



# **UPPER SCHOOL PARENT AND STUDENT HANDBOOK 2022-2023**

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## **STATEMENT OF MISSION**

The Haverford School, a nonsectarian college preparatory day school for junior kindergarten through grade 12, provides a superior liberal arts education for qualified boys of differing backgrounds. The Haverford School community prepares boys for life by developing men of character, intellect, and compassion who will transform our world.

## **STATEMENT OF VISION**

The Haverford School will create and nurture a supportive and inclusive community in which boys develop a passion for lifelong learning, creative problem solving, and sound decision making. We will inspire our students to be intellectually curious and provide them with the skills and judgment to flourish in our rapidly changing world.

## **THE HAVERFORD SCHOOL PRINCIPLES OF COMMUNITY**

The Haverford School is an inclusive community. We respect ourselves and others, demonstrate honesty in word and deed, and have the courage to be our best every day. Haverford believes that a diverse and inclusive community provides a better learning environment in which to prepare our boys for the world they will lead upon graduation. Haverford is a community in which a diverse population can live and work in an atmosphere of trust, understanding, appreciation, and mutual respect for each individual. We reject all prejudices, including those based on race, ethnicity, national origin, culture, religion, socioeconomic status, gender, learning styles, disability, age, or sexual orientation.

The Haverford School community is built on trust and respect for one another. All of us should:

- Respect and value people of different genders, backgrounds, and opinions, and live as a cooperative and engaged citizen of the global community
- Treat others honestly, fairly, respectfully, and courteously
- Practice empathy, compassion, and generosity of spirit
- Strive for inclusiveness by avoiding cliques and snobbery and refraining from gossip
- Discourage and refrain from verbal abuse and bullying
- Reject superficiality, materialism, and a sense of entitlement
- Work together to find commonalities and resolve disagreements amicably
- Celebrate the many ways boys and young men learn, think, and succeed
- Create a community where illegal or abusive drug and alcohol use is not tolerated
- Promote citizenship and advance the greater good for our community and the world around us
- Participate in the life of the School by supporting Haverford's programs and personnel

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- Understand and embrace the School's mission and vision and work together as partners to educate our boys for life
  - Communicate openly, honestly, and constructively with each other at the appropriate level and, following such dialogue, abide by the School's decisions

Haverford strives to be a community where parents, faculty and administrators work together to educate boys. When joined by a common purpose, Haverford and its parents form a powerful team with far reaching positive effects on the boys and the entire school community. Haverford's parents, teachers and administrators should strive to:

- understand and embrace the School's mission and vision and work together as partners to educate our boys for life
- support the School's curriculum and program, faculty and staff, and students
- communicate openly, honestly and constructively with each other and at the appropriate level and, following such dialogue, abide by the School's decisions

### **THE HAVERFORD SCHOOL HONOR CODE & COMMUNITY STANDARDS**

The Honor Code's primary purpose is to promote Haverford's core values and virtues through educational and restorative programs that encourage students to think about and act on the values of respect, honesty, and courage. The Honor Code is mainly governed, enforced, and mandated at the discretion of the student body. As such, it represents the fundamental ideals upon which the student body strives to embody within The Haverford School's community.

The Haverford School's Honor Code elaborates the highest ideals of our community. However, while the Honor Code courses through all aspects of school life, it does not regulate, detail, nor rule on all indiscretions. The following community standards are an essential part of The Haverford School community. A violation of these standards interferes with the educational process, will not be tolerated, and will be considered a serious offense that may be addressed at the discretion of the school administration.

1. *Members of the community must be honest in all matters.*  
Dishonesty is a very serious matter. Plagiarism, cheating on a quiz or test, copying someone else's homework, lying, and stealing are considered dishonest acts.
2. *Members of the Community will interact with each other on a daily basis in a manner that is characterized by respect for, and understanding of, the rights of others. Everyone has the right to feel safe on The Haverford School campus.*  
Always treat others with verbal and physical restraint; this means no fighting, bullying or indulging in verbal abuse. Cultural, racial or religious slurs will not be tolerated at any time, in any grade. Abuse of any kind will not be tolerated. Hazing, sexual harassment, physical harassment, verbal harassment, coercion, and assault are all considered to be abuse. The possession and/or use of any weapon will result in the immediate expulsion of the student.

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3. *Members of the community must respect the campus, school property, and the individual property of all its members.*

4. *Members of the community must refrain from the use or possession of illegal substances on campus or at any school activity off campus.*

Tobacco in any form, alcoholic beverages, and all illegal drugs are considered to be illegal substances. Please refer to the Drug and Alcohol Policy in this handbook.

5. *Members of the Community must refrain from any action that may be judged prejudicial to the School, whether at school or elsewhere, or brings discredit or embarrassment to the School through inappropriate public behavior.*

Please refer to the “Discipline Policy” section of this handbook for the consequences of violating these community standards.

## **THE PARENT-SCHOOL PARTNERSHIP**

You have joined an important partnership between The Haverford School and your family to provide the finest possible education for your son. This document presents our vision of the responsibilities shared by the School and your family in creating a successful partnership.

The Haverford School believes in the importance of working closely with students and parents to provide the best possible education for our boys. A partnership between the School and parents needs to be established to help students reach their full potential. This partnership needs to be characterized by trust and understanding by both parties. The following are a set of guidelines prepared by the National Association of Independent Schools (NAIS), that will foster a working partnership between parents and The Haverford School.

### ***NAIS Principles of Good Practice: Home-School Partnership***

#### ***Parents Working with Schools***

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the School.
3. Parents are familiar with and support the school’s policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the School.
6. Parents seek and value the school’s perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

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### ***Schools Working with Parents***

1. The School recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The School clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The School seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The School keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The School defines clearly how it involves parents when considering major decisions that affect the school community.
7. The School offers and supports a variety of parent education opportunities.
8. The School suggests effective ways for parents to support the educational process.
9. The School actively seeks the knowledge it needs to work effectively with a diverse parent body.

### **WHEN TO SEE WHOM ABOUT WHAT**

The Haverford School faculty and staff form an umbrella in an attempt to meet the needs of the students in every aspect of school life. In terms of assistance to students' families, there are a variety of people available.

The ***Advisors*** are faculty members who are available to:

- be advocates for their advisees and/or parents.
- be the liaison between school and home.
- assist in the protection of the welfare of advisees.
- listen to advisees' concerns and problems.
- assist advisees in selecting the best possible academic and extra-curricular program.
- lead discussions in which the ethics and values of the school community are examined.

The ***Department Chair*** is available to:

- discuss questions or concerns you or your son has about his placement in a particular class or level.
- discuss questions or concerns you have about the curriculum in that discipline
- discuss questions or concerns you have about your son's teacher (provided that you have first communicated those questions or concerns to the teacher first.)

The ***Upper School Dean of Students*** is available to:

- be a contact for teachers and advisors.
- attend parent/student/teacher conferences.

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- address the unique needs of each form.
  - conduct one-on-one counseling with students.
  - assist and/or conduct an intervention when necessary.
  - explain school rules and guidelines and be responsible for the overall enforcement of school rules and school discipline
  - facilitate student-to-student and student-to-faculty communication.

The ***Head of Upper School*** is available to:

- discuss all academic matters.
- advise students and parents about course selections.
- address all academic scheduling matters.
- assist advisors in preparing the best possible academic program for students.
- discuss issues related to the daily life of the Upper School.

The ***Director of College Counseling*** is available to:

- advise on all college matters, including College Board testing.
- meet with students and parents to discuss college choices.
- assist students with the college admission process.
- conduct special programs for students and parents.
- advise regarding the college choices and placement.
- advise on summer growth and pre-college summer educational opportunities.

The ***School Counselor*** is available to:

- provide confidential personal counseling for students
- meet with students and families
- support teachers and administrators work with students
- conduct seminars on various topics (e.g. adolescent development, substance abuse)
- facilitate the Peer Counseling program
- serve as a resource to parents

The ***Director of the Learning Center*** is available to:

- interpret assessments for learning difficulties.
- develop with students learning approaches that are effective and successful.
- refer students for an educational test battery.
- conduct seminars and training for faculty regarding learning styles and differences.
- conduct meetings with students, parents, and faculty.
- determine effective strategies to support students.

The ***School Nurse*** is available to:

- administer medical care.
- administer the distribution of prescription drugs.
- provide confidential counseling on health related issues.
- answer student questions regarding health and wellness issues.

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## UPPER SCHOOL INFORMATION

### ACADEMIC INFORMATION

#### *Graduation Requirements*

The Haverford School curriculum provides students with a wide variety of course offerings, designed to develop their reasoning abilities, aesthetic sensibility, intellectual curiosity, and moral vision. Departmental requirements are designed not only to comply with all college entrance requirements, but also to excite students about learning and broaden their approach to intellectual pursuits.

In order to graduate, a student must achieve a passing grade in all graduation requirement courses, and successfully complete the VI Form Graduation Project. If a Sixth Former fails or has a grade of Incomplete in one or more courses, he may not be permitted to participate in Commencement exercises, and the faculty and administration will determine a remedial plan of action. **It is important to note that all Failures and Incompletes must be made up by September 1 following commencement; otherwise, the student may lose the opportunity to graduate from Haverford.**

A diploma signed by the Head of School and the Chairman of the Board of Trustees depends upon not only successful completion of academic requirements, but also satisfaction of all financial obligations to the School. Haverford reserves the right to withhold a final transcript from a student's college until all bills are paid. Questions should be directed to the Business Manager or the Head of School.

To be eligible for a Haverford School diploma, students must complete four years of secondary school, including the minimum requirements listed below (with recommended coursework for students interested in competitive colleges appended in parentheses).

#### *Academic Requirements*

1. **English:** 4 years
2. **History:** 3 years (4 years recommended)  
Ancient World History, Modern World History; U.S. History
3. **Foreign Language:** 2 consecutive years of one language (3 or more years recommended).
4. **Mathematics:** 3 years
5. **Laboratory Science:** 3 years including biology and a physical science (a sequence of Form III Physics, Chemistry, and Biology)
6. **Fine Arts:** 2 years
7. **Physical Education:** Health/physical education classes are required during the Form IV year.



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8. Extracurricular Activity Requirement: Two activities in Form III, IV, V ; One activity in Form VI.

9. Satisfactory completion of Sixth Form Project

### ***Athletic Requirements***

Every student in the Upper School must meet the athletic requirement as outlined in the Athletic and Physical Education section of this handbook.

### ***Summer Session Credit/Outside Credit***

Students cannot receive credit toward departmental graduation requirements for summer school work unless the course is to make up for failing a course during the school year. All such courses must be pre-approved at Haverford by the department head and the Upper School Head. In addition to taking the course, a student may need to take a proficiency test upon return to Haverford in order to receive the credit and move on to the next level. With the exception of some math and language classes, a student does not receive credit for coursework done prior to Form III. In rare cases, pre-approved online summer coursework may qualify towards fulfillment of a diploma requirement. In such cases, that course's transcript will be affixed to the student's Haverford transcript.

### ***Independent Study***

This is a privilege generally reserved for sixth formers in which a student designs a course in a demonstrated area of interest, and, with the guidance of a course advisor, pursues it independently. Proposals are due by the end of the first week of the semester. See the Head of the Upper School for a form well in advance of submitting your proposal. The program is not intended for work that is available in the formal curriculum or as a convenient way to circumvent diploma requirements. Please note that course advisors are volunteers and thus, you should not expect/plan on their availability. **The Upper School Head and select Department Chair will make the final determination on whether an Independent Study is approved.**

### ***Grade Scale***

To help with better understanding the assigning of grades we have provided a chart which outlines the conversion from number grades to letter grades:

<b>Letter</b>	<b>Numerical Range</b>	<b>Scale Equivalent</b>
A+	$97 < x < 100$	4.3
A	$93 < x < 97$	4.0
A-	$90 < x < 93$	3.7
B+	$87 < x < 90$	3.3
B	$83 < x < 87$	3.0
B-	$80 < x < 83$	2.7
C+	$77 < x < 80$	2.3

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C	$73 < x < 77$	2.0
C-	$65 < x < 73$	1.7
F	$< 65$	0.0

Although grade point averages are used for a limited number of in-house purposes, we supply neither GPA's nor class ranks outside organizations (e.g. colleges) unless they are specifically required.

I – *Incomplete*: Work not finished for an acceptable reason, e.g. illness. Late work is not, in itself, a justification for an Incomplete. Incompletes must be made up within a period specified by the instructor, who, in all cases, is responsible for receiving the completed work and submitting a final grade.

Teachers are under no obligation to round grades. They are expected to make their grading policies clear in the course syllabus and apply those policies fairly.

### ***Reports & Frequency***

The school year is divided into two semesters. For full year courses each semester will count for 50% of the final grade. There are no designated exam periods. Teachers may stage cumulative assessments within the framework of the daily schedule and will communicate the value of the assessment to students in advance. Grades are made available at the end of semester. Only Final Grades appear on Haverford transcripts.

Faculty write or coordinate student reflective interim comments at a designated time during each semester in which the class meets. Students will receive grades at the end of each semester. If a student receives a grade below a C+ at the end of any semester the posting of that grade will be also accompanied by a written comment.

### ***Cum Laude***

Cum Laude, a national honor society for secondary schools, has as its purpose the support of learning and sound scholarship. The Haverford chapter's standards for election to membership in Cum Laude are academic average, an interest in the life of the mind, good character, and a sense of honor.

