45 - \$70 per student to get from campus to South Station or Logan International Airport. A sign-up sheet for departing and returning transportation is posted on the Schoolhouse bulletin board approximately ten days before each vacation. Each student who reserves transportation will be charged unless the reserved transportation is cancelled with at least two (2) business days notice.

### **AIRPORT SHUTTLES**

School-arranged transportation to and from airport terminals may consist of either a coach bus or a van, depending on the number of students being transported. Students returning to campus via school-arranged transportation must wait outside the terminal before the pre-arranged departure time. This is particularly important at Logan Airport, as Logan Airport does not allow school transportation to wait. In scheduling plane flights from Boston, be sure to allow ample time for arrival in Boston from school; we suggest four hours as a minimum, as arrival times are approximate and subject to weather and road conditions.

An adult chaperone rides in each school-provided bus or van, and carries a list of students who signed up for trip. Before the bus or van leaves the airport, the chaperone will call the school to inform them of who is missing. If a student misses the bus or van, they should also notify the school immediately by calling the Administrator on Duty (AOD) at (603) 254-8912.

When a student's flight is late, delayed, or canceled, the school must be notified with all pertinent flight information such as flight number, airline carrier, and expected arrival time. When a student misses the school transportation, they may consider taking a Concord Coach Lines bus. Check their website for information about their schedules (<https://concordcoachlines.com/>). The school works closely with Mountain View Shuttle to help arrange pick-ups for late arrivals. You can reach them at (603) 536-4090 or via email at [mtnviewshuttle@gmail.com](mailto:mtnviewshuttle@gmail.com).

### **Fall Parents' Weekend (Return Trip Only)**

Tuesday, October 16, 2018: Bus departs from Logan Airport (Terminal C baggage area) at 7:00 PM, South Station Rail Terminal at 7:15 PM, and from Manchester Airport at 8:30 PM

### **Thanksgiving Break**

Saturday, November 17, 2018: Depart Holderness 12:15 PM

Monday, November 26, 2018: Bus departs from Logan Airport (Terminal C baggage area) at 7:00 PM, South Station Rail Terminal at 7:15 PM, and from Manchester Airport at 8:30 PM

### **Winter Break**

Thursday, December 13, 2018: Depart Holderness 3:00 AM or 8:00 AM

Thursday, January 3, 2019: Bus departs from Logan Airport (Terminal C baggage area) at 7:00 PM, South Station Rail Terminal at 7:15 PM, and from Manchester Airport at 8:30 PM

### **Winter Parents' Weekend (Return Trip Only)**

Tuesday, February 5, 2019: Bus departs from Logan Airport (Terminal C baggage area) at 7:00 PM, South Station Rail Terminal at 7:15 PM, and from Manchester Airport at 8:30 PM

### **Spring Vacation**

Friday, March 15, 2019: Depart Holderness 3:00 AM or 8:00 AM

Monday, April 1, 2019: Bus departs from Logan Airport (Terminal C baggage area) at 7:00 PM, South Station Rail Terminal at 7:15 PM, and from Manchester Airport at 8:30 PM

### **Summer Vacation (Shuttles only, if needed)**

Saturday, May 25, 2019: Depart Holderness 3:00 AM or 8:00 AM

*Note that bus departure times are estimates and are subject to Boston and Boston area traffic.*

Students who fail to sign up for transportation and show up on the day of are not guaranteed a seat. Cancellations must be communicated via e-mail to the Assistant to the Deans (lcorriveau@holderness.org) no later than two business days prior to the transportation date to avoid a charge.

## **IMPORTANT TRAVEL RECOMMENDATIONS**

### **Departing from Holderness**

With the exception of Thanksgiving Break, scheduled transportation leaves Holderness School @ 3:00 a.m. and 8:00 a.m. sharp. The buses cannot wait; please allow enough time to have breakfast.

### **Returning to Holderness After Vacations**

Bus departure times from the airports are very specific; the buses only have a limited time frame to pick up students. Students should plan to arrive at the airport two hours prior to departure time from the airport to allow for baggage claim and flight delays. Students should be at the designated location 15 minutes prior to departure time.

## **OTHER TRANSPORTATION RESOURCES**

The following resources may be arranged directly between students, parents, or guardians and the service provider:

- Mountain View Shuttle (private sedans and vans) – (603) 536-4090 or email at [mtnviewshuttle@gmail.com](mailto:mtnviewshuttle@gmail.com)
- Concord Coach Lines (public buses) – (800) 639-3317 or [www.concordcoachlines.com](http://www.concordcoachlines.com)

## **IMPORTANT PHONE NUMBERS WHILE TRAVELING**

In situations where airport transportation cannot run, flights are cancelled, or students are stranded somewhere, communication is extremely important. The school will do all that it can to assist in getting students back to school. Please keep these phone numbers handy when travelling to and from school;

- Holderness School (603) 536-1257
- Administrator on Duty AOD (603) 254-8912

- Dean of Students, John Lin (cell) (617) 877-2084
- Assistant Dean of Students, Tyler Cabot (cell) (609) 915-2430
- Mountain View Shuttle (603) 536-4090

In consideration of our faculty and staff members at Holderness School we do not expect them, as part of their ordinary duties, to drive students to or from bus stations and airports. As a result, we must charge a fee to the student when such transportation occurs.

## Video Games

Video games are neither good nor bad, but when students become overly enthralled by the virtual worlds evoked by these games and spend time playing that would be more productively spent doing school work or socializing, then problems often result. The school reserves the right to limit or prohibit the use of video games in any situation the school feels is proving detrimental to those involved. For dormitories equipped with living rooms, video game consoles may only be used in living rooms. In all other dormitories, only one video game console is allowed per floor in a student's room. In no case should video games be played during the academic day or during evening study hours. At any time, dorm parents may remove equipment for a period of time.

## Weekend Permissions Procedures 2018-19

The form and instructions for taking a weekend can be found by clicking the Weekend Forms Resource Board after logging into the myHOLDERNESS portal.

Weekends off-campus are a privilege and are subject to the approval of the student's parents, advisor, and the Dean's Office. Weekend regulations apply to any overnight spent away from school, including college visits, medical appointments, school sponsored trips, and sports-related trips. The following additional rules apply, and the Dean of Students must approve any exceptions ahead of time:

- Weekend permissions for short weekends (leaving Saturday after the last school commitment and returning by 7:45 PM on Sunday) and long weekends (leaving on Friday after the last school commitment and returning by 7:45 PM on Sunday) must be completed and submitted to the Dean's Office by 1:30 PM Thursday.
- Parental permission is required each time a student wishes to take a weekend; blanket permissions are not allowed.
- Weekend permissions must list the address and phone number of the weekend destination, unless the destination is home. All information required on the online weekend form and the signature page must be specific and complete.
- If a student has job duties over the weekend, a job substitute must be located and the substitute's name must appear on the weekend form.
- Host adults who are not the families of students also need to provide permission and may do so by emailing [permission@holderness.org](mailto:permission@holderness.org). Host families should understand that by agreeing to host a student, they assume total responsibility for that student's safety, health, and well-being.
- For all permissions questions, please contact Linda Corriveau, the Assistant to the Deans during regular office hours. If the weekend involves special arrangements, please call the Dean of Students during regular office hours at (603) 779-5315.

Students may not leave until they have submitted the Weekend Form Electronically, turned in their signed Weekend Form, and had a Parent/Guardian submit approval for their weekend.

## ADDITIONAL WEEKEND INFORMATION

- Weekends end as soon as the student returns to campus. Students are then responsible for meeting all commitments. Attendance at evening study hall on Sunday is required for those students assigned to evening study hall.
- Upon returning from a weekend, students must check-in with the dorm parent on duty, preferably in person, however signing in on the dorm check-in board or book, or texting the faculty member on duty will often suffice.
- Students are not permitted to leave school on a weekend, return to participate in a school activity (trip, game, etc.), and then continue on an off-campus weekend.
- Leaving school on Friday and returning for classes or sports on Saturday is not considered a weekend. Students wishing to do so must request special permission, just as they would for leaving school any other weekday night.
- Students may not carry over weekends into Monday, or miss any academic commitments on Monday.
- A boarding Holderness student may not ride in a car driven by a non-relative under the age of 21 years.
- Students are not permitted to hitchhike.
- Boarding students are not permitted to drive a car (without their parents in the car) to and from a weekend.
- Any breach of the weekend regulations such as changing weekend plans without notifying the School or not going directly to the adult host accepting responsibility will automatically result in campus restrictions or a discipline meeting.

