Mission Statement

Noble and Greenough School is a rigorous academic community dedicated to inspiring leadership for the public good. Through mentoring relationships, we motivate students to achieve their highest potential and to lead lives characterized by service to others.

The Nobles community:

• Generates critical, creative, socially conscious thinkers;

• Upholds a commitment to diversity;

• Develops character and intellect in deliberate conjunction;

• Cultivates purposeful citizenship on local, national and global levels;

• Builds independence and self-respect through challenge and achievement;

• Espouses humility, humor, collaboration, honesty and respect for others as the foundations of a vibrant intellectual community.
Community Principles

The community principles are at the foundation of our expectations for the behavior of every member of the Noble and Greenough School community. If the school never identified specific rules, these principles alone would be sufficient guidelines for all members of the community. Violations of the Community Principles constitute a serious breach of trust and will usually result in disciplinary action (except in some cases involving respect for self, which may warrant medical or psychological intervention).

The examples cited below are just examples; their inclusion in the following paragraphs should not be construed as narrowly defining a particular violation.

Honesty
Nobles seeks to underscore the importance of honesty in all our lives—both at Nobles and in the world beyond the school. Lying, cheating, plagiarism, pirating copyrighted material and other methods of misrepresentation are unacceptable.

Respect
For Self: Nobles aspires to be a community that encourages each individual to develop a healthy sense of respect for and honesty toward him or herself, that nurtures both physical and emotional well being, and that promotes the concepts of independence and responsibility.

For Others: Nobles aspires to be a community where the sanctity of each individual is respected, where differences are embraced, and where no member of the Nobles community demeans, belittles or harms another.

Commitment to Diversity

Commitment to diversity is intrinsic to our concept of community. Rich in complexity and multi-dimensional in nature, diversity at Nobles defies neat categorization. Yet we dedicate ourselves to the conviction that a diverse environment enables academic excellence, nurtures individual growth, and enhances the quality of every person’s experience at the school.

We pursue this ideal through a constant, deliberate and concerted effort.

To be a truly principled and dedicated community of learners, we must enrich and be enriched by the widest possible range of viewpoints, perspectives and cultural and socio-economic experiences. As a result, we all share the imperative that each individual’s contribution to and progress in our rigorous program take place in an atmosphere of inclusiveness, empathy, curiosity and open-mindedness.

By supporting these principles we affirm the following goals:
- To uphold the school mission.
- To embrace the community principles of honesty and respect for self and others.
- To honor the dignity inherent in each of us.

Recognizing the challenges that accompany the pursuit of these goals, we further commit to evaluate our progress regularly and systematically.

Non Discrimination Policy

Noble and Greenough School admits qualified students of any sex, race, religion, handicap status, ethnic origin, or sexual orientation to all rights, privileges, programs, and activities generally accorded and made available to students at the school. The school does not discriminate upon the basis of race, religion, handicap status, ethnic origin, or sexual orientation in the administration of its educational policies, admissions policies, scholarship program, athletic program, or any other school program.
The Shattuck Schoolhouse Building Hours

Monday–Friday: 6:30 a.m.–8:00 p.m.
Saturday: 8:00 a.m.–4:00 p.m.
Sunday: 11:00 a.m.–8:00 p.m.

Administrator on duty daily 3-6 p.m.
Reception area open until 6:30 p.m.

School Telephone Numbers

School ......................................................... 781-326-3700
Business Office ......................................... 781-320-1350
Day Camp .................................................... 781-320-1320
Development Office .................................... 781-320-7000
Morrison Athletic Center ............................. 781-320-1311
Hockey Rink ............................................... 781-326-9662
Kitchen ...................................................... 781-320-7053
Buildings and Grounds ............................... 781-320-7290
Security ...................................................... 508-397-7294
FAX ......................................................... 781-329-8118

Snow Days

Snow Day announcements will appear on television stations WBZ/4, WCVB/5, and WHDH/7 and FOX /25.

Snow day announcements will be on the school’s telephone recording, via email and/or www.nobles.edu as soon as the decision is made.
# TABLE OF CONTENTS

## ACADEMIC

ACADEMIC FACULTY, ADMINISTRATIVE STAFF, APPLIED MUSIC STUDY FACULTY, FACULTY CLASS DEANS, ACADEMIC ADMINISTRATORS, ACADEMIC DEPARTMENT HEADS, ACADEMIC POLICIES, ACADEMIC EVALUATION, THE “STEP” PROCESS, ACADEMIC SUPPORT, SERVICES FOR STUDENTS WITH DISABILITIES AFFECTING THE LEARNING PROCESS, COURSE CHANGES, COURSE SELECTION, COMPUTERS AND TECHNOLOGY

## THE AFTERNOON PROGRAM

STAFF, AFTERNOON PROGRAM REQUIREMENTS, GUIDELINES, ATTENDANCE, CREDIT, PROBATION STEP PROCESS, ATHLETICS, GENERAL INFORMATION, HEALTH AND WELLNESS ACTIVITIES, COMMUNITY SERVICE, DANCE, MUSIC, TECHNICAL THEATRE, THEATRE, INDEPENDENT AFTERNOON PROJECTS, VISUAL ARTS, YEARBOOK

## EXCEL (EXPERIENTIAL AND COMMUNITY ENGAGED LEARNING)

EXCEL PROGRAM, OFF-CAMPUS CROSS CULTURAL TRAVEL AND IMMERSION PROGRAMS, OFF CAMPUS EDUCATIONAL PROGRAMS, CLASS I/SENIOR PROJECTS

## STUDENT LIFE

COMMUNITY PRINCIPLES, ACADEMIC HONESTY, STATEMENTS ON PLAGIARISM; CHEATING; THEFT; HAZING; BULLYING; HARASSMENT; VANDALISM; WEAPONS; ALCOHOL; DRUGS; IMAGES AND/OR RECORDINGS

## DAILY RULES

PHILOSOPHY, ATTENDANCE, ABSENCE FROM SCHOOL, ACADEMIC ATMOSPHERE, USE OF CELL PHONES AND ELECTRONIC EQUIPMENT, DETENTION, DECEMBER ASSESSMENTS AND JUNE EXAMS, DRIVING, RIDING AND PARKING, DRESS CODE, OFF-LIMITS AREAS, MEALS, PROCEDURES FOR VIOLATION OF COMMUNITY PRINCIPLES, DISCIPLINARY COMMITTEE, SUSPENSION, IN-HOUSE SUSPENSION, EXPULSION, DISCLOSURE POLICY
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT SUPPORT SERVICES</td>
<td>52</td>
</tr>
<tr>
<td>ADVISING, COUNSELING, ALCOHOL AND OTHER DRUGS, INTERVENTION GUIDELINE</td>
<td></td>
</tr>
<tr>
<td>RESIDENTIAL LIFE</td>
<td>55</td>
</tr>
<tr>
<td>FIVE-DAY BOARDING</td>
<td></td>
</tr>
<tr>
<td>MISCELLANY</td>
<td>57</td>
</tr>
<tr>
<td>SCHOOL STORE, SNACK BAR, EATING AREAS, LOST AND FOUND, PURCHASING TEXTS FOR CLASS</td>
<td></td>
</tr>
<tr>
<td>ORGANIZATIONS AND COMMITTEES</td>
<td>58</td>
</tr>
<tr>
<td>SCHOOL PRESIDENTS, SENIOR PREFECTS, STUDENT ORGANIZATIONS/CLUBS, VARSITY TEAMS, PARENTS’ ASSOCIATION, BOARD OF TRUSTEES</td>
<td></td>
</tr>
<tr>
<td>HEALTH POLICIES</td>
<td>65</td>
</tr>
<tr>
<td>ANNUAL REQUIREMENTS, MEDICAL INSURANCE, MEDICAL EMERGENCY FORMS, MEDICATION ADMINISTRATION POLICY, CONCUSSION PROTOCOL, AIDS, MEDICAL LEAVE OF ABSENCE</td>
<td></td>
</tr>
<tr>
<td>WHOM TO CALL</td>
<td>69</td>
</tr>
<tr>
<td>IMMEDIATE CAMPUS CRISIS</td>
<td>71</td>
</tr>
</tbody>
</table>
Academic Faculty

Josh Accomando
  English; Crew
Donald Allard Jr.
  History; Football; Baseball
Kat Amano
  English; Outdoor adventure; crew
Ayako Anderson
  Japanese; Academic Teaching Specialist
Brooke Asnis ‘90
  Admission
Chris Averill
  Middle School Science; Outdoor Adventure; Lacrosse
Richard Baker
  English
Louis Barassi
  History; Tennis
Elizabeth (EB) Bartells ‘06
  History; Performing Arts
Gia Batty
  Director of Academic Support; English
Mary Batty
  Counselor; Personal Development
Bradley Becker
  Chemistry; Athletics
Elizabeth Benjamin-Alcayaga
  Spanish; Soccer; Hockey; Lacrosse
George Blake
  Chair of Classics Department; Basketball; Cross Country
Blake, Kate
  English
Jonathan Bonner
  Director of Technical Theatre
Holly Bonomo
  EXCEL
Nora Bourdeau
  Visual Arts; Community Service; Crew
Jessica Brennan
  English; Calliope
Dawud Brown ‘94
  Academic Technology Specialist; Web Master
Oris Bryant
  History; Basketball

Chris Burr
  English; Squash; Tennis
Nan Bussey
  Director of Financial Aid; Admission; Field Hockey; Lacrosse
William Bussey
  Nicholas Marinaro Chair for Relational Teaching; Provost; English; Ombudsman;
Jennifer Carlson-Pietraszek
  History; Academic Technology Specialist;
Danielle Chagnon
  Mathematics
Doc Chanonhouse
  Performing Arts; Director of Instrumental Music; Coordinator of Applied Music Study
Kimya Charles
  College Counseling; Class IV Dean; Volleyball
John Chung
  Math; Strength and Conditioning
Shannon Lyn Clark
  Chair of English Department; Cross Country; Community Service;
Adam Cluff
  English; Basketball
Jen Craft
  Chair of Science Department
Jacqueline Cronin
  Spanish; Fitness;
Charles Danhoff
  English; Wrestling
Brian Day
  Class II Dean; History; Admission; Soccer; Hockey
Edgar De Leon ‘04
  Assistant Dean of Students; Class III Dean; Director of Upward Bound; History; Football; Basketball
Michael Denning
  Head of Upper School; History
John Dorsey
  Director of Foster Gallery; Visual Arts; Dorm Parent
Nora Dowley Liebowitz
  Director of Achieve; History
Colette Finley  
Middle School Dean; Mathematics; Ice Hockey; Volleyball
Amelia Fitch  
Performing Arts Teaching Fellow
Thomas Forteith  
English
Alex Gallagher `90  
The Alfond Family Athletic Director's Chair; Director of Athletics; History; Basketball
Karen Gallagher  
Director of Residential Life; Mathematics; Dorm Parent
Marissa Gedman  
Science Teaching Fellow
John Gifford `86  
Head of Middle School; Assistant Head of School; History  
(Sabbatical, spring 2016)
Steve Ginsberg  
CFO; History; Soccer
Meghan Glenn  
Classics; Yearbook Advisor
Tomoko Graham  
Putnam Chair in Languages; Japanese
Jillian Grunnah  
Performing Arts; Dance
Dan Halperin  
Chair of Performing Arts Department
Jennifer Hamilton  
Counselor; Personal Development
Meghan Cleary Hamilton  
Class I Dean; History; College Counseling
Mark Harrington  
Smith Family Chair in Classics; Classics; Football; Lacrosse  
(Sabbatical, spring 2016)
Tilesy Harrington  
Charles Wiggins Chair in Mathematics; Mathematics; Faculty Evaluation Team Chair, (Sabbatical, spring 2016)
Deborah Harrison  
Robert K. Morrison Chair in Science; Science; Squash
J. Ross Henderson  
Science; Mathematics
Robert Henderson Jr. `76  
Head of School; History
Michael Herring  
History; Admission; Football
Jennifer Hines  
Dean of Enrollment Management
John Hirsch  
Chair of Visual Arts, Media Production
Michael Hoe  
Math; Assistant Director of Residential Life
Fred Hollister  
History; Skiing
Linda Hurley  
EXCEL
Meg Jacobs  
Spanish; Field Hockey; Lacrosse
Lisa Jacobson  
Visual Arts
Douglas Jankey  
Lyman Family Chair in Social Science; History; Soccer
Paulina Jones-Torregrosa  
Diversity Initiatives Teaching Fellow
Anderson Julio  
Spanish; Academic Technology Specialist; Soccer
Michael Kalin  
Class I Dean; English; History; Basketball; Tennis
Kate Kayaian  
Director of Orchestra and String Ensemble; Performing Arts; Chamber Music; Admission
William Kehlenbeck  
Graduates Chair; Mathematics; Baseball
Susan Kemalian  
Chair of Mathematics Department; Field Hockey
Robert Kern  
Science; Community Service; Cross Country
Henry Kinard  
EXCEL; French; Nobleman; Ultimate Frisbee
Trish Koningisor  
Nurse/Health Educator; Personal Development
Jeremy Kovacs  
Science; Golf

Nahyon Lee  
Chair of History Department; Tennis

Kimberly Libby  
English; Academic Technology Specialist; Basketball; Lacrosse

Paul Lieberman  
Performing Arts; Middle School Instrumental Music

Anna Loveys  
Performing Arts Teaching Fellow; Dance

Pascal Maharjan  
Mathematics; A2A; Squash; Volleyball

Marcela Maldonado  
Dean of Students; George K. Bird ’39 and ’62 Distinguished Graduates Chair; History

Curtis Mann  
Visual Arts; Photography and Video

Dominic Manzo  
Science; Class I Projects

Sara Masucci  
Associate Director of Academic Support; History

Dan Matlack  
Classics; Admission; Crew

Alden Mauck  
English; Ice Hockey

James Mayo  
Director of Concert Choir; MS Chorus; Nobleonians

Amy McBrien ’03  
Class III Dean; Soccer; Basketball; EXCEL

Sheila McElwee  
Science; Admission

Jody McQuillan  
French; Study Skills Specialist

Robert Moore  
Science; Football; Basketball; Concussion Management

Todd Morton  
Performing Arts

Eric Nguyen  
Mathematics; Middle School Scheduler Outdoor Adventure; Wrestling

Richard Nickerson  
Edward Stone Gleason Chair for the Senior Master; Senior Master; Mathematics; Outing Club Advisor; Outdoor Adventure

Kelly Overbye  
Mathematics; Softball; Volleyball

Christine Pasterczyk  
Science; Chess Club

Erica Pernell  
MS Diversity Coordinator; MS Science; Softball

Sarah Plumb ’08  
History; College Counseling; Field Hockey; Lacrosse

Chris Pratt  
Mathematics Teaching Fellow; Soccer; Skiing; Sailing

Paul Properzio  
Classics

Hannah Puckett  
History; Community Service; Volleyball

Kate Ramsdell  
Director of College Counseling; English; Dorm Parent

Thomas Resor  
English; Coordinator of Afternoon Program; College Counseling; Hockey; Lacrosse

Violet Richard  
Spanish; Asian Culture Club

David Roane  
Visual Arts; Basketball; Soccer

Margaret Robertson  
Chair of Modern Language Department; Spanish; Faculty Evaluation Team Chair

Julia Russell  
Baker Chair in English; Class II Dean; English; Faculty Evaluation Team Chair; Field Hockey  
(Sabbatical, spring 2016)

Alycia Scott-Hiser  
Director of Academic Computing; Academic Technology Specialist

Amadou Seck  
French; Debate/Model UN; Soccer

Vicky Seelen  
English; Faculty Evaluation Team Chair
Academic Faculty (cont.)

Mark K. Sheeran
First Class Chair for Exceptional Commitment to Teaching; French; Professional Development Director; Cross Country

Andrew Shumway
Academic Technology Specialist; Baseball

Ben Snyder
Director of EXCEL

Talya Sokoll
Information Services and System Librarian

Mark Spence
Director of Counseling; Ice Hockey; Soccer

Laura Steele
Assistant Director of Achieve; Academic Support

David Strasburger
Science; New Faculty Mentor

Maura Sullivan
Rappaport Chair for the Teacher-Coach; Dean of Faculty; Mathematics; Field Hockey

Ray Sun
Chinese

Amanda Taylor
Mathematics; Ice hockey; Lacrosse; Volleyball

Steve Tejada
Dean of Diversity Initiatives; Associate Dean of Students; Assistant Head of Upper School; English

Lindsey Tonge
Science; Field Hockey; Community Service

Steve Toubman
Mathematics; Soccer; Wrestling

Emily Tragert
Collection Management and Technical Services Librarian

Jermetrius Troy
Admission; Football

Michael Turner
Weber Faculty Chair for the Performing Arts; Performing Arts; Greensleeves

Stacey Turner
Mathematics; Upper School Scheduler

Erin Twohig
Director of Putnam Library

David Ulrich
Class IV Dean; Spanish; Classics; Cross Country; Fitness

Henry Upton
Classics; EXCEL; Community Service; Hockey; Lacrosse

Betsy VanOot
Visual Arts Department; Faculty Evaluation Team Chair (Sabbatical, spring 2016)

Cassie Velázquez
Admission; Outreach Coordinator

Dan Weir
Chief Information Officer

Scott Wilson
Mathematics; History and Social Science

Laura Yamartino
Spanish; Sailing; EXCEL

Applied Music Study Faculty

Joyce Alper.................. Oboe ...............................................781-352-4771
Bruce Bears ............... Piano, Trombone .........................781-791-5023
Derrick Campbell ...... Guitar ........................................ 617-413-6073
Doc Chanonhouse ...... Trumpet ......................................781-255-0506
Andrea Dix .......... Violin, Viola .................................617-620-1710
Kate Kayaian ........ Cello .............................................617-501-5748
Paul Lieberman .... Saxophone, Flute ..........................413-441-7586
Carmen Marsico ...... Voice ...........................................617-792-1395
Justin Oliver .......... Drums ...........................................508-863-3433
Sasha Lvin .............. Piano ............................................617-817-8987
James Mayo .......... Voice .............................................410-925-3227
Linda Poland ........ Clarinet ..........................................617-359-4997
Greg Reinauer ...... Bass .............................................603-320-7449
Marty Richards ...... Drums ............................................508-740-2742
Binney Stone ........ Guitar ...........................................617-818-3801
Gretchen Stone .... Piano .............................................617-889-1937
Michael Turner ...... Voice .............................................781-320-8166
Randy Zigler .......... Bass .............................................617-877-8518
Administrative Staff