The constitution of the Cum Laude Society does not allow a chapter to elect to membership more than 20% of a VI Form class. It may elect the whole number toward the end of the Sixth Form year, or not more than 10% at the end of the Fifth Form year. There is no requirement that the full number permitted be elected every year.

## **Policies and Procedures**

### ***Course Changes during Add-Drop***

Course changes are allowed through the first full week of each semester. To facilitate a add/drop, students need approval from the teachers involved, advisor, parent/guardian, registrar, college counselor (Sixth Form only) and the Head of Upper School. If approval

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is granted by all of the above parties the add/drop will be processed. Please note that programmatic limitations on class size and other factors may preclude adding a particular course. Students are expected to carry at least five courses in an academic year. Students should follow the procedures outlined by the Registrar's Office to process an add/drop. A student is expected to attend a class, even if he intends to or is in the process of dropping it. Any such absences will be considered unexcused.

### ***Mid-Course Changes***

Dropping classes after the add-drop period is discouraged and may not be able to be accommodated. Students who enroll in an accelerated class make a commitment to remain in that course unless there are extenuating circumstances presented by the instructor. A student, faculty member, or administrator who determine that a student should change courses after the add-drop period but before a third of the semester is complete should follow the procedures outlined below:

- The student (or initiator) follows the procedures established by the Registrar's Office.
- The advisor, teacher, parents, college counselor (Sixth Form only), Department Head and Head of Upper School must approve the change.

### ***Course Changes After the Semester Midpoint***

No course may be dropped after a third of the semester is complete unless extenuating circumstances exist. Students who drop courses on their own by non-attendance are given a failing grade. Petitions for exceptions to this policy are reviewed by the Head of Upper School, respective Department Chair and teachers involved.

A student who drops from an accelerated\* section to a standard section after a third of the semester is complete will have his grade determined at the discretion of the two teachers with guidance from the Department Chair. It may be necessary to "pro-rate" the grade based on the number of assessments in each class. Students who drop from an accelerated\* class to a standard class between semesters will receive quarter grades for each course on their transcript.

### ***Section Changes***

Section changes may be made only with the approval of the Department Head and the Head of Upper School. Approval is rarely granted. The school is not positioned to process requests for specific teachers or placement with specific students.

No course changes will be made based on a desire to have or not to have a particular teacher. We try to ensure that boys do not have the same teacher (s) for two years in a row, although staffing and scheduling needs sometimes preclude us from doing so. Otherwise, students are assigned to specific class sections that maximizes the ability to meet the course requests/needs of the most amount of students.

### ***Academic Warning***

At the end of each semester the Head of Upper School and the Upper School Dean of Students, with input from the faculty, will review students about whom they have concerns,

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either academic or behavioral. In some instances conditions will be established for continuation at Haverford. A student can be asked to leave for behavioral reasons as well as academic reasons.

Students in serious academic difficulty will be placed on Academic Warning. Any student with a GPA of 2.5 or below at the end of a semester may be placed on Academic Warning.

If the student is placed on Academic Warning at the end of the first semester this means generally that his enrollment agreement will be held until the end of the academic year. If the student is placed on Academic Warning at the end of the academic year this means generally that their enrollment at the School will be reviewed after the first semester of the following year.

The goal is to work closely with the student, teachers, parents, advisors, the learning center and outside support so that a student can meet with success and be removed from Academic Warning. However, if a student is placed for a second time on Academic Warning, he will seriously jeopardize his enrollment at The Haverford School. *In some cases the Head of Upper School may determine that a student with strong faculty support but a GPA below 2.5 does not warrant placement on Academic Warning.*

If a student fails two or more courses in an academic year, he will be required to repeat the year or his re-enrollment contract will be withdrawn.

### *Academic Deadlines*

The purpose of a late policy is to make students aware of the importance of adhering to a deadline – not to reduce the motivation to complete and submit work. To avoid penalties students must hand in assignments, papers, homework, and projects on the due date and time determined by each faculty member. The following guidelines govern late work and missed graded evaluations:

If a student wishes to request an extension, he must do so in or before the last class meeting before the due date. A student should not assume that his request has been granted until his teacher has confirmed the extension. Whether or not to grant a student an extension is entirely at the discretion of the classroom teacher. A student who has had several days or weeks to complete an assignment should not expect that his request will be honored.

Major evaluations such as papers or lab reports will earn up to a 10% deduction for each day that they are late.

A student whose absence is unexcused on the day of a graded evaluation can earn no more than 65% when he eventually sits for or submits that graded evaluation.

If a student is sick or misses school for an excused reason, he is expected to contact a classmate or the teacher to determine what has been assigned, and, health permitting, come to the next class with his homework completed. If he has missed a graded

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evaluation, he should sit for or submit that graded evaluation within two days. (Students who have missed multiple days of school may require different arrangements.)

Some teachers permit students to submit late homework for partial credit. All academic work not submitted on the due date must be submitted within seven school days in order to earn such partial academic credit. Exceptions to this policy are rare and generally medical in nature.

Any emerging pattern of absences when tests or papers are due will result in a conference with the student, his parents, the Dean of Students, and the Head of Upper School.

Take home tests, papers, projects, etc. announced in advance are due on the assigned date. In the event of an excused absence (barring illness or injury) on the due date that project or take home is due, the assignment should be turned in by the end of the scheduled class period.

A student who fails to complete a homework assignment will likely be assigned Academic Detention from 3:15 to 4:30, which will preclude him from participating in his any co-curricular programming (e.g. athletics) scheduled during that time period.

### ***Classroom Behavior***

If a student's behavior is such that the class cannot continue as the teacher wishes, that behavior is deemed **inexcusable and violates the integrity of the school community**. If a boy is dismissed from class, the student should immediately go to the Dean of Student's Office. If the Dean is not available, the student must wait there until his next obligation. **Dismissal from class results in, at minimum, an automatic detention.**

### ***Attendance***

Each student is expected to meet all of his obligations. Obligations include: classes, meetings, extra help sessions, academic support periods, assemblies, athletics, and health/physical education. IF a student has a free block during the first period of the school day they must arrive to campus no later than the start of the community block. Attendance at the community block is expected. Students may leave campus after their last obligation, though no earlier than the beginning of the last academic period.

**Lateness:** If a student is late to school, he must report to the Upper School office. Failure on the parent's part to inform the School of the cause of the lateness will mean that the student's lateness is unexcused. Accumulated unexcused latenesses to School obligations will result in disciplinary action. A pattern of lateness to school (first period class), whether excused or unexcused, will lead to a meeting with the student, parents, and potential disciplinary action. If a student finds he is going to be late to a class because of a test or extra help, he needs to ask for a note from his teacher.

### ***Unexcused Absences***

Unexcused absences are those that the School does not approve. Failure on the parent's part to inform the administration via a phone call (x1285) will mean that the student's

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absence is unexcused. If a student has not resolved an unexcused absence within 24 hours, the absence will be considered unexcused and disciplinary measures will follow.

Additionally, a student whose absence is determined to be unexcused may not participate in extracurricular activities that day. Unless there is a documented medical appointment, students must be in school no later than 9:45 a.m. (10:30 a.m. on Wednesdays) in order to participate in practices, rehearsals, games, or performances. If a student does not have an academic obligation first period, he is permitted to arrive no later than 9:45 a.m. and is required to check-in at the Upper School Office to avoid being marked absent-unexcused. Similarly, students are permitted to leave school if they do not have any obligations, academic or otherwise, no earlier than 2:00 p.m.

### ***Reported Absences***

Reported absences are absences reported to the school by a student's family or approved by the school for a period of time or for a particular class. They fall into three categories:

*Absent-Excused School:* Absences approved by the school to facilitate co-curricular programming such as field trips, athletics, club/organizational meetings, on-site college information sessions and school approved off-campus college visits. Prior to an absence, a student may be granted approval to miss school to visit a college by submitting a "College Visit Form" (found in College Guidance Office). Absences that result from a college visit not approved by the school will be classified as "Absent-Family" or "Absent Unexcused."

*Absent-Excused Medical:* Absences excused for documented prolonged medical reasons include extended medical leaves (See Medical Leave Policy), concussions, acute surgical procedures and prolonged illness (more than three school days) documented by a medical professional. Families must provide documentation from a medical professional in order for the absence to be medically excused by the School.

*Absent - Family:* Absences reported to the School by the student's family (within 24 hours of the day on which the student is absent). This category includes any absence not related to school-sponsored programming, a prolonged documented medical issue or School-approved medical leave.

Families are strongly encouraged to contact the School **ahead** of the anticipated absence to explain why it is necessary for the student to miss school. Parents must communicate with the school within 24 hours of the day of the absence, otherwise the absence will be considered unexcused. On days of an absence the student needs to make arrangements to remain current with the academic work required during his absence. It is incumbent on the family, not the teachers, to provide help/support in making up the missed academic obligations. Any emerging pattern of absences when tests, papers or other major assessments are due will result in a conference with the student, his parents, the Dean of Students, and the Head of Upper School.

### ***Accumulated Absences***

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Being in class is an essential component of the academic experience and a requirement for earning course credit. If, in an individual course (half year or full year), a student misses 15% or more of the scheduled classes (unexcused or excused by his family), he risks not receiving credit for the course. Prior to withholding academic credit, a pattern of absences will result in communication from the School and/or a meeting with the student and parents. A continued pattern of absences after school intervention may lead to disciplinary consequences and the student not being permitted to participate in school functions that require excused absence from class (early dismissal for musical performances, athletic contests, class specific field trips, speakers, etc.). A pattern of absences may also lead to the school requiring the family to provide medical documentation for any future absences that are the result of illness or a medical condition. Please note that providing medical documentation does not prevent the school from placing the student on Attendance Warning (see below).

Failure to receive course credit may result in required summer school study to make up those courses, a required repeat of the grade, or withdrawal of his enrollment contract.

On rare occasions, a student may be presented with an opportunity that is academically enriching and educational but that may require him to miss school for an extended period of time. Parents should submit such requests to the Upper School Head at least one month before the absence to be considered for an exception to the above policy.

The school reserves the right to withhold permission for absences incurred in disregard of the school's calendar. Such unexcused absences will result in failing grades on any assignments due during the unexcused absence.

Any anticipated absences that extend beyond two school days also require direct communication between the Upper School Office, student and parent/guardian in advance of the absence.

Prolonged, excused absences may be unavoidable in the case of extended medical leaves. Please see the section in this handbook entitled "Medical Leave Policy" for more information about managing academic demands during an extended medical leave. Please note, however, that the School may conclude that it cannot extend academic credit to a student who misses an excessive number of class meetings due to a medical condition. Our intent is not to punish unavoidable medical conditions or to undermine a given treatment plan, but rather to honor the importance of class presence, maintain high standards of academic integrity, and above all to ensure that we are not setting up an under-prepared student for future difficulty.

### ***Attendance Warning***

Students who have displayed a pattern of absences (family or unexcused) after school intervention may be placed on Attendance Warning by the Upper School Administration. This warning is a declarative statement that a student is in jeopardy of not receiving credit for a course if they do not meet the established attendance requirements. If a student is placed on Attendance Warning at any point during the school year his enrollment agreement may be held until the end of the academic year. If a student is placed on Attendance Warning at the academic year, this means generally that

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their enrollment at the School will be reviewed after the first and second quarter the following year.

The School is sensitive to the unique personal and medical issues faced by students and families but need the student to be in class in order to justify awarding academic credit. (For information relevant to prolonged or ongoing medical conditions, see Medical Leave Policy).

### ***Accumulated Lateness***

A student will receive a detention if they are unexcused late to an individual class, assembly, required school program or school a total of six times during a half a semester. Continued lateness will result in further consequences, and ultimately in the student being placed on Disciplinary Warning. A pattern of lateness to first period class will result in a meeting with the student and disciplinary consequences

### ***Enrichment Alternatives Policy***

The school supports students who wish to pursue select alternate study opportunities. A boy wishing to spend a semester studying in an enrichment program (Island School, Semester at Sea, Chewonkie, OxBow, etc.) should meet with the Upper School Head during the summer before the opportunity in order to coordinate an academic program that is minimally disruptive. Grades from the enrichment program will not be included in the calculation of a grade for a Haverford course and will not be included on the Haverford transcript.

Tuition and fees will be adjusted on a pro rata basis to include a 30% charge for lost tuition revenue, processing, and administration during the student's absence. School-granted tuition assistance grants cannot be applied to any such programs.

### ***Medical Leave Policy***

It is not unusual for students in need of medical attention to require extended leaves of absence from school. The school's priority is always for the student to get the treatment that he requires so that he can return to school ready to learn. To excuse school attendance for medical reasons (that extend beyond three class days) the following policies and procedures are in place:

- Families are to make a formal request for a medical leave of absence for their son. Requests that are physical in nature should be directed to the school nurse; requests that are social or emotional in nature should be directed to the school counselor. In either case, the Division Head should also be notified.
- The school is to be provided with a note from the treating/recommending physician to include a diagnosis of the medical condition and/or a specific recommendation that the student be granted a leave for medical reasons.
- Any recommendation that precludes a student from attending class will also, unless otherwise recommended, apply to all school functions.