## COLLEGE WEEKENDS

In terms of college visits, permission to leave school will be given to seniors on a limited basis for the purpose of college interviews (long weekend requirements apply), athletic visits, tours and information sessions or college sponsored gatherings (e.g., new student gathering, etc.). Typically, a “college weekend” begins on a Saturday after the last commitment, and ends on Monday evening at 7:45 PM. The Director of College Counseling must approve the plans. Students and their parents are urged to arrange appointments at colleges during the summer and vacation periods.

## PARENTS’ WEEKENDS

Fall Parents’ Weekend and Winter Parents’ Weekend are two special events that will take place during the academic year. During these weekends, parents are invited to school on Friday and Saturday to meet with teachers and to see the school in action. A long weekend is granted after athletic contests on Saturday. In the fall, all boarding students must return to campus on Tuesday by 10:00 PM. In the winter, all boarding students must return to campus on Tuesday by 10:00 PM. All students must make plans to leave campus during these long weekends.

## COMMENCEMENT WEEKEND AND END OF YEAR DEPARTURE

Commencement Weekend is packed with special events and requires a great deal of work, much of which is carried out by the under formers. Following the Commencement events on May 20th, seniors may depart. Under formers will remain on campus to complete final assessments. With permission of the student’s advisor, under Formers may depart after their last commitment on May 24th.

## SCHOOL-SPONSORED TRIPS

Students who participate in cultural and/or athletic trips off campus that are sponsored by Holderness or a Holderness employee must adhere to all Holderness rules for the duration of the trip.

## NON-SCHOOL-SPONSORED EVENTS

Commitment to both community life and academic life is paramount at Holderness. To help students honor this commitment, the school provides guidelines to help explain what constitutes a reasonable absence from school programs. The purpose of these guidelines is to help students and parents strike the appropriate balance between family, athletic, and school commitments.

At times students are pulled away from the community by special events, particularly around vacation periods; Holderness will only consider requests if they are made four weeks in advance. A committee headed by the Dean of Students, the Dean of Academic Affairs, and a faculty member will decide the merits of each request. If it is simply a matter of extending vacation time, the request is likely to be denied. If approval is granted, students will be required to coordinate assignments and tests with their teachers. Should a request be denied and the student still chooses to leave school, the student will receive the appropriate academic consequences. Specifically, a student must write a letter to the Dean of Students at least four weeks before the intended event off campus. The Dean will speak with the student's advisor, check the student's academic, social and attendance records. If those records indicate that the student is in good standing, the Dean will speak with the Dean of Academics, the Associate Head of School, and the Athletic Director to determine a final decision. If a student departs campus without the proper permission, he or she faces a disciplinary meeting.

Students who miss more than ten school days are required to engage a tutor to help them make up the work they miss while they are away. Parents are financially responsible for all tutorial sessions.

Because of the numerous activities involving students each day at Holderness, the school cannot approve absences for family vacations while school is in session.

## Vacations

During each vacation, all students are expected to leave the campus by noon (except Christmas vacation) on the starting date, and to return by 10:00 p.m. on the ending date. Students should plan travel accordingly so as not to miss any school commitments; the Dean's Office or the Head of School must approve any exceptions. During the vacation period, the school will not serve meals and dormitories are closed.

International students are urged to have a host family within the New England region to provide a home stay during the shorter vacation periods and to bridge the gap between school vacation days and the international student's actual days of travel to and from home.

The school vacations for the 2018–2019 school year are listed below:

VACATION PERIOD	NOTES
Fall Parents' Weekend	Depart after last commitment on Saturday, 10/13. No departing school transportation is provided. Return Tuesday, 10/16 by 10:00 PM.

VACATION PERIOD	NOTES
Thanksgiving Vacation	Depart after last class on Saturday, 11/17. School-provided transportation departs at 12:15 PM on Saturday. Return on Monday, 11/26 by 10:00 PM.
Winter Break	Depart after 8:00 PM on Wednesday, 12/12. School-provided transportation departs at 3:00 AM and 8:00 AM on 12/13. All students must depart by 10:00 AM on 12/13. Return on Thursday, 1/3 by 10:00 PM.
Winter Parents' Weekend	Depart after last commitment on Saturday, 2/2. No departing school transportation is provided. Return on Tuesday, 2/5 by 10:00 PM.
Spring Vacation	Depart after last commitment on Thursday, 3/14. School-provided transportation departs at 3:00 AM and 8:00 AM on 3/15. All students must depart by 10:00 AM on 3/18. Return on Monday, 4/1 by 10:00 PM.

## Worship Opportunities

Holderness students and faculty meet as a community twice a week for worship. Monday morning is a traditional Episcopal service, and Thursday is a more ecumenical service. Students, faculty and visiting guests are invited to lead a Thursday service. In addition, Holderness is fortunate to have an outdoor chapel located on top of one its hills. This chapel is used once each month during the year.

The traditions of the Episcopal Church are often followed, and the services seek to explore the spiritual truths all people share. In addition to the Holderness services, a student may wish to attend a Catholic mass. St. Matthew's Roman Catholic Church in Plymouth offers several services on Sunday.

# Athletics Program

## Goals

Students at Holderness are expected to participate in an afternoon activity each season: team sports, an outdoor program, or the arts. While physical activity is viewed as an important part of an adolescent's development, the school is receptive to the idea of an individual pursuing special interest in the arts. The school is not open to letting people opt out of vigorous physical or artistic training, nor is it open to someone "specializing," or training to specialize, in one particular sport. In terms of athletics, the school's goals are:

- Cultivate the highest standards of sportsmanship, fair play, teamwork, leadership, and self-discipline.
- Expose students to a variety of athletic experiences: competitive and non-competitive, team and individual.
- Instill a love of sport and an appreciation of the outdoors.
- Encourage good health and physical fitness as a lifelong commitment.

## Requirements

Each season, depending on grade level, every student is required to participate in an activity. It is important to consider the physical and mental demands of the program and to work together with coaches toward making athletics a safe and enjoyable experience. The requirement for competitive sports by class is as follows:

- Ninth/Tenth: Must participate in offered activities each Fall, Winter and Spring season.
- Eleventh/Twelfth: Must participate in offered activities each Fall, Winter and Spring season. May participate in Arts in the Afternoon for one season, manage a team for one season, assist the Athletic department in film and clock management for one season, or other special exception (ie. - community service)

*Note: All new students must take part in a competitive sport for their first season at school.*

A student (other than a new student, first season) with an interest in the visual and/or performing arts may request an exception to the athletic requirements, on a per season basis, in order to pursue an artistic interest. Students must sign up with the Fine Arts Department and this arrangement must be approved by the Athletic Director. This option may only be exercised once per year per student.

A ninth or tenth grader choosing not to participate in an activity for one of the three seasons may petition the Athletic Director and Student's Advisor for a waiver. In this case, a special activity may replace an afternoon activity for one season only. Very few petitions are approved for ninth and tenth graders, as Holderness School values team commitment and the camaraderie that develops among participants in the athletics program.

The competitive sports requirement may not be met by engaging in an individualized weight/cardiovascular training program. Every student must be part of a team sport or an approved afternoon activity each season.

A limited number of positions as athletic managers will be available to eleventh and twelfth graders and injured athletes. Any athlete interested in this option must see the Athletic Director

and Athletic Trainer for approval. Every manager is required to participate each day of the week, including major weekends such as Parents’ Weekend, Tabor Day, and tournament games.

Ninth or tenth graders who choose skiing or snowboarding are required to participate in competitive skiing or snowboarding.

**OFFERINGS AND LEVELS**

AFTERNOON ACTIVITIES - BOYS	AFTERNOON ACTIVITIES - GIRLS
Cross Country Football Soccer Ice Hockey Alpine Skiing * Eastern School Team * Nordic Skiing * Snowboarding * Freestyle Skiing * Basketball Tennis Lacrosse Track Cycling Golf Baseball Rock Climbing (limited enrollment— usually for 11th and 12th graders) Winter Ice Climbing (limited enrollment - usually for 11th and 12th graders) Mountain Biking (limited enrollment) Dance Track Sculling (limited enrollment)	Cross Country Field Hockey Soccer Ice Hockey Alpine Skiing * Eastern School Team * Nordic Skiing * Snowboarding * Freestyle Skiing * Basketball Tennis Lacrosse Track Cycling Golf Softball Rock Climbing (limited enrollment— usually for 11th and 12th graders) Winter Ice Climbing (limited enrollment - usually for 11th and 12th graders) Mountain Biking (limited enrollment) Dance Track Sculling (limited enrollment)
NON-COMPETITIVE OFFERINGS	
Team Managers (may count for one competitive season for injured athletes and other students with approval by the Athletic Director) Arts in the Afternoon Alternative	

**\* Snowsport Program fees apply and will be charged to student accounts in November.**

For more information on these fees, contact Mr. Ivar Dahl, Director of Snowsports at idahl@holderness.org.