Academic Office
Judith Merritt, Registrar
Patricia Aliquo, Assistant to Head of Upper School

Admission Office
Jennifer Hines, Dean of Enrollment Management
Thanae Cooper, Assistant to the Dean of Enrollment Management
Milena Pirint, Assistant to the Dean of Enrollment Management

Archives
Isa Schaff, Archivist

Athletic Department
Alex Gallagher ’90, Director of Athletics
Lizzy Boyle Antonik, Assistant Athletic Director
Robin Kenny, C.E.M., Assistant Athletic Director; Head Equipment Manager
Rob Murray, Assistant Athletic Director
Kevin O’Neill, Director of Strength and Conditioning
Heather Folgert, Director of Sports Medicine
Maurice Sicard, Athletic Trainer

Buildings and Grounds
Mike McHugh, Director of Buildings and Grounds
Barbara Murphy, Office Administrator
Ginger Walter, Administrative Assistant
Mark Brooks
David Corkery
Al Dull
Joe Fuller
Bill McElhinney
Mike O’Neil
Antonio Queiroz
Chris Raposa
Dylan Satter
Steven Schwager
Peter Thibeault, Turf Supervisor
Brent Weir, Rink Supervisor
Steve Zarba, Grounds Supervisor

Business Office
Steve Ginsberg, Chief Financial and Operating Officer
Laura Bishop, Controller
Darlene Donlan, Accounts Payable Coordinator
Tricia Pisano, Business Office Associate
Regina Putnam, Accounts Receivable Coordinator
Mary Wallace, Business Office Associate
Rachel Weinstock, Assistant Controller
Doris Wisniewski, Accounting Coordinator
Nicole Anastos, Human Resources Manager
ADMINISTRATIVE STAFF

COLLEGE COUNSELING OFFICE
Kate Ramsdell, Director of College Counseling
Kimya Charles, College Counseling Program Coordinator

COMMUNICATIONS OFFICE
Heather Sullivan, Director of Communications
Kim Neal, Assistant Director of Communications
Joyce Eldridge, Senior Writer/Special Projects
Ben Heider, Videographer

DEVELOPMENT OFFICE
George Maley, Chief Advancement Officer
Lisa Rose ‘90, Director of Development
Greg Croak ‘06, Director of Graduate Affairs
Katie Coggeshall ‘88, Director of Major Gifts and Campaign
Katie Guay, Senior Development Officer
Casey Hassenstein, Senior Development Officer
Catherine Kershaw, Annual Fund and Achieve Coordinator
Karen Ortendahl, Office Manager
Michael Polebaum ‘08, Assistant Director of Graduate Affairs
Robin King, Donor Relations and Operations Specialist
Michelle Lynch, Director of Development Operations
Katherine Minevitz, Special Events Coordinator
Allie Trainor, Director of the Annual Nobles Fund

FOOD SERVICES
FLIK Independent School Dining
Matthew Burek, Director of Dining Services

HEALTH SERVICES
Patricia Koningisor, R.N., School Nurse
Lisa O’Connor, R.N., School Nurse
Jennifer Hamilton, Licensed Educational Psychologist, Counselor
Mary Batty, Counselor
Mark Spence, Director of Counseling, Counselor
David Buckle, M.D., Consulting Physician
Rick Wilson, PhD, Consulting Psychologist

INFORMATION SYSTEMS AND SUPPORT TEAM (I.S.S.)
Dan Weir, Chief Information Officer
Alycia Scott-Hiser, Director, Academic Technology
Ayako Anderson, Academic Technology Specialist
Dawud Brown ‘94, Academic Technology Specialist
Devereaux Brown ‘97, Systems Administrator
Jenny Carlson-Pietraszek, Academic Technology Specialist
Dan Donnelly, Systems Administrator
**Administrative Staff**

Kimberly Libby, *Academic Technology Specialist*
Anderson Julio, *Academic Technology Specialist*
Andrew Shumway, *Academic Technology Specialist*
Tessy Smith, *Data Base Administrator*
Emily Tragert, *Academic Technology Specialist*

**Library**
Erin Twohig, *Director of Putnam Library*
Talya Sokoll, *Information Services and Systems Librarian*
Emily Tragert, *Collection Management and Technical Services Librarian*

**Nobles Day Camp**
Emily Parker, *Director, Ombudsman*
Claire Trainor, *Assistant Camp Director*
Anne Carberry, *Camp Administrator*

**Office of the Head of School**
Lauren Overzet, *Assistant to the Head of School*

**Office of the Head of Middle School**
Maryanne MacDonald, *Assistant to the Head of Middle School*

**Receptionists**
Carol Derderian
Kate Burr

**Community Service**
Linda Hurley, *Community Service Coordinator*

**School Store and Snack Bar**
Amy McHugh
**Class Deans**

Class deans oversee all aspects of their class. They organize, prepare, and present all marking-period information for faculty meetings. Deans supervise daily attendance, run class meetings, and work with advisors and the dean of students to handle issues that may arise with individual students. In addition, they work with class SLC representatives and parent class representatives in planning and executing various activities.

Class I  
Meg Hamilton  
Michael Kalin

Class II  
Brian Day  
Julia Russell

Class III  
Edgar De Leon  
Amy McBrien

Class IV  
Kimya Charles  
David Ulrich

**Academic Administrators**

Michael Denning, *Head of Upper School*  
John Gifford ’86, *Head of Middle School*  
Maura Sullivan, *Dean of Faculty*  
Judith Merritt, *Registrar*  
Stacey Turner, *Scheduling Officer*  
Kate Ramsdell, *Director of College Counseling*  
Meg Hamilton, *College Counseling*  
Tom Resor, *College Counseling*  
Kimya Charles, *College Counseling*  
Sarah Plumb, *College Counseling*

**Academic Department Heads**

George Blake  
*Classics*  
Alycia Scott-Hiser  
*IT/Media*  
Nahyon Lee  
*History*  
Erin Twohig  
*Library*  
Marcela Maldonado  
*Personal Development*  
Dan Halperin  
*Performing Arts*  
Susan Kemalian  
*Mathematics*  
Margaret Robertson  
*Modern Language*  
Jen Craft  
*Science*  
John Hirsch  
*Visual Arts*  
Shannon Clark  
*English*
**Academic Policies**

**Diploma Standards**

**Credit Requirements**

One credit will be awarded for the successful completion of one full-credit, semester-length course or its equivalent. A minimum course load for the four years in the Upper School requires the accumulation of 40.5 academic credits or the equivalent of 11 full-credit courses in the Class IV year, and of five full-credit courses taken in each succeeding semester until the final semester, in which at least four full-credit courses and one half-credit course are required. In exceptional circumstances, permission to carry fewer than the required number of courses year may be granted by the Certification Committee or the Head of School or Head of Upper School.

---

**Course Distribution Credit**

To earn the stipulated credit, a student must complete successfully the following:

- **English**: eight semesters
- **Mathematics**: six semesters (through Class II year, or through Algebra II, whichever comes later)
- **Foreign Language**: Completion of Level III
- **History & Social Science**: four semesters (two in U.S. History; two in History of the Human Community)
- **Science**: four semesters (biology and either physics or chemistry)
- **Arts**: one credit in visual arts and one credit in performing arts
- **Afternoon Program**: three trimester activities per year until Class II and Class I when two are required
- **Community Service**: 80 hours of an approved project or projects
- **Personal Development**: From enrollment through the Class III year
INDEPENDENT COURSES
Upper School students may elect to take a half-credit independent course with a Nobles faculty member in any discipline. Prior approval must be obtained from the department head, the teacher of the independent course and the advisor. A student may petition the Certification Committee [See page 15 for description of Certification Committee.] for permission to earn one full-credit for an independent course. Petitions must contain a written description of the course. Independent-study courses may not fulfill course distribution requirements. Credit cannot be obtained for work done outside of Nobles except for unusual circumstances and only with prior approval of the head of the upper school and the Certification Committee. Students may not take two full-credit independent courses.

FAILURES
Failures may be made up by work approved by the Certification Committee. Both credit and distribution requirements may be made up in this way; such make-up work will be recorded, but the failing grade will also remain on the transcript.

VACATION HOMEWORK POLICY
Winter and spring breaks — No vacation homework during may be assigned to students in Classes VI, V, IV, III; Classes I and II may be assigned the equivalent of one regular overnight assignment. In all courses, regardless of class or level, no papers or projects may be due and no tests may be given the first two days after students return from winter and spring break.

The only exceptions are as follows:
• During spring break Advanced Placement course instructors may use their discretion in assigning homework.
• Thanksgiving break: During the Thanksgiving break, Classes VI through I can be given a normal overnight assignment. No papers, major projects, or work should be exclusively assigned as vacation work.

DIPLOMAS
Diplomas are awarded by vote of the faculty. Members of Class I who fail to accumulate credits or distribution of credits sufficient for a diploma will receive a Certificate of Attendance. In such a case, a diploma may be awarded by the faculty upon the student’s successful completion of a suitable summer program or upon the satisfactory completion of either a freshman year at college or a postgraduate year at another secondary school. All graduation requirements must be completed by 2:00 p.m. on the Wednesday before graduation in order for a student to receive a diploma on graduation day.

CERTIFICATION COMMITTEE
The Certification Committee is charged with the responsibility of certifying each student’s academic record and of reviewing appeals brought by students for exemptions from normal curricular requirements. The committee is chaired by the upper school head and includes the dean of students, the registrar, and other faculty pertinent to the case being considered. The Certification Committee considers petitions and makes recommendations to the head of school in all academic matters, with particular regard to the following:
Exemption from Distribution Requirements: Any petition for a waiver in an academic discipline must be submitted to the Certification Committee and in most cases, must be accompanied by a recent evaluation by a medical professional in a relevant field.

Transfer of Credit: If a student receives a failure in a particular course, point and distribution credits may be made up by work outside of school, provided the work meets with the Certification Committee’s prior approval. The make-up work will be noted on the official transcript. The failing grade, however, remains a part of a student’s permanent record.

Class I Projects: The Class I project option is open to members of the first class in the spring semester. Projects begin at mid-semester and must be completed by the end of the school year. Project guidelines and proposal forms may be obtained from the Class I Dean and/or the Director of the Senior Project Program. Anyone undertaking a Class I Project must secure a faculty mentor who agrees to oversee and to evaluate the project. Final approval of a project rests with the Class I Project Committee.

Repeating a Year: The privilege to repeat one of the academic years at Nobles is not an automatic right and may be granted under exceptional circumstances and only after deliberation by the school’s Certification Committee and the head of school. Parents/guardians wishing to have their child repeat a year should initiate the process before March 1 by sending a letter to the division head, defining the reasons for such a request.

Academic Evaluation

Computation of Academic Averages
To compute the academic averages, the following numbers are assigned to letter grades:

- 11 = A
- 10 = A-
- 9 = B+
- 8 = B
- 7 = B-
- 6 = C+
- 5 = C
- 4 = C-
- 3 = D+
- 2 = D
- 1 = D-
- 0 = E = Failing

Academic Distinction
To qualify for Academic Distinction, a student must attain a grade-point average of 9.50 at the end of the semester; for High Distinction: 10.00; for Highest Distinction: 10.50. A student who receives one or more lack of effort marks will not qualify for Academic Distinction that semester.

Requirements for Graduation With Distinction
To graduate with Distinction, a student must earn a cumulative GPA of 9.5 (rounded to the 2nd decimal place); to graduate with High Distinction, a student must earn a cumulative GPA of 10.00 (rounded to the 2nd decimal place); to graduate with Highest Distinction, a student must earn a cumulative GPA of 10.50 (rounded to the 2nd decimal place).
A student’s cumulative GPA is calculated by averaging the total number value of a student’s grades over the course of his/her career in the upper school at Nobles. Only graded courses taken at Nobles factor into the student’s cumulative GPA. Classes taken while on semester-abroad programs, pass/fail classes and Global Online Academy classes are not factored into a student’s GPA. Finally, third-quarter grades during the Class I year are calculated as student’s final second-semester grades. The number value of grad is below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>11.0</td>
</tr>
<tr>
<td>A-</td>
<td>10.0</td>
</tr>
<tr>
<td>B+</td>
<td>9.0</td>
</tr>
<tr>
<td>B</td>
<td>8.0</td>
</tr>
<tr>
<td>B-</td>
<td>7.0</td>
</tr>
<tr>
<td>C+</td>
<td>6.0</td>
</tr>
<tr>
<td>C</td>
<td>5.0</td>
</tr>
<tr>
<td>C-</td>
<td>4.0</td>
</tr>
<tr>
<td>D+</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>2.0</td>
</tr>
<tr>
<td>D-</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Pass/No Record: Any extra course above the required five full-credit courses (4.5 for Class I, spring semester) that does not fulfill a distribution or graduation requirement may be taken on a “Pass/No Record” basis. Any ungraded M-block course, may be taken by Class I students spring semester as part of their 4.5 course load, regardless of whether or not it is taken to fulfill the performing arts requirement. Students who wish to take a course on a P/NR basis must obtain a request form from the Academic Office, have it signed by parents, advisor, and teacher, and then return it to the registrar according to the following deadlines:

- Requests to take a fall semester course on a P/NR basis must be submitted by September 15, 2015.
- Requests to take a spring semester on a P/NR basis must be submitted by January 12, 2016.
- Requests to take a year-long (fall and spring) course on a P/NR basis must be submitted by September 15, 2015.
- Students may not change course grading status without direct petition to and approval from the Certification Committee. Such changes will only be made in the event of extenuating circumstances. The Certification Committee will make a recommendation to the Division Head who has final approval.

The following terms indicate the range of unsatisfactory grades:

Incomplete: A grading category that indicates a student has not completed his or her assigned work, but that he or she has offered an explanation that is accepted as valid by the teacher. A student may not be placed on Academic Distinction until all “Incompletes” are removed from his/her record. Unless otherwise approved by the teacher and division head students must complete missing work within the subsequent academic quarter or by July 1 for the fourth quarter. If work is not completed, the student risks receiving a No Credit (see description below) for the course and may be placed on academic probation.

No Credit: A grading category that indicates that a student has not completed his or her assigned work and has no valid excuse. Any appropriate make-up work in this case is to be defined by the teacher involved. A grade of “NC” automatically places a student on academic probation unless it is changed to a passing grade by completing make-up work within the subsequent academic quarter or by July 1 for fourth quarter.

A Grade of “E”: A grading category that indicates outright failure.
**Middle School Evaluation:** Students in Class V and VI will receive grades for each marking period of the year.

**Cum Laude**
The *Cum Laude* Society is a national organization of which Nobles is a member school. Up to 20% of a graduating class can be elected to *Cum Laude*. Elections are held in the spring, and inductees are welcomed into the society by the president of *Cum Laude*.

**Auditing Policy**
The school encourages faculty and students to audit courses (for a day or for the entire length of the course) either to expand their knowledge or to preview courses that they may wish to take or teach in the future. Students should ask permission of the teacher involved after speaking with the school scheduler who will determine if there is room in the class.

**Attendance**
If a student misses 20 percent of the total number of class meetings in either semester, the Certification Committee may choose to invoke disciplinary or academic sanctions which could result in loss of credit or grade reduction. All absences will be included in the count, except those incurred for a medical leave of absence.

**Academic Reporting**

**Reports**
Grade reports and teacher and advisor comments are scheduled regularly throughout the year. Parents/guardians can expect that they will receive these electronically approximately one to two weeks after grades and comments are submitted.

October and March – Mid-semester indicator grades
  Grade reports
  Teacher comments
December – Semester-end grading period
  Grade reports
  Supplemental teacher comments
June – Semester-end grading period
  Grade reports
  Summary Advisor Letter

The school maintains a regular system of reporting among teacher, advisor, and the division head on matters of academic difficulty. Parents/guardians will usually receive a letter from the division head when a student receives an official academic warning in a course. Parents/guardians may also be contacted at any time if sufficient problems or challenges seem to be developing.

Parent/guardian-advisor conferences will be scheduled on afternoons during the week following the end of the fall Afternoon Program season in November. Throughout the year, parents may wish to schedule additional conferences with the advisor. The advisor will organize such meetings.
Academic Probation

Academic probation is designed to address the difficulties that students may have with academic work at Nobles. Academic Probation at Nobles is a “step” process, a graduated response to unsatisfactory academic performance. While a student may, as a result of probation, be asked to leave Nobles, the intent of the school is to help students to develop and implement strategies to attain academic success.

Upper School

Upper School students will be placed on academic probation as a result of any one of the following circumstances:

- receipt of any two grades below C-
- receipt of any one failing grade
- receipt of a grade-point average of 4.5 or lower
- receipt of “NC” (see page 17)
- “flagrant neglect” as determined by the division head and dean of students in consultation with the student’s teachers, Afternoon Program coach or director, and advisor.

Academic flagrant neglect may be determined through any (or any combination) of the following: lack of effort; unsatisfactory academic work; excessive absences; behavioral or citizenship problems.

A student who receives a grade-point average between 4.5 and 5.0 may be placed on probation by vote of the Faculty.

A student who receives two or more “lack of effort” designations in any one quarter may be placed on probation by vote of the faculty.

The first quarter of the Class IV year will not be considered for purposes of academic probation.

Middle School

Middle School students will be placed on academic probation as a result of any one of the following circumstances:

- receipt of three grades of C- or below
- receipt of two grades of D+ or below
- receipt of one failing grade
- receipt of “NC” (see page 17)
- “flagrant neglect” as determined by the division head and the dean of students in consultation with the student’s teachers, Afternoon Program coach or director, and advisor (see definition on page 18).

A student who receives a grade point average of 5.0 or below may be placed on probation by vote of the faculty.

A student who receives two or more “lack of effort” designations in any one quarter may be placed on probation by vote of the faculty.

Academic probation in the Middle School will begin with the third marking period (March) for Class VI students and the first marking period (October) for Class V students.
Middle School students on step-two probation will enter the Upper School on step-one probation (See descriptions below).

The “STEP” Process:

Step One:
Following the first marking period of unsatisfactory work, the student will meet with his/her parents/guardians, advisor, appropriate teachers and division head to devise a plan to give him/her the tools and assistance needed to find greater success.

Step Two:
After the second such marking period, discussion begins as to whether the academic environment of Nobles is appropriate for the student.

Step Three:
A third marking period of unsatisfactory work will predicate departure from Nobles. When asked by the family to do so, Nobles may assist in the discussion of alternative educational plans for the future.

The school reserves the right to ask any student to withdraw at any point if such dismissal is in the best interest of the institution.