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- Families are to permit the school to be in direct contact with the recommending medical/health professional. Some cases may require the treating medical/health professional to have a waiver signed by the student granting such approval.
  - At the appropriate time, the school is provided with a note from the treating or recommending medical/health professional indicating that the student is prepared to return to school. The school may also require that the medical/health professional include a treatment plan at this time.
  - The family, the Upper School Head, and either the school nurse or the school counselor will meet prior to the student's return to plan for his re-entry.

### *Academic Responsibilities for Students on Medical Leave*

A student on medical leave may be excused from academic responsibilities should his treatment plan extend beyond five days and should his treatment plan preclude him from meeting the demands of his course work. Upon the student's return, his teachers will work in good faith in an effort to provide him with the instruction and support he will need to be prepared for the remainder of the course (without graded evaluation.) In certain circumstances, the school may recommend that the family arrange for an outside tutor to support the student in his effort to stay current with his studies.

The School believes that presence in classes is a necessary component for earning academic credit. For these reasons, if the leave is extended beyond 20 school days (four weeks), a small committee comprising of the Division Head, the student's advisor, the dean of students, and a representative from health services will assemble to generate a plan, which may include any one of the following responses:

- The school deems that the leave continues to be manageable, provides the student with a broad overview of the curriculum, and designs alternative assessments to evaluate his mastery of the material.
- If the student is enrolled in course that is part of a sequence (e.g. Spanish II), or a course that requires presence in class (e.g. laboratory science) he may be required to repeat that class in the following school year.
- The student's ongoing absence precludes him/her from earning academic credit for the semester or year, in which case additional summer study or a repeat of the form/grade may be required.
- It may be determined that the student cannot matriculate at Haverford.

### *Leaving Campus*

Students in Forms III - V are not allowed to leave campus during the academic day. Students who have an approved appointment off campus must have their parent/guardian contact the Upper Office to provide permission to leave campus. The student must check out with the Upper School office prior to leaving campus for the appointment. Any underclassmen caught leaving the campus during the day without permission can expect disciplinary consequences up to and including suspension. Underclassmen who park off campus will be allowed to move their cars if they check in and out with the Upper School Office. Our expectation is that this will take no longer than 15 minutes and any pattern not in keeping with this expectation may result in his not being permitted to move his car.

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Sixth formers will be granted the privilege of leaving campus so long as they remain in good academic and disciplinary standing.

### ***Student Cars***

Having a car on campus is a privilege reserved for Form VI students. However, this privilege may be revoked if any of the following rules and regulations are abused.

#### ***Eligibility requirements***

- Student must have a valid driver's license.
- Student must be in Form VI in order to have a car on campus.
- Student must remain in good standing with the School.

#### ***General regulations***

- Students must fill out the vehicle permission form and have it signed by their parent or guardian at registration.
- A parking permit is issued and must be placed on the vehicle in the designated space. Students may only park on campus at times during the year when they have an approved space.
- Each vehicle is assigned a parking spot. The vehicle must be parked in its spot when on campus.
- Students must drive with safety in mind at all times. The Dean of Students considers it his duty to take disciplinary action on any speeding or reckless driving that is reported to him.
- Students are not allowed to return to their cars during the day except when leaving campus. All books, athletic equipment etc. must be stored in the school lockers.
- Students are not permitted to rent, sell, or otherwise transfer their school-assigned parking spaces.

Parking is a privilege guaranteed to Form VI students only. Students who continually violate parking regulations will lose their Form VI parking privileges.

### ***Dress Code***

The School's dress code speaks to the principle that what students and faculty do at Haverford is important. A coat and tie are required throughout the academic day (8:30 a.m. - 3:15 p.m.) and students are expected to be neat and well-groomed. Teachers reserve the right to allow students to remove their jackets while in class. Any boy who violates the dress code will be subject to disciplinary action as determined by the Dean of Students. The Dean of Students is the final arbiter of any school dress code issue.

#### **Students must wear:**

- A sport coat or blazer
- Dress shirt with tie
- Trousers with belt loops and a belt or Shorts with belt loops and a belt

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- Dress shoes, preferably earth tone in color (black, brown, tan, beige, etc.)
  - Hair – neat, shoulder-length, and of natural color
  - May wear sweaters, fleeces, sweatshirts and half-zip pullovers provided they do not have a hood or a large visible logo/image/pattern
  - May wear facial hair provided that it is neat and well-groomed and approved by the Dean of Students

**Students may not wear:**

- Jeans, cargo pants, cargo shorts or pants without belt loops and a belt
- Sandals, or other backless shoes, open-toed shoes
- Sneakers or sneaker-like “shoes” such as those that have a large visible logo, patterns, multiple colors, etc
- Hats
- Sweatshirts and long sleeve shirts that have a large logo and/or hood.
- Headphones, Air Pods, sunglasses, visible chains

*From time to time, students will be granted dress down days. Dress-down days are announced with the permission of the Dean of Students.*

On dress-down days students may dress as they please with the following exclusions:

- Open-toed or open-heeled shoes
- Pajamas bottoms or any sleepwear items
- Clothing in a significant state of disrepair or clothing displaying inappropriate language, pictures, or symbols.
- Hats, headphones, sunglasses

Whenever there is a dispute over the legitimacy of a certain item of dress, it should be noted: the faculty and the Dean of Students have the authority to request any reasonable and responsible action be taken by any student whether or not that action is explicitly stated in the handbook.

### ***Computer and Cellular Phone Policy***

- Student use of a device during the school day is at the discretion of teachers and staff members and is expected to be in support of educational activities and healthy community engagement. The school defines acceptable academic use as activities that directly or indirectly support the instructional practices of the School.
- The general rule for computers in the classroom is: Obey the rules of the classroom. A first offense for using a computer in-class for non-academic use will be a verbal warning, a second offense will result in the computer being confiscated or put away, a third offense will be brought to the attention of the Dean of Students and likely result in a disciplinary response (detention.)
- The general rule for cell phones in the classroom is: Cellphones are not permitted in the classroom without explicit permission from the

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teacher. Students using their cell phones in class without permission are subject to having them immediately confiscated.

- The school recognizes that cellphones are important communication and organization tools for many students. When seated in common spaces, they are welcome to check their phones and should they need to make an important telephone call, they are welcome to do so in a discreet location. They should refrain, however, from talking, texting, or otherwise using their phone while walking through the hallways. Cell phones are not permitted to be used during full school assemblies and/or form meetings.
- In order to build and deepen our sense of community, the use of laptop computers or tablets in the Dining Hall during the lunch hours is not permitted, though students are permitted to check their cell phones during this time.

### *Social Networking*

Students should be aware that their actions on line, even those that do not occur during school hours or on the school network or its machines may result in disciplinary intervention. Conduct on social networking sites or other on-line platforms that disrespect members of the community (other students, faculty, staff, family of community members, students in sister, peer or local schools, etc) or that brings discredit to the Haverford School will be processed in keeping with the disciplinary policies and procedures found in other sections of this handbook.

### *Drug & Alcohol Policy*

A more extensive explanation of this policy follows, but in its simplest form, the school's policy is:

**The use or possession of illegal drugs and/or alcohol by students has no place in our community and is forbidden.**

- **Students or families who seek out help prior to a violation of the drug and alcohol policy will be given support without any disciplinary action.**
- **The sale or distribution of alcohol or illegal drugs will result in disciplinary action up to and including expulsion\*, in addition to law enforcement being notified.**
- **Alcohol or illegal drug possession will result in disciplinary action up to and including dismissal\*\*.**
- **Use (1st offense) will result in disciplinary action up to and including dismissal.**
- **All violations of this policy in which a student maintains his enrollment status will result in a required meeting with the School Counselor who will coordinate a drug and alcohol evaluation.**
- **Alcohol or illegal drug use for a second time will result in disciplinary**

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**action up to and including expulsion\*.**

\*The student is no longer enrolled at The Haverford School and may not apply for readmission at a later date.

\*\* The student is no longer enrolled at The Haverford School but may reapply for admission.

Philosophy:

The Haverford School is deeply committed to the health and well-being of its students and to providing an environment that encourages their intellectual, physical, and emotional development. Our boys live in a complicated and high-stress world that can cause them to struggle and make poor choices. The use of illegal drugs or alcohol or the misuse of prescription drugs poses a significant risk to a student's health and seriously impairs his ability to develop and to function at his fullest potential. Through a variety of proactive measures, the School strives to prevent and/or intervene in the use of drugs and alcohol by any student. Strong, consistent efforts by students, faculty, and administrators in partnership with parents will serve to educate and rehabilitate as well as to deter chemical abuse and dependency.

Policy:

**The use or possession of illegal drugs or alcohol or the misuse of prescription drugs by students has no place in our community and is forbidden.**

The policy herein principally applies to:

- Students who are on the school grounds at any time.
- Students who are attending any school activity, such as field trips or athletic, social, or cultural events.
- Use that occurs off campus during school hours.
- Students attending a function at another school.

In circumstances the School deems appropriate, this policy also may extend to off-campus use or possession during non-school hours.

**Consequences** for the use, possession, or sale of alcohol or illegal drugs or the misuse or possession of drugs prescribed for others:

Proactive Health Intervention

- Students or families who seek out help, **prior to a violation** of the alcohol and drug policy, through a faculty member or an administrator will be given appropriate guidance and support without any disciplinary action. In most cases they will be referred to the School Counselor, who will recommend and offer to coordinate, a drug and alcohol evaluation.
- If a student has a concern about a fellow student's use of alcohol or drug use, he is encouraged to bring this to the attention of the Dean of Students, the School Counselor, or another trusted member of the faculty. He should be

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assured that the school will not pursue disciplinary action but instead will share the information, without naming its source, with the student's parents.

Protecting a friend means getting him the help he needs, not keeping his need for help a secret.

- If the school administration receives what it considers credible information that a student is using/misusing drugs or alcohol, even if such use occurs off campus, the Dean of Students will share the school's concerns with the student and his parents.

### Disciplinary Response

If the school administration determines in its discretion that a student has engaged in the following conduct, he will be subject to the following discipline:

- The sale or distribution of alcohol or illegal drugs will result in disciplinary action up to and including expulsion with no possibility of readmission, and law officials will be notified.
- Alcohol or illegal drug possession or possession of drugs prescribed for others will result in disciplinary action up to and including dismissal, with the possibility of readmission the following school year.
- Use (1<sup>st</sup> offense) will result in disciplinary action up to and including suspension.
- All violations of this policy in which a student maintains his enrollment status will result in a required meeting with the School Counselor who will coordinate a drug and alcohol evaluation. The evaluation will be conducted by a School-approved licensed substance abuse counselor, who will determine the extent of the problem, recommend a treatment plan and will keep the school informed about the student's progress with the treatment plan. Students will be required to pay for such evaluation/counseling, follow all recommendations of the treating professional and give permission for the school to have regular contact with, and obtain information from, the student's counselor. In some cases, a medical leave may be necessary to fulfill the requirements of the treatment plan.
- Alcohol or illegal drug use or misuse of prescription drugs for a second time will result in disciplinary action up and including expulsion.

### Drug and Alcohol Screening

The school reserves the right to test students for drug and alcohol use. When the school believes that it has reasonable suspicion that a student may have been consuming drugs or alcohol, the student will be interviewed. The school will explain the situation and its reason for concern and request that the student submit to the screening. If the screening is negative, then the school will permit the student to continue/resume his other activities. A positive test will result in school intervention to include disciplinary and/or medical response. If a student refuses to submit to the requested screening, then he assumes guilt and the disciplinary steps outlined above will be taken.

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### Off-campus Use of Illegal Drugs and Alcohol

Students should be aware that when they are present at events or gatherings hosted by other schools (for example, at school dances or proms, including after-prom parties hosted by parents), they are directly or indirectly representing The Haverford School and are therefore subject to School policies and rules.

Students must also be aware that they represent The Haverford School--directly or indirectly -- at any public or private event which they attend. The School reserves the right to discipline students whose conduct outside of School is incompatible with the School's basic standards or who tarnish their own or the School's reputation by their actions.

Parents should not serve alcohol at adolescent parties. Faculty members will not attend any adolescent party at which alcohol is served or is available to students. Parents must remember that they may face legal liability for what a minor does under the influence of any alcohol that they have served or have allowed to be served. Parents have no right to take on such a responsibility or exposure to risk for other parents' children. Parents who think they can monitor and control the use of alcohol served (or allowed to be served) at such a party are naïve. It is often difficult or impossible to judge who has had too much to drink or to make sure students do not drive. Numerous avoidable tragedies have resulted from parties hosted by well-intentioned parents who were fooled.

It is critical that parents set guidelines and reach a clear understanding with their for their sons' behavior when they are outside the School's jurisdiction. Parents need to have serious and ongoing discussions with their sons—before problems arise—about the use of alcohol. Those who do not do so court disaster and tragedy. These discussions should include “exit strategies” for boys when confronted with problematic situations, particularly group situations. Families that deny the existence of this issue invite clandestine behavior, the secreting of alcoholic beverages, lying, etc...

The School and its Faculty cannot accept responsibility for parties given after plays, games, or in any circumstances away from the School's campus. Faculty members who attend such gatherings do so under the assumption that students adhere to relevant School policies and laws of the Commonwealth, especially those concerning the use of drugs and alcohol. Faculty attend as guests only and not as chaperones and supervisors.