Non-competitive offerings (i.e., team managers, videographers and clock timers) are offered to juniors and seniors (and all injured athletes) for only one season per year, in place of participating on an athletic team. The option of manager is offered to only a handful of students, and each season the number needed will vary (seniors with injuries that prohibit them from participation will be given first priority). For any such special activity, please see the Athletic Director.

*Note: Weight training alone is not an option. You cannot take a season off to train for the upcoming (next) season.*

## ATHLETIC GAME AND PRACTICE DRESS CODE

- For the personal health and safety of Holderness students, a full-length T-shirt or tank top and shorts or sweatpants must be worn at all times when using any fitness equipment, athletic facilities, fields, and during athletic practices or games (with exceptions for the locker rooms).
- Sneakers are required for anyone in athletic facilities, on fields and during athletic practices or games.
- The following are NOT permitted in athletic facilities, on fields and during athletic practices or games: boots, sandals or any open-toed footwear

## ARTS IN THE AFTERNOON

Students may choose to pursue an interest in the arts on a per season basis, limited to one season per year (new students are required to play a fall sport in their first year). Students may choose to take one of the Art Department offerings or request to use the afternoon period to prepare a portfolio, practice a musical instrument, etc.

Students who request independent Art in the Afternoon programs must receive permission from the Art Department Chair and the Director of Athletics, and must check in daily with the member of the Art Department supervising the student's independent study.

## GAME AND PRACTICE POLICIES

- Attendance is mandatory for each practice and each game. If an absence must occur due to unforeseen circumstances, the student must notify the coach in person by lunch that day. If a student is confined to bed, the School Nurse will notify the coach and the Athletic Trainer.
- If a student is too ill to attend classes in the morning, the student may not participate in a sport that day.
- No student is allowed to walk on Route 175. Only the Alford or Chapel paths may be used to travel to the tunnel that leads to the Wales Fields.
- It is strongly recommended that students dress and shower in Bartsch.
- Dress for away games is school dress, except when traveling in uniform.
- The Athletic Department strongly encourages each athlete to launder his or her personal equipment and clothing on a regular basis through our equipment manager to ensure safe, healthy practices in regard to infectious diseases. The Athletic Department is readily available to wash clothing for athletes.
- The Athletic Department continues to look after the safety and health of the individual as its number one concern. We demand that all athletes follow all rules of the game (including proper use of mouthguards, helmets, and other safety products), so as to limit injuries.

## SPECIAL DEPARTURE INFORMATION

Athletes are sometimes invited to or hope to attend events outside the dates of the regular athletic season. The school will only consider requests that put an athlete on either a national or international stage. The goal is to allow the students to compete at the highest levels, but outside of a regular season an exceptional athlete will only be allowed to compete in an exceptional event.

**The initial request will be made in writing to the Athletic Director at least two weeks before the event.** The Athletic Director will look at the student's academic, social, and absence reports. In addition, he will discuss the request with the student's coach, the in-season coach, and the

student’s advisor. If the Athletic Director feels the student has the initial support, he will bring the request to the Dean of Academic and the Dean of Students for a decision. If and when approval is granted, students will be required to coordinate assignments and tests with their teachers.

**Note:** *If any special departure involves missing an exam, the student will need the Academic Committee’s permission as well.*

## IMPACT TESTING

Neurocognitive baseline concussion testing utilizing the ImPACT test is a service both provided and required by the school. All new students must complete baseline concussion testing before participating in the athletic program. All 11th graders must also take a baseline test regardless of whether or not they have completed one in the past. Instructions for baseline testing will be provided before the beginning of the athletics program.

## NEPSAC Code of Ethics and Conduct

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### OVERVIEW

As a basic principle, we believe that the lessons learned from fairly played athletics, whether interscholastic or not, and including games and practices, are of benefit to our students and our schools. The purpose of this Code of Ethics and Conduct is to define what “fairly played” means and to provide guidelines for NEPSAC athletes, coaches, officials, and spectators to follow.

### PROPER CONDUCT AND GOOD SPORTSMANSHIP

At the heart of this matter lie several terms that are often hard to define—yet no more important task confronts teachers and coaches than to set standards that are fair and honorable. Throughout this Code, when such terms as “proper conduct” and “good sportsmanship” are mentioned, they refer to such standards as these:

- Treat other persons as you know they should be treated, and as you wish them to fairly treat you.
- Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
- Treat officials and opponents with respect.
- Accept absolutely and without quarrel the final decision of any official.
- Honor visiting teams and spectators as your own guests and treat them as such. Likewise, behave as an honored guest when you visit another school.
- Be gracious in victory and defeat; learn to take defeat well.
- Be as cooperative as you are competitive.
- Remember that your actions on and off the field reflect on you and your school.

### NEPSAC EXPULSION RULE

Players who are ejected from interscholastic games for “unsportsmanlike conduct” or other flagrant behavior will forfeit their eligibility to play in the next regularly scheduled interscholastic game or tournament played in that sport.

## Equipment

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### OVERVIEW

The Athletic Department provides socks, towels, practice jerseys, and all game uniforms. Most required protective equipment is also provided. Athletes should be mindful of the following:

- Each athlete must show up to practice with their own water bottle. We value hydration of athletes along with the best practices of hygiene and protection from water contaminants.
- The Athletic Department encourages the proper use of helmets and mouth guards so as to avoid injury. See Mr. Nick Laurence (Athletic Trainer) for assistance.
- It is recommended that students purchase, and break in, athletic shoes during the summer and not wait until arrival at school. Molded sole shoes are strongly recommended, instead of the detachable cleated shoe, for safety reasons.
- Students will be charged for any lost or stolen equipment. Carefully keep track of gear, especially when traveling to other schools. The school is not responsible for items missing from an unlocked locker.
- The equipment cage is off limits to students unless accompanied by a coach or by permission of the Athletic Director or Equipment Manager. Equipment for recreational play can be obtained at the equipment cage upon request.

### SPORTS LAUNDRY

- Laundry service will be provided on a daily basis. Students may turn in their used items and trade them for a clean “roll.” Personal athletic wear can be turned in for washing as posted.

## Facilities

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### GENERAL USE

Bartsch and the Gallop Athletic Center will provide students with hours of valuable fun and exercise. Please treat the facility with care and take pride in how you leave it for others. The hours of operation for the facility will be posted once school begins in the fall. If the buildings are closed and locked, you may not enter the facility for any reason. **Note: see major school rules regarding use of school buildings.**

- All cleats must be removed before entering the building.
- Black-soled shoes or footwear are prohibited in the gym and on the squash courts.
- No food or drink (except water bottles) is allowed in Gallop Athletic Center.
- Please take any necessary equipment (i.e., backpacks, and/or academic materials stored during practice times) with you when exiting the building. The facility will be locked after practices.
- Store your valuables in your lockers and keep them locked at all times. The school is not responsible for misplaced or unlocked items. See Mr. Simes (Equipment Manager) for a lock.
- It is your responsibility to clean up any personal mess you make while using the facility.

### FITNESS ROOM

The fitness room is equipped with nautilus equipment, free weights, and cardiovascular machines. This room is for student, faculty, staff, and friends of Holderness School use. All those wishing to

use any of the equipment must first be checked out by the Strength and Conditioning coach, the Athletic Trainer, or the coach for proper procedure. If a student is unfamiliar with weight lifting, the Strength and Conditioning coach will be glad to help the student get started.

- Procedure for checking in and signing out are posted outside the room. No one is allowed in the room without adult supervision.
- Spotters are required at all free weight stations. Free weights should be stored after use.
- Please help keep the fitness room clean.
- No food or drink is allowed in the fitness room.
- Please follow policies posted regarding proper attire and appropriate music.