Academic Support:
Nobles recognizes that students learn in different ways and at different paces. There are support systems in place to help all students work toward their academic goals. For students who require regular support outside the classroom, the student, family, and appropriate faculty work together to identify the challenges and endeavour to formulate effective support plans. The ultimate goal of academic support at Nobles is to help students to develop the academic and personal strategies that will allow them to become independent learners.

Teachers Connecting with Students
When a student needs extra support in a course, the first resource is the classroom teacher, who may recommend individual or small-group meetings. The student’s advisor may also recommend peer help or study-skills support with another faculty member. While teachers and advisors may assist the student in making these arrangements, it is incumbent upon the student to follow through with the recommendations provided.

Next Steps
If students have availed themselves of extra help with appropriate classroom teachers, but continue to struggle, the teacher, class dean or advisor may refer the student to the Department of Academic Support. A member of the Department of Academic Support can meet with the student to assess the nature of the difficulty, set goals with the student, modify study strategies, monitor progress, and make additional recommendations when appropriate. Additionally, the member of the Department of Academic Support may consult with the Student Life Team, head of upper school, or consulting psychologist. Free peer to peer tutoring is also available via the Peer Help Program.
The Academic Achievement Center (AAC)

The Center offers a quiet space for students to meet with study groups, peer tutors, or with private tutors who collaborate with the Academic Support teacher. Classroom teachers may elect to use this space for a variety of purposes including, but not limited to, extended time for testing.

Tutoring

Nobles faculty members offer extra help and that should to be the “first stop” for any student who is having difficulty in a particular course. During the academic day, Nobles faculty are not permitted to tutor Nobles (or any other) students for payment. The contractual expectation of our faculty is that they will give extra help to any Nobles student who needs it during our academic day.

Before recommending outside tutorial support, a student to avail him/herself of the numerous academic resources that Nobles offers: conferences with teachers and advisors, the Peer Help Program, and the resources of the Academic Achievement Center. If there is a need for additional academic support the Academic support team will work directly with the family of any student who requires ongoing support to recommend and coordinate independent professionals as needed. Families who request independent tutorial support are responsible for the expense of this tutoring.

If an outside tutor will be meeting on campus with a student, the parent/guardian must contact the Department of Academic Support to register the tutor. The requested tutor must check in at the front desk and wear a visitors badge during their time on campus. Additionaly as educators who use our facilities and work with our students, all tutors must submit to CORI and SORI checks, as well as state mandated fingerprint based criminal history record checks.

Educational Testing

If educational testing seems appropriate, the Director of Academic Support will contact the family to discuss the issue and suggest available resources. Families seeking psycho-educational testing must arrange for a diagnostic evaluation with qualified persons outside the school at their own expense. When Nobles receives documentation, appropriate recommendations for school-based accommodations will be put in place. Any adjustments in academic requirements recommended by such testing would be limited to the academic support services outlined in this policy.
SERVICES FOR STUDENTS WITH DISABILITIES AFFECTING THE LEARNING PROCESS

Nobles will provide reasonable accommodations for qualified students with documented disabilities affecting their participation in the educational process, if those accommodations do not fundamentally alter or compromise our academic program or impose an undue burden on the school. Individuals with disabilities are guaranteed certain protections and rights of access to programs and services under the Americans with Disabilities Act (ADA). As a first step in accessing these rights, a student must present recent documentation* indicating that the student has a disability substantially limiting some major life activity, including learning, and that an accommodation is needed to provide the student with full access to the school’s educational program.

Nobles will submit all necessary and appropriate documentation to support the student’s request for testing accommodations by outside testing agencies such as College Board or ACT. However, Nobles is not responsible for decisions made by the College Board or ACT or any other outside organization. If a student is denied accommodations by an outside organization, it is incumbent upon the student and his or her family to appeal the decision using the appeals process provided by that organization.

Please note: the criterion required for accommodations by the College Board and ACT may differ from the criteria used for accommodations at Nobles. For more information, please visit: [www.act.org/aap/disab/policy/html](http://www.act.org/aap/disab/policy/html) and [www.collegeboard.com/ssd](http://www.collegeboard.com/ssd)

*typically, within the last three years, though in certain situations the School may request more current or additional documentation.

COURSE CHANGES

During designated days at the beginning of each semester, a student may request to drop and/or add courses. To change their schedule a student must:

- obtain a course change form from the Academic or Scheduling Offices;
- have the form signed by his/her advisor and Class Dean;
- return the completed form to the Scheduling Office by the prescribed deadline.

COURSE CHANGES AFTER DEADLINE

No course change of any kind (i.e, add, drop, exchange) may be made beyond the prescribed registration deadline unless approved by the Certification Committee.

Course changes may be initiated by academic department if deemed to result in a more appropriate course placement. However, students may not switch “levels” of a course beyond the 10 days following the first marking period for the class without first going through the certification committee process.

In those rare cases when a student is permitted to drop a year-long course at the end of the fall semester, the student will receive no credit for the fall semester and the fall semester grade will be removed from the transcript. Exceptions to this may only be made by the Certification Committee.
**Course Selection**

Students and parents will receive materials during the winter term. The classics, math, modern language and science departments make specific course-placement recommendations each year based upon student performance. Students consult with their advisors, class deans, parents/guardians and, if necessary, a college counselor prior to submitting final course selection forms (which can be found at www.nobles.edu).

Please note that the school reserves the right to cancel classes that are not sufficiently subscribed.

**Global Online Academy**

Nobles is a member of Global Online Academy, a consortium of leading independent schools working together to bring the benefits of online learning to their teachers and students. The Global Online Academy (GOA) is a nonprofit that provides online courses to diversify and deepen the student learning experience. Launched in 2001 the mission of GOA is to translate the intellectually rigorous programs and excellent teaching that are hallmarks of its member schools into online classes. Class I and II students may enroll in GOA courses.

**Computers and Technology**

**Introduction:**

Computers and technology play a very important and wide-ranging role at Noble and Greenough School. Nobles regards the computing system (including web/cloud and outsourced applications) as a tool for scholars to use to enhance their learning and to improve the quality of their academic work. Employees may use the system in connection with the performance of their duties.

It is important that all users understand that the first priority of the School is to provide a stable, reliable and consistent computing environment in which all users can feel comfortable as they begin to move along the spectrum of experience. A second priority is to provide a dependable, technical environment where teachers and students can rely on a tool able to enhance the learning experience and allow for improved productivity.

As a user of Nobles technology resources and services, including Nobles social media sites, web sites, and online/cloud applications, you are always a representative of the School. The use of our network and services to violate our core Community Principles will result in disciplinary action. Specifically, using technology to convey degrading, abusive, harassing or bullying references is STRICTLY FORBIDDEN.

**NoblesCloud**

The “NoblesCloud,” the school’s internal email and collaboration system provided by Google, is such an integral part of Nobles that students or employees without access would find it difficult to function. Therefore, the school provides access to the “NoblesCloud” for all students except in the most serious disciplinary cases, when the school may remove all access. The user must agree to the terms of the school’s Acceptable Use Policy as explained below in order to continue to use the “NoblesCloud” and all other computing resources.
Use of this system must be in support of education or academic research and consistent with the educational objectives of Noble and Greenough School. Therefore, the rules concerning the appropriate use of the Nobles network may be more restrictive than those governing other forms of written communication.

The hardware and software that comprise the computing network are the property of Noble and Greenough School. Use of the school’s network and access to the Internet through that network, are privileges provided by Nobles to students as part of the educational process, and to employees as aid in the performance of their duties. If the privileges are abused, they may be reduced or revoked, temporarily or permanently, by the Information System and Support Team (ISS) or the school administration.

Students, faculty or staff who use school equipment and systems for personal purposes must be aware that they do so at their own risk.

**Acceptable Use Policy**

Fundamentally, the Acceptable Use Policy for Nobles computing systems is rooted in the school’s Community Principles of honesty and respect for self and others. Behavior that is inconsistent with the Community Principles or the general School rules and regulations as published in *The Guide*, is not acceptable use of the computing systems and will be dealt with in the same manner as any violation of said principles and rules.

**The 12 Tenets of Technology Use at Nobles**

1. All users should ensure the integrity of the computing systems by having a strong password (at least 8 characters with at least one uppercase letter, one lowercase letter and one number). The password should be changed at regular intervals to assure its continued integrity. You should never share your password.

2. No form of technology resources (smart phone, computer, network, etc.) should be used for any form of academic dishonesty. (See page 35 for definitions.)

3. No form of technology resource should be used to pirate software.

4. No form of technology resources should be used to download copyrighted material (music, movies, books, presentations, etc.) without proper purchase and/or licensing.

5. No form of technology or social media sites (Facebook, Twitter, Formspring, etc.) should be used to harm or hurt others. This includes but is not limited to:
   - Sending unwanted messages
   - Posting hurtful messages or information
   - Assuming another person’s identity online
   - Using someone else’s account (even with permission)
   - Using any technology resource to bully or harass another person

6. Do not harm the integrity of the network or computer systems in any way.
7. Do not use peer-to-peer programs or any other method to share files unless approved by ISS or the Administration.

8. Do not attempt to use or control any system for your exclusive use.

9. Do not attempt to gain access to other accounts, including system accounts.

10. Do not attempt to alter your own or another person’s technology privileges for any purpose.

11. Games for entertainment purposes are not allowed for Upper School students during the academic day or at anytime for a Middle School student.

12. Technology use is a privilege. Do not abuse that privilege.

During the day, students are only allowed to use cell phones to make emergency calls in the Upper School. Use of cell phones is never allowed in the Middle School.

Use of any school computer or network in the commission of a crime will be reported to law enforcement officials.

While users have a right to expect their accounts to be secure from other users, the school, as owner of the systems, reserves the right to monitor the use of the systems at its sole discretion, at any time, with or without notice and notwithstanding any password protection. The purpose of this policy is to enable the school to maintain a campus that is safe for all. Use of our network, services and computers by students assumes that students have read this policy and agree and accept the conditions outlined here.
The Afternoon Program

The Afternoon Program expands the Nobles curriculum beyond the traditional classroom, educates the whole student, and is integral to building a cohesive Nobles community. Nobles’ students and teachers work together toward shared goals in the arts, athletics, service, and other activities. In doing so, students further develop an understanding of the importance of collaboration, teamwork, community, and lifelong health and wellness while adhering to the Community Principles of honesty and respect for self and others.

Nobles recognizes that some students have deep and abiding commitment to offerings not presented by Nobles; we may therefore allow Afternoon Program credit upon petition to the Afternoon Program Certification Committee.

Staff

Michael Denning  Head of Upper School
John Gifford     Head of Middle School
Alex Gallagher  Director of Athletics
Lizzy Antonik   Assistant Director of Athletics
Rob Murray      Assistant Director of Athletics
Linda Hurley    Community Service Coordinator
Dan Halperin    Chair of Performing Arts
Jon Bonner      Director of Technical Theatre
Tom Resor       Coordinator of the Afternoon Program and Independent Projects

Support Staff

Kevin O’Neil    Director of Strength and Conditioning, Assistant Athletic Director
John Chung      Assistant Director of Strength and Conditioning
Robin Kenney    Equipment Manager
Maurice Sicard  Athletic Trainer
Heather Folgert Director of Sports Medicine

Afternoon Program Requirements

Satisfactory completion of all Afternoon Program assignments is a requirement for graduation. Students in all classes may elect to be involved in three seasons of physical activity. Students in Classes I and II are encouraged to participate in all three seasons.

- Students in Classes VI, V, IV, and III must participate in three seasons of approved Nobles Afternoon Program.
- Students in Classes VI, V, IV, and III must participate in two “physical” seasons each year.
- Students in Classes I and II must participate in two seasons of approved Afternoon Program.
- Students in Classes I and II must participate in at least one ‘physical’ and one “on campus” (including Community Service Afternoon Program) season each year.
- Students may not participate in both strength/conditioning and yoga in the same year.
- Students in Class II who spend a semester away from Nobles must have at least
one full on-campus afternoon program season.

- Students in Class II may take either an exempt season or do an independent project but may not do both.

**Guidelines for the Afternoon Program**

The Afternoon Program Certification Committee is made up of the department heads of the Afternoon Program.

All requests for exceptions must be submitted to the committee one week prior to the start of the season. The committee will then review and decide on these requests. Request forms may be obtained from Tom Resor.

Nobles considers the Afternoon Program an integral part of the school curriculum. Therefore, a student’s Afternoon Program commitment is expected to take priority over other outside commitments (town sports, travel teams, outside music lessons, etc.).

*Students must attend a full day of classes, including long assembly, in order to participate in or attend any Afternoon Program activities (games, practices, rehearsals, performances, etc.; with the exception of excused absences [such as doctor appointments], which must be made known to the school in advance).*

Students are expected to attend all afternoon activities. Failure to do so, without being excused, will be considered an unexcused absence.

Students in Class II or III who spend a semester away from Nobles must have at least one on-campus Afternoon Program season.

Afternoon activities last approximately an hour and a half for sub-varsity and Middle School practices and rehearsals. Community service commitments, varsity practices, Upper School play rehearsals (with the exception of production week) last approximately two hours. Some activities will have alternative schedules that will be articulated at the start of the season.

**Afternoon Program Attendance**

A student must attend his/her Afternoon Program commitment unless he/she has been excused for a legitimate reason. If a student misses 20 percent or the total number of his/her Afternoon Program meetings in a season or fails to meet other minimum activity requirements, the Afternoon Program Committee may choose to invoke disciplinary sanctions which could result in loss of credit for that season. If a student misses a class or long assembly for health related reasons, then it will be viewed as “excused” but s/he may not participate in the afternoon program that day.

**Afternoon Program Credit**

Satisfactory completion of the Afternoon Program is a requirement for graduation. If a student does not successfully complete his/her Afternoon Program requirement, the Afternoon Program Committee will place the student on Afternoon Program probation. The probation is a step process, a graduated response to a student’s flagrant neglect of the Afternoon Program requirements.
**Afternoon Program Probation Step Process**

**Step One:**
Following the season in which the student does not fulfill his/her afternoon program requirement, the student will lose his/her Class II or Class I exemption privilege and be required to participate in three Afternoon Activities during his/her Class II or Class I year.

**Step Two:**
After a second season in which the student does not fulfill his/her Afternoon Program requirement, the school’s normal disciplinary process is implemented. In addition, discussion begins as to whether Nobles is the appropriate school for the student.

**Step Three:**
After a third season in which the student does not fulfill his/her Afternoon Program requirement, he or she may be when asked by the faculty to leave Nobles. The school may participate in the discussion of alternative educational plans for the student.

The School reserves the right to ask any student to withdraw if such dismissal is in the best interest of the institution.

**Athletics**
Nobles is a member of the Independent School League (ISL), which is part of a larger association, the New England Prep School Athletic Council (NEPSAC). The NEPSAC determines policies, procedures and guidelines. With these affiliations, all Nobles student-athletes and coaches will adhere to the following:

**Code of Ethics and Conduct**
As a basic principle, we believe that the lessons learned from fairly played athletics, whether interscholastic or not (including games and practices), are of benefit to our students and our school.

**ISL Sportsmanship Creed**
The ISL is proud of the behavior and sportsmanship displayed by its players, coaches, and fans. We value spirited and fair play as well as positive support for our players and teams. In order to ensure that our expected level of decorum continues each season and each game, we ask that all members of the ISL community continually renew their efforts to abide by the ideals of our league.

Athletic competition in the ISL is guided by the following ideals:
Players and coaches shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field and, in particular, behave properly on the sidelines and in the locker rooms both before and after games. Players and coaches shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made. They must never forget that they represent their school.
Spectators
ISL schools will not tolerate at their contests any spectator, either student or adult, whose behavior is disrespectful toward players, officials, coaches, or other spectators. Nor will ISL schools permit any type of spectator behavior that either detracts from the proper conduct of the game or disadvantages a player or team. Examples of unacceptable behavior during competition:

1. Use of profanity or displays of anger that draw attention away from the contest.
2. Criticizing the officials in any way or displaying temper with an officials call.
3. “Trash Talk” or taunts that antagonize opponents.
4. Verbal abuse or intimidation tactics.
5. Disrespectful or derogatory taunts, chants, songs, gestures, signs, posters or banners.
6. Use of artificial noisemakers of any kind.
7. In basketball, there should be no distracting action during freethrow attempts.

Expulsion Rule:
Players or coaches who are ejected from interscholastic games for “unsportsmanlike behavior” or other flagrant behavior will forfeit their eligibility to play or coach in the next regularly scheduled interscholastic game or tournament game played in that sport and will meet with the Athletic Director at the first available opportunity.

General Information

Daily Commitment:
With a few contest exceptions, participation on the third and fourth level teams is a five-day commitment. JV and varsity participants are held to a six-day commitment. Students are expected to attend all practices and games. Failure to do so could jeopardize playing time or result in suspension from the team.

Injury/Illness Protocol (General):
Any student injured in a Nobles physical activity should see one of the athletic trainers for evaluation, documentation, and recommendations. Students unable to practice due to injury/illness are expected to attend practice unless excused by an athletic trainer or coach. Any student who visits a physician for an injury/illness must show a record of that visit, (with his/her doctor’s recommendations for further participation) to the athletic trainer before he/she will be allowed to resume participation in his/her afternoon program.

Medical Exemption:
A student will receive a medical exemption from the Afternoon Program when s/he is unable to participate according to a medical doctor (MD), doctor of osteopathy (DO), nurse practitioner (NP), or physician assistant (PA). If a student is injured while playing or practicing for a Nobles team, the student will remain a part of that team in whatever
capacity s/he is able under primary supervision of the certified athletic trainers. Regular attendance at practices and games is required, except when the student is receiving medical treatment or participating in rehabilitation. If a student is injured outside of Nobles, the student’s primary care and specialist referrals are the responsibility of the family’s health care-provider (not the certified athletic trainers). The student, his or her treating physician(s), and the Nobles athletic training or health staff will work collaboratively to coordinate a plan that requires accountability and attendance so that the student makes progress toward his or her recovery or rehabilitation. The student must communicate regularly with the Nobles staff. No student will receive a medical exemption from the Afternoon Program if that student continues to participate in outside athletics. If a student continues to participate in outside athletics when s/he has a medical exemption, the student will jeopardize his or her opportunity to play for a Nobles team.