### ***Tobacco Policy***

Student use, possession and distribution of tobacco products, Electronic Nicotine Delivery Systems and vaping products and/or accessories has no place in our community and is forbidden. The policy herein applies to a) students on school grounds at any time, b) students traveling to or from or at any school-sponsored program, c) students off-campus during school hours and d) attending a function at another school. Prohibited

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products and/or substances include but are not limited to: cigarettes, cigars, chewing tobacco, snuff, all vaping devices (pens, mods, pod mods, etc.) e-cigarettes, any other tobacco or tobacco delivery product or accessory.

### Health Interventions and Consequences

The School strives to prevent and/or intervene in the use of tobacco products in all forms by any student. Consequently the same proactive health interventions outlined in the Drug & Alcohol Policy apply to the Tobacco Policy. Students or families who seek out help, prior to a violation of this policy, through a faculty member or an administrator will be given appropriate guidance and support without disciplinary action. If the school receives what it considers to be credible information that a student is using/misusing tobacco products (as enumerated above), even if such use is rumored to occur off campus, the Dean of Students will share the school's concerns with the student and his parents

### Disciplinary Response

If the school administration determines in its discretion that a student has engaged in the following conduct, he will be subject to the following discipline:

- The sale or distribution of tobacco, Electronic Nicotine Delivery Systems and vaping products and accessories may result in disciplinary action up to and including dismissal.
- The use or possession (1st offense) of tobacco products, Electronic Nicotine Delivery Systems and vaping products and accessories may result in disciplinary action up to and including suspension. The student will be immediately sent home and precluded from participation in any athletic or extracurricular activity until further notice. The student will also be required to meet with the School Counselor who will coordinate a substance abuse evaluation that must be scheduled before the student returns to school (see Drug & Alcohol Policy for substance abuse evaluation guidelines).
- The use or possession of tobacco products, Electronic Nicotine Delivery Systems and vaping products and accessories for a second time and beyond may result in disciplinary action up to and including expulsion.

When the school believes that it has reasonable suspicion that a student may be in possession or under the influence of drugs, alcohol or tobacco products the student's personal belongings (locker, bag, etc) may be searched. If the search leads to the recovery of any material that violates a school rule the student will be subject to disciplinary action consistent with the handbook policies. If a student refuses to submit to a request to search his belongings then he assumes guilt and disciplinary action will be taken consistent with handbook policies.



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## **THE HAVERFORD SCHOOL HONOR CODE/SYSTEM**

### **MISSION**

The mission of The Haverford School Honor Code is to facilitate the moral, social, and character development of each boy and prepare students to address moral challenges honorably. The Honor Code promotes a strong sense of community based on respect, honesty, and courage.

### **HONOR CODE**

**As a member of the Haverford community, I am a man of integrity who embodies respect, honesty, and courage.**

The following questions are guidelines to help members of The Haverford School community make the right choices:

1. Does this action mislead or deceive?
2. Does this action give me or others an unfair advantage?
3. Does this action deprive another person of his/her rightful property?
4. Does this action hurt or disrespect another person?
5. Does this action bring discredit to The Haverford School community and reputation?

Although the above questions are not part of the formal Honor Code, they are essential to helping students live by the Honor Code.

### **HONOR SYSTEM**

#### ***Article I. Honor Council Structure.***

1. Four Form VI Students  
Three Form V Students  
Two Form IV Students  
Two non-voting Faculty Advisors
2. Any student wishing to be on the Honor Council must submit a letter of intent.

Once the letters are submitted, the Honor Council reviews them and selects candidates to be interviewed. After the interview process, finalists from each Form are selected by the Honor Council, and then given the opportunity to give a speech to their Form. These candidates are then voted on by Form to determine the representative(s).

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3. Each year two rising Form IV students, one rising Form V student, and one rising Form VI student are added to serve on the Honor Council. Once selected, a student serves for the remainder of his years at Haverford.

4. By a majority vote the Honor Council may ask any member it feels has violated the Honor Code or a significant Community Standard to leave the Honor Council. In this case, the Honor Council selects another member of the violator's Form to fill his position on the Honor Council.

## ***Article II. Honor Council: Roles and Responsibilities.***

### **CHAIRMAN**

The Chairman, a VI Former, is responsible for running each hearing. He speaks to all the witnesses during the Honor Council Hearing and initiates and controls the question-and-answer sessions, but he is not the only one who can ask questions. He is also responsible for keeping order and ensuring that the Honor Council Hearings and deliberations run smoothly and efficiently.

### **VICE-CHAIRMAN**

The Vice-Chairman, a VI Former, is responsible for informing all members of the Honor Council and the randomly selected jury members of the time and date of a particular Honor Council Hearing. If the Chairman is unable to complete his duties, the Vice-Chairman will assume all of his responsibilities.

### **BAILIFF**

The Bailiff, a VI Former, serves as an escort to all parties in and out of the Honor Council Hearing room. His purpose is to calm the person in question and all witnesses. He will also explain the procedures of the hearing to the person in question and all witnesses. The Bailiff also introduces each person as he/she comes into the Honor Council Hearing room.

### **SCRIBE**

The Scribe is a non-voting member of the Honor Council. His primary function is to serve as the secretary of the hearing. While he does not vote, he does attend the deliberations in order to answer any questions that may arise regarding his notes.

### **COUNCIL MEMBERS**

The council members are present at the hearings. They ask questions of the person in question and all witnesses. At the conclusion of the Honor Council Hearing, the council members and jury members will make a recommendation to the Head of the Upper School.

### **GRAND JURY**

The Grand Jury, consisting of the Chairman of the Council, the Honor Council Advisors, and two randomly selected members of the person in question's Form, will determine if the incident is a possible violation of the Honor Code and therefore warrants a hearing.

### **JURY MEMBERS**

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The jury members are present at the Honor Council Hearing. Jurors act as council members and have an equal role, but are only selected for that particular Honor Council Hearing. They are selected at random. They ask questions of the person in question and all witnesses. At the conclusion of the Honor Council Hearing, the jury members and the council members deliberate and then make a recommendation to the Head of the Upper School.

***Article III. Honor Council Hearing Procedures.***

When an allegation is raised concerning a student of The Haverford School, this allegation may be reported to any administrator, faculty member, or representative of the Honor Council. The Dean of Students will investigate the allegation by speaking to all parties involved. Once the investigation is complete, the Dean of Students will present the evidence to the Grand Jury, who will determine, by a majority vote, whether an Honor Council Hearing is warranted. The Grand Jury will make its decision by applying the five questions stated under the Honor Code.

An affirmative response to any of the questions may warrant an Honor Council Hearing. If a hearing is not deemed necessary, the Head of the Upper School may still impose other disciplinary measures according to the Upper School Handbook. Should an Honor Council Hearing be deemed necessary, a witness list will be compiled by the Dean of Students. This list will include all teachers, advocates, and other witnesses who may clarify the situation.

Prior to an Honor Council Hearing, an eleven-person jury will be selected. If possible, six of the eleven jury members will be selected from the Honor Council on a rotating basis. The remaining five jury members will be randomly selected from the student body according to the table below (III Formers are not eligible to serve as jury members until second semester).

<b>Form of Person in Question</b>	<b>Number of VI Formers</b>	<b>Number of V Formers</b>	<b>Number of IV Formers</b>	<b>Number of III Formers</b>
<b>VI</b>	3	1	1	0
<b>V</b>	1	3	1	0
<b>IV</b>	1	1	3	0
<b>III</b>	1	1	1	2*

\* During first semester, the two III Form jury members will be replaced by a IV and V Former.

Two alternates will also be randomly selected, one VI Former and one V Former, who will serve in the event that someone is unavailable.

The entire student body is eligible to serve on a jury, except for a student who has violated the Honor Code. Students who have violated the Honor Code are ineligible to serve on a jury for that academic year.

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In the event that two or more students are involved in the same allegation, one jury will be selected utilizing the Form of the most senior person in question. Should an allegation arise during an Honor Council Hearing (i.e. a witness not telling the truth), the jury sitting on that hearing will also serve as the jury for any subsequent hearing(s).

Prior to the Honor Council Hearing, all the jury members will be briefed about confidentiality and being unbiased and be required to sign an agreement. They will also be given a broad overview of the Honor Council Hearing. This briefing should be unbiased and state only the facts, the names of the accuser and the person in question, and what allegedly happened. This briefing is intended to share the facts of the case and to provide each jury member the opportunity to recuse himself.

The hearing begins with the Dean of Students presenting background information and answering any questions pertaining to the case. Following the Dean of Students, the accuser and all witnesses will meet individually with the Honor Council. There will be a question-and-answer period following each person's testimony. After all testimonies, the person in question will enter the Honor Council Hearing. The person in question will be read his rights, which include:

1. making a statement on his behalf;
2. having a teacher advocate; and
3. having witnesses make statements about the facts of the case.

The person in question will then be read the accusations against him according to the script below and asked if he agrees or disagrees.

“You are here because there are allegations against you involving lying, cheating, stealing, vandalism, disrespect, and/or violence that is a violation of The Haverford School Honor Code, which states, ‘As a member of the Haverford community, I am a man of integrity who embodies respect, honesty, and courage.’

“More specifically, it is alleged that question number(s) 1, 2, 3, 4, and/or 5 of the Honor Code, which state(s) (choose rule below), was/were violated.

1. Does this action mislead or deceive?
2. Does this action give me or others an unfair advantage?
3. Does this action deprive another person of his/her rightful property?
4. Does this action hurt or disrespect another person?
5. Does this action bring discredit to The Haverford School community and reputation?”

The person in question will then testify, and his advocate will be given an opportunity to make a closing statement.

Once all the facts and mitigating circumstances have been presented, deliberations will begin. After a recommendation regarding both the punitive and rehabilitative measures has been agreed upon by a majority vote, the Chairman of the Honor Council, in the

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presence of one Honor Council Faculty Advisor, will present the recommendation and its rationale to the Head of the Upper School. Once a decision is reached, the Chairman of the Honor Council will present the decision to the person in question.

The Honor Council is deliberate and thoughtful in hearing each student's case. The Head of the Upper School meets with the Head of the Honor Council and a faculty advisor to carefully consider the case before choosing to enact the recommendation. If a student believes that the hearing was not conducted fairly and in accordance with the high standards to which the Honor Council aspires or that the final punishment and rehabilitation are not commensurate with the offense, he has the option of appealing the decision to the Headmaster. To do so, he must write a detailed letter informing the Headmaster as to why he believes his case merits an exception and he should be prepared to speak to these circumstances.

#### *Article V. Amendments.*

Amendments to the **Honor Code** may be proposed in two ways: First, an amendment may be proposed by a vote of two thirds of the entire Honor Council. Second, an amendment may be proposed by a petition signed by ten percent of the Upper School student body.

For an amendment to the **Honor Code** to take effect, there must be a ratifying vote in the second semester in which two thirds of the entire student body votes in favor of the amendment.

Amendments to the **Honor System** may be proposed to the Honor Council by any member of The Haverford School Community.

For an amendment to the **Honor System** to take effect, there must be a ratifying vote in which two thirds of the entire Honor Council votes in favor of the amendment.

#### *Article VI. Annual Events.*

At the beginning of the academic year, all Upper School students will participate in a ceremony that marks their commitment to the Honor Code.

### **VALUES EDUCATION**

The primary responsibility of the Honor Council is to promote the values included in the Statement of Values through educational programs that encourage students to think about and act on these values.

#### *Faculty and the Honor System*

Faculty and staff play an important role in supporting and promoting the Honor Code. Faculty members' actions and behavior should be exemplary inside and outside the classroom. Teachers have the responsibility to define the specific Honor Standards in any academic work in their course.

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At the beginning of the course, teachers must explain the definition of “authorized” and “unauthorized” help on assignments. If a student is uncertain about what help he is permitted to receive, he must ask the teacher for clarification.

### ***Parents and the Honor System***

Although parents do not play a formal role in the workings of the Honor Code or the Honor Council, they play a vital role in supporting the Honor Code and educating their children about honor. The school will inform the parents of an accused student regarding any allegations involving their son. Parents should also be aware of and support the Honor Code for all academic assignments.

## **DISCIPLINE POLICY**

The responsibility for the maintenance of the values and traditions of the community lies in the students, faculty, and administration. The Honor Council, consisting of four VI Form members, three V Form members, two IV Form members, the Dean of Students, student representatives from the Diversity Alliance and Character Mentorship Program, two faculty advisors and a student jury, will have the responsibility of looking at those infractions considered potential “honor offenses”. Generally, “honor offenses” are lying, cheating, egregious disrespect, stealing, violence and vandalism. However, before an issue is turned over to the Honor Council, the Upper School Dean of Students will conduct an initial review. If the Dean determines that the violation may be considered a honor offense, the matter will be referred to the Grand Jury consisting of the Faculty Advisors to the Honor Council, the Student Chair of the Honor Council and two randomly selected students to determine if the alleged action is a breach of the Honor Code by applying the following Questions:

- 1) Does this action intend to mislead?
- 2) Does this action intend to garner an unfair advantage?
- 3) Does this action cause damage or harm to a person, person’s property, or the reputation of the school?
- 4) Does this action deprive someone of his property?
- 5) Does this action bring discredit to The Haverford School community and reputation?”

If the Grand Jury believes the infraction does in fact constitute a potential “honor offense”, the full Honor Council will be convened to review the matter.