## ATHLETIC TRAINING ROOM

The Athletic Trainer is a healthcare professional who collaborates within Holderness Health Services to provide prevention, emergency care, clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions. The Athletic Trainer will be in the training room or at practices and games from 2:15 PM until the completion of practices and games. All taping and treatment should be done during this time, unless the Athletic Trainer schedules an appointment for another time. Students may see the Athletic Trainer upon request during free periods.

## SNOWSPORTS RAILS, JUMPS AND BOXES

- Head coaches will pre-approve areas for Rails, Boxes and Jumps.
- Students wanting to add additional locations or features must do so with approval of the Head Coach.
- Students shall not use the features until a coach approves it for safety purposes.
- Certified helmets must be worn at all times.
- Features are not to be used after sunset without the supervision of an adult.
- Coaches will inspect the features once a week for safety issues.
- Features may temporarily close due to deteriorating conditions.

## Injuries

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- All illnesses and injuries should be reported to the Athletic Trainer.
- Students are not excused from practice unless they have reported to (and have been excused by) the Health Center or the Athletic Trainer.
- The athletic training staff is available to provide rehabilitation from injuries within our reasonable capabilities. The athletic training staff may refer a student to an off-campus care provider to ensure that student's needs are fully met.
- If a student is injured, they are not automatically excused from practice. If there is a possibility that the student will be able to compete in the sport after recovery, they will be expected to observe practices and learn from them. It may also be possible for the student to continue actively on a limited basis by omitting activities that would affect the injured part. If a student is out for the season, they will be expected to assist the team in a managerial role.
- Students are never to leave practice without permission from the coach.
- Students should be aware of the inherent risk of injury that accompanies participation in sports.

**Note: A physician must clear an athlete who has been restricted by a physician from participation due to an injury or illness before returning to participation. The athletic training staff reserves the right to restrict an athlete from participation even with medical clearance, if in their professional opinion, the athlete remains at risk of further injury or re-injury.**

## Dietary and Performance Supplement Policy

Holderness recognizes that there is a significant amount of marketing of supplements for a range of purported purposes including: increasing athletic performance, weight loss, weight gain, homeopathic remedy, and diet augmentation. It is important to note that there is no regulation within the supplement industry, and numerous studies have called the safety of many supplements available on the market into question. One major safety concern is that ingredients in supplements, whether listed or unlisted, may have unintended and dangerous interactions with any prescription or over-the-counter drug that an individual may also be taking. Additionally, manufacturers tend to change ingredients, creating difficulty in assuring quality or safety in a brand. Many supplements are marketed as “natural,” it is important to note that natural is not synonymous with safe.

Holderness, in alignment with the NCAA, takes the approach of “food first”; meaning that any improvement to performance or nutrition can and should be sought through food rather than through supplements. One easy way to differentiate between food and a dietary supplement is to look for “nutrition facts” on the label rather than “supplement facts.” Nutrition facts are printed on foods that have been vetted by the FDA; there is no oversight on supplement facts. Before consuming any supplement, you should review the product with a knowledgeable healthcare provider such as a physician, school nurse, or athletic trainer. Holderness is committed to taking active steps toward educating students about safe and healthy dietary practices, but reserves the right to confiscate any supplements deemed harmful or dangerous.

Holderness highly recommends that any supplement taken carry either the “NSF Certified for Sport” or “BSCG” (banned substance-controlled group) badges on their labels. It is especially important that athletes with aspirations of participating in collegiate sport familiarize themselves with the NCAA banned substance list. There are several independent testing resources available to check the safety of a product:

- A label marked “USP verified” assures purity of ingredients, but not safety or effectiveness.
- A label marked “NSF” assures that the product’s contents do not differ from those listed on the label.
- A label marked “NSF certified for sport” goes beyond the NSF mark by ensuring that the product has been tested for substances banned by major sporting organizations.
- A label marked with a gold “BSCG” means that the product has been tested to assure that it does not contain any substances banned by the World Anti-Doping Agency or the International Olympic Committee.
- Labels marked with “Informed Choice” or “Informed Sport” also assure purity of ingredients.

We encourage the use of independent websites for checking the quality, safety, and effectiveness of any supplement you may be considering. These websites include:

- Labdoor.com
- Bscg.org
- Nsfsport.com

As previously noted, there are many different supplement types and the entirety of the supplement industry cannot be addressed in one policy. There are, however, some types of supplements that tend to be more popular among teenagers. The following section is a brief overview of some of these product types.

### **Pre-Workout**

Pre-workout supplements are widely considered dangerous because of the high levels, and combinations of, caffeine, stimulants, and potential weight-loss drugs. Pre-workout supplement are not allowed at Holderness.

### **Protein Powder**

The vast majority of athletes are able to consume enough protein through a balanced daily diet. The body is unable to process excess protein, it is removed through excretion. If you are considering protein supplementation you should do research to ensure that your product is purely protein. Many products, even if labeled only protein, contain substances such as stimulants, creatine, and sometimes heavy metal. Look for the “NSF Certified for Sport” or “BSCG” badge on the label, and check independent testing websites to ensure that your protein product is safe. Consult with resources at Holderness including the Health Center and Athletic Training staff.

### **Creatine**

Creatine use has been shown to enhance muscle performance; however, this performance enhancement lasts for only a few seconds and cannot be repeated. Thus, the costs of creatine may outweigh the benefits. Creatine is a naturally occurring substance in the body, and overuse of creatine supplement may reduce the body’s natural ability to produce creatine. Creatine supplementation can cause dehydration, and excess creatine creates a burden upon the kidney to eliminate it from the body. Creatine may be a banned substance in certain athletic organizations. Creatine supplementation at Holderness is allowed only with consultation and permission from Holderness Health Services.

### **Weight Loss Supplements**

There are numerous documented dangers associated with weight loss supplements, and they are not permitted at Holderness. If you have a desire to lose weight, please consult with a physician and/or registered dietician to develop a safe and healthy weight loss program. Holderness Health Services can provide resources for you.

### **Other**

There are many other types of substances and supplements not listed here, which will be addressed on a case-by-case basis. One substance that has come into vogue among athletes is the use of smelling salts. Smelling salts are a stimulant, and carry some of the dangers of stimulants previously mentioned. Stimulants may provide a perceived benefit, but in actuality they may hinder athletic performance. Smelling salts work by inhaling ammonia, a poison. Smelling salts were once used in the medical setting but no longer have a place in modern medicine. The use of smelling salts is not permitted at Holderness.

# Health and Wellness

## General Overview

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### HEALTH TEAM

The Health Team is committed to supporting each Holderness student to optimize their health and well-being. The team consists of the School Counselor, Carol Dopp, M.Ed.; the School Nurses, Emily Evans MacLaury, R.N., Nancy Thurrell, R.N.; the Athletic Trainer, Nick Laurence, ATC; our Strength and Conditioning Coach; and the School Physician, Oliver Salmon, D.O.

The Health Team at Holderness School provides outpatient medical care for minor illnesses and injuries, school nursing services, day infirmary care, on-call overnight infirmary services, injury prevention and rehabilitation care, assistance with emotional issues, and behavioral and emotional assessments and treatment planning. The School Nurse can be reached at (603) 779-5367. The School Counselor can be reached at (603) 779-5335.

Parents will not routinely be notified of minor illnesses. However, the school encourages students to discuss any illness or injury with their family, and it welcomes calls from concerned parents. In the event of a serious injury or illness, Holderness School staff will make every reasonable attempt to contact the student's family in a timely fashion.

On weekdays, the Health Center is open from 7:30 AM until 7:30 PM on weekdays and on Saturday mornings from 7:30 AM to 11:30 AM except during winter schedule when hours are 8:00 am to noon. This year we will be piloting limited Sunday hours in the Health Center. Physician hours are by appointment from 12:30 PM to 1:30 PM, Monday through Friday. The Athletic Trainer (Nick Laurence) is available on the fields and at the athletic center for guidance on the prevention of injuries, and for the evaluation and treatment of athletic injuries. The School Counselor (Carol Dopp) is available to discuss emotional or behavioral concerns, to provide students with support during difficult times, and to assess problems and recommend appropriate interventions.

While we are committed to working closely with families and outside medical professionals in support of every student, the School Physician working closely with the Health Team has the final authority in all decisions related to student health while at Holderness School.

### ILL STUDENTS

When day students are ill, a parent must call the Health Center at (603) 779-5367 to report the student's absence before the student misses any commitments. Calls and emails from day students will not authorize a medical excuse. Boarding students too ill to attend class will be cared for during the school day at the Health Center. Students can either rest in private infirmary rooms or, if able, in the Health Center's day room, where they can do homework or relax with a cup of hot tea and light snacks.