**Competition Levels:**
Fourth-level teams are only for Classes V and VI, and the third level is intended for Classes III and IV. Generally, team tryouts in Classes I–IV determine the members at the JV and varsity levels. A student in Class V or VI may try out and play for a varsity team with the approval of his/her parent(s)/guardian(s), advisor, coach(es), the Middle School Core, the Heads of the Middle and Upper Schools and the athletic director. Exceptions to these general parameters for team formation will be handled on an individual basis by the director of athletics with the intent to maintain consistency within the athletic program and to keep the best interest of the students at the forefront.

**Practice Times:**
In the fall and spring, practices for Classes I–IV are normally completed by 6:00 p.m. and practices for the Middle School by 4:15 p.m. In the winter, practice schedules may vary with some of the teams according to facility availability.

**Issued Items:**
Students are responsible for the proper care and return of all issued athletic equipment or uniform. While required with some teams, it is strongly recommended that all players turn in their uniforms to the equipment room for washing following each contest. Students will be billed for lost, damaged, or unreturned items. An additional fee will be charged for missing the deadline to return equipment or uniforms.

**Health and Wellness Activities**
In addition to athletics, health and wellness activities are also available to fulfill the physical activity requirements. (These include but are not limited to aerobics, outdoor adventure, yoga and strength and conditioning.)

**Community Service**
Students are required to complete 80 hours of community service before they graduate from Nobles. Students may complete their service during the summer, on weekends, through Nobles experiential travel programs or as an Afternoon Program activity. Students should make sure that their service commitment supports the needs in a community which depends on volunteerism and would not be met without those volunteers. All projects must be approved by the community service department.
Students who complete their community service hours during a season of the Afternoon Program or over the summer must submit all work under their control (journals, primarily) within one week of the start of the next season. For example, if a student wishes to receive credit for summer community service hours s/he must submit her/his journal by September 20, 2015. Failure to complete those journals will result in that student not participating in the Afternoon Program in the subsequent season. If a student chooses to do community service independently over time s/he must submit all paperwork (journals, evaluations, etc.) to the community service office prior to the start of the spring quarter of the Class I year.

Class II students who have not completed their service requirement by the end of their Class II year must submit a plan by June of that year indicating how they will fulfill their requirement.

Transportation will be provided for students taking community service as an afternoon activity.

Please refer to the community service section of the Nobles website for more detailed information on the requirements.

Dance
Fall and spring dance are open to Middle and Upper School students interested in developing dance technique and creating choreography. Students of all levels of experience are welcomed, from the beginners to advanced. Dance classes focus on fitness for dancers and the technical dance styles of modern dance, ballet, and hip hop. Students also work on developing creative movement that is incorporated into the choreography. The choreography is presented for the school in assembly at the end of the program.

Music
Chamber Ensemble is the musical option for the Afternoon Program. This ensemble is open to students in Classes I-IV or Middle School students by audition.

Technical Theatre
Technical theatre provides exposure to production aspects of theatre. Students will learn the technical skills of lighting, set building, and set design. They will also act as technical facilitators for assemblies and other school productions. Technical theatre requires an extensive time commitment on the part of a student and, often requires weekend and evening time when a production is nearing completion. Students are expected to attend all performances as part of the running crew. Participation in technical theatre will not fulfill the performing arts requirement.

Theatre
Each year Nobles produces mainstage productions directed by the theatre faculty, a Middle School production and student-directed plays. Participation in productions does not fulfill the performing arts requirement.

Rehearsals for all productions are held in the afternoon.

Before a production opens, there are often weekend rehearsals scheduled and all cast and
crew members are expected to attend. A schedule of rehearsals will be handed out at the beginning of each season.

**Independent Afternoon Projects**
The option for Independent Afternoon Projects is available to students in Classes I-III. A student may participate in this option only once a year. This option provides students with the opportunity to pursue an academic or artistic interest that they may not have time to investigate during the academic day.

Students must submit an application to the Afternoon Program Committee before the start of any project.

Students are expected to attend scheduled meetings to discuss the progress of their project.

A final evaluation is required at the completion of a project.

Any independent sport request must go directly to the Afternoon Program Committee. Please note: an independent project proposal for a sport offered at Nobles will not be approved.

If a Class III student does an independent project off-campus, their remaining two seasons must be on-campus activities unless express permission by the Afternoon Program Committee is given.

**Visual Arts**
The Upper School visual art option for fall 2015–16 will be Woodfire Kiln Ceramics.

“Our Team Foster Gallery” will be offered during 2015-16. The Team Foster program seeks to inculcate in Nobles’ students an understanding of the vital role of visual arts—and in particular art galleries and museums—in our community and in our lives. The Foster Gallery, its programming and its mission will provide the infrastructure for a wide-ranging exploration of arts at Nobles and in the larger Boston area. This program will provide a place for students who come from a wide variety of backgrounds and skill sets to forge a common interest in the arts that extends beyond the boundaries of Nobles.

**Yearbook**
Each fall and winter season Upper School students can work on the yearbook staff as their Afternoon Program activity.
EXCEL – Experiential and Community Engaged Learning

Experiential and community engaged learning (EXCEL) is critical to the Nobles mission to motivate students to achieve their highest potential and to inspire leadership for the public good. EXCEL provides the tools, context and inspiration for each student to discover and pursue his or her passions with confidence, creativity and responsibility. It is through EXCEL that Nobles best develops citizenship, collaboration, empathy, resilience, appropriate risk taking and character. On campus, EXCEL principles are integrated into the academic and afternoon programs. Off campus, EXCEL principles foster the development and sustenance of partnerships for study, service, exploration and community engagement in Greater Boston, across the country and around the world. Finally, EXCEL strengthens the rigor of the academic program, and it is where we most effectively motivate students to, as our mission says, “lead lives characterized by service to others.” Nobles is committed to developing purposeful programming that advances the school’s mission and achieves EXCEL’s educational objectives.

EXCEL Programs:

• Promote student initiated & project based learning with substantive faculty interaction and support.
• Expose students to authentic, real world challenges that require multi-disciplinary analysis & response.
• Encourage students to problem solve individually and collaboratively, develop research skills, navigate ambiguity, and respond to setbacks.
• Immerse students in unfamiliar communities & environments, expanding their view of themselves and the world.
• Push students to demonstrate their learning through substantial and shared final products.

COMMUNITY SERVICE/SERVICE LEARNING:

To meet our mission of inspiring leadership for the public good, Nobles engages in a required Service Learning program that empowers our students to experience the world in order to learn from it and to be of committed and substantive service to others. Working together, Nobles students and teachers learn how to serve productively with partners in settings that are often unfamiliar and challenging. While learning how to solve problems as they emerge and being exposed to complex issues, Nobles students expand their view of themselves and the world, build empathy, independence, teamwork, resilience, and humility, and come to understand that through their individual actions they make a positive difference in the lives of others.

In order to graduate, each student must submit 80 documented hours of service to others, preapproved by the Community Service Department and create a reflection portfolio that could include reflective journal entries, video or art work, personal interviews, etc. This reflection work encourages students to recognize their personal growth, connect their service work to academic learning and other real world experiences and to expand their understanding of a variety of important social issues.
Service at Nobles takes place in many different contexts.

**Afternoon program:**
Nobles offers Community Service as an option to Upper School students each season. Nobles has worked for many years with partners such as Community Servings, Cook's After School Program in Needham Public Housing, the Riverdale School in Dedham and the Ohrenberger School in Boston. During each season, there will be several group seminars, discussions and activities designed to broaden the students understanding of the greater social issues their service work is addressing and to allow them time to reflect on their work as a group. Successful completion of one season of Afternoon Program Community Service can fulfill the Nobles service requirement only if all obligations of the program (including attendance on site, at meetings and weekend events) are met. This is a five day per week commitment.

**Independent service projects:**
Students often fulfill their required community service hours with projects outside of the Nobles service program. The Service Office has a wide array of suggestions and examples of previous placements on file. Students are also encouraged to network on their own to find a suitable placement. Once a suitable placement has been found, and information is submitted for acceptance by the Service Office, the work itself may be performed. To receive credit, (for both summer and school year projects) students should submit the following:

1. a contract signed by the student, by a parent or guardian, and an on-site supervisor (contract forms can be found on the Nobles web site or from the Community Service Office)
2. an evaluation form from the on-site supervisor, including the number of hours completed at the site. The supervisor may not be a family member.
3. a journal or equivalent reflection project (see above),
4. good attendance, both on site and at any required meetings

The Community Service Office grants final approval for community service credit. Any special circumstances, requests, transfer of hours from former school, or explanations must be submitted in writing to the Community Service Office.

**Service travel and immersion:**
Working with nonprofit partners across the United States and in other parts of the world, Nobles offers trips each year where service is an integral part of the experience. Nobles service based trips can grant up to 50 hours towards a student’s community service graduation requirement. For more details about programs offered for 2015-16 school year see Off Campus travel and cultural immersion programs below and the Nobles web site: nobles.edu/studentlife/travelprograms.cfm

**Clubs, organizations, athletic teams, theater & gallery initiatives and individual projects:**
Many clubs, organizations, athletic teams, theater groups, the Foster Gallery and in-
dividual Nobles students are productively engaged with service work and partner with organizations throughout Greater Boston and beyond. Through “drives”, sales, Art Street and myriad events (ie; Walk for Hunger) service permeates the Nobles culture. Whenever a Nobles group or individual wants to promote an event or conduct a fundraiser (have a bake sale, etc.) one of the Community Service coordinators must approve the date, type of event, location and promotion.

**Community Service Board and Community Service Club:**
Both the Community Service Board and Community Service Club is open to all upper school students and generally meet during X block periods each week. These organizations help plan and staff many all school events that happen throughout the year. (i.e. The Ride for Food, Holiday Gift Drive, MLK Service Day, Art Street, and the Stamp Out Hunger Drive)

**Middle School Community Service:**
The Nobles Middle School offers a rich program of community service, seeking to promote empathy, develop problem solving skills, and create a sense of collaboration via the formation of community partnerships. While specific activities and opportunities vary from year to year based on student interest and curricular connections, the November Pie Drive during which students make over 300 apple pies for donation before the Thanksgiving holiday has become an annual tradition. Other recent events include a Halloween Candy Drive to benefit Treats for Troops and coin drives to benefit victims of natural disasters. Additionally, a service component has been added to the annual Class V trip to Washington D.C. For many of our students, service is a particular area of passion, and thus a Middle School Community Service Board open to all students convenes regularly throughout the school year.

**Off Campus cross cultural travel & immersion programs:**
To encourage our graduates to become responsible, empathic and skilled global citizens, Noble and Greenough School offers a variety of challenging domestic and international travel opportunities. Nobles creates and sustains longterm partnerships with like minded organizations throughout the world.

At Nobles, students and adults work together on trips involving community service, language immersion, cultural exchange, intellectual pursuit and physical challenge. These shared experiences develop in students an ethic of connectedness and a conviction that individuals can make a difference.

Students and parents are made aware of the offerings early each fall and students apply for specific programs by the stated deadline and are notified prior to winter break. Financial aid is available for all programs and aid applications are due with trip applications.

All students who go on a Nobles sponsored trip are ambassadors for the school. As representatives of Noble and Greenough School, students need to adhere to the code of conduct stipulated in the trip contract signed by students, parents and chaperones. All school rules in The Guide apply to Nobles students on Noblesponsored trips. Any student can be sent home at the family's expense by discretion of the chaperones for
violations ranging from offensive behavior to use of illegal drugs or alcohol, including leaving the group without permission or failure to follow a chaperone’s instructions.

Questions about Nobles offcampus cross cultural travel & immersion programs should be directed to either Henry Kinard–EXCEL/ Off-Campus Travel Coordinator or the faculty member leading a particular trip.

Off Campus Educational Programs
Nobles encourages students to take advantage of offcampus educational programs and believes they represent an important component in the educational development of our students. Students are required to spend two of their final four semesters on campus. Students will be granted credit for work completed at approved programs, but these grades will not be factored into the Nobles GPA. Courses from other institutions that students want to satisfy graduation requirements (i.e., visual or performing arts) must be approved by the Department Head and/or Certification Committee.

All students who study away from Nobles for a semester or a year must understand that they are ambassadors of the school. Any student who is subject to disciplinary action for behavior while studying away from Nobles is subject to disciplinary consequences from Nobles (including the potential for dismissal from Nobles). Additionally, if the student’s academic performance while away would qualify him/her for Academic Probation at Nobles, that status will be imposed upon his/her return to Nobles.

Students planning to study away from Nobles who intend to participate in Nobles programs (classes, sports teams) must obtain permission from the school scheduler, the travel coordinator regarding class participation, and the athletic director regarding athletic participation. The school absolves itself of any liability for injuries incurred by students while away on any programs.

Students who decide to participate in an academic off-campus program for either semester must notify the Admission Office of their decision, in writing, by May 1. Students who are studying away for the second semester must submit, in writing, a detailed plan for the time period between the start of the second semester and their departure. This plan must be submitted to Laura Yamartino, EXCEL/Study Away Coordinator, and must be approved by the student’s parents/guardians and advisor. If and when the student is on campus during this time period, he/she needs to abide by all school rules and will be subject to the same disciplinary consequences as all other students if the rules are not followed. Any student who is subject to disciplinary action for behavior while studying away from Nobles will also be subject to disciplinary action from Nobles (including potential dismissal from Nobles).

CHEWONKI SEMESTER SCHOOL (CHEWONKI.ORG)
Nobles is a charter member of the Chewonki Semester School, an educational program for students in Class II. The semester (either fall or spring) spent at Chewonki on the coast near Wiscasset, Maine will provide elements of a traditional curriculum with a focus on environmental sustainability. Interested students should speak to Laura Yamartino, EXCEL/Study Away Coordinator.
SCHOOL YEAR ABROAD (SYA.ORG )
School Year Abroad (SYA) was founded in 1964 by Phillips Academy, Andover. Students may apply for a yearlong academic program in China, Vietnam, France, Italy or Spain. Instructors are from both American preparatory schools and local institutions. Students live with host families. The quality of the educational experience, augmented by the advantages of living with a host family, allows the school to credit a participating student with the equivalent of a full year’s attendance at Nobles. Interested students should speak to Laura Yamartino, EXCEL/Study Away Coordinator.

CITYTERM (CITYTERM.COM)
CITYterm is an interdisciplinary, experiential semesterlong program sponsored by The Masters School in Dobbs Ferry, New York. Students divide their time between their home base at Masters and New York City, where they study the nature of urban life. The program is open to members of Classes I and II. Laura Yamartino, EXCEL/Study Away Coordinator.

THE ISLAND SCHOOL (ISLANDSCHOOL.ORG )
The Island School, an academic program for sophomores and juniors founded by The Lawrenceville School (N.J.), occurs on the Island of Eleuthera in the Bahamas. This 14-week interdisciplinary academic program focuses on environmental sustainability and conservation. It is offered in fall or spring. Interested students should speak to Laura Yamartino, EXCEL/Study Away Coordinator.

THE MOUNTAIN SCHOOL (MOUNTAINSCHOOL.ORG)
While living on the school’s farm in rural Vermont, 45 students in each semester help to make important decisions concerning how they live together. Courses provide a demanding, integrated learning experience that takes advantage of the school’s small size and mountain campus. Balancing intellectual inquiry and experiential learning, the curriculum challenges students to think flexibly, speak their minds, and return to their schools equipped for continued academic success. Engagement with the farm and forest sparks an appreciation for their food, their fuel and their labor. Interested students should speak to Laura Yamartino, EXCEL/Study Away Coordinator.

HIGH MOUNTAIN INSTITUTE (HMINET.ORG /HMI SEMESTER )
The HMI Semester is a unique opportunity for juniors and some seniors in high school to spend a semester living, traveling, and studying in the mountains of central Colorado and the canyons of southeastern Utah. Our school combines some of the best qualities of an academic program at a rigorous boarding school with the adventure of a summer backpacking expedition. Interested students should speak to Laura Yamartino, EXCEL/Study Away Coordinator.

OTHER PROGRAMS
Arrangements have been made with other schools around the world to enhance the educational horizons of Nobles students. Nobles allows students who may seek other experiences to attend programs other than those listed on the preceding page. If a student is interested in pursuing a program that is not listed in The Guide or on the Nobles website, the student should speak with Laura Yamartino, EXCEL/Study Away Coordinator.
SEMESTER OR YEAR AWAY
Any student wishing to pursue a semester (or year) abroad or away from school, in a credit granting program or otherwise, must notify Laura Yamartino, EXCEL Study Away Coordinator, and the Admission Office by March 1. The school reserves the right to refuse the student's request to study away if it is determined not to be in the best interest of the student or the School.

NOTE: Financial Assistance and Study Away
Each of the programs described in this section has its own financial assistance program. Students who receive assistance from Nobles should apply to those programs for financial assistance as well as complete their regular Nobles financial assistance application. Students who elect to extend their study away to the second semester after the school year has commenced will be responsible for second term tuition payment to Nobles unless they have received specific permission from the head of school or head of upper school.

Class I/Senior Projects

OVERVIEW
The primary goal of the Senior Projects program is to give Class I students a chance to push themselves in a new direction that they may not have had an opportunity to pursue while at Nobles. Past projects have centered on volunteering, internships, research (humanities, statistics, or science), engineering, the arts, and entrepreneurship. Students should look at Senior Projects as a chance to gain one, but not both, of the following:
• mastery of an existing skill
• exposure to a new skill

With this in mind, students should use the School mission statement and the principles of EXCEL as guides when thinking about and developing their Senior Project proposal. Class I students will develop their proposal during the 3rd term (with the help of a Senior Project Committee Member and their Senior Project Mentor), and the Senior Project takes place during the 4th term.

COURSE DROPS
Depending on the scope of their Senior Project, students are allowed to drop one or more of their courses during the 4th term. The Senior Projects Committee will decide how many course drops each project merits. There are some restrictions on what courses a student may drop:
• students may not drop a course that is required for graduation (for example, a second science course or a third level language course)
• students must have a B grade or higher in each course they hope to drop
• students should not plan on dropping any AP courses and must provide justification for any AP course drop
• students who will be Division I athletes may not drop their English class

Also, students should not plan on dropping their afternoon program activity for their Senior Project.
GROUP PROJECTS
The assumption is that each student completes a Senior Project alone. However, if there is a compelling reason why the Senior Project should be a group project, the student may explain their reasoning. The student needs to convince the Senior Projects Committee of the following:
• why their Project needs to be a group project
• why they need this particular partner
• the specific roles and responsibilities of each partner

The maximum size for a group is 2 students.

COMMUNITY SERVICE HOURS
Every Class I student hoping to participate in the Senior Projects program must have all of their community service hours completed (or have a concrete plan in place, such as going on a Nobles service trip over March Break) before their proposal can be approved.