Once an infraction has been labeled a potential “honor offense”, the student and the student’s faculty advocate will be required to go to a hearing before the Honor Council to answer any questions concerning the case. The Committee will gather information about the situation, determine whether an “honor offense” occurred and recommend a course of action to the Head of Upper School and Dean of Students, except for decisions involving expulsion or dismissal. If the Honor Council recommendation is for expulsion or dismissal, this recommendation will go directly to the Head of Upper School and the Head of School. The Head of Upper School or Dean of Students will notify the student and his family of

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the final decision. Appeals concerning the recommendation of the Honor Council should be made in writing to the Head of School.

The Council will consider those infractions of school rules and guidelines that are considered potential “honor offenses”. However, not all violations of the school rules are considered honor offenses, and the appropriate discipline in these cases will be determined by the Head of Upper School or the Dean of Students. Those cases can include a violation of a Community Standard not necessarily considered an honor offense, a series of accumulated serious infractions such as poor sportsmanship, unexcused absences or lateness, inappropriate behavior, violations of the established rules in community spaces, leaving campus without permission, one that directly impacts a faculty member, contains sensitive information or is a matter that the school administration determines is inappropriate for students to adjudicate. The School may also elect not to process through the Honor Council those offenses that include language or behavior that may violate the physical or emotional safety of community members or have the potential to be violations of state or federal laws.

In some cases, repeat offenders for non-honor offenses may be referred to the Honor Council at the discretion of The Head of Upper School or the Dean of Students. In cases involving extreme violations of Community Standards or the Honor Code (i.e., dealing drugs, violent behavior, hazing or racially offensive behaviors) a student may be expelled on the first offense.

In general, however, the Dean of Students has the discretion to decide the appropriate punishment or consequences for repeated minor offenses and certain serious offenses. Repeated detentions for these and other infractions of school guidelines could result in the Dean of Students taking his concerns to the Honor Council.

The Head of School has absolute authority to change the classification of an infraction of conduct, as well as its consequences. The decision to expel a student on a first offense can be made by the Head of School. Note: All Haverford School rules apply when students attend any function at another school

### **Definition of Consequences**

- **Detention - Morning/Afternoon:** Student will be required to come to school at 7:30 a.m. or remain at school at 3:30 p.m. to sit quietly, complete school work, or perform work projects at the Dean of Students’ discretion. In general students will receive detentions or other disciplinary consequences for: failure to meet class, assembly, study hall, advisory, appointments with faculty, or other obligations; leaving campus without permission; dress code violations; minor behavioral issues; and failure to follow campus guidelines. In addition to the above, the Dean of Students has the authority to request any reasonable and responsible action be taken by any student whether or not that action is explicitly stated in the handbook.

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- **Detention - Saturday:** Student will be required to come to school on a designated Saturday at 8:30 a.m. and remain until 10:30 a.m. . to sit quietly, complete school work, or perform work projects at the Dean of Students' discretion.
  - **Detention - Full Day:** Student will be required to come to school and sit in a designated location for the duration of the school day (8:30 - 3:15) while quietly completing work. The student will not be able participate in athletic or extra-curricular programming on the day of the full day detention.
  - **Separation - Suspension:** One to ten days in duration. The suspension will take place at home. A student will not be allowed on campus, to attend classes, or to participate in any extra-curricular activities until the suspension period is over. If a student has a paper or project due during the suspension period that was assigned prior to the suspension, the student may turn the paper in for credit. Tests, quizzes, and assigned work given during the suspension period will be re-scheduled.
  - **Separation - Dismissal:** The student is no longer enrolled in the School. The student is not allowed on campus under any circumstances. If a student is dismissed, the school attempts to make a reasonable and realistic assessment of academic course credit. This general guideline is obviously tempered by the time of the year in which the dismissal occurs, and by the nature of the courses the student is taking.
  - **Separation - Expulsion:** The same as dismissal except the student will not be considered for re-admission.

### **Dean's Warning**

The Dean's Warning may be issued at the discretion of the Dean of Students for repetitive violations of minor rules such as dress code infractions, unexcused absences or lateness to class or other school programming, rude or inappropriate behavior, low level lying, repetitive violations of established rules governing community spaces such as the library, etc. The Warning may be applied indefinitely or for a period of time and is a clear and definitive statement that a student's actions have taken him to the brink of more serious disciplinary intervention such as an Honor Council process or disciplinary consequences assigned by the school administration.

### **Disciplinary Warning**

Students who have violated a major school rule or community standard or who have displayed a pattern of "Willful Disobedience" by repeatedly violating minor school rules may be placed on Disciplinary Warning at the discretion of the school administration. During this probationary period any major infraction or a series of minor infractions of school rules may result in escalating consequences up to any including suspension, dismissal, or expulsion. In most cases involving the violation of a major school rule or series of minor rules, Disciplinary Warning is a part of the Honor Council's recommendations to the Head of Upper School.

"Willful Disobedience" is defined as repeated violations of school rules and regulations in a pattern that suggests a student is making little to no effort to change his behavior such that the student exhibits unbroken patterns of unexcused absences or lateness to



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class or other school programming, rude or inappropriate behavior, repetitive violations of established rules governing community spaces such as the library, dress code violations or other rule infractions that have resulted in multiple detentions and/or meetings with teachers and school officials.

If a student is placed on Disciplinary Warning at any point during the school year his enrollment agreement will likely be held until the end of the academic year. If a student is placed on Disciplinary Warning at the end of the academic year, this means generally that their enrollment at the School will be reviewed after the first or second quarter of the following year. It is a privilege to attend The Haverford School, and it is important that all students recognize and respect the standards and expectations for behavior that The Haverford School has for all of its students. If a student's behavior is such that he is placed for a second time on Disciplinary Warning, he will seriously jeopardize his enrollment at The Haverford School.

Please note: Student leaders are expected to be the best representatives of the school's values. A student's eligibility to apply for and/or hold leadership positions (student council representative, honor council representative, team captain, etc.) is at the discretion of the school administration. Violations of school rules or community standards, as well as failure to comply with school expectations governing selection and election processes, will jeopardize his eligibility to serve in and maintain a leadership role

### ***Reporting Disciplinary Action to Colleges & Universities***

The Haverford School reports suspension, dismissal, or expulsion only in response to the direct questions posed by colleges and universities on their applications. If a student applying to college has been suspended, dismissed, or expelled, they are obligated to answer these questions truthfully.

If a student is suspended, dismissed or expelled after an application is filed, the student and Haverford are ethically bound to report this to all colleges and universities who have asked about suspension, dismissal or expulsion on their application.

### ***Leaves of Absence***

In order to maintain our credibility with college admissions offices, the School reserves the right to report any leave of absence -- whether voluntary or involuntary -- to the colleges to which a student has submitted an application.

### **Please Note:**

A student's re-enrollment to The Haverford School is in jeopardy unless:

- All financial obligations have been met
- All academic obligations have been met
- Parents have followed the guidelines in the Haverford School Partnership Document

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- Student and parents have complied with Principles of Community
  - Any other obligations as outlined in the Enrollment Agreement have been met

### ***Telephones & Copier Machines***

Students are not allowed to use any office telephones or copiers without permission. A copier is available in the library for student use. **Any student caught making an illegal 911 call may be dismissed from The Haverford School.**

### ***Food & Gum***

Students cannot bring food or beverages (water in a lidded container is permitted) into the buildings without permission. Food may be eaten outside, in a classroom with the teacher's permission, or in the dining hall only. Gum is not permitted in any of the buildings.

### ***Library Hours***

The Severinghaus Library is open from 8:00 a.m.- 4:30 p.m. Monday through Friday. It is intended as a place of scholarship and any student whose actions are deemed disruptive by the library supervisors will be asked to leave immediately.

### ***Dining Hall***

Breakfast will be served each morning. You may use cash or a charge account to items. Boys are responsible for cleaning up after themselves.

Lunch in the dining hall is a time during the academic day to relax and socialize. Students must respect each other's place in line, treat each other with respect, and clean up after themselves. Charge accounts are available for student use.

### ***Electronic Message Board/Haverford E-mail***

Notices of all sorts are posted on the electronic message boards throughout the Upper School. Weather cancellation of games, club meeting notices, community service notices, and other matters which require attention will periodically be posted on the board. The Upper School Administrative Assistant regularly posts messages and lists on which students may find their names. The general rule of thumb is that students are responsible and accountable for any information provided either by Haverford email or via the electronic message board. To that end, students are expected to check their Haverford email account at least once every day.

### ***Illness***

If a student becomes ill at school, the student must go to the nurse before being excused to go home. All medication will be dispensed by the School Nurse. When a student returns from the nurse's office, he will need to bring an excuse note from her to give to his teacher or the Dean of Students. (See Medical Regulations.)

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### ***Snow Days***

School may be canceled because of inclement weather. The Headmaster will make the decision, and the calling list will be activated. The School's radio cancellation number is 334. Class parents also may use the phone chain to inform parents of school cancellation. Parents need to use their own judgment about the advisability of venturing out in poor local weather conditions even if the School is open.

### ***Fire and Lock-Down Drills***

Periodically the Upper School will hold fire and lock-down drills. Students must follow the posted guidelines for the drills, maintain a quiet and orderly approach, and gather at the assigned area. Because these drills are important to help avoid the tragedy that can occur, students must take these exercises seriously.

### ***Textbooks & Supplies***

Most books are provided by the school. Additional texts for purchase will be outlined by department chairs in the summer mailing. Lost or excessively damaged books that cannot be reused must be paid for by families before their son receives his final transcript. All books and materials, including clothes and sports equipment, should be clearly marked so that, if they are misplaced, they may be easily returned.

### ***Lost & Found***

Both Wilson Hall and the gym have lost-and-founds. Check the Dean of Student's office and the athletic offices for lost items.

## **ATHLETICS**

Athletics are a vital part of the total curriculum of The Haverford School. As an extension of the academic classroom and traditional school day, many valuable lessons are learned through athletic participation. The learning objective of the athletic classroom is to foster an environment where young people reach their fullest potential intellectually, emotionally, and physically. Health and physical education classes are required in Form IV and are held during the academic day. Providing a competitive program of sixteen interscholastic sports at the varsity, junior varsity, freshman, and Middle School levels, The Haverford School requires team participation throughout its middle and upper school curricula.

As an extension of athletic cooperative learning, The Haverford School values the display of exemplary sportsmanship by its participants and spectators alike. Poor sportsmanship will not be tolerated.

The athletic experience at The Haverford School is dedicated to teaching the principles of participation, excellence, discipline, loyalty, self-confidence, enthusiasm, and cooperative learning. All constituencies of The Haverford School community embrace these qualities.

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## **Physical Education & Athletic Requirements**

As a requirement for graduation, boys are required to take Health/Physical Education classes in Form IV. A boy in Forms III, IV, or V must receive credit for participation in two activities per year and a boy in Form VI must receive credit for one activity as outlined below:

The extracurricular activity requirement is a graduation requirement and will be fulfilled when a student successfully completes the established participation expectations in any combination of at minimum TWO activities (Third, Fourth & Fifth Form) or ONE activity (Sixth Form) from the list of interscholastic athletic teams or alternate activities named below.

### **I. Interscholastic Sports**

Fall	Winter	Spring
Cross-Country	Basketball	Baseball
Football	Ice Hockey	Crew
Soccer	Winter Track	Lacrosse
Golf	Swimming	Track & Field
Water Polo	Squash	Tennis
Fall Crew	Wrestling	Ultimate Frisbee

Please note that most, but not all sports, have unlimited roster space.

### **II. Alternate Activities**

Mock Trial	Drama Production	Notables
Debate	Orchestra	Jazz Ensemble
Stage Crew*	Glee Club	Robotics*
Team Manager	Model UN	Editors (Peg., Indx, Hlglk,)
Game Day Crew		

\*Participation for a full year fulfills the entire activity credit

Students who are not in compliance with the athletic/activity requirement will be referred for remediation

## **Responsibilities of Athletes**

### ***Decorum and Training Rules***

The Haverford School community believes that with the privilege of participation in interscholastic athletics comes the responsibility of proper conduct and exemplary behavior. The use of tobacco, alcohol, or other non-prescription drugs or supplements is a

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detriment to good physical and emotional health. Coaches will communicate clear guidelines and expectations for all team members prior to the start of the season and continue to remind athletes about their responsibilities to themselves and others. Specific procedures and consequences governing violations of school or training rules will be explained in detail by coaches each season.

Attendance is expected and required for all health/physical education classes and interscholastic practices and games. All boys are responsible for communicating immediately and directly to teachers or coaches when special circumstances prohibit attendance.

### *Transportation*

The School will provide transportation to and from all contests and practices. Boys must travel on school-sponsored vehicles unless otherwise stipulated. In special situations and with the coach's permission, boys may be allowed to transport themselves. Written permission must be received from parents in advance. Under special circumstances boys may be allowed to transport other boys to and from contests or practices. The coach must give permission for this to occur and a written note from each boy's parents (driver and rider) must be presented to the coach. Parents may transport boys home from contests with the permission of the coach.

### *Security*

Every boy in Forms III – VI who wants a locker shall be provided one in the Upper School Locker Room. These lockers have a combination lock built into the door for the students to use. The school reserves the right to access school lockers at any time. Students on a varsity team may claim a locker in one of the three US team rooms during that season. If a student chooses one of these lockers, he must provide his own lock for that locker. It is the sole responsibility of each student to make sure that his belongings are locked in a locker. Students are also encouraged to mark their clothing and equipment for identification.