During the day, Day Students may go home if permission is given by the nurse. Meals for ill students will be served in the Health Center. Students too ill to attend class will not be permitted to spend the day unsupervised in their dormitory. If a student needs to be cared for overnight or on weekends because of illness, additional coverage will be provided. Parents may use the main school phone number (603) 536-1257 to leave a message if a student will be late due to inclement weather.

## COMMITMENTS

If a student is unable to make a commitment because of illness or injury, the student must see the nurse prior to missing any commitments in order to obtain a medical excuse. Retroactive excuses are not given. Students too ill to attend classes will need to remain at the Health Center during class hours.

It is the student's responsibility to notify their dorm parent and coach of any medical excuse. A student who misses any commitment due to illness may not attend sports. It is the student's responsibility to notify the nurse of any test, quiz, paper, presentation, or other major commitment when the student first arrives in the Health Center. If the nurse determines that a student is too ill to participate in a major commitment, the nurse will notify the teacher directly to authorize the medical excuse. If the student does not notify the nurse of the commitment, the student will receive a zero grade for that commitment.

Specific notes are provided by the nurse for following absences:

- **Sports:** Requests for excused sports must be made to the nurse before noon. After 12:00 PM students must see the athletic trainer.
- **Dinner:** If the nurse determines that a student is too ill to go to dinner, meals will be brought to the Health Center.
- **Job commitments:** The nurse does not excuse missed job commitments. It is the student's responsibility to provide a substitute or communicate directly with the job leader.

Unless given specific permission from the nurse or the Dean of Students, students with medically excused absences may not:

- Go downtown.
- Work out in the weight room.
- Watch athletic practices or games.
- Be in Weld.

## PRIVACY POLICY

Holderness endeavors to be guided by principles and not a mass of rules. Consistent with the Holderness values of "honesty, respect and trust in all matters," the Health Team is committed to respecting student and family privacy. The Health Team recognizes the developing maturity of teenagers and adolescents' need for privacy, but also recognizes that parents need to be actively involved in the medical care of their children. Our policy is also crafted to meet the unique needs of the boarding school environment, in which faculty and staff often act in loco parentis and parents are often not physically present when their child needs health care.

By signing the health form, families and students give written permission for any health professional to share any and all protected health information about the student with Holderness staff as clinically appropriate. Parents must realize this is a very broad permission. However, to respect the privacy of the student and their family, health information is expected to be shared only on a "need-to-know" basis to optimize the well-being and safety of the student and the community. The judgment about whether there is a "need-to-know" will be made by the health professional, in consultation with Holderness staff, the student's family, and the student, when feasible.

Prior to any health information being shared by a member of the Health Team or other health professional with another Holderness staff member, the health professional will clarify with the student what information will be shared with whom and for what purpose.

Information about injuries or illnesses that affect a student's ability or require specific care to safely participate in athletics or other aspects of Holderness School life will be routinely shared with the appropriate Holderness staff including the Athletic Trainer, coaches, dorm parents, and advisors.

Consistent with state and federal law, the Health Team will be particularly careful in protecting the privacy of "sensitive" health information such as information relevant to mental health, sexuality, substance use, or family concerns.

If any student or family member has any questions about the Health Team's privacy policy and practices, or feels privacy has not been appropriately respected, they are encouraged to address this directly with any member of the Health Services or the Head of School.

## Personal Health Issues

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### MEDICATIONS

The Health Center must be notified of all medications, vitamins, and supplements used by students. The nurse provides students with routine over-the-counter medications including ibuprofen, acetaminophen, cold medications, and lozenges. Even these medications can be dangerous if taken improperly, so for safety's sake, all large quantities of medicines should be kept at the Health Center. With prior permission from the Health Center those students with ongoing health conditions that require medication (e.g., asthma or diabetes) may be permitted to keep needed medication in their rooms. In such cases, students and families are agreeing that students are mature and responsible enough to comply with their doctor's orders and manage their own medication. If this medicine requires refrigeration, please have the student's physician or nurse practitioner note this on the health form so that accommodations can be made.

Medications prescribed by the School Physician will be ordered from Rite Aid (603) 536-4377 unless the Health Center is specifically notified that your insurance company requires a different pharmacy. Costs incurred for prescription medications, non-reusable medical equipment, and transportation to medical appointments will be charged to student accounts. Pharmacy receipts will be sent home periodically.

Holderness School does not permit students to have controlled drugs (i.e., Ritalin, Adderall, narcotics) in their possession. Controlled substances such as narcotic pain medication or medications for ADD such as Ritalin, Focalin, or Adderall must be kept at and dispensed by the nurse at the Health Center. In addition, when medically indicated, other prescription medications may be held and dispensed in the Health Center. Controlled substances must be mailed to the school and not hand carried to Holderness by students. Please have these medications sent directly to the Health Center.

When prescriptions are provided at home, the health center must be notified. Pain management using the student's prescription medication will be arranged by the health center.

### MEDICAL LEAVES

A student might, during the course of the academic year, face a serious psychological or medical situation requiring an extended absence from the school. Students granted or placed on a medical leave must be under the care of a doctor, psychologist, or therapist and may not return to school until approved by Holderness School in consultation with the Health Team or others selected by the school. The decision whether to grant or place a student on medical leave is entirely within the

discretion of Holderness School and will be based on the needs of the student and the ability of the school to provide services to the student.

***Note: Students who are away from school more than ten school days are required to engage a tutor to help them make up the work they miss while away. Families are responsible for the engagement of the tutor and all costs of the tutorial sessions.***

When a student is placed on medical leave, the medical issues take priority and may often preclude the student's ability to complete academic work or earn representative grades. For all medical leaves, the decision regarding the best way for a student to complete coursework will be at the discretion of Holderness School. The Dean of Academic Affairs and the Dean of Students will be informed of a student's medical leave and will be advised by the school's health professionals as to the circumstances and expected duration of the leave, in order to make decisions regarding academic work for that student.

## **GUIDANCE, ADVISING, AND COUNSELING**

An effective education includes the recognition of the human need for help. Such help may come in many forms, from simple advice and information to deeper emotional support. It may come from different sources: friends, faculty members, health professionals, or other community members. Part of the goal of a good education is to increase emotional stability; to learn to accept criticism; to turn distress, disappointment, and defeat into personal growth; and to learn personal limits. A good education will also uncover sources of strength, health, and happiness within each student.

Holderness School attempts to create an environment in which all students can flourish. The School Counselor, Carol Dopp, is an important resource and is available to the students for ongoing support. She is available to assist students experiencing emotional, family, relationship, and campus life problems. If serious emotional problems arise, she can provide recommendations for further assessment and intervention. Medical management of, and ongoing psychotherapy for, emotional or attention problems are beyond the scope of services provided by Holderness School; however, arrangements can be made for such specialized care to be provided locally. For more information, please contact the School Nurse or the School Counselor. Campus life places multiple demands on students including: intellectual, physical, emotional, social, and spiritual. In certain instances, those demands may prove to be too much for a student. If a student is struggling, they are encouraged to seek counsel from family members, advisor, the chaplains, other faculty members, or a member of the Health Team.

At times it may be apparent to faculty, staff, or administrator that a student is struggling and needs assistance. In some cases, a student's safety or the ability of a student to meet the demands of Holderness life is in serious question. At these times, the Head of School, in conjunction with the student's advisor, the Dean of Students, appropriate faculty, and members of the Health Team, will involve the student's family. The school reserves the right to make professional counseling a requisite part of that student's life at Holderness. Families are responsible for all costs for such care.

## **DRUGS, ALCOHOL, TOBACCO, AND VAPES**

There is no appropriate place for drugs, alcohol, tobacco or vapes at Holderness School. Substance use by students directly interferes with the academic, social, and athletic goals and objectives of the school. Holderness expects students to abstain from mind-altering substances such as alcohol, tobacco or vapes, and drugs at all times. Students are expected to uphold the school's drug and alcohol policies and to discourage others' use of use of substances.

## HEALTH SANCTUARY

While at Holderness students may become concerned about their or another student's health or behavior. This concern might include, but is not limited to, alcohol or drug use, nicotine use, unhealthy eating behaviors, or sleeping patterns. Students with personal concerns or concerns about another student can speak in confidence with a member of the Health Center staff. The Health Center staff will take the student's concerns under advisement and intervene as appropriate from a purely therapeutic perspective. In the case that this involves another student, confidentiality of the referring student's name is kept unless that student requests to be involved. The school will not invoke a discipline response toward a student based on concerns voiced by another student; rather a thoughtful, therapeutic response will be developed. It takes courage to ask for help for yourself or a friend.