OFF-CAMPUS PROJECTS
Any off-campus project needs information about the person supervising the Class I student, the location of the project, and the type of organization the student is working at. It is the responsibility of the Project Mentor to contact the offcampus supervisor to 1) confirm the details of the project and 2) facilitate any communication between Nobles and the supervisor. Though the offcampus supervisor oversees the project, the oncampus Project Mentor still gives grades to the student and writes the comment.

FUNDING AND MONEY
The Senior Projects program does not have any money available to support a Senior Project. A Senior Project cannot have a goal of making money, nor can a student take a paying job as part of a Senior Project.

GRADING SYSTEM & COMMENTS
There will be grades and inhouse comments for Senior Projects. The Project Mentor will give each student a midproject grade and a final project grade. The Mentor will also write an inhouse comment about the project that will only be seen by the student’s Nobles advisor.

The grades for Senior Projects will not follow the typical Nobles grading system and will not be on the student’s transcript. The Project Mentor will give each student one of the following grades:
• Exceeds expectations
• Meets expectations
• Below expectations
• Failure

If a student receives a grade of “failure”, they cannot graduate from Nobles.
**Student Life**

**Community Principles**

It is expected that students will conduct themselves, at all times, in a manner consistent with our community principles: honesty and respect. The school reserves the right to dismiss or exclude a student who engages in off-campus conduct—while school is in session or during vacations, or while participating in off-campus program or trip, which calls into question the student’s ability to continue as a member of the school community or is seriously detrimental to the interest of the school. Also, any student who organizes or hosts what the school considers to be a large, unsupervised party where alcohol and other drugs are consumed, must understand that s/he risks his or her position at the school and may be subject to dismissal. Noble and Greenough School (as stated in each student’s signed enrollment agreement) reserves the right to dismiss any student whose schoolwork or behavior or level of cooperation is deemed unacceptable.

**Academic Honesty**

Academic honesty is at the very heart of the school’s tradition and is central to its mission. As outlined in our Community Principles above, any incident of academic dishonesty is a violation of community trust.

**Plagiarism**

**Statement on Plagiarism**

Plagiarism is the act of presenting as one’s own the words, ideas, computer programs, academic or creative work of another person. It often takes four or more of the following terms:

1. Including in one’s paper a passage taken directly from a book, website or any other source (including the work of a current or past student) without using quotation marks, a footnote, and/or bibliographic entry.

2. Paraphrasing a passage from a book or web-site without using a citation or a bibliographic entry to indicate the source of the material.

3. Taking ideas from a source (including the work of a current or past student, any other person or the Internet) and incorporating those ideas into one’s work as if they were the products of one’s own thinking. Here, too, the source must be credited by means of a footnote and/or a bibliographic entry.

4. Resubmitting a paper written at an earlier time, while a student may wish to pursue further an idea or thesis, previously graded work can not be resubmitted for a grade.

**Cheating**

**Statement on Cheating**

Cheating includes using unauthorized notes or other aids in a quiz, test or exam, or copying from another student’s work during a quiz, test or exam. Cheating also includes giving unauthorized aid to another student, allowing another student to copy or use one’s test, quiz, paper or homework, as well as accepting help on homework or take-home tests that are beyond the limits specified by the teacher.
**InteIllectual Property Theft**

**Statement on Theft**

The pirating of any copyrighted material (electronic software, music, texts, etc.) is considered theft and is a violation of Nobles’ code of academic honesty.

A teacher who suspects a student of committing an act of plagiarism, cheating, or intellectual property theft will document the suspicion and discuss the matter with the appropriate department head, division head, and dean of students, as well as the student. If appropriate, the matter may be referred to the Disciplinary Committee.

**HazinG**

Demeaning statements or materials, uninvited physical advances, hazing or threats undermine a community that strives to promote self-respect. The school will not tolerate behavior that is disrespectful of the age, race, religion, national or ethnic origin, gender or the sexual orientation of others. The feelings of the recipient may be considered in determining the measure of inappropriate behavior.


**SECTION 17 - Crime of Hazing Definition; Penalty**

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

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

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, C.536; amended by St.1987, c.665.

**SECTION 18 - Duty to Report Hazing**

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

**SECTION 19 - Hazing Statutes to Be Provided; Statement of Compliance and Discipline Policy Required**

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

Each such group, team or organization shall distribute a copy of this section and sections
seventeen and eighteen to each of its members, plebes, pledges or applicants for membership.
It shall be the duty of each such group, team or organization, acting though its designated
officer, to deliver annually to the institution an attested acknowledgment stating that such
group, team or organization has received a copy of this section and said sections seventeen and
eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections
seventeen and eighteen, and that such group, team or organization understands and agrees to
comply with the provisions of this section and sections seventeen and eighteen.

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

Each secondary school and each public or private school or college shall file, at least
annually, a report with the regents of higher education and in the case of secondary schools,
the board of education, certifying that such institution has complied with its responsibility to
inform student groups, teams or organizations and to notify each full-time student enrolled
by it of the provisions of this section and sections seventeen and eighteen and also certify-
ing that said institution has adopted a disciplinary policy with regard to the organizers and
participants of hazing, and that such policy has been set forth with appropriate emphasis in
the student handbook or similar means of communicating the institution's policies to its stu-
dents. The board of regents and, in the case of secondary institutions, the board of education
shall promulgate regulations governing the content and frequency of such reports, and shall
forthwith report to the attorney general and such institution which fails to make such report.
Added by St.1985, c.536; amended by St.1987, c.665.

Bullying
On May 3, 2010, Governor Deval Patrick signed into law Chapter 92 of the Acts of
2010 to address bullying occurring in schools during school-related events and during
non-school events which may create a hostile school and learning environment. A por-
tion of the law is excerpted below. To see the full text please go to:
https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37O

SECTION 5. “Bullying”, the repeated use by one or more students of a written, verbal or
electronic expression or a physical act or gesture or any combination thereof, directed at a
victim that: (i) causes physical or emotional harm to the victim or damage to the victim's
property; (ii) places the victim in reasonable fear of harm to himself or of damage to his prop-
erty; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of
the victim at school; or (v) materially and substantially disrupts the education process or the
orderly operation of a school.

“Cyber-bullying”, bullying through the use of technology or any electronic communication,
which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. (Also see page 25 for Nobles Acceptable Use Policy)

Harassment

Harassment in the school community, on or off campus may include, but is not limited to, the following types of activities:

• Behavior that hurts another person and is often defended with, “I was just kidding.” Nobles seeks to develop in students the ability to feel as others feel and to measure their own behaviors in light of how they affects others.

• Behavior that denigrates others through references to race, gender, color, religion, national origin or citizenship status, age, handicap or sexual orientation.

Such behavior may include, but is not limited to, oral or written communication or the use of social media (Facebook, Twitter, Instagram etc.) gestures, or symbols, etc.

Sexual harassment is unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other. As an institution, the school holds to the standards set by the Equal Employment Opportunity Commission (EEOC).

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

• submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or academic advancement;

• submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the person;

• such conduct has the purpose or effect of unreasonably interfering with a person’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Based on the Policy Statement on Sexual Harassment, Equal Employment Opportunity Commission, 1984 with additional wording to reflect coverage of students under Title IX.
How and To Whom To Report the Incident

Reporting an incident may be done verbally or in writing. For this purpose, Nobles has established the Ombuds Office as an informal and neutral place that assists students, staff and faculty by promptly and fairly responding to concerns. The Ombudsman will listen, mediate and may refer complaints to other offices of the school (i.e., the Disciplinary Committee).

Students may also report such incidents to their advisors, class dean, counselor, teacher, dean of students, head of the middle school, head of the upper School, or the head of school.

In all instances, the confidentiality of all parties will be protected to the extent permitted by the investigative process and the nature of the complaint.

Students have a moral obligation to ensure that other members of the school community are safe and at all times are treated with respect. Students who fail to intervene or report behavior that hurts or denigrates others may find themselves asked to explain their inaction.

Respect for the property of others is essential in maintaining trust and community openness. Individuals who steal or vandalize personal or school property commit a major affront against the community and will face disciplinary action.

Weapons of any sort (firearms, knives, sharp objects, explosives, etc.) are forbidden anywhere on campus. Possession of a weapon may result in expulsion and possible criminal charges.

The use of alcohol and the abuse of prescription or non-prescription drugs by adolescents violate the laws of the Commonwealth of Massachusetts. Alcohol and other illicit drugs inhibit psychological growth and development. The use of alcohol and/or other drugs during or prior to any school commitment or function is strictly forbidden and will result in disciplinary action. Any students who provide alcohol, prescription and/or illicit drugs for another member of the student body may find themselves in violation of school community principles.

Nobles became a tobacco-free campus in September 1994. Use of tobacco products is prohibited everywhere on our grounds and in our buildings except for faculty and staff residences.

Images or recordings posted on the web that violate our Community Principles may result in disciplinary action or immediate dismissal.

No images or recordings may be taken during a class, practice or any school function without official school sanction (Nobles Photo Corps, Yearbook, Nobleman, etc.) or without permission from the faculty member in charge.
**Daily Rules**

**Philosophy**

Education in and out of the classroom requires trust, accountability and consistency in approach by those in the community. The daily rules are a critical part of the framework that allows for a positive, safe learning environment to be the norm at Noble and Greenough School. Students, faculty, and staff share responsibility in upholding the letter and spirit of the rules as well as being accountable for the rules that are in place.

**Assistant or Questions**

Assistant Dean of Students Edgar DeLeon, edgar_deleon@nobles.edu

**Attendance**

**General Expectations**

*Be On Time:* Students are expected to attend and be on time to all school commitments (class, regular assembly, afternoon program activity, long assembly, study hall, music lessons, and other required school events). School begins at 8:00 a.m. each day. Students should be in their seats in assembly, class meeting, or advisor meeting at this time.

*Be On Campus:* Students are expected to be on campus from 8:00 a.m. until the end of school commitments for a given day. After the Thanksgiving break, Class I students will have a privilege that allows them to leave campus during the school day without separate parent/guardian permission. All students who go off campus must sign in and out at the front desk.

*Parent/Guardian Communication:* A parent/guardian is responsible for communicating (through phone 781-326-3700, email attendance@nobles.edu, or a note given to the front desk) the reason his/her child needs to miss, be late to, or be dismissed from one or more school commitments on a given day. At a minimum, communication should occur by 8:00 a.m.

*School Communication:* If a daily attendance record shows that a student is not on campus and there is no documented reason for the absence, then the parent/guardian will be contacted by phone to confirm the safety and whereabouts of the student.

*Sign In/Sign Out:* Students arriving after 8:00 a.m. must sign in at the front desk if late to school. A student with permission to leave campus during the class day (appointment, illness, driving lesson, senior privilege, etc.) must sign out at the front desk. Students returning to campus must sign in at the front desk. Failure to do either will result in a detention.

**Tardiness:**

*General:* If students are not present at their assigned school commitment at 8:00 a.m., then they are considered late. Students will not be able to enter regular assembly after the doors close (8:00-8:02 a.m.). For long assembly, students will be allowed to enter as late as 8:15 a.m. but will still receive a tardy designation on the attendance. The tardy will receive a designation of either excused or unexcused.
• **Excused tardy (ET):** Tardy will receive this designation as long as communication from a parent/guardian has occurred or there is an unusual circumstance *en route*. Even though the tardy is excused, an ET that results in a missed class or long assembly could still result in a student’s inability to participate in the afternoon program on that day. If a student misses a significant number of assemblies due to ET’s, then the advisor will communicate with a parent/guardian to discuss the situation.

• **Unexcused tardy (UT):** Tardy will receive this designation if there is no supported excuse from a parent/guardian or if the reason provided by the student is either inadequate or overplayed. An UT that results in a missed class or long assembly will be viewed as a “class skip”, which warrants a detention in addition to a student’s inability to participate in the afternoon program on that day.

• **UT allowances:** Students are allowed a certain number of UT’s during each defined afternoon program “season”. For the fall and spring, the allowance is three (3). The winter season allowance is four (4). Once a season limit is surpassed, then a student will receive a detention for each UT received beyond the limit. A third detention for tardy (seventh or eighth UT) will initiate conversations with the student and parent/guardian about stricter consequences should the issue with tardy not be immediately corrected.

**Missed Class or Long Assembly:**
If a student misses either a class or a long assembly with no excuse, then it is treated as a “skip” and s/he receives a detention. Additionally, s/he is not allowed to participate in the afternoon program that day. Missing a class or long assembly for scheduled appointments that are communicated by parent/guardian will be “excused” and the student may participate fully in the afternoon program. If a student misses a class or long assembly for health-related reasons, then it will be viewed as “excused”, but s/he may not participate in the afternoon program that day.

**Absence From School**

**Unplanned**
Should an issue arise that requires a student to miss a day (or more) of school, then the parent/guardian must call the front desk by 8:00 a.m. on that day. If the matter extends beyond one day, then the additional step of communicating with the appropriate division head, or dean of students will be necessary.

**Planned**
• **Family, activity, sport, trips, etc:** The school strongly discourages extended, planned absences from school of this nature. This specifically includes the addition of a day (or more) to the beginning or end of a school vacation. A parent/guardian should communicate a request for his/her child(ren) to miss consecutive days of school for any reason to the appropriate division head or dean of students. Such absences will count towards the Nobles “20 percent rule”.

• **College Visits:** Parents/guardians are strongly encouraged to heed the advice of the college counselors as it concerns the quantity and timing of college visits during the school year. These are excused absences, but they can take a toll on students when they cause missed classes.
• **Medical Leaves:** The school may grant students a medical leave of absence for a specific period of time. This decision will be made in consultation with parents/guardian, physician, the division head, the dean of students and appropriate members from the Student Life team. The appropriate division head, and the Dean of Students will work with the student’s teachers and advisor to outline a plan for ongoing academic work (if possible).

• **Class Assignments/Homework:** Students who miss school have the responsibility to communicate with their teachers and to stay up-to-date for a smooth return to school. This includes obtaining assignments and other class-related materials. Exceptions to this expectation are those with an individualized plan due to an approved medical leave.

• **Parents/Guardian Absence from Home:** If a person other than the parents/guardian will be taking care of a student for consecutive days, then the parents/guardian must provide the appropriate division head or Dean of Students with the name and contact information for the person(s) responsible for their child(ren).

**20% Absence Rule**
If a student misses 20% of the total number of class meetings in either semester, the school may choose to invoke disciplinary or academic sanctions, which could result in loss of credit or grade reduction. All absences will be included in the count except those incurred for a medical leave of absence. The School retains the right to determine which absences are excused and unexcused and may require confirmation from an appropriate professional.

**Leaving for All or Part of an Academic Day:**
• *Due to Non-Illness:* Once a student has arrived at school, s/he is not permitted to leave campus before the end of the class day for a non-school sponsored event without permission from a parent/guardian. Communication needs to be made in advance to the Front Desk. Additionally, students must sign out before leaving. If returning before the end of the class day, then students must sign in.
• *Due to Illness:* If a student becomes ill during the course of the school day then she/he must see a school nurse before missing a school commitment or leaving school.

**Academic Atmosphere**
During the course of an academic day, the atmosphere in and around the classrooms and library should balance positive social interactions with the priority that allows those in the community to do their work in a learning environment. Activities or behavior that move the scale away from an academic setting could warrant a detention and may include but are not limited to:
• Excessive or inappropriate noise;
• Inappropriate or offensive language
• Use of electronic devices in a manner that distracts others (See Acceptable Use Policy) or invites group involvement such as:
  - Playing music or videos with volume on
  - Playing games
• General horseplay
• Contributing to or leaving an area in disarray
• Sleeping in a public area

**Use of Cell Phones and Electronic Equipment**

Phones or other mobile computing or communication devices may not be used for any reason during an academic class without express permission of the teacher. Phones and other communication devices may also not be used during any test or exam, or during morning assembly. If a student is asked by an adult member of the community to put away or refrain from using a cell phone or any other electronic device at any time, he or she must do so. During the academic day, cell phone calls are to be made only in an emergency and should occur in a faculty office or outside of school buildings with care not to disturb others.

The use of any electronic device, particularly in the alcoves or in public areas of the Arts Building, Castle or other areas used for academic endeavors, must not disturb others in any way. If a student is asked by any member of the community to lower the volume, he or she must do so. Headphones and ear buds are only to be used in the Library (for listening to music during quiet study) or in the two lofts located outside the Provost’s office.

**Detention**

Detention is the standard consequence for a violation of a daily rule as stated in this section or for not adhering to other policies/guidelines set as part of a classroom, afternoon program, or other school-sponsored activity. Detentions are viewed as a minor consequence and do not go on a student’s permanent record.

**Notification:** Faculty submit detentions electronically to the assistant dean of students for review and approval.

**Detention:** The standard way to serve the detention hour is by sitting quietly in an assigned room either on Thursday (3:15-4:10) or Friday (7:00-7:55 a.m.) within approximately a week of receiving the detention. Students will receive two additional emails that remind and provide the opportunity to sign up for one of the times.

**Multiple Non-Tardy Detentions:** Receiving multiple detentions for non-tardy infractions will invoke a more serious disciplinary response.

• 3rd Detention: advisor communicates with parent/guardian
• 4th Detention: assistant dean of students informs student and parent/guardian that a fifth (5th) detention will result in a stronger disciplinary response by the school.
• 5th Detention: assistant dean of students works with dean of students to decide on the appropriate disciplinary step.

**December Assessments and June Exams**

At the end of the fall semester, Nobles students take their final assessments in each class during specified days at the end of the semester. These assessments are not cumulative in nature unless that has been the regular pattern of testing for the course. At the end of the spring semester, Nobles students take final exams in each class again during specified days. These exams can be cumulative, and the week prior to exams is to be used for review.
Students are expected to take their assessments and exams on the days scheduled. Athletic tournaments, off-campus performances or family events prior to (or even during) assessments/exams are not a valid excuse for not taking exams on specified days without specific permission from the division head and/or dean of faculty. Inevitably, there are students during each of these periods who have legitimate medical reasons for postponing assessments/exams. Each of these situations will be dealt with individually by the school nurse and/or Concussion Management Team in consultation with the division head and/or dean of faculty.

**Driving, Riding and Parking**

**Off-Campus and School-Sponsored Trips/Events:**
Transportation for any school-sponsored event will be provided by the School in one of the following ways:
- contracted transportation company
- Nobles vehicle driven by a licensed Nobles employee
- personal vehicle driven by licensed Nobles employee

Any other transportation arrangements for a school-sponsored trip/event will be communicated to parents in order to receive permission for each student.