### *Athletic Dismissals*

A master schedule of weekly athletic events will be posted on the Upper School electronic message boards in the Upper School Building on the hallway monitor in the Field House. Athletes are responsible for knowing accurate dismissal times. Furthermore, athletes are responsible for meeting deadlines for assigned homework and for taking all tests or quizzes. Athletes should be courteous about informing teachers of possible conflicts or necessary make-ups in advance. **Athletes must remain in class until the stated dismissal time.**

**When school is in session, athletes must arrive to school by 9:45 a.m. (10:30 a.m. on Wednesday) to be eligible to participate in practices or contests on that day. Excused lateness must be approved by the Upper School Administration.**

### *Athletic Trainer*

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The Haverford School employs two Certified Athletic Trainers (ATC) who are responsible for the prevention and treatment of all athletic injuries, the rehabilitation following surgery or injury, and the maintenance of health of all student athletes at The Haverford School. The athletic trainers will communicate with the head coaches as necessary when a player is injured as to the athlete's status and progress. The athletic trainers will provide care for all athletic injuries and refer boys for further care to a doctor or hospital as necessary. Physical examination forms and medical emergency forms must be on file with the athletic trainers and nurses in order for boys to be eligible to participate in interscholastic athletics and physical education. **NO Exceptions will be made.**

### *Facility Care*

Custodians are employed by the School to maintain cleanliness in the gymnasium. However, boys are expected to cooperate and support the maintenance of the gymnasium facility and athletic fields. No cleats are allowed to be worn inside the gymnasium. Athletic shoes must be worn on gymnasium floors. **No student is allowed to use unsupervised athletic facilities.**

## **SCHOOL-WIDE INFORMATION, POLICIES, & PROCEDURES**

### **THE HAVERFORD SCHOOL ENRICHMENT CENTER**

The Enrichment Center, located in Wilson Hall, is a place where students in Upper School can go to receive academic counseling and support services. Tutoring referrals and time management strategies are provided. Available to all students, the Enrichment Center was developed to help all Haverford School boys reach their full potential. The strategies employed in the Center are research-based and delivered in ways that have been proven effective by years of teaching.

The Center is also the clearinghouse for information about learning and learning disabilities. Any parent, student, faculty or staff member may request information and materials. Referrals for students who have learning issues may be made to the Director of the Enrichment Center (at ext. 1283), who provides academic guidance and skills assistance and can also help students with learning disabilities obtain course tutors, recorded textbooks, and special tape recorders. The Center, working with the Division Head, the Dean of students, the Director of Advising, and faculty, will assist students with learning disabilities in gaining appropriate accommodations for their disabilities. You can learn much more about the ELC on the school's website.

### *Enrichment Center Services*

#### *Tutors*

From time to time a student may want to employ a tutor to help him understand a certain subject better or to help him acquire a certain set of new skills. For Upper School students,

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a list of content area tutors is available in the Enrichment Center. A student or parent may want to consult with the Director of the Enrichment Center to get advice as to which tutor will be the best match. Once a tutor is selected, the relationship becomes one between the tutor and the family and the school makes no guarantees as to the extent to which its teachers will work directly with home tutors.

### ***Time Management / Study Skills Consultation***

Time management/study skills are common areas of concern for Upper School students. Enrichment Center staff will meet with any student to discuss the implementation of various strategies to facilitate the improvement of time management and organization skills.

### ***Math Tutoring***

Students struggling with mathematics are encouraged to meet with their teachers for support. Haverford has a mathematics specialist on staff in the Enrichment Center to work with students who have a diagnosed mathematics learning disability or with those students who require professional one-on-one support to improve their acquisition of the subject matter. A student can use time with the mathematics specialist to work on homework, review concepts for tests, remedy past difficulties, or simply practice new skills.

### ***Students with Learning Disabilities***

A small but significant number of Haverford students have learning disabilities. This has been true throughout the School's history. Students with learning disabilities have met the same rigorous standards of admission that all Haverford students have met. Their academic records, test scores, and potential for intellectual growth have recommended them to us. Once admitted to the School, the student with learning disabilities, like any student with disabilities, is entitled to certain "reasonable accommodations" from the School.

### ***Eligibility for Services and Accommodations***

To establish eligibility for accommodations and to enable staff to work more effectively to administer services, students must provide documentation of the disability, prepared by a psychologist or previous school diagnostician to the Director of the Enrichment Center. The documentation should include pertinent test reports and an interpretive narrative of the test results which addresses educational implications. Ideally, the test battery should include, but not be limited to, tests to measure a student's cognitive abilities and academic achievement, reading, written language and mathematics measures and tests that measure a student's information processing.

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The Haverford School strives to remove attitudinal and architectural barriers and meet the needs of Haverford students who have physical, emotional, and/or learning disabilities. Services are also available to students who are temporarily disabled. We design our services to eliminate competitive disadvantages of an academic environment while preserving academic integrity.

The Student Services staff is committed to providing student-centered services that meet the individual needs of each student. While the role of Student Services may differ in the life of each student, the goal is to assist all Haverford School students as they gain knowledge to recognize strengths, accommodate differences, and become strong self-advocates.

Staff members are available to discuss learning management issues such as course load, learning strategies, academic accommodations, petitions for course waivers or substitutions, and funding. Students may be referred for additional services, including diagnostic testing, tutors, and specialized non-credit courses that are available on a fee basis.

### ***Educational Testing***

#### ***Reasonable Accommodations***

According to current regulations, students with documented learning disabilities have the same legal entitlements as students with physical disabilities. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability. Federal regulations mandate “reasonable accommodation” for students with learning disabilities in the same way that they mandate curb cuts and ramped entrances to classroom buildings for physically disabled students.

In order to qualify for accommodations under Section 504 and the Americans with Disabilities Act, a student must have an outside diagnosis reviewed by the Director of the Enrichment Center and on file in the Enrichment Center. What constitutes “reasonable accommodation” in a specific case is an individualized matter and must be worked out in consultation between the faculty member and the student with the assistance of the Director of the Enrichment Center and/or the Director of Student Services.

In certain individual cases, the following kinds of accommodations have proved useful:

- Additional time to complete examinations, quizzes or written assignments
- Permission to record lectures
- Permission to use calculators during exams
- A separate room for examinations
- Preferential classroom seating

#### ***FOREIGN LANGUAGE WAIVER***

Some students with a specific language disability qualify to be waived from Haverford’s foreign language requirement. Haverford requires that the student have a diagnosed



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learning disability with documentation that is current and on file with the School. In these few but significant cases, Haverford strongly recommends that the parents and the student consult with the college counselor prior to waiving the language requirement. To pursue the foreign language waiver, please call the Director of the Enrichment Center.

### ***How Do I Access Enrichment Center Services?***

To access services provided by the Enrichment Center, students, parents, and faculty members should contact the Director of the Enrichment Center at ext. 1283.

Students are frequently referred to the Enrichment Center by the Director of Student Support Services after consultation with teachers, advisors, division heads and deans. Staff members then notify the student of an appointment in a discreet manner. Once an appointment has been set, the student must treat this appointment like any other obligation he has at School.

Parents are encouraged to call Enrichment Center staff members if they have questions or concerns about their son. Parents are involved in the process of securing Enrichment Center services from beginning to end. Haverford has found that without parental support, students have a very difficult time reaching their full potential.

### ***Extra Help***

In addition to the support services offered through the ELC, a student's teachers are his best first resource when he is struggling. Teachers are ready to support students in a variety of ways. Conferences and appointments can be arranged before school starts each morning, during the day and after school. **Students are encouraged to initiate the extra help sessions.** Appointments made must be honored and any pattern of skipped appointments may result in disciplinary action.

### ***Study Hall***

For students struggling with time management and follow-through, study halls are conducted in teacher classrooms throughout the day. Students need to be considerate of the rights and needs of others in the room. That means that quiet must prevail, and the proctor in charge must grant students permission to confer with classmates, gather assignments, and leave the room for any reason. Form III students are required to attend study halls when they are not in academic classes.

Note: The Head of Upper School or Dean of Students at his discretion may assign study hall to a student if his work or unwise use of free time makes it necessary. Students (Forms IV - VI) on academic review/warning will be scheduled for study halls during all their free periods.

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## **INFORMATION SERVICES**

### *Overview*

The goal of Information Services is to provide the means and opportunities to support the learning of each member of the Haverford community. The library is open when school is in session Monday through Friday, from 8:00 a.m. to 4:30 p.m. While using the library, students should remember the following:

- The library staff is on hand to provide the instruction, guidance, and training needed to use all of the library resources wisely and well. Staff members work with teachers to seek new and interesting ways to teach information-seeking skills in the context of the curriculum.
- All materials must be checked out at the circulation desk before being removed from the building. Taking material from the library without permission is a serious offense.
- All borrowed materials will be marked with a due date. Students are expected to return their materials by that date. Renewals are offered on
- all materials, unless another borrower has requested a reserve notice.
- If a student fails to return library material on time, he will be given two notices, in advisory. At the end of each semester, a notice will be sent home to parents. If materials are not returned before June 15, they will be presumed lost and a charge for any lost items, including a processing fee, will be included in the final bill.
- Students are expected to behave considerately, quietly, and purposefully in the library. Any student unable to comply with these expectations will be asked to leave the library. Depending upon the nature of an infraction, a student may lose library privileges for a period of time. All school rules apply in the Severinghaus Library, including those regarding cell phones and dress regulations. Eating and drinking are not allowed in the library.
- Other services provided by the library include the use of a student photocopier and access to the use of the computers and peripheral equipment.
- The library collects materials so that they may be of use to the widest possible audience. Although circulation of reference materials, current periodicals, and other materials is restricted, the library tries to provide liberal access to its collection.

Students must adhere to the following rules for computer use in the library:

- You are bound by the Acceptable Use Policy.
- In accordance with the AUP, games are restricted.
- The computers are primarily for research and school work.
- Limit your time while others are waiting.
- Unless your assignment requires a partner, only one person per computer.
- You must login and logoff with each session.

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## TECHNOLOGY

Like the Libraries, the School's information technology program seeks to integrate the development of technology skills with the curriculum. Teachers provide students with opportunities to use technology in and out of the classroom.

The tools: Upper School students have access to a variety of digital tools in Severinghaus Library, the Street, and in their classrooms. The library houses a computer lab with 20 computers, and has netbooks, kindles, and flip cameras for student use. Each science lab offers a 2:1 student to computer ratio, and the

Each Upper School student is provided with a Haverford email account, recoverable network storage space, and access to a variety of educational software tools and databases.

Expectations: Upper School students are expected to follow the guidelines found in the Network Acceptable Use Policy (AUP). At the beginning of the school year, each student reads and reviews the AUP with his guardians, and returns the signed document to the Upper School office:

### **The Haverford School: Responsible Use Policy**

#### ***Students, Faculty, Staff, and Guests***

#### **STATEMENT OF RESPONSIBLE USE**

The Haverford School uses and maintains its technology to promote educational excellence through networked information and participation in online communication services. The School's technology supports its mission; access to the technology is a privilege and is subject to the highest ethical standards. This policy is intended to be an addition to existing School rules and regulations and does not supersede or modify any other School policy, rule, or regulation. The Responsible Use Policy applies to *all* users of the school's networked information technology resources – whether accessed in school, from home, or elsewhere. *Networked information technology resources* include, but are not limited to, all hardware, software, data, communication devices, mobile devices, printers, servers, Internet resources, online communication services, and local and wide area networks.

As a community, we rely on The Haverford School's stated values of respect, honesty, and integrity, and the School's *Principles of Community* to trust that, when users log onto their school-provided accounts or use any available technology, they are, in effect, promising not to abuse the system or other users of the system, nor the trust the School places in them. The Haverford School uses a filtering system in a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit.

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## **POLICY: NETWORK USAGE**

This policy does not attempt to articulate all required or proscribed behaviors by users of Haverford's networked information technology resources. Each individual must comply with all federal, state, and other applicable laws; all generally applicable School rules and policies; all applicable contracts and licenses, and additional guidelines set forth below.

### **General Network Usage:**

*Authorized and Appropriate Use:* Students, faculty, staff, and guests must use only those information technology resources they are authorized to use, and to use them only in the manner and to the extent authorized. Do not use Haverford's information technology in any way as to disrupt its use by others.

*Etiquette:* When using Haverford School's information technology, users are expected to follow generally accepted network etiquette which includes, but is not limited to: be polite, use appropriate, non-abrasive language. Do not use the network resources to make defamatory remarks, sexual, gender-related, or racial slurs, or use obscene or profane language.

*Consumption:* Haverford's information technology is a finite resource. Respect the finite capacity of those resources so as not to consume an unreasonable amount of them or to interfere unreasonably with the activity of other users.

*Non-Educational Use:* Only use Haverford's information technology resources for School approved activities. Non-educational use would include, but is not limited to: commercial, illegal, political activities, or solicitations, even for charitable purposes. This includes mass mailings, chain letters, and other abuses of e-mail.