## EMERGENCY CARE TEAM RESPONSE

An Emergency Care Team response is a specific example of sanctuary for when the health concern is urgent. Safety is our first priority. If a student is concerned for another student's immediate safety (e.g., the student is highly inebriated), the observing student can contact any faculty or staff member and request assistance without initiating a disciplinary response for either the student reporting or the student in need. The faculty or staff member will assess the urgency of the situation and ensure appropriate and timely care is provided. If an emergent problem is identified, the student will be transported for emergency treatment, the student's family will be involved, and the student will undergo a mandatory separation from the school to process the situation with his or her family. Prior to returning to campus, the student will meet with a member of the Health Center staff to assess the nature of the problem and to ensure appropriate diagnostic assessments and treatment are in place. Again, no disciplinary response is initiated by the school.

## CHILD ABUSE

As required by law, the school reports all suspected cases of child abuse, including sexual abuse and/or neglect to the New Hampshire Division for Children, Youth and Families. Any student who feels they have been the victim of abuse of any kind should speak with the School Counselor, School Nurse, Dean of Students, Head of School, or advisor immediately. Any member of the school community who suspects abuse of a student should report the suspicion to the School Counselor, Dean of Students, School Nurse, Chaplains, or Head of School.

## BODY PIERCING AND TATTOOS

Due to health concerns and parental consent issues, it is inappropriate for students to get tattoos or body piercings while under school supervision. Although the school does not have authority over students when they are in the care of their parents, the school strongly encourages students and parents to make decisions together regarding piercings and tattoos. It is extremely important that before proceeding with either tattoos or body piercings, one researches the health precautions taken by a piercing or tattoo establishment. Follow-up care is necessary to prevent infection.

## INFECTION PREVENTION

To prevent the transmission of disease, students and adults need to follow common-sense precautions. These precautions include but are not limited to frequent hand washing; not sharing drinking containers, razors, or lip balm; wearing shower shoes; covering coughs; and wearing gloves during the handling of blood and body fluids.

## Bullying, Harassment, Hate Speech, Discrimination

It is the policy of Holderness School to maintain a learning and working environment that is free from all forms of harassment, including sexual harassment. Holderness School will not tolerate harassment of any kind, whether it is of a general or sexual nature, or whether it is based on specific characteristics such as a person's race, national origin, ethnicity, sex, religion, disability, or sexual orientation. The school will not tolerate sexual or other harassment of employees or students by anyone, whether on school property, at school or work-related assignments off school property, or at school-sponsored social functions or activities. Where inappropriate conduct is found, Holderness School will act promptly to eliminate the harassing conduct and take other appropriate corrective action, with the likelihood that the offender will be separated from the school.

**Any form of harassment, including written or verbal harassment in the form of voice mail, electronic messaging systems, electronic mail, or use of the school's electronic systems will not be tolerated.** Harassment may include easily identifiable acts of verbal, written, or physical abuse. It may also include more subtle but equally damaging forms of harassment such as graffiti, epithets, and remarks or "humor" that stereotype individuals. **No matter what form it takes, harassment of any member of our community is strictly prohibited.**

### SEXUAL HARASSMENT

- Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature. The following are examples of sexually harassing behaviors:
- Physical assault, including rape or any coerced or non-consensual sexual relations.
- Sexual advances, whether or not they involve physical touching.
- Unwelcome sexual physical contact.
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments.
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied.
- Sexually suggestive or degrading sounds or remarks (written, oral, or electronically transmitted), including graffiti and spreading of sexual rumors, made to or about another member of the community.
- The use of personal and/or school-owned technology to access, transmit, copy, or create material that violates the school's code of conduct, such as messages that are pornographic, sexually suggestive, degrading, threatening, rude, offensive, discriminatory, or meant to bully or harass (whether received at the school or elsewhere).

### PROCEDURE REGARDING SEXUAL HARASSMENT

When a person feels offended or harassed by someone else, they can sometimes stop the behavior by confronting the offender, explaining why it is offensive behavior, and asking the person to stop. This is not always easy to do. However, the school is committed to assisting in any possible any student who feels that they have been harassed. A student should not feel that they must allow an inappropriate situation to continue, regardless of who is creating the problem. Students can seek the assistance of any administrator, an advisor, a chaplain, or any other trusted adult on campus regarding any harassment or other situation. The school will promptly conduct an investigation and take action necessary to deal with the situation.

Students should follow this procedure if they feel they have been harassed:

- If comfortable, let the offending person or people know clearly and directly that you want the behavior to stop.
- Promptly contact an adult at school about the situation, such as an advisor, faculty member, administrator, Dean of Students, or school counselor.
- Keep a record of when, where, and how you have been mistreated. Include witnesses, direct quotes, actions, evidence, and any written communication.

## HAZING

The Holderness School does not permit hazing or related behavior among students. Offending students will be subject to appropriate disciplinary action including the possibility of suspension or expulsion. Hazing is defined as any conduct, coercion, or intimidation used as a method of initiation into a student organization, team, or dorm that is likely to endanger the physical or mental health of any student.

Hazing may include but is not limited to:

- Paddling, striking, marking, or branding another student in any manner;
- Preventing or restricting class attendance or sleep;
- Forcing a student to destroy or steal property;
- Compelling a student to do something publicly against their will;
- Cutting another student's hair without their permission.

Holderness School is covered under the **New Hampshire Hazing law (RSA 631:7)**. Under New Hampshire law, it is a crime to (1) participate as an actor in any student hazing, (2) knowingly submit to hazing and fail to report it to the school or to law enforcement, or (3) be present at or have direct knowledge of hazing and fail to report such hazing to law enforcement or school authorities. Every member of the school community must report hazing to the Head of School or to the Dean of Students. In addition, the school is required by law to report to the local police any hazing reported to it or of which it becomes aware.

Keep in mind that, under the law, the implied or even expressed consent of any person toward whom any act of hazing is directed is not a defense of hazing. Any student who thinks that he or she has witnessed or been the victim of hazing must report it immediately to the Head of School or to the Dean of Students.

## BULLYING

Bullying will not be tolerated at Holderness School. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words, or behavior such as, but not limited to:

- Intimidation, such as name calling or threatening;
- Social alienation such as shunning or spreading rumors;
- Physical aggression such as spitting or pushing;
- Micro-bullying such as after-hours stealing or other uninvited late night activity.

Any student who believes that he or she has been the victim of bullying should report it to an advisor or school administrator. Any student who is found to have engaged in bullying may be subject to disciplinary action including probation, suspension, or expulsion. No student shall retaliate against any student who has made a complaint about bullying.

Note: Although **New Hampshire's bullying law RSA 193-F** is written for public schools, Holderness School believes that the prevention of bullying at our school will benefit the school community and hereby adopts this policy even though it is not mandated by law to do so.

## **Bullying, Harassment, and Discrimination Policy**

*(adopted 2017-2018)*

Often, unwelcome and/or harassing behavior results from ignorance or insensitivity to the feelings of others. Being mindful of how one's behavior is affecting others, and communicating the effect of the behavior of others are good ways to prevent harassment and discrimination. Not knowing that one's behavior can be deemed as harassment does not absolve a student from being held accountable for any behavior found to be harassment.

### **HARASSMENT OR DISCRIMINATION**

Illegal harassment or discrimination is conduct or behavior which relates to race, color, religion, sex, age, marital status, sexual orientation, gender identity, genetic information, veteran status, physical or mental disability, national origin, or ancestry or other protected category and is personally offensive or threatening, impairs morale, or is so pervasive or severe that it has the purpose or effect of:

- Creating an intimidating, hostile, or offensive environment for targets or bystanders;
- Interfering unreasonably with an individual's academic performance; or
- Creating a situation where decisions of a student depend on their submitting to and/or not objecting to the behavior.