School-sponsored trips may include, but are not limited to, off-campus mandatory sports practices/contests, community service afternoon program activities, field trips, class retreats, advisor-advisee functions, extracurricular club trips, etc.

Optional activities and non-school-sponsored trips/events such as team dinners, independent projects, senior leave privileges, etc. are the responsibility of the students and families to coordinate and establish parameters for children as drivers or riders.

**Commuter to and From Campus (Driving or Riding)**
A parent/guardian has the responsibility for how his/her child makes the commute to/from campus and with whom it is appropriate for his/her child to ride or drive for commutes, optional activities and non-school-sponsored trips/events.

**Student Driving Privilege and Vehicle Registration**

*General:* Students with a junior operator or driver’s licence may drive vehicles on the Nobles campus in accordance with Massachusetts’ law. Operating a vehicle on campus is a privilege that can be limited, suspended, or removed for breaking campus safety rules specific to the speed limit (15 mph), reckless behavior by driver or those in vehicle, moving vehicle during the school day, parking in areas not designated for students, driving a vehicle that has not been registered through the school, or situations related to or involving a student’s vehicle.

*Vehicle Registration:* Any vehicle driven and parked by a student on the Nobles campus on a regular basis (2+ times per week) must be registered or that student will not be granted driving privileges.

**Parking**
Day students are to park in one of three (3) areas during the academic day: North Lot, McLeod Lot (Class I only), or Rink Lot. Boarding students are assigned spaces in the Tennis Court Lot. Parking in other areas (behind the MAC, staff, visitor,
handicap, around pools, or other non-students areas) will result in a detention for the first offense with loss of driving/parking privileges on the next occurrence.

- **Parking Attendants:** Should a student disregard the direction or requests of parking attendants used for various school events, then the disciplinary response will be one that automatically includes some degree of lost privileges.

- **No Moving Vehicle:** Once a student parks his/her vehicle for school, there is to be no driving of that vehicle until the student returns home at the end of the day. Exceptions to this rule are: (1) Class I students with off-campus privileges; (2) students with parental permission to leave campus; (3) students with afternoon program activities that begin after 5:00 p.m.

**Dress Code**

- **General:** All students and faculty are expected to adhere to the letter and spirit of the school’s dress code. Clothing worn must be clean and in good repair. Students found out of dress code will be given a detention and asked to change. Students may be sent home. Chronic offenders will be subject to further disciplinary action. The dean of students or a class deans will make the final decision on the appropriateness of dress should questions arise.

Permitted dress on regular dress days (October through April):

**For Boys/Men**
- Collared shirt (must be buttoned, collar visible)
- Pants
- Sneakers, shoes, boots or sandals in good repair
- Sweaters or zip-up sweatshirts may be worn with a collared shirt
- Winter hats are only to be worn outside on cold days

**For Girls/Women**
- Shirts or blouses with sleeves and/or collars (back must be covered)
- Pants or capris
- Skirts or dresses to the top of the knee (dresses must have sleeves and/or a collar)
- Sneakers, shoes, boots or sandals in good repair
- Sweaters or zip-up sweatshirts
- Winter hats are only to be worn outside on cold days

**Not permitted on regular dress days:**
- All hats or caps
- Sweatshirts that do not have a full zip
- Blue jean pants, skirts, jackets, vests, overalls, shorts or dresses
- Leggings or tights without a knee length skirt/dress over them
- Inappropriate messages on clothing
- Rubber flip-flops
- Tank/spaghetti strap/strapless/halter/racer back tops and dresses without a sweater covering back and shoulders
- Overly tight or revealing clothing
- Slippers

**September and May Dress:**
- Dress shorts (to the knee) are permitted for all
The fundamental goal of the process outlined below is to ensure a fair, consistent, and reasonable application of Nobles’ Community Principles. In cases that do not result in expulsion, Nobles is committed to supporting a student when he/she makes a mistake and working with him/her to turn such situation into a meaningful learning opportunity. In the event of a violation of academic honesty, additional consequences related to one’s academic status may result.

When a faculty member believes that a violation has occurred, the faculty member should confer immediately with the dean of students or division head. The purpose of that meeting will be to ascertain the nature of the alleged violation and to consider appropriate next steps.

If it appears that a violation has occurred, the dean of students or another administrator designated by the head of school will confer with the head of the upper school and the chair of the Disciplinary Committee, as well as the referring faculty member. One of them will then contact the student and his/her advisor and will also confer with the head of school. The Dean of Students or a designated administrator will also contact the student’s parents. In cases of Middle School violations, the middle school head will notify the student, the student’s advisor, the student’s parents, and the head of school.

Options available following these meetings are:
   a) The student is disciplined because the circumstances do not warrant a referral to the Disciplinary Committee;
   b) Case is referred to the Disciplinary Committee;
   c) The Middle School head will handle the case because it does not warrant a hearing by the Middle School Disciplinary Committee;
   d) The Middle School head will refer the case to the Middle School Disciplinary Committee;
   e) The head of school will handle the case directly.

Disciplinary Committee

The Disciplinary Committee usually meets when a student’s behavior is such that he or she risks suspension or dismissal from Noble and Greenough School. The Disciplinary Committees for both middle and upper school are not investigatory groups. The dean of students, the provost, the head of the upper school and the head of the middle school perform all investigations and submit their findings to the respective committees and the student.

The upper school committee shall consist of a chair appointed by the head of school, four elected faculty members, and four students elected by students. The middle school committee shall consist of the two faculty members from the middle school core and the dean of students.

The Disciplinary Committee recommend penalties to the head of school who reserves the right to modify the committees’ recommendations or, in extraordinary cases, to take action without convening the committees. In the case of less serious offenses, the dean
of students, provost, the head of the middle school or the head of the upper school may impose disciplinary action without convening their respective committees. An appeal of the committees’ decision may be granted in the event that new, relevant information surfaces. Should that occur, the student may appeal to the head of school.

**After the Disciplinary Committee (DC) Process**

After the completion of the Disciplinary Committee process, the head of school or his designee may recount the general circumstances of a disciplinary situation and the punishment to the school community.

Once a student has appeared before the Disciplinary Committee, he or she may be assigned a probationary status. Disciplinary Probation (D.P) may be assigned to any student who has violated either of the two major behavioral rules (Community Principles), honesty and respect. D.P may include any or all of the following:

- a probationary period (from six months to a year or more) during which any further infractions of a major school rule may result in dismissal.
- social probation, during which students are prohibited from attending any social event other than those required by the program (i.e., their own athletic commitments).
- regular meetings with a designated adult (provost, advisor, dean of students, class dean, counselor, etc.) during the probationary period.
- a thorough alcohol and other drug evaluation by an outside physician or psychologist in cases involving substances.
- drug testing, in the event of an alcohol or other drug infraction.

Even when formal probationary status is not assigned, any student who appears before the Disciplinary Committee and is permitted to remain at Nobles must understand that any future abrogation of the school Community Principles may result in their dismissal from Nobles.

**Suspension**

If a student is suspended s/he is not permitted to be on campus during the suspension unless specifically invited by the head of school. In addition, a suspended student is responsible for the academic work which occurs during the time of suspension. S/he should work through her/his advisor to secure assignments. Teachers will assist but should not be expected to “re-teach” all classes missed.

**In-house Suspension**

As a consequence of a disciplinary action (including cases brought to the Disciplinary Committee, the accumulation of detentions, or other infractions) students may be given an in-house suspension. During the day(s) of an in-house suspension, students are on-campus remain in an isolated area when not attending class.

**Expulsion**

If a student is asked to leave the school as the result of a disciplinary action, that student will automatically be considered *persona non grata*. This status mandates that s/he not appear on campus unless specifically invited by the head of school. This status may also be used when a student withdraws from the School.
Disclosure Policy

Nearly all colleges or universities that require applicants to disclose discipline and criminal records ask Noble and Greenough to do the same when filing the school report, the mid-year report and the final report. These reports are the documents that accompany an applicant’s initial, mid-year and final transcripts to the colleges or universities to which he or she applies and in the case of the final report, to the college or university to which he or she will matriculate.

Noble and Greenough School will disclose only when the school determines that a student’s actions have put his or her place at the school in serious jeopardy.

Discipline letters sent to students and Discipline Committee information and records are in-house documents and are not sent as part of a student’s record.
**Student Support Services**

Each year of adolescence carries with it unique educational, social and developmental challenges, and while each adolescent’s path and timetable may be different, there are some similar and predictable occurrences. At each grade level at Nobles, there exists a team of faculty members charged with helping students to navigate their paths. The anatomy of the school’s class-based support system for students is as follows:

**The Advisor** is the front line of support for each student and is the key contact for any parental question or concern.

**The Class Deans and Head of Middle School (for Classes V and VI)** are the teams charged with the well being of an entire class. They oversee the social, academic and developmental needs of the class and serve as resource for both parents and students.

Class IV:  Class Deans: Kimya Charles, David Ulrich,
Class III:  Class Dean: Edgar DeLeon, Amy McBrien
Class II:  Class Dean: Brian Day, Julia Russell
Class I:  Class Deans: Meg Hamilton, Mike Kalin

**The Class Core** is comprised of faculty members who teach two or more sections of students in a particular grade level. The core meets regularly to go over curricular issues, individual students of concern, etc.

**The Student Life Team (SLT)** is comprised of the dean of students, the provost, the counselors, the learning specialist, the nurse/health educator, the dean of diversity initiatives, and the school’s consulting psychologist. The SLT meets weekly to discuss strategies for helping students and addressing larger school tone issues.

**Advising**

Advising is a central component of the Nobles educational program. Each student is assigned an advisor who should be a significant and reliable adult for the student at the school.

Advisor responsibilities include:

**Academic Advice**
- Oversee course selection
- Oversee academic performance
- Work with student and teachers to address academic issues

**Personal Advice**
- Serve as initial source of help for personal matters

**Program Advice**
- Oversee Afternoon Program choices and involvement
- Assist in selecting extracurricular activities

**Parent Liaison**
- Serve as link between family and school
Student-to-School Liaison

- Advise and assist students on matters of day-to-day life in the school (e.g., Community Principles, rules and general problem-solving)

In the advisor assignment process, priority is given to Class I and to students who request their previous year’s advisor. Other students are assigned to advisors based upon their choices and faculty availability. Faculty are limited to advising no more than 10 students.

Changes in advisors will not be made except in the most extraordinary of circumstances. Concerns about advisor assignments or advising in general should be addressed to the Dean of Students.

Counseling

Nobles’ student support services include a second tier of support for students. The Director of Counseling is Mark Spece. The counselors (Jennifer Hamilton, Mark Spence and Mary Batty) provide additional support when necessary. They are supervised by a clinical psychologist who meets with them weekly. In cases where a student requires professional assistance, an appropriate referral will be made by Ms. Hamilton, Mr. Spence or Ms. Batty after consultation with the school’s consulting psychologist, Dr. Rick Wilson.

Referrals to counseling services at Nobles can be made by individual students, parents, or faculty members either by phone, email or in person. Counselors are available to meet with students five days a week. Services offered include individual counseling on campus, referrals to outside licensed mental health professionals, on-campus support groups. The boarding community has access to an on-call counselor should an emergency arise during non-academic hours.

Conversations with the counselors will be kept confidential except where the counselor determines in good faith that disclosure is either required by statute (Mass. Statute 51A) or necessary to protect the health or well being of the student or other members of the school community.

Alcohol and Other Drugs

The school cares deeply about the physical and mental health of its students. Alcohol and other drugs disrupt the intellectual, social, and emotional development of the student; consequently, Nobles is committed to helping students involved with alcohol and other drugs and to helping those who might be affected by their presence and/or abuse. School’s rules pertaining to alcohol and other drugs is clear. The intent of this section is to outline the school’s commitment to helping members of its community. Because of the school’s unequivocal and strong position on the use of alcohol, parents are urged to abide by the Commonwealth of Massachusetts’ legal drinking age: 21. The School DOES NOT condone serving alcohol to Nobles students nor allowing private homes to be used for student parties in which alcohol is consumed. If and when such information comes to the attention of the school, the school will contact the parents or other responsible persons, and may contact local police departments if aware of such an illegal gathering.
The school’s primary interest is to help students make the decision to avoid the illegal use of alcohol and other drugs. Therefore, students are encouraged to seek help through the school’s various support systems (e.g., advisor, counselors, school nurse, faculty, and peer helpers).

Students who voluntarily seek help will be referred for appropriate outside evaluation and help. These students will not be subject to disciplinary action for past alcohol or other drug use but may be required to meet regularly with someone from the School (counselor, dean of students, advisor, class dean).

**Intervention Guidelines**

When the school has reason to be concerned about a student’s emotional or physical well being, we will work to engage that student in counseling. The involvement of parents in these situations may be solicited. A behaviorally base intervention approach may be used in the following physical of emotional health areas, including but not limited to:

- eating and nutrition
- depression
- relationships
- stress and anxiety
- self injury

In certain instances, (e.g., self harm, depression), counseling and/or medical release from a licensed physician and/or a licensed mental health professional may be a required condition for a student’s return to classes.
All dormitory and other boarding-related regulations are available in the boarding manual.

**FIVE-DAY BOARDING**

Boarding students reside at Nobles Monday through Thursday evenings, with the option of spending Friday and Sunday evenings.

1. **Weekend Policies:** Dinner is provided by campus faculty on Friday evenings. Breakfast is provided in the dorm on Saturday mornings for those who stay. Boarders staying on Friday evenings must depart the Residence Hall for the weekend by 4:00 p.m. on Saturday. The Residence Hall re-opens for students at 5:00 p.m. on Sundays. Students may not return to the Residence Hall before 5:00 p.m. on Sundays.

2. **Breakfast (optional):** Served from 7:00–7:45 a.m. Monday - Friday.

3. **Academic Day:** Boarders must abide by all rules and commitments as day students do during the academic day.

   Morning Assembly: Boarders are required to be in Assembly every morning by 8:00 a.m. Repeated tardiness or absence from Assembly may result in suspension from the boarding program.

   The Residence Hall is closed to all students, including boarders, from 8:00 a.m.–2:40 p.m. every day except Wednesday when the dorm opens at 1:40 p.m. If a boarder needs to go back to the building he or she must find Dorm Parent to assist him or her.

4. **After school:** Boarders are expected to attend their afternoon program commitment each afternoon. Boarders with an exempt season must follow the protocol for exempt students.

5. **Dinner:** Dinner is served in the Castle Monday - Thursday from 5:15–7 p.m.

6. **Study Hall:** Evening study hall is required for all boarders Monday - Thursday from 7:30–9:45 p.m. Seniors may be excused from study hall during the fourth quarter of the school year with approval from the dorm parents and advisors. Quiet hours are held on Sundays from 8:00–10:00 p.m.

7. **Visitors:** Day students are not allowed in the Residence Hall at any time without permission from a Dorm Parent. Day students found in the dorm without permission will be subject to the discipline process. Boarders who are found hosting a day student in the dorm without permission will face suspension from the boarding program and possibly additional consequences.
8. **Co-visititation:** Male boarding students are prohibited from the girls’ side of the dorm at all times. Female boarding students are prohibited from the boys’ side of the dorm at all times. There are no exceptions to this rule. Boarders who violate this policy will be suspended or expelled from the boarding program.

9. **Illness:** An ill boarder MUST see the school nurse by 8:00 a.m. With a more serious illness, a boarder may contact the nurse without leaving the Residence Hall. Parents/guardians SHOULD NOT call the school to excuse their boarding son or daughter. The school nurse is the only individual who may excuse a boarding student and the nurse is responsible for contacting parents/guardians when the situation arises.

10. **Off-Campus Privileges:** Boarders who arrive in their own vehicles each week are not allowed to drive on their own accord during the school week. Boarders may travel off campus with parent/guardian permission ONLY. Boarders may travel in the car of a day student with specific parent/guardian permission. Boarders who violate this policy will face consequences or disciplinary action.

11. **Sign-In/Sign-Out Procedure:** All boarders are required to sign in to begin each study hall and to sign out when they need to be excused from study hall for another event or commitment, either school related or with parent/guardian permission. They may not sign out to any other campus building. Seniors with off campus privileges must sign out before leaving campus and have parent permission.

12. **General Rules and Expectations:** Boarding students who neglect the above rules or any rules/expectations listed specifically in the *Resident Handbook*, may face consequences or disciplinary action. Repeat offenders of rules may face suspension from the boarding program, and in some cases, expulsion from the program and or school.
**Miscellany**

**School Store**
The school store sells school supplies, pens, pencils, binders, notebooks, photo supplies, etc. The bookstore is open during the school year from 9:00 a.m.–12:00 p.m. daily. Students may charge school store purchases to their school account. To purchase textbooks, students use the online bookstore at [www.classbook.com](http://www.classbook.com). This website advises the students on which texts are required for each class and the books are sent directly to the student's house.

**Snack Bar**
The snack bar is open 9:00 a.m.–11:00 a.m. daily. Students may purchase drinks and healthy snacks. The snack bar only accepts cash transactions.

**Eating Areas**
Food is provided in the Castle dining room, in the snack bar, and from vending machines in the gym. These are the only areas in which food may be eaten. Food is not to be taken out of any of these areas and consumed elsewhere in the Schoolhouse, Castle, Lawrence Auditorium, or library. Food is not allowed in the Pratt Middle School and Arts Center except during faculty-sponsored events. Chewing gum is not allowed in the Pratt Middle School and Arts Center. Students and faculty are responsible for keeping school buildings and grounds free of litter.

**Lost and Found**
It is imperative that all clothing, books, and athletic equipment be clearly marked with a student's name. Please note: articles left in the lost and found more than two weeks will be donated to local charities.

**Purchasing Texts For Class**
Students should purchase all of their textbooks for Nobles courses, unless otherwise specified by their teacher, at [www.classbook.com](http://www.classbook.com)
Organizations and Committees

The School Life Council is chaired by the school presidents who are elected by the student body. The vice president and two additional students are elected by rising Class II students to represent them for the following year. Classes II, III and IV elect four students each, respectively the Middle School will have a separate governmental structure.

School Presidents
Will Clarke and Katherine Paglione, Co-Presidents

Senior Prefects
The school president and the prefects, who are elected by their class, meet regularly with the head of school to review, evaluate, and propose broader concerns of school tone, spirit, endeavor, and pace.