*Data Access and Security:* The Haverford School network uses multiple technologies and appliances to filter and select web and application traffic that is appropriate and compliant with school use policies. Any use of software, hardware or web sites that attempts to circumvent or bypass these systems is strictly prohibited. These include, but are not limited to, personal VPN tools and applications; proxy apps and websites; and anonymizer applications. Users shall not attempt to harm or destroy data in any way (including introducing viruses and other forms of vandalism), change network settings or any other applications, reconfigure or attempt to disrupt the network in any way.

*Network Administration:* Only licensed, School-related software shall be downloaded or installed on school-supplied devices.

*Care for Equipment:* Users are expected to treat all equipment correctly to ensure its maximum longevity and maintain a safe and usable computing environment for all. School-supplied equipment may be re-issued at any time, therefore, altering school-supplied physical equipment in any way, including affixing stickers, or any personalization that requires removal, is prohibited. or vandalize school computers.

### **Privacy, Security, and Safety**

All users of The Haverford School's information technology resources must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Unauthorized disclosure, use, or dissemination of personal information regarding minors or other members of the School community is prohibited.

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Internet IDs and passwords are provided for each user's personal use only. Passwords should not be revealed or shared with anyone. Other than a Network Administrator, as directed by School Administration, users are not permitted to attempt to access technology resources using another person's account or password. Each account owner is responsible for all activity under their account. *If users wish to protect the privacy of personal information or communication, do not use The Haverford School's networked information technology resources to create, store, or transmit it.*

All information transmitted or stored in School systems is the sole and exclusive property of the School and should be treated as confidential. Any and all activities performed on the School's network can be monitored, with or without a user's permission. As an example, this policy covers electronic mail messages that might otherwise be privileged or confidential, even if they are sent or viewed by way of a user's personal, password-protected Internet e-mail account, when the School's networked information technology resources are used to view or send those e-mails. Use of The Haverford School's networked information technology resources constitutes a waiver of any privilege or other confidentiality protection that might otherwise have applied.

By creating, transmitting, or otherwise storing any information or files on any of The Haverford School's networks, users consent to the School's disclosure, use, and/or dissemination of such information or files as it sees fit in its sole discretion. Deleting or erasing information, documents, or messages maintained on The Haverford School's networked information technology resources is, in most cases, ineffective. All users should understand that any information placed on The Haverford School's networked information technology resources – even if only briefly – may be electronically recalled or recreated regardless of whether it may have been “deleted” or “erased” by a user. Because The Haverford School periodically backs-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, users who delete or erase information or messages should not assume that such information or messages are confidential.

## **Social Networking**

Students, faculty, staff, and guests should ensure that online activities, including those on social networks (e.g. Facebook, Twitter, etc.) do not violate harassment, discrimination, retaliation, confidentiality, or other policies of The Haverford School. Haverford students, faculty, and staff must adhere to School guidelines that prohibit posting to the Internet or via e-mail, personal contact information, confidential information, private/non-public information, derogatory comments about other people or about the School other than those authorized by the National Labor Relations Act, or inappropriate artwork, photographs, digital images, or unauthorized video of the School or of School personnel. When in question, the appropriateness of postings shall be determined by The Haverford School Administration.

If a teacher uses a social networking site (e.g. Facebook,) as a component of his/her course or activity, the following restrictions apply: a) the site should be distinct from any

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of the teacher's personal social network sites and be designed for the sole purpose of facilitating the delivery of that course or activity; b) only students who are members of that class or activity should be invited to or have access to the site; c) the content and dialogue of the site are to be consistent with School standards and fall under the jurisdiction of the School's disciplinary policies and procedures; and d) the Division Head and divisional Dean of Students will be provided with full access to the site. *Under no circumstances should a faculty member "friend" or invite a current student to join his/her personal social network.*

## **Legal Compliance**

All users of Haverford's networked information technology resources must comply with federal, state, and other applicable laws, in addition to all generally applicable School uses and policies. Users must not use information technology resources for any purpose that is illegal, unethical, dishonest, damaging to the reputation of the School or other members of the School community, or inconsistent with the mission and values of the School. Examples of such laws include, but are not limited to: laws of defamation, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities.

Users must comply with the law with respect to the rights of copyright owners in the use, distribution, or reproduction of copyrighted materials, including but not limited to, music or video files. Any material obtained from the Internet and included in one's own work must be cited and credited by name of by electronic address or path on the Internet, attributed to Creative Commons licenses, or confirmed to be licensed for educational use.

## **FILTERING**

Not all material accessible through the Internet is of educational value. Students are expected to refrain from seeking, accessing, or downloading material that is not relevant to their assignments, course work, or School-approved activity. The Haverford School uses a next-generation firewall and Google filtering tools in an effort to protect students from controversial and/or inappropriate materials.

## **SCOPE**

This policy applies to *all users* of School information technology resources, whether affiliated with the School or not, and to *all uses* of those resources, whether on campus or from remote locations. Members of the School community who use resources not owned by the School must adhere to this policy when connected to School networks.

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## **POLICY ENFORCEMENT**

*Violations:* The School considers any violation of this policy to be a significant offense and reserves the right to disconnect systems from the Haverford network and suspend violators' use of information technology resources. A Network Administrator may suspend or close a user's account and/or prohibit access at any time. Any user identified as a security risk may lose their account and/or access privileges. Violators will also be subject to the regular disciplinary processes and procedures of the School that apply to students, faculty, and staff; this process may result in the loss of computing privileges and other measures, up to and including, expulsion from the School, or loss of employment. Illegal acts involving School information technology resources may also subject violators to prosecution or other sanctions by local, state, or federal authorities.

*Enforcement:* Decisions regarding violations of this policy will be made by Division Heads and Deans if involving students; and by the Director of Human Resources, in consultation with the Assistant Headmaster, if the violation involves an employee. In the event that a violation reaches beyond the School community, the Director of Public Safety will also be notified.

## **RELATED DOCUMENTS AND DEFINITIONS**

- Confidentiality Policies
- Faculty Policy Regarding Professional Use of Social Networking Sites and On-line Course Management Websites
- Harassment Policy
- The Children's Internet Protection Act (CIPA)

## **HEALTH REGULATIONS**

The following Health policies and procedures have been developed to promote a safe and healthy school environment. These policies and procedures will meet with State mandated health regulations.

The review of the Health Services policies and procedures will be reviewed annually, at the beginning of each school year. The School Nurses and the School Physician will be responsible for updating the policies and procedures to reflect changes in the health of the school community and State health regulations. A copy of these policies and procedures will be available to the community and an annual review and documentation of changes will be noted accordingly.

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## **Student Health Information**

Health information, consents, and health forms are to be submitted electronically annually by **August 1st**. Information gathered on submitted health forms and via the Requirement Library in each student's Magnus Health account helps us to plan for the health and safety of each boy in the coming school year. Failure to complete all requirements, including submission of health forms, will delay your son's participation in classroom and athletic activities.

\*Physical assessment forms, health plans, and prescriptions are due on the anniversary date of the exam/physician order.

### **Requirements:**

- **Conditional Questions**
- **Vital Health Record**
- **Consent to Treat** – electronically signed document
- **Annual Physical Exam Form**- Print and sign form with physician clearance for participation in activities and sports.
- **Immunization Record**- A record of immunization is required for all newly enrolled students. Every student must have an immunization record on file. Your son's health care provider must submit an updated immunization record with his school physical in Kindergarten, grade 6 and V Form.
- **Over the Counter Medication Permission Form** - electronically signed document.
- **Prescription Medication Form**- Print and sign form by health provider.
- **Dental Form** – Print and sign form- A dentist must complete and sign this form for boys in grade 1, 3, and I Form.
- **Health Plans** as needed – i.e. asthma, diabetes, food allergy, seizure.

### **Absences and Medical Excuses**

Please keep your son home until he is fever-free for a full 24 hours, without the use of fever reducing medications. Please do not medicate your son with fever-reducing medications before sending him to school.

If your son is absent for more that 3 school days, we may request a note from his health care provider before he returns to school.

Please notify Health Services if your son is injured or hospitalized during the school year. A note from his health care provider will be requested so that we may plan for safe return to classroom and athletic activities.

### **Illness or Injury in School**

If your son is injured or becomes ill during the school day he will be evaluated by one of our school nurses in Health Services. Should it be determined that further medical



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attention be needed, you will be contacted by phone. If a parent cannot be reached an emergency contact will be called. Be sure to update phone numbers for parents, guardians and emergency contacts in order of contact preference in your Magnus Health account in the last section of the **Vital Health Record: [Cell Number for Parent/Guardian for Illness/Emergency.](#)**

Students who become ill during the school day must report to Health Services. Boys should not call or text home nor should they leave campus for health reasons without first reporting to Health Services. Students who drive to school will require parent permission and approval by the school nurse before leaving campus for health reasons.

### **Medication in School**

The School Nurses may administer acetaminophen, ibuprofen, antacid or Benadryl to your son, as needed, during school hours with parent/guardian consent via permissions completed in their Magnus Health account. An electronic signature authorizing this medication is required annually via the Requirement Library in your Magnus Health account. **Boys are not allowed to carry medications in school.**

Should your son require prescription medication during school hours, please contact the School Nurses at Ext.1994 or 1234. Medication to be given on a regular or “as needed” basis requires a prescription from your son’s health care provider each school year. Please ask your son’s health care provider to complete the [Physician Order for Prescription Medication in School](#). This form is necessary for EpiPens and inhalers, as well as all other prescription medication and is maintained on file in your Magnus Health account under the **Prescription Medication Form section.**

Prescription medications are to be delivered to the School Nurses prior to the first day of school each year. Medication must be in the original prescription labeled container. Medications for an acute illness, such as an oral or topical antibiotic, can be returned home on a daily basis if needed. Otherwise, medications should be picked up by the parent at the end of each school year.

In some cases, it is necessary to keep emergency medications such as EpiPens and inhalers with the Athletic Trainers for access after school hours. It may also be appropriate for some boys to carry life-saving medications with them during the school day. We require the physician’s permission as well as permission from our School Nurses in order for boys to safely carry these life-saving medications. Please speak with the School Nurse about you son’s specific health care situation and have the Physician prescription medication Form completed with self-carry and/or self-administration directives as it relates to your son’s health condition. (Middle and Upper School students only). Lower School students do not have permission to self-carry or self-administer emergency medications.

### **Food Safety**

Please do not send peanut or nut products in to school with your son’s lunch or snack. In an effort to provide a safe campus for our students with life threatening food allergies,

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your cooperation is requested. Please visit the Health Services web page for more details about our [Food Safety Policy](#).

### **Wellness at Haverford: 2022-2023**

The Health Center strives to promote a healthy environment for all those who work and play on our campus. Together we can reduce the spread of infection by following a few simple rules.

#### **When to Stay Home:**

#### **If your son is experiencing COVID 19 symptoms as outlined by the CDC:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

#### **Additionally, if he experiences any of the following symptoms:**

- Temperature equal to or greater than 100 degrees in the preceding 24 hours (without Tylenol or other anti-fever medication)
- Respiratory symptoms related to any undiagnosed illness
- Vomiting or diarrhea within the previous 24 hours
- Undiagnosed itchy, red, weepy eyes
- Undiagnosed skin rash or skin lesions  
(i.e. possible impetigo, ringworm...until diagnosed and treated with medication)

Note that this is not a comprehensive list; if you are unsure whether you should send your son to school, please contact our School Nurses, or your son's physician.

#### **Reporting Absence**

**Please call the Health Office to report any student's absence related to symptoms or illness at 484-417-2714.**

The Health Center monitors absenteeism to determine both the overall health and well-being of the community, as well as the need for supportive care upon returning to school. We thank you in advance for your help in supporting our efforts.

#### **Preparations for Return to School:**

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**A doctor's note is required for any student dismissed from school with fever at or above 100.4 degrees.**

Your son should be:

- **Fever-free for a full 24 hours without the use of fever-reducing medication** (Please do not medicate your son with fever-reducing medications prior to the school day)
- Not experiencing any symptoms listed in “**When to Stay Home**” guidelines
- Compliant with Montgomery County Department of Health COVID-19 Exclusion and Return to School Requirements available for review [here](#).

### **Policy on AIDS & Other Serious Infectious Diseases**

The School recognizes that serious infectious illnesses, such as Acquired Immune Deficiency Syndrome (AIDS) and its related conditions, have a tragic impact on those afflicted and involve significant and sensitive issues for student, faculty, and staff. The School also recognizes that both employees and students who contract such serious infectious illnesses may wish to continue their employment or education at the School.

At the same time, the School is committed to satisfying its obligation to provide a safe and effective educational and working environment for its students, employees, and visitors. Accordingly, the School will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's illness are managed in accordance with current medical knowledge and procedures.

With these principles in mind, the School has established the following policy for employees with serious infectious illnesses. Although this policy focuses upon AIDS, it is also intended to apply, as appropriate, to other serious infectious illnesses.

In promulgating this policy, the School is aware that the best course of action for dealing with an illness may vary from case to case. Accordingly, this policy attempts to outline the School's general approach to serious infectious illnesses, for each case must be addressed with proper regard for the context in which it arises.

The policy is divided into three sections. The first part sets forth the principles that are applicable to both employees and students. The second section specifically focuses on the School's policies regarding an employee who has contracted AIDS. The third portion addresses the School's policies regarding students with AIDS.

(In this policy, the term “AIDS” will be used to describe both AIDS and its related conditions – both symptomatic and asymptomatic.)