Discrimination and harassment can take many forms. Examples include:

- Verbal, physical, sexual, mental, or emotional exertion of strength over another student, whether explicit or implicit;
- Slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding legally protected status that is derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes;
- Sending digital, text, or voice messages, or posting items containing offensive, derogatory, obscene, harassing, unlawful, or otherwise inappropriate content;
- Demands for sexual favors in exchange for favorable treatment, academic rewards, or continued participation in a program or project;
- Offensive or unwelcome sexual flirtation, advances, or touching;
- Obscene, demeaning or abusive, commentary about an individual's body or other personal characteristics;
- Disrespect towards the gender, sexual orientation, family makeup, race, ethnicity, religion, nationality, ability, privacy, or safety of any member of our community
- Uninvited pressure for sexual activity;
- Responding to refusals to provide sexual favors with verbal, emotional, or physical abuse;
- Limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics;
- Audiotaping or filming individuals in potentially embarrassing situations and/or forwarding such taped material to others;

- Verbal, physical, sexual, mental, or emotional exertion of strength over another student, whether explicit or implicit;
- Disrespect towards the gender, sexual orientation, family makeup, privacy, or safety of any member of our community;
- Threatening the safety of any member of the community through taunting, hazing, harassment, physical, or hate speech;
- Disrespect toward community or individual property, including vandalism.
- Uninvited pressure for sexual activity;
- Sending digital, text, or voice messages, or posting items containing offensive, derogatory, obscene, harassing, unlawful, or otherwise inappropriate content;
- Any hostile physical encounter.

# Technology at Holderness

At Holderness School, we see technology as a critical tool for supporting our goals for teaching and learning, promoting positive communication, and becoming more effective in our work. Our goal as a technology department is to support these uses of technology through appropriate resources, education, and policy.

## Resources

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The technology resources at Holderness School (including the phone/voicemail system, fax machines, email system, computers, network, as well as the data stored on these systems) are considered school property. While all students have the expectation of a secure, private email system, we reserve the right to inspect the content of student accounts in the event of suspected misuse. Students should be aware that messages posted to various forms of electronic messaging (e.g., email, texting, and social networking sites) may end up in public view; accordingly, every electronic correspondence should be crafted responsibly and with care.

The Holderness School network is a resource shared by all members of the Holderness School community. As such, and because problems on a single network-attached device can affect the larger community, the technology department may suspend service to individual devices or individuals without prior notice. The use of the school's wireless and wired network is a privilege, not a right.

## Internet Access

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The Technology Department makes every effort to ensure that all services are available at all times, but can make no guarantee with regard to service availability. To facilitate prompt resolution of any issues, please make the Technology Department aware of connectivity problems as soon as possible. You may send an email to [helpdesk@holderness.org](mailto:helpdesk@holderness.org), or visit members of the Technology Department in the Alford Library.

Internet access is viewed as a resource to be used responsibly, whether in the dormitory or in the academic buildings. The Technology Department, the Administrative Team, and the faculty, in consultation with the Head of School, determine the degree of student access to this resource. Filtered internet access is available in the dormitories and academic buildings from 5:00 a.m. – 1:00 a.m. The following categories of web sites will be blocked at all times: pornography, hate speech, illegal file sharing, cheating, hacking, gross and objectionable content, gambling and network security threats. The Technology Department recognizes that streaming media (i.e., online movies/videos, television, music, gaming, and similar services) can be used for educational purposes. However, because they can utilize a disproportionate amount of bandwidth, we ask that students refrain from using these resources for entertainment purposes during study hours. The Technology Department may also reduce the available bandwidth for these applications in order to ensure that our Internet connection remains available for other critical purposes.

## Student Devices

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Students have the opportunity to connect their own devices wirelessly to the Holderness network from the academic buildings and dormitories, in accordance with established policies and availability.

Each student is required to bring an approved mobile device. An approved mobile device is defined as a laptop or tablet (smartphones are not an approved device) that can connect to the

Internet with a browser that supports G Suite for Education (formerly Google Apps for Education) and meets the minimum specifications listed in the Technology at Holderness Form located in the myHOLDERNESS portal.

## Computer Services

The technology office is available for emergencies and quick configuration help but are not staffed to perform repairs or extensive configurations on student-owned computers. If students have laptop issues beyond what the technology office can resolve, Holderness School has arranged services with an outside vendor, Lakes Region Computer of Center Harbor, NH. Services are available at reasonable hourly rates plus the cost of parts/hardware. Any charges incurred will be billed to student accounts. Lakes Region Computer is an Apple Certified Repair Center so warranty work on Apple laptops or tablets can be performed by them.

The technology staff will facilitate transportation of laptops to and from Lakes Region Computer. Pick-ups and drop-offs are only done one time a week. Some warranty-covered laptops are required to be mailed into the manufacturer for repair work. The technology staff can assist with this process if needed.

The technology staff do not visit student dorm rooms. Students will need to bring their approved mobile device to the Technology Department in Alford Library during regular office hours for support (Monday - Friday 8 a.m. - 3 p.m.).

## Connecting Wirelessly

The Technology Department supports two wireless networks: HolderNet and HolderSecure. HolderNet is available without encryption and is for student use. HolderSecure is protected via encryption and is available only to faculty and staff. You should be able to connect to HolderNet by opening up your wireless control panel and selecting HolderNet when it appears as an option. No password is required.

## Protecting Your Accounts

Every student receives a unique username and password to access their school-related accounts (i.e., Google, myHOLDERNESS, onCampus, Naviance) and may have a variety of individual passwords protecting their personal devices. Students must keep passwords secure from others and should not allow others to use their accounts; students are responsible for any activity originating from their accounts or personal devices. Accessing another user's account with or without permission, or granting anyone access to your account, is a violation of school policy.

## Technology Responsible Use Policy

Members of the Holderness School community are responsible for their actions at all times whether they are operating in the online/virtual or real world. As part of our community, students should conduct themselves in the online/virtual world in the same manner as would be expected in the classroom, on the athletic field, or any other public space. The same standards that govern appropriate behavior in our community apply to one's online/virtual actions as well. Students' actions must at all times reflect the spirit and values of our school.

Users should be aware that while respecting integrity and confidentiality of personal information, the Director of Technology has the capability to monitor all activities on the Holderness School network. The following specific actions are violations of the Responsible Use Policy and may be treated as a violation of a major school rule:

- Acting in a manner that would harm others. This includes but is not limited to any action that could bring emotional harm to others, including (but not limited to) cyber-bullying, stalking, hazing, harassment, expressions of hate, or racial or ethnic slurs.
- Using online resources for illegal activities.
- Attempting to access, use, or harm other users' accounts or data.
- Violating rules of copyright and personal property. Possession of text, music, software, or other media is protected to the full extent of the law and must be respected.
- Knowingly spreading malware in any form (e.g., viruses or spyware).
- Impersonating others or employing tools to hide one's identity. Any hardware, software, network device, or technique designed to hide one's identity or actions or impersonate another is unacceptable.
- Vandalizing or harming the function of the network physically or electronically, including attempts to bypass restrictions, or abuse/destroy computer or networking equipment.
- Viewing, storing, possessing, or transferring obscene, sexually explicit, or pornographic materials.

If unacceptable use is suspected, investigations will be handled by the Director of Technology and the Dean of Students Office. In such a case, devices owned by students may be subject to search by the school and students may be asked to provide access to their personal online accounts. Violation of this policy will be treated as a major school rule violation and may result in a Discipline Committee meeting. In addition to any disciplinary or remedial actions taken by the Dean's Office or Disciplinary Committee due to incidents involving the Holderness School network, the Director of Technology may take whatever actions it deems necessary to protect the network and its users.