2015-2016 Prefects
Tim Barry  Nick Hunnewell
Nairi Brown  Rachel Janfaza
Will Clarke  Eric Jubber
Maya Cortez  Lucinda Quigley
Hayden Folgert  Katherine Paglione
Andie Gilmore  William Wang
Anna Haigh  Martin Williams

Student Organizations – Upper School

Peer Help Program
The Peer Help Program provides trained student-to-student academic tutoring and peer listeners for students experiencing personal problems and requiring community education on health and social issues. Peer helpers are resources, not counselors, and are responsible for encouraging students to seek out adult help when a situation warrants such a referral. Peer help academic tutors will work in conjunction with academic departments. Mr. Spence and Ms. Maldonado coordinate the program.

Middle School Mentors
A number of Class I and Class II students serve as mentors to students in the Middle School and work with the Middle School core faculty in being present in the Middle School, helping to chaperone, planning events, and assisting teachers. They are particularly valuable in helping new students make the transition from their old schools to Nobles and old students prepare for the transition to Upper School.

Clubs
Alexandria Book Club (ABC)
Asian 2 Asian (A2A)
Asian Culture Club (ACC)
Astronomy Club
B-Flats
Blues Band
Brother 2 Brother (B2B)
Calliope (student literary magazine)
Campuses Against Cancer (CAC)
Chamber Music Club
Chess Club
Community Service Board
Computer Science Club
Cooking Club
Dawg Pound
Dorm Life Counsel
Environmental Action Committee (EAC)
Ethics Club
Fishing Club
FOCUS
Foreign Affairs Club
French Club
Gender Awareness
Greensleeves (female a cappella singing group)
Human Rights Club
Imani
Information Technology Club (ITC)
Investment Club
Jewish Culture Club
Junior Classical League of Nobles
LGBTQ+S
Marine Conservation Club
Middle School Mentors
Multicultural Students Association (MSA)
The Nobleman (School newspaper)
Nobleonians (male a cappella singing group)
Nobles Debate Society-Model UN Nation
Nobles Theatre Collective (N.T.C.)
Note-orious (co-ed a cappella group)
Open Studio Club
Outing Club
Peer Help Program (PHP)
Positivity Club
Senior Prefects
Shield (student tour guides)
Sister 2 Sister (S2S)
South Africa Club
Spanish Club
Sports Discussion Society
School Life Council (SLC)
Students for Socioeconomic Awareness
Tabletop Game Club
Teddy Bear Club
Yearbook
Young Democrats
Young Republicans

**Student Organizations – Middle School**

Advanced Art
Chess
Community Service
Cooking Club
Current Events/Debate Club
Engineering
Girls Group
Golden Lion Book Club
Half Notes *a capella*
Hearts
Improv
Junior Classical League
Literary Arts Publication
Mathletes
Middle School Jazz Band
Middle School Service Committee
Middle School Press
Multicultural Student Association (MSMSA)
Photo Club
Strategy Board Games
Tech Club
Video Club
Parents’ Organizations and Activities
Parents’ Association (PA)

Parent participation is an integral and welcome part of school life. All parents of current Nobles students are members of the PA and are invited to attend monthly meetings and encouraged to become active participants. The schedule of PA meetings is noted on the school’s calendar, with further information provided in the parents newsletters and via e-mail.

The Parents’ Association encourages and coordinates parent involvement in order to contribute to the well being of the school community. There are many ways to be a part of that effort, allowing parents to make a difference while getting to know each other and getting to better understand all that is Nobles. These efforts support students, thank faculty, fund scholarships and faculty enrichment, and help bond the community. While the Parents’ Association board does not establish policy, it endeavors to be receptive and responsive to parental concerns.

The class and committee representatives listed below welcome and encourage your participation. Please feel free to contact any or all. We need and look forward to your involvement.

Parents’ Association Officers 2015-2016

Co-Chairs:
Barbara Ito • itokatz@gmail.com (C) 617-694-7801 (H) 617-232-6765
Polly Maroni • pollymaroni3@aol.com (C) 617-835-7163 (H) 617-738-0998

Co-Vice Chairs:
Kennie Grogan • kenyongrogan@comcast.net (C) 617-775-5539 (H) 781-431-2636
Anne Kelley • anneckelley@comcast.net (C) 781-718-4181 (H) 781-237-0390

Secretary:
Cindy Lawry • cindy@lawryfamily.net (C) 617-721-7296 (H) 781-235-4161

Treasurer:
Eloise Patterson • eloise.patterson@verizon.net (C) 781-290-6167 (H) 781-259-4342

Volunteer Coordinator:
Leslie Del Col • cldelcole@gmail.com (C) 339-206-3282 (H) 781-431-6408

Class Representatives

Class I Reps:
Sylvia Crawford • skkuzman@aol.com (C) 617-290-8639 (H) 617-734-2471
Anne London • annelondon@icloud.com (C) 617-816-7775 (H) 781-239-9991
Pam Notman pgbn61@yahoo.com (C) 781-248-2684 (H) 781-237-4754

Class II Reps:
Anna Abate • annaabate@verizon.net (C) 617-899-0928 (H) 781-431-6499
Nicola DiFelice • nicoladifelice@comcast.net (C) 978-979-7326 (H) 978-579-5954
**Class III Reps:**
Isabelle Loring • izzyloring@yahoo.com (C) 617-312-6664

**Class IV Reps:**
Lauren Karp Kinghorn • lkkinghorn@comcast.net (C) 617-869-3484 (H) 781-400-1399
Cindy Trull • cdtrull@att.net (C) 617-680-4777 (H) 781-237-0555

**Class V Reps:**
Carla Higgins • carla.j@higginsfamily.org (C) 781-856-3918 (H) 781-772-1650
Grace Slosberg • gslosberg@comcast.net (C) 617-686-4998 (H) 617-277-2996

**Class VI Reps:**
Sarah Gomez • sarah.gomez@comcast.net (C) 781-413-6345 (H) 781-383-1997
Cindy Jaczko • cindy@jaczko.com (C) 508-254-4541 (H) 781-237-5403

**Volunteers:**
**Admission**
Sarah Paglione • spaglione@comcast.net (C) 781-710-7177 (H) 781-239-0342

**Arts Liaisons**
Lynda Macdonald • lblmacdonald@gmail.com (C) 617-921-9889
Christine Serowik • chs@proambitions.com (C) 508-498-1990 (H) 774-893-4025

**Community Service**
Janet Nahirny • nahirny@rcn.com (C) 617-359-1921 (H) 617-879-0299

**Cookouts**
Paula Lordi • paula.lordi@gmail.com (C) 617-281-3489 (H) 508-785-0540
AE Rueppel • aerueppel@comcast.net (C) 617-851-3491 (H) 508-785-1424

**Faculty Lunch - Fall**
Ruth Klinck • ruthklinck1@icloud.com (C) 412-596-5121 (H) 781-489-5757
Anne Umphrey • anneumphrey@comcast.net (C) 781-249-7976 (H) 978-369-7937

**Faculty Lunch - Spring**
Elizabeth Abramson • elizabethabramson177@gmail.com (C) 781-424-6746 (H) 781-749-6357
Rosemary Mylod McElroy • mylod@alum.mit.edu (C) 617-365-9559 (H) 617-566-4694

**Grandparents Day:**
Sherri Athanasia • sathanasia@me.com (C) 781-974-3735
Gina Doyle • ginadoyle@icloud.com (C) 617-283-1228 (H) 508-785-3133
*Kathryn Croce • kgorschicroce@me.com (C) 781-424-1684 (H) 617-942-2445
*Ellen Roy Herzfelder • eherzfelder@yahoo.com (C) 617-774-7700

*Shadow Member
**HOST PROGRAM**
Lori Giandomenico • lgiando@verizon.net (C) 508-733-8024 (H) 508-668-8064
Melissa Janfaza • melissa@janfaza.com (C) 617-645-8051 (H) 781-237-5449
Nathalie Ducrest • ducrest.latour@gmail.com (C) 617-314-0664 (H) 617-232-3111
Leigh Miller Poole • sleighmiller@comcast.net (C) 781-405-7293

**PARENT ASSOCIATION FALL SOCIAL:**
Janice Jester • janicepjester@gmail.com (H) 781-239-0456 (C) 781-258-5363
Suzie Montgomery • s.montgomery33@comcast.net (C) 781-789-5044 (H) 781-383-1249
Kristin Welo • kewelo@comcast.net (C) 781-454-8598

**PARENT OUTINGS AND ENRICHMENT:**
Lee Rubin Collins • leemail4@mac.com (C) 617-233-8999 (H) 781-237-0676
Pam Gibson • pam@gibson41.com (C) 508-380-0809 (H) 508-651-1732
Margaret Talcott • margaret.talcott28@gmail.com (C) 603-661-1519 (H) 617-505-5068

**PARENTS’ INDEPENDENT SCHOOL NETWORK (PIN):**
Lisa Falkson • lisa@focalzone.com (C) 781-801-9009
Abby Hornstein • thehornsteins@juno.com (C) 781-820-8979 (H) 781-461-0554

**YARD SALE:**
Gretchen Filoon • gjfiloon@gmail.com (C) 617-470-4125
Board of Trustees 2015-2016

Edward T. Anderson P ‘12, ‘14
Brian J. Conway P ‘9, ‘14, ‘15
Sherry Delinsky ‘94
Anthony J. DiNovi P ‘16, ‘20
Mary H. Dunne P ‘13, ‘15, ‘17
Denise Dupré P ‘10, ‘14, ‘16
Caitlin P. Fai ‘10
Scott D. Freeman ‘81, P ‘12, ‘14, ‘17
Robert P. Henderson, Jr. ‘76, P ‘13 ‘16
Gita V. Iyer P ‘09, ‘12, ‘15
Suzanne Cullinane Jeppson ‘87
David A. Kirshner P ‘11, ‘13
Ian K. Loring P ‘12, ‘16, ‘18
Kevin Maroni P ‘13, ‘17
John M. Montgomery P ‘14, ‘15, ‘18
Marzuq Muhammad ‘01
Mariel Novas ‘06
Ernest C. Parizeau P ‘05, ‘07, ‘11, ‘15
Elizabeth M. Reilly ‘87
Gregory A. Shell P ‘15 ‘19
Nicole M. Stata ‘87
Edward K. Stimpson ‘85, P ‘15, ‘17, ‘19
Jill Walsh ‘96
**Health Policies**

**Annual Requirements**

In order to promote the well-being of the Nobles community, there are specific health requirements which MUST be met each year so that students may attend any class, sports practice, class retreat or school activity. School policy requires that every student have an annual physical by the physician of record and updated immunizations including a Td (Tdap) booster within five years (this is a MASS DPH recommendation for K-12 years.) NOTE: If a child has not been immunized, the parents or guardians must present or apply for a religious exemption through the appropriate county court. The Mass. General Law is used for reference is M.G.L. ANN Ch. 76, 15 Item 2.

In accordance with a law passed in the last legislative session private schools in the Commonwealth are required as of July 1, 2007, to communicate two things to parents of Massachusetts students:

- that the school does not conduct the health exams that the state requires for all public school students.
- that the school thereby recommends that parents consult with their health care provider, the local school committee or the local board of health to ensure these exams are carried out for their children.

**Medical Insurance**

Each student must be covered by a medical insurance plan in order to attend Nobles. The school is not responsible for providing such a plan and does not carry any form of medical insurance for its students. Proof of medical insurance will be required each year.

**Medical Emergency Information Forms**

These forms are completed each year and kept on file by the school. Any changes in emergency information should be forwarded to the Health Office as soon as they occur.

**Medication Administration Policy**

The following policies have been put in place to insure the health and safety of students needing medications during the school day. They include long-term medications as well as short-term treatments.

Noble and Greenough requires that the following forms must be on file in the student's health record before any prescribed medication is dispensed in school:

1. Signed consent by the parent or guardian to give the prescribed medication.

2. Signed medication order. The written medication order should be completed by the student’s physician and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year. For short-term prescription medications, (those requiring administration for 10 school days or less) the pharmacy-labeled container may be used in lieu of a physician's order.

3. Medications should be delivered by the parent to the school nurse in a pharmacy or manufacturer labeled container. Should it be necessary, the student may bring
in the labeled container. Parents may make arrangements with the school nurse prior to allowing students to bring in their own medications. No more than a 30-day supply of medicine should be delivered to the school.

4. Medications which are considered Controlled Substances by the FDA (examples include: Ritalin, Dexedrine, Adderall, Codeine, etc.) must be managed with greater caution. The nurse/health educator MUST be advised of all students (both day and boarding) taking such medication, and in the case of boarding students, the nurse will arrange with each individual student the administration process for these prescribed medications.

Any student who abuses or provides another student with these medications will face disciplinary action.

The school nurse may administer over-the-counter medications to students based on protocols which have been developed in collaboration with the school’s physician. The protocol includes: drug name, dose, dosage interval, indications and contraindications, potential adverse side effects, assessment factors the nurse must employ prior to administering the medication. Current medications which the student is taking and the student’s history of allergies MUST be part of the assessment. Parental consent must be on file. VERBAL PERMISSION WILL BE ALLOWED ONE TIME ONLY and MUST BE FOLLOWED BY WRITTEN CONSENT.

Parents and students are encouraged to inform the school nurse of any medications the student is taking. Students are allowed to self-administer certain medications provided the following requirements are met:

1. Parental permission.
2. The school nurse evaluates the student’s health status and abilities and deems self-administration safe and appropriate.
3. A policy for the safe storage of self-administered medication is determined.

Noble and Greenough’s policy for the administration of prescription and over-the-counter medications follows the Commonwealth of Massachusetts Department of Public Health regulations under MGL. Chapter 94C=105 CMR 210,000 and the Board of Registration in Nursing policy for administration.
Concussion Protocol

Noble and Greenough School Concussion Protocol
During the academic year, the Nobles Concussion Protocol supports the academic, physical, and emotional well being of a concussed student in coordination with the recommendations by the involved physicians. The School Nurse is the conduit for all medical information relating to the student's head injury. The Concussion Management Coordinator (CMC) manages the various levels of communication throughout the recovery stages with those working directly with the student to form plans for the Concussion Management Team (CMT) to review and activate. The student's advisor serves as the point person with both parent and student as it concerns review of the action plan that is in place.

CMT
• Middle School:
  Division Head, Dean of Students, School Nurse, Middle School Counselor, CMC, student's advisor
• Upper School:
  Division Head, Dean of Students, School Nurse, Director of Counseling, CMC, student's advisor

Step 1: Notification and Precaution
Whether an accident that results in concussion symptoms occurs under Nobles supervision or otherwise, the nurses or athletic trainers need notification of the injury as quickly as possible. In turn, the CMC alerts the student's teachers and CMT about the potential concussion in order to properly support the student until further evaluation occurs. Through assessment of the student and available information by Nobles (Health Office, Sports Medicine Office, School Physician or School Concussion Specialist), a determination will be made as to whether to require a doctor's appointment and diagnosis of the injury. If this is judged as necessary then the School Nurse will communicate the directive to the parent and the student is withheld from Nobles physical activity. Academic accommodations could also be initiated.

Step 2: Doctor Appointment Diagnosis
Nobles requires written documentation from the student's physician or concussion specialist regarding evaluation of the head injury. Until securing a diagnosis from the student's doctor, the School Nurse will initiate necessary accommodations based on the assessments made by Nobles (Health Office, Sports Medicine Office, School Physician or School Concussion Specialist). A concussion diagnosis will trigger the next steps of the protocol in coordination with any recommendations from the doctor.

Step 3: Return to Academics – Academic Accommodations
The time it takes to recover from a concussion varies for each student. The general progression to return fully to academics involves prescribed movement through the Rest, Passive Learning, and Active Learning recovery stages. The CMT implements plans that include educational accommodations based on reported symptoms and in coordination with any recommendations by his/her doctor. In the early portion of this step, a school counselor will meet with the student to discuss challenges that can present themselves within a concussion recovery. Continuous communication between the
CMT, parents, student, and physician allows for updated information that may necessitate changes to the academic plan during the student’s recovery.

Step 4: Return to Nobles Physical Activity (4 Days)
Once academically cleared (full day of school, regular load of academic work, eligible for testing, etc.) the student may begin the 4-day Return to Physical Activity aspect of the protocol that is managed by the athletic trainers. This program uses two days of physical exertion testing (ImPACT testing is typically administered after the 2nd exertion) and two days of practice to gradually return the student to full readiness for the Nobles activity. Upon successful completion (no symptoms or setbacks) and with written clearance from the student’s physician or concussion specialist, the student is eligible to June ‘14 participate fully (including contests). A parent will finalize with agreement (verbal or written) for her/his child to return fully to the Nobles physical activity.

AIDS (AND OTHER BLOOD BORNE PATHOGENS) POLICY
The school understands that the AIDS virus (HIV) is not spread through casual, everyday contact. Therefore, no person shall be automatically excluded from the school community because of his or her infection with the virus. An infected student’s parent(s) or guardian(s) are the gatekeepers of information related to AIDS/HIV status. They are not obliged to disclose this information to school personnel, although the school’s health personnel stand ready to provide beneficial help and support. The school shall maintain universal precautions against the possible transmission of the AIDS virus, and other blood-borne organisms such as the Hepatitis B virus, consistent with current CDC guidelines and developed in consultation with school health care professionals.

MEDICAL LEAVE OF ABSENCE
In the rare event that a student’s medical condition prevents him/her from attending school, a medical leave may be granted. Under the care of a physician and in consultation with the school’s Student Life Team (nurse, counselors, dean of students, consulting psychologist and division head) a student may request a medical leave. Students on medical leave may return to school once their treatment team/physician gives clearance to the dean of students. Regular contact with a Nobles counselor may be part of the reentry process.

In cases of medical leave a plan will be created to address the academic challenges presented by being on medical leave. These plans may include, but are not limited to, changing grading status of courses, dropping courses, making up work over the vacation periods, etc.
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>WHOM TO CALL OR EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support</td>
<td>Gia Batty</td>
</tr>
<tr>
<td>Admission</td>
<td>Jennifer Hines, Thanae Cooper</td>
</tr>
<tr>
<td>Advising</td>
<td>Marcela Maldonado</td>
</tr>
<tr>
<td>Afternoon Program</td>
<td>Tom Resor or Department Head</td>
</tr>
<tr>
<td>AIDS Policy</td>
<td>Trish Koningisor</td>
</tr>
<tr>
<td>Alcohol and Other Drug Policy</td>
<td>Marcela Maldonado</td>
</tr>
<tr>
<td>Alternative Education Programs</td>
<td>Henry Kinard</td>
</tr>
<tr>
<td>Alumni/ae Affairs</td>
<td>Greg Croak ‘06</td>
</tr>
<tr>
<td>Assemblies</td>
<td>Bill Bussey</td>
</tr>
<tr>
<td>Athletics</td>
<td>Alex Gallagher</td>
</tr>
<tr>
<td>Attendance</td>
<td>Carol Derderian, Edgar DeLeon</td>
</tr>
<tr>
<td>Billing</td>
<td>Laura Bishop</td>
</tr>
<tr>
<td>Boarding</td>
<td>Karen Gallagher</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Amy McHugh</td>
</tr>
<tr>
<td>Bullying</td>
<td>Marcela Maldonado</td>
</tr>
<tr>
<td>Capital Campaign</td>
<td>George Maley</td>
</tr>
<tr>
<td>Certification Committee</td>
<td>Michael Denning</td>
</tr>
<tr>
<td>Class I Deans</td>
<td>Meg Hamilton, Mike Kalin</td>
</tr>
<tr>
<td>Class II Dean</td>
<td>Brian Day, Julia Russell</td>
</tr>
<tr>
<td>Class III Deans</td>
<td>Amy McBrien, Edgar DeLeon</td>
</tr>
<tr>
<td>Class IV Deans</td>
<td>David Ulrich, Kimya Charles</td>
</tr>
<tr>
<td>College Counseling</td>
<td>Kate Ramsdell, Meg Hamilton</td>
</tr>
<tr>
<td></td>
<td>Tom Resor/Kimya Charles</td>
</tr>
<tr>
<td></td>
<td>Sarah Plumb</td>
</tr>
<tr>
<td>Communications</td>
<td>Heather Sullivan</td>
</tr>
<tr>
<td>Computers/Technology</td>
<td>Dan Weir/Alycia Scott-Hiser</td>
</tr>
<tr>
<td>Community Service</td>
<td>Linda Hurley</td>
</tr>
<tr>
<td>Course Changes</td>
<td>Stacey Turner</td>
</tr>
<tr>
<td>Counseling</td>
<td>Mary Batty, Jen Hamilton</td>
</tr>
<tr>
<td></td>
<td>Mark Spence</td>
</tr>
<tr>
<td></td>
<td>Emily Parker</td>
</tr>
<tr>
<td>Day Camp</td>
<td>George Maley</td>
</tr>
<tr>
<td>Development (fundraising)</td>
<td>Michael Denning</td>
</tr>
<tr>
<td>Diploma Standards</td>
<td>Edgar De Leon, Marcela Maldonado</td>
</tr>
<tr>
<td>Discipline</td>
<td>Steven Tejada</td>
</tr>
<tr>
<td>Diversity</td>
<td>Edgar De Leon, Marcela Maldonado</td>
</tr>
<tr>
<td>Dress Code</td>
<td>Class Deans</td>
</tr>
<tr>
<td></td>
<td>Judith Merritt</td>
</tr>
<tr>
<td>Drivers Education</td>
<td>Katherine Minevitz</td>
</tr>
<tr>
<td>Events (Alumni, Development)</td>
<td>Maura Sullivan or Department Head</td>
</tr>
<tr>
<td>Faculty</td>
<td>Barbara Murphy</td>
</tr>
<tr>
<td></td>
<td>Nan Bussey</td>
</tr>
<tr>
<td>Events/Facilities Schedule</td>
<td>George Maley</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>George Maley</td>
</tr>
<tr>
<td>First Class Fund</td>
<td>Bill Bussey, Marcela Maldonado</td>
</tr>
<tr>
<td>Gifts</td>
<td>George Maley</td>
</tr>
</tbody>
</table>
**Subject**

- Health Issues
- Insurance Coverage
- International Programs, Travel
- Intervention Guidelines
- Medical Issues
- Medical Leave of Absence
- Medications Information/Health
- Middle School
- Nobles Trips
- Ombudsman
- Parents’ Association
- Parents’ Newsletter
- Peer Help Program
- Publications/Public Relations
- Probation (academic)
- Rental of Facilities
- Scholarship Sale
- Student Clubs/Organizations
- Student Schedules
- Study Away from Nobles
  - SAT I, SAT Subject, ACT
  - AP, PSAT
- Transcript Requests
- Tutoring

**Whom to Call or Email**

- Health Issues: Trish Koningisor
- Insurance Coverage: Steve Ginsberg
- International Programs, Travel: Henry Kinard
- Intervention Guidelines: Mark Spence
- Medical Issues: Trish Koningisor
- Medical Leave of Absence: Marcela Maldonado
- Medications Information/Health: Trish Koningisor
- Middle School: John Gifford ’86
- Nobles Trips: Henry Kinard
- Ombudsman: Bill Bussey
- Parents’ Association: Barbara Ito, Polly Marone
- Parents’ Newsletter: Barbara Ito, Polly Marone
- Peer Help Program: Marcela Maldonado, Mark Spence
- Publications/Public Relations: Heather Sullivan
- Probation (academic): Michael Denning
- Rental of Facilities: John Gifford ’86
- Scholarship Sale: Barbara Murphy
- Student Clubs/Organizations: Steve Ginsberg
- Student Schedules: Bill Bussey
- Study Away from Nobles: Stacey Turner
- Testing: Psych./Educ.: Henry Kinard
- SAT I, SAT Subject, ACT: Gia Batty
- AP, PSAT: Judith Merritt
- Transcript Requests: Judith Merritt/College Office
- Tutoring: Gia Batty

* Nobles email format: First Name_Last Name@nobles.edu
IMMEDIATE CAMPUS CRISIS

any threatening situation that requires immediate response by the Nobles community

PROTOCOL

1. **Call 911**
   Anyone with concern about a campus crisis situation should call 911
   If unsure then communicate immediately with Front Desk, Administrator, Supervisor or Nobles Faculty member

2. **NOTIFY**
   - 7:30 am - 6:30 pm and after calling 911
   - 6:30 pm - 7:30 am and after calling 911

   - Front Desk
     781-326-3700
     or campus ext. 0
   - Campus Security
     508-397-7294

3. **ALERT**
   Administrator in Charge will initiate the following:
   - Phone speakers in each classroom
   - Campus external PA system
   - Reverse 911 (cell phones)
   - Email
   - Nobles Website
   - Nobles Employee
   Once the campus alert has been initiated, DISREGARD the fire alarm if it sounds

4. **RESPOND**
   **SHELTER IN PLACE**
   - ALL: quickly find a place within the closest room that can be secured for shelter in place
   - EMPLOYEES: gather all people in close proximity into shelter in place area
   - STUDENTS: immediately follow instructions

   **EVACUATE**
   - ALL: follow the directions on where to go
   - EMPLOYEES: have all people in close proximity follow the appropriate evacuation path
   - STUDENTS: immediately follow instructions

   **LOCKDOWN**
   - ALL: quickly find place within the closest room that can be secured or lockdown
   - EMPLOYEES: gather all people in close proximity in the lockdown space
   - STUDENTS: immediately follow instructions

5. **BE AWARE**
   The fluidity of some situations might call for response that cannot wait for the community communication system. Nobles employees should act with common sense and with the safety of the students always being the priority.
<table>
<thead>
<tr>
<th>Index Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence from school</td>
<td>43</td>
</tr>
<tr>
<td>Absence due to illness</td>
<td>44</td>
</tr>
<tr>
<td>Absence (Medical leave)</td>
<td>44</td>
</tr>
<tr>
<td>Absence (Parent from home)</td>
<td>44</td>
</tr>
<tr>
<td>Academic Achievement Center</td>
<td>20</td>
</tr>
<tr>
<td>Academic administrators</td>
<td>12</td>
</tr>
<tr>
<td>Academic averages (Computation)</td>
<td>15</td>
</tr>
<tr>
<td>Academic department heads</td>
<td>12</td>
</tr>
<tr>
<td>Academic distinction</td>
<td>15</td>
</tr>
<tr>
<td>Academic faculty</td>
<td>5</td>
</tr>
<tr>
<td>Academic honesty</td>
<td>39</td>
</tr>
<tr>
<td>Academic probation</td>
<td>18</td>
</tr>
<tr>
<td>Academic reporting</td>
<td>17</td>
</tr>
<tr>
<td>Academic support</td>
<td>19</td>
</tr>
<tr>
<td>Acceptable Use Policy</td>
<td>23</td>
</tr>
<tr>
<td>Administration</td>
<td>4</td>
</tr>
<tr>
<td>Administrative staff</td>
<td>9</td>
</tr>
<tr>
<td>Advising</td>
<td>54</td>
</tr>
<tr>
<td>Afternoon program</td>
<td>25</td>
</tr>
<tr>
<td>Afternoon program requirements</td>
<td>25</td>
</tr>
<tr>
<td>Afternoon program guidelines</td>
<td>26</td>
</tr>
<tr>
<td>Afternoon program attendance</td>
<td>26</td>
</tr>
<tr>
<td>Afternoon program credit</td>
<td>26</td>
</tr>
<tr>
<td>Afternoon program probation</td>
<td>27</td>
</tr>
<tr>
<td>AIDS policy</td>
<td>70</td>
</tr>
<tr>
<td>Alcohol and other drugs</td>
<td>55</td>
</tr>
<tr>
<td>Applied music study faculty</td>
<td>8</td>
</tr>
<tr>
<td>Assessments</td>
<td>47</td>
</tr>
<tr>
<td>Athletics</td>
<td>27</td>
</tr>
<tr>
<td>Athletics, code of ethics</td>
<td>27</td>
</tr>
<tr>
<td>Athletics, competition levels</td>
<td>29</td>
</tr>
<tr>
<td>Athletics, daily commitment</td>
<td>28</td>
</tr>
<tr>
<td>Athletics, expulsion rule</td>
<td>28</td>
</tr>
<tr>
<td>Athletics, injury/illness</td>
<td>28</td>
</tr>
<tr>
<td>Athletics, issued items</td>
<td>29</td>
</tr>
<tr>
<td>Athletics, medical exemption</td>
<td>28</td>
</tr>
<tr>
<td>Attendance</td>
<td>44</td>
</tr>
<tr>
<td>Auditing</td>
<td>17</td>
</tr>
<tr>
<td>Boarding</td>
<td>57</td>
</tr>
<tr>
<td>Books/Texts (Purchasing)</td>
<td>59</td>
</tr>
<tr>
<td>Bullying</td>
<td>41</td>
</tr>
<tr>
<td>Building Hours</td>
<td>4</td>
</tr>
<tr>
<td>Campus Crisis</td>
<td>73</td>
</tr>
<tr>
<td>Cell phones</td>
<td>47</td>
</tr>
<tr>
<td>Certification</td>
<td>14</td>
</tr>
<tr>
<td>Cheating</td>
<td>39</td>
</tr>
<tr>
<td>Chewonki</td>
<td>35</td>
</tr>
<tr>
<td>CITYterm</td>
<td>36</td>
</tr>
<tr>
<td>Class deans</td>
<td>12/52</td>
</tr>
<tr>
<td>Class I projects</td>
<td>15/37</td>
</tr>
<tr>
<td>Class representatives (Parents)</td>
<td>64</td>
</tr>
<tr>
<td>Clubs</td>
<td>60</td>
</tr>
<tr>
<td>College visits</td>
<td>45</td>
</tr>
<tr>
<td>Computers and technology</td>
<td>22</td>
</tr>
<tr>
<td>Commitment to Diversity</td>
<td>1</td>
</tr>
<tr>
<td>Community principles</td>
<td>1/39</td>
</tr>
<tr>
<td>Community service</td>
<td>29</td>
</tr>
<tr>
<td>Commute to and from school</td>
<td>46</td>
</tr>
<tr>
<td>Computers and technology</td>
<td>22</td>
</tr>
<tr>
<td>Concussion protocol</td>
<td>69</td>
</tr>
<tr>
<td>Counseling</td>
<td>55</td>
</tr>
<tr>
<td>Course changes</td>
<td>21</td>
</tr>
<tr>
<td>Course distribution/Credits</td>
<td>13</td>
</tr>
<tr>
<td>Course selection</td>
<td>22</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>17</td>
</tr>
<tr>
<td>Daily rules</td>
<td>44</td>
</tr>
<tr>
<td>Dance</td>
<td>29</td>
</tr>
<tr>
<td>December assessments</td>
<td>47</td>
</tr>
<tr>
<td>Detention</td>
<td>45</td>
</tr>
<tr>
<td>Diplomas</td>
<td>14</td>
</tr>
<tr>
<td>Diploma standards</td>
<td>13</td>
</tr>
<tr>
<td>Disabilities, Students with</td>
<td>21</td>
</tr>
<tr>
<td>Disciplinary committee</td>
<td>51</td>
</tr>
<tr>
<td>Distinction, Academic</td>
<td>15</td>
</tr>
<tr>
<td>Disclosure policy</td>
<td>53</td>
</tr>
<tr>
<td>Diversity commitment statement</td>
<td>1</td>
</tr>
<tr>
<td>Dress code</td>
<td>49</td>
</tr>
<tr>
<td>Driving, riding and parking</td>
<td>48</td>
</tr>
<tr>
<td>Driving privilege</td>
<td>48</td>
</tr>
<tr>
<td>Eating areas</td>
<td>59</td>
</tr>
<tr>
<td>Educational testing</td>
<td>20</td>
</tr>
<tr>
<td>EXCEL programs</td>
<td>32</td>
</tr>
<tr>
<td>Exemptions, academic</td>
<td>15</td>
</tr>
<tr>
<td>Expulsion</td>
<td>52</td>
</tr>
<tr>
<td>Expulsion Rule/Athletics</td>
<td>28</td>
</tr>
<tr>
<td>Failures (Academic)</td>
<td>14</td>
</tr>
<tr>
<td>Graduation with distinction</td>
<td>15</td>
</tr>
<tr>
<td>Harassment</td>
<td>42</td>
</tr>
<tr>
<td>Hazing</td>
<td>40</td>
</tr>
<tr>
<td>Health and wellness activities</td>
<td>27</td>
</tr>
<tr>
<td>Health policies</td>
<td>67</td>
</tr>
<tr>
<td>High Mountain Institute</td>
<td>36</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Images/Recordings</td>
<td>43</td>
</tr>
<tr>
<td>Immediate campus crisis</td>
<td>73</td>
</tr>
<tr>
<td>Incomplete</td>
<td>16</td>
</tr>
<tr>
<td>Independent courses</td>
<td>14</td>
</tr>
<tr>
<td>Independent afternoon projects</td>
<td>31</td>
</tr>
<tr>
<td>Independent service projects</td>
<td>31</td>
</tr>
<tr>
<td>Intellectual property theft</td>
<td>40</td>
</tr>
<tr>
<td>Intervention guidelines</td>
<td>56</td>
</tr>
<tr>
<td>Island school</td>
<td>36</td>
</tr>
<tr>
<td>ISL sportsmanship creed</td>
<td>27</td>
</tr>
<tr>
<td>June exams</td>
<td>47</td>
</tr>
<tr>
<td>Leaving campus</td>
<td>46</td>
</tr>
<tr>
<td>Library</td>
<td>50</td>
</tr>
<tr>
<td>Lost &amp; found</td>
<td>59</td>
</tr>
<tr>
<td>Meals</td>
<td>50</td>
</tr>
<tr>
<td>Medical forms</td>
<td>65</td>
</tr>
<tr>
<td>Medical insurance</td>
<td>65</td>
</tr>
<tr>
<td>Medical leave of absence</td>
<td>70</td>
</tr>
<tr>
<td>Medication administration policy</td>
<td>65</td>
</tr>
<tr>
<td>Middle School clubs</td>
<td>62</td>
</tr>
<tr>
<td>Middle School evaluation</td>
<td>18</td>
</tr>
<tr>
<td>Middle School mentors</td>
<td>60</td>
</tr>
<tr>
<td>Missed classes or long assembly</td>
<td>43</td>
</tr>
<tr>
<td>Mountain School</td>
<td>36</td>
</tr>
<tr>
<td>Music faculty</td>
<td>8</td>
</tr>
<tr>
<td>No credit</td>
<td>16</td>
</tr>
<tr>
<td>NoblesCloud</td>
<td>22</td>
</tr>
<tr>
<td>Non-discrimination policy</td>
<td>1</td>
</tr>
<tr>
<td>Off-limits areas</td>
<td>50</td>
</tr>
<tr>
<td>Off-campus education programs</td>
<td>35</td>
</tr>
<tr>
<td>Parking</td>
<td>48</td>
</tr>
<tr>
<td>Pass/No record</td>
<td>16</td>
</tr>
<tr>
<td>Parent/guardian absence from home</td>
<td>46</td>
</tr>
<tr>
<td>Parents’ association</td>
<td>63</td>
</tr>
<tr>
<td>Peer Help Program (PHP)</td>
<td>58</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>39</td>
</tr>
<tr>
<td>Prefects</td>
<td>60</td>
</tr>
<tr>
<td>Repeating a Year</td>
<td>15</td>
</tr>
<tr>
<td>Reporting harrassment/bullying</td>
<td>41</td>
</tr>
<tr>
<td>School telephone numbers</td>
<td>4</td>
</tr>
<tr>
<td>School presidents</td>
<td>60</td>
</tr>
<tr>
<td>School store</td>
<td>59</td>
</tr>
<tr>
<td>School Year Abroad</td>
<td>36</td>
</tr>
<tr>
<td>Semester or year away</td>
<td>37</td>
</tr>
<tr>
<td>Service travel and immersion</td>
<td>33</td>
</tr>
<tr>
<td>Snack bar</td>
<td>59</td>
</tr>
<tr>
<td>Snow days</td>
<td>4</td>
</tr>
<tr>
<td>Spectators</td>
<td>28</td>
</tr>
<tr>
<td>Student organizations MS</td>
<td>60</td>
</tr>
<tr>
<td>Step process</td>
<td>19</td>
</tr>
<tr>
<td>Student support services</td>
<td>54</td>
</tr>
<tr>
<td>Suspension</td>
<td>52</td>
</tr>
<tr>
<td>Tardiness</td>
<td>44</td>
</tr>
<tr>
<td>Technical theatre</td>
<td>29</td>
</tr>
<tr>
<td>Testing (Educational)</td>
<td>20</td>
</tr>
<tr>
<td>Texts, purchasing</td>
<td>59</td>
</tr>
<tr>
<td>Tobacco, Statement</td>
<td>43</td>
</tr>
<tr>
<td>Theatre</td>
<td>29</td>
</tr>
<tr>
<td>Theft (