#### **I. General Policies**

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(1) The School complies with all federal, state, and local laws and regulations regarding AIDS.

(2) The School makes a concerted effort to provide ongoing AIDS education to its students and employees. As part of this effort, the School makes available information regarding its AIDS policy. In addition, the School provides information about the nature of the disease and how it is (and is not) transmitted. This information places special emphasis on methods for preventing the spread of AIDS. New arrivals at the School (both students and employees) will be advised during their orientation of the School's AIDS policy and the availability of information on AIDS.

(3) At the present time, the overwhelming preponderance of available medical and scientific evidence and opinion, including statements from the United States Public Health Service, Centers for Disease Control, holds that the AIDS virus is not casually transmitted in ordinary educational, occupational, or social settings or conditions. Accordingly, all members of the school community will be expected to continue to work with an employee or student with AIDS and not to harass or otherwise discriminate against such an individual. Any student or employee who does not adhere to these requirements shall be subject to disciplinary action. It is, moreover, the policy of the School that individuals with AIDS should be treated with compassion and understanding in dealing with their lives.

(4) The School holds all medical information which it receives about the medical condition of an employee or student with AIDS in confidence. This means that the School restricts access to such information to those with a legitimate need for the information. An exception to this rule will be allowed when the employee or student with AIDS authorizes wider disclosure of such information. Since the particular individuals with a need to have access to such information will vary from case to case, the Headmaster or the school physician will decide in each case whom to inform. Individuals who thereby gain access to this information are themselves expected to keep the information confidential in accordance with this policy and applicable law.

The School may from time to time change or discontinue this policy or adopt a new policy with respect to this subject, as it determines medical opinion and other circumstances warrant.

## II. Employees with AIDS

(5) The School strongly recommends that employees who suspect they might have contracted AIDS take a test for the virus. In addition, employees with AIDS are encouraged to inform the Headmaster or the school physician of their illness so that the School can effectively implement the provisions of this policy.

(6) The School will provide reasonable accommodation for an employee disabled by AIDS when needed to enable the employee to continue to perform the essential functions of his or her job or to otherwise benefit from the privileges of employment, so long as the accommodation does not impose an undue hardship upon the School.

(7) An employee with AIDS will be allowed to work at the School so long as he or she is able to perform, (with or without the aid of the aforementioned accommodations), the

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essential functions of his or her position and he or she does not present a health or safety risk to himself, herself, or other employees or students. If an employee contracts AIDS, the School may require a letter from the employee's attending physician stating that the employee is fit to continue to work in accordance with this standard.

(8) The School treats AIDS in the same manner as other illnesses in terms of its employment policies and does not unlawfully discriminate against employees with AIDS with respect to their eligibility to participate in its employee benefit plans.

### III. Students with AIDS

(9) Students with AIDS are expected to inform the Headmaster or the school physician of their medical condition so that the School can effectively implement the provisions of this policy. The School may then require a letter from the student's physician stating the physician's medical opinion regarding the student's illness and the propriety of the student attending the School. The School may also, from time to time, require further medical evidence and a medical examination, by a physician or physicians designed by the School, to ascertain the propriety of the student attending the School.

(10) The School will make reasonable modifications in its policies, practices, and procedures in order to allow a student with AIDS to benefit from the academic and other services offered by the School, so long as the modifications do not fundamentally alter the nature of service that the School provides.

(11) While at the School, a student with AIDS will be allowed to partake fully and equally in the educational, social, and extracurricular activities offered by the School, so long as such participation does not present a health or safety risk to the student, other students, faculty, or staff.

(12) A student with AIDS will be allowed to remain at the School so long as his medical condition allows him to perform according to the School's standards, and he does not present a health or safety risk to other students, faculty or staff. The School will make these decisions in accordance with the School's interpretations of its policies and the applicable laws and in light of medical and scientific opinion and advice.

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## **SEXUAL HARASSMENT POLICY**

### **Statement of Purpose**

The Haverford School believes in the dignity of the individual. It is the policy of The Haverford School that every member of the School community be treated with sensitivity and respect. The School is committed to ensuring a work environment free of sexual harassment. Sexual harassment is unacceptable and unlawful conduct which will not be tolerated. Both men and women may be subjected to sexual harassment. Sexual harassment of employees, students, or applicants for employment in any form is strictly prohibited. Those who engage in or encourage any act or conduct constituting sexual harassment will be subject to disciplinary action up to and including discharge.

### **Definition of Sexual Harassment**

Sexual Harassment is unsolicited, unwelcome, unwanted sexual attention, sexual advances, requests for sexual favors, verbal, visual or physical conduct of sexual nature, or other offensive sexual behavior that, because of its severity and/or frequency, creates an environment that a reasonable person would find intimidating, hostile or offensive. Sexual harassment is unlawful even when the alleged conduct has caused an individual no economic harm or loss of other tangible job benefits, or adversely affected their education. Actions of sexual harassment may include, but are not limited to, the following:

Physical harassment including rape, any coerced sexual acts, or unwelcome touching in any form.

1. Subtle pressure for sexual activity, or for a relationship that takes on sexual or romantic coloring, exceeding the limits of normal, healthy relations, between adults, between students, or between adults and students.
2. Any demeaning sexual propositions.
3. Leering or ogling at a person's body.
4. Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior.
5. Sexually stereotyped or sexually charged insults, or humor.
6. Inappropriate personal questions of a sexual nature.

### **Individuals Covered by this Policy**

This policy covers all students, faculty, administration, support staff, and part-time employees of The Haverford School.

### **Procedure for Reporting Complaints of Sexual Harassment**

The Haverford School is committed to prompt, diligent and impartial enforcement of this sexual harassment policy.

Two senior members of the faculty or administration, one male and one female, appointed by the Headmaster, will be assigned to investigate promptly complaints of sexual harassment. On being advised of a complaint, and after initial consideration, they will, if deemed necessary, convene an ad-hoc committee to initiate a thorough investigation of the

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matter. An alternate faculty member will be named also, as someone who can be approached in the event of a complaint in which one of the two, senior, designated persons is charged with being involved in the harassment.

Any person who feels that he or she has been subjected to sexual harassment must take the following steps:

1. Let the offending person or persons know that the behavior is considered offensive and should stop. The offended party should be firm and direct and give a clear message about his or her feelings. The offended party should not apologize for addressing the issue.
2. If the offended party does not feel comfortable confronting the offending person alone, he or she should include a third party in the conversation, or objections should be put in writing to the offending person.
3. The offended party should keep a record of when, where, and how the harassment or mistreatment occurred; include witnesses, direct quotations, action, evidence, and copies of any written communication.
4. If the offending behavior persists, it is incumbent upon the offended person or persons to report the matter promptly to the appropriate faculty member designated to handle such complaints. In the event the offended person is uncomfortable discussing the matter with the designated faculty member, or believes that the complaint has not been satisfactorily resolved after being brought to the attention of the designated faculty member, the offended person should report the matter immediately to the Head of School. Students who feel they are victims of harassment should speak to their homeroom teacher, advisor, or any teacher in the school in whom they feel they can confide. It is the responsibility of any adult who receives a complaint from a student to inform the appropriate, designated faculty member immediately. Failure to report incidents of sexual harassment promptly will hinder the School's ability to investigate a complaint of sexual harassment, and will limit the School's ability to stop and/or prevent further harassment. Employee cooperation in reporting acts of sexual harassment is essential to an effective sexual harassment policy.

### **Procedure for Investigation of Complaints**

Any alleged violations of the policies and expectations stated in this document involving faculty, students, or staff, will be taken seriously and investigated promptly and thoroughly. Such an investigation will be conducted confidentially, to the extent possible, and will strive to protect, as much as possible, the privacy of the individuals involved. Facts of an investigation will be limited to those with a need to know. The investigation will include interviews with the alleged harasser and witnesses, as well as a review of relevant records.

In all cases, the offended person will be advised of the outcome of the investigation.

Following a full investigation of the circumstances, if the senior faculty member in charge of complaints determines that there has been violation of school policy, he/she, in consultation with the committee reviewing the case, will recommend a course of action to the Headmaster.

### **Procedure for Resolution of Complaints**

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The appropriate action will be based on the particular facts and circumstances of the situation as determined through the investigation of the complaint.

Sanctions for sexual harassment may include, but are not limited to, the following:

1. An apology to the individual(s) involved and/or the school community.
2. Participation in an appropriate plan of education (e.g. workshops or counseling dealing with the issues of prejudice, etc.).
3. Placement of record of the incident in student or personnel file, permanently or for a specified period.
4. Probation, suspension, non-renewal of appointment, or termination.

### **Retaliation**

Retaliation in any form against a complainant will in itself constitute cause for appropriate disciplinary action. The Haverford School will make every attempt to protect those reporting complaints from retaliation or any other detrimental impact on their employment or education that might result from their making a complaint. Employees accused of sexual harassment will be warned that any form of retaliation taken against an individual submitting a claim will be grounds for discipline, including termination.

False accusations made knowingly, however, or accusations made maliciously in an attempt to unfairly discredit someone, shall be treated as serious violations of this policy. In such cases, the accusing individual will be subject to disciplinary action up to, and including, separation from the School for a student, and termination of employment for an employee.

## **CHILD ABUSE & CHILD NEGLECT**

It is the policy of The Haverford School to protect the health and welfare of its students. Real and/or suspected abuse or neglect of any student will be processed in accordance with state laws and regulations.

### **Definitions**

*Child Abuse* is defined as serious physical or mental injury which is not accidental; sexual abuse or exploitation; or serious physical neglect of a child under age 18, all caused by acts or omissions of the child's parent, a person responsible for the child's welfare, an individual in the same home as the child, or a paramour of the child's parent.

*Physical Abuse* is a serious physical injury which is not accidental and may cause the child severe pain, impair the child's functioning, or represent a *pattern of unexplained injuries over a period of time*.

*Mental Abuse* is a psychological condition caused by the acts or omissions, including the refusal of appropriate treatment, of a parent or caretaker.

*Sexual Abuse* is when a child has been involved in sexual activity for sexual gratification of the abuser or of the child.



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*Child Neglect* is failure to meet a child's basic needs for life essentials on a daily basis.

*Mandated Reporter* is anyone, who, in the course of their employment, comes in contact with children and will report in accordance with this policy and state law when he/she believes that a child is abused. This includes all school employees. He/she is provided legal immunity from liability under the law.

### **References**

- CHILD PROTECTIVE SERVICES LAW (PA Act 124 of 1975)
- JUVENILE ACT (PA Act 333)

### **Procedure**

#### ***Education***

The School will make a good faith effort to educate members of its community on aspects of child abuse and neglect.

Appropriate resources will be distributed at the beginning of each school year.

The policy will be discussed at the new student/parent orientation programs.

The policy will be included in the student and faculty handbooks and other appropriate publications.

Appropriate lists of convicted sex offenders will be displayed in strategic locations (student and faculty lounges).

### **Investigation of Child Abuse and Neglect**

When any member of the School is aware/suspicious of a student who may be abused/neglected, he/she is responsible for notifying the Headmaster as soon as possible but no later than 24 hours after becoming aware of the situation.

- Any employee who intentionally fails to report suspected abuse/neglect could receive disciplinary actions up to and including termination as determined by the Headmaster. The Headmaster will refer the student to the school nurse and/or the school psychologist. The Headmaster is responsible for overseeing the investigation and will convene a committee to investigate the situation.
- A trained member of the committee will interview the student to obtain the necessary information to determine whether abuse has occurred and then report back to the committee.
- If there is sufficient evidence to warrant additional action, the Headmaster or designee will inform the Office of Children and Youth (OCY).
- The Written Report of Suspected Child Abuse will be completed and filed by the Headmaster according to law.
- If there is not sufficient evidence, then the committee will continue to observe/monitor the child to ensure his safety.

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All information is confidential and is disclosed on a need-to-know basis. This is determined by the Headmaster.

### **Supplement to The Haverford School Management Plan**

#### **Example Notification**

In 1987 the U.S. Environmental Protection Agency (EPA) promulgated the Asbestos Hazard Emergency Response Act (AHERA) under Title 40 Part 763, Subpart E of the Code of Federal Regulations. This rule required Local Education Agencies (LEA's) to identify friable and non-friable Asbestos Containing Material (ACM) in public and private elementary and secondary schools by visually inspecting school building for such materials, sampling such materials if they are not assumed to be ACM, and having samples analyzed by appropriate techniques referred to in this rule.

In keeping with this legislation, The Haverford School was inspected by EPA accredited inspectors and a comprehensive management plan was developed for handling asbestos containing building material in a safe and responsible manner. This plan was originally developed and submitted to the Commonwealth in 1989.

This year, The Haverford School will conduct the following actions with respect to its asbestos containing building materials:

1. Performance of a re-inspection of remaining ACM by accredited building inspectors.
2. Performance of periodic inspections of ACM by building/engineering/maintenance staff.

A copy of the Asbestos Management Plan is available for review in the Maintenance/Operations Office. Copies are available at \$0.25 per page.

Questions related to the plan should be directed to Mr. Robert Wisler, Facilities Director, The Haverford School, 450 Lancaster Avenue, Haverford, Pennsylvania 19041, Phone: 484-417-2701; email: [riwsler@haverford.org](mailto:riwsler@haverford.org).

*Updated Sept, 2022*