# Calendars and Contacts

## School Calendar 2018–2019

### AUGUST

- August 27 International Students Arrive by Noon
- August 28 International Student Orientation
- August 29 New Students Arrive, Orientation Hike Departs
- August 31 Orientation Hike Returns

### SEPTEMBER

- September 1 Returning Students Arrive by Noon; Orientation Begins for All Students
- September 2 Athletics Begin; Orientation Continues
- September 3 Labor Day
- September 4 Academic Classes Begin
- September 8 Closed Weekend
- September 19 Yom Kippur
- September 22 Add/Drop (Semester Courses)
- September 29 Add/Drop for Year Long Courses

### OCTOBER

- October 5 KUA Day
- October 12–13 Fall Parents' Weekend; Long Weekend Begins after Games
- October 16 Students Return by 10:00 PM; School Provided Transportation Return Only\*
- October 20 Closed Weekend
- October 27 ACT; Quarter 1 Ends

### NOVEMBER

- November 2–3 Board Meeting
- November 3 SAT (Seniors Only)
- November 9–10 Proctor Day Games
- November 17 Thanksgiving Recess Begins After Classes; School Provided Transportation Departs 12:15 PM
- November 26 Faculty In-Service Meeting; Students Return by 10:00 PM\*

### DECEMBER

- December 1 SAT (Seniors Only); Closed Weekend
- December 2–10 Hanukkah
- December 7 Winter Drop/Add Sports
- December 8 Closed Weekend
- December 10–12 Semester I Exams
- December 12 Winter Recess Begins after Chapel and Dinner Commitments
- December 13 Quarter 2 Ends; School Provided Transportation Departs 3:00 AM, 8:00 AM
- December 25 Christmas

### JANUARY

- January 3 Faculty In-Service Meeting; Students Return by 9:00 PM\*
- January 4 Classes Start – Semester II Begins
- January 5 Closed Weekend
- January 18 Add/Drop (Semester Courses)
- January 23–26 Winter Carnival; Closed Weekend

**FEBRUARY**

- February 1-2 Winter Parents' Weekend; Long Weekend Begins After Games
- February 5 Students Return by 10:00 PM; School Provided Transportation for Return Only\*
- February 8–9 Board Meeting
- February 9 ACT; Closed Weekend
- February 23 Quarter 3 Ends

**MARCH**

- March 1 Seniors May Depart for Senior Thesis March Experience at 1:00 PM
- March 2 Short Weekend Only/ Closed Weekend (Juniors)
- March 4–14 Special Programs
- March 14 Spring Break; Students May Depart after 2:00 PM
- March 15 School Provided Transportation Departs 3:00 AM, 8:00 AM

**APRIL**

- April 1 Faculty In-Service Meeting; Students Return by 10:00 PM\*
- April 6 Closed Weekend
- April 13 ACT
- April 19 Spring Drop/Add Sports
- April 21 Easter
- April 26–27 Spring Musical

**MAY**

- May 3–4 Board Meeting
- May 4 SAT; Relay/Service Event; Closed Weekend
- May 6-17 Advanced Placement Exams
- May 11 Grandparents Day, Family Day
- May 17–18 Senior Thesis Presentations
- May 18 Closed Weekend
- May 19 Prize Day
- May 20 Commencement, Seniors Depart
- May 21–24 Final Assessments for 9th, 10th and 11th Grade Students
- May 24 Final Assessments End, Students May Depart at 4:00 PM; Quarter 4 Ends
- May 25 School Provided Transportation Departs 3:00 AM, 8:00 AM

## Who's Who at Holderness

POSITION	NAME	EMAIL ADDRESS
<b>ADMINISTRATION</b>		
Head of School	Mr. R. Phillip Peck	ppeck@holderness.org
Associate Head of School	Ms. Tobi Pfenninger	tpfenninger@holderness.org
Assistant to the Head of School	Mr. Andrew Herring	aherring@holderness.org
Chief Financial Officer	Mr. Peter Hendel	phendel@holderness.org
Chief Operating Officer	Ms. Margot Riley	mriley@holderness.org
Director of Admission	Mr. David Flynn	dflynn@holderness.org
Director of Equity and Inclusion	Ms. Jini Rae Sparkman	jsparkman@holderness.org
Director of Leadership Giving	Mr. Peter Barnum	pbarnum@holderness.org
Executive Director of Advancement	Mr. Mark Sturgeon	msturgeon@holderness.org
Director of Athletics	Mr. Rick Eccleston	recclleston@holderness.org
Director of Facilities	Mr. Tony LeMenager	alemenager@holderness.org
Athletic Trainer	Mr. Nicholas Laurence	nlaurence@holderness.org
Chaplain	Rev. Josh Hill	jhill@holderness.org
Director of College Counseling	Mr. Bruce Barton	bbarton@holderness.org
School Counselor	Ms. Carol Dopp	cdopp@holderness.org
Dean of Academic Affairs	Mr. Peter Durnan	pdurnan@holderness.org
Dean of Faculty	Ms. Kristen Fischer	kfischer@holderness.org
Dean of Students	Mr. John Lin	jlin@holderness.org
Assistant Dean of Students	Mr. Tyler Cabot	tcabot@holderness.org
Director of Jobs Program	Mr. Duane Ford	dford@holderness.org
Registrar		
Director of Teaching and Learning	Ms. Kelsey Berry	kberry@holderness.org
Director of Technology	Ms. Paula Currie	pcurrie@holderness.org
Director of Academic Technology	Ms. Kristen Fischer	kfischer@holderness.org
Director of Food Services	Mr. Paul Dullea	pdullea@holderness.org
Director of Housekeeping	Mr. James Ryan	jryan@holderness.org
Director of Publications	Ms. Emily Magnus	emagnus@holderness.org
Director of Strategic Marketing and Communications	Ms. Suzanne Dewey	sdewey@holderness.org
School Physician	Dr. Oliver Salmon	osalmon@holderness.org
School Nurse	Ms. Emily MacLaury	emaclaury@holderness.org
School Resource Officer	Mr. Michael Barney	mbarney@holderness.org

POSITION	NAME	EMAIL ADDRESS
<b>DEPARTMENT CHAIRPERSONS</b>		
English Chair	Ms. Marilee Lin	mclin@holderness.org
Fine Arts Chair	Ms. Monique Devine	mdevine@holderness.org
History Chair	Ms. Kelsey Berry	kberry@holderness.org
Languages Chair	Ms. Kristen Fischer	kfischer@holderness.org
Mathematics Chair	Ms. Elizabeth Wolf	ewolf@holderness.org
Science Chair	Mr. Mike Carrigan	mcarrigan@holderness.org
Theology Chair	Rev. Josh Hill	jhill@holderness.org
Director of Senior Thesis	Ms. Sarah Barton	sbarton@holderness.org

## Contacts By LOCATION

CONTACT	PHONE NUMBER
Administrator On Duty (AOD)	(603) 254-8912
Switchboard	(603) 536-1257
Auto-Attendant Line	(603) 536-1713
Admission Office	(603) 536-1747
Business Office	(603) 536-1748
Office of Advancement and External Relations	(603) 536-1742
School Resource Officer	(603) 779-5337
Livermore Fax Line (Business Office & Admission)	(603) 536-2125
Schoolhouse Fax Line (Academic & Student Information)	(603) 536-1267

## Contacts By NEED

NEED	NAME	EMAIL	PHONE
Academic Program	Peter Durnan	pdurnan@holderness.org	(603) 779-5305
Advisor Program	Tyler Cabot	tcabot@holderness.org	(603) 779-5355
Athletics	Rick Eccleston	reccleston@holderness.org	(603) 779-5371
College Counseling	Bruce Barton	bbarton@holderness.org	(603) 779-5311
Community Service	Janice Pedrin-Nielson	jnielson@holderness.org	(603) 779-5231
Counseling	Carol Dopp	cdopp@holderness.org	(603) 779-5335
Dean of Students	John Lin	jlin@holderness.org	(603) 779-5315
Dormitory Life	Tyler Cabot	tcabot@holderness.org	(603) 779-5355
Health Center	Emily MacLaury	emaclaury@holderness.org	(603) 779-5367
Job Program	Duane Ford	dford@holderness.org	(603) 779-5300
Kitchen	Paul Dullea	pdullea@holderness.org	(603) 779-5241
Library			(603) 779-5326
Parent Programs	Stacy Lopes	slopes@holderness.org	(603) 779-5228
Spiritual Life	Josh Hill	jhill@holderness.org	(603) 779-5274
Security Concerns	Mike Barney	mbarney@holderness.org	(603) 779-5337
Student Billing	Jo-Anne Strickland	jstrickland@holderness.org	(603) 779-5213
Student Academic Schedules and Records			(603) 779-5204
Athletic Trainer	Nick Laurence	nlaurence@holderness.org	(603) 779-5372
Technology	Paula Currie	pcurrie@holderness.org	(603) 779-5353
Transportation	Linda Corriveau	lcorriveau@holderness.org	(603) 779-5204
Web Site	Suzanne Dewey	sdewey@holderness.org	(603) 779-5280
Weekend Permission and Special Departure Permissions	John Lin	jlin@holderness.org	(603) 779-5315
Student Activities	John Lin	jlin@holderness.org	(603) 779-5315





# HOLDERNESS

**Holderness School**

PO 1879, Chapel Lane  
Plymouth, New Hampshire 03264

Tel. (603) 536-1257

Fax (603) 536-1267

Website: [www.holderness.org](http://www.holderness.org)

Health Services: (603) 779-5367

**Administrator on Duty: (603) 254-8912**

**Emergency: 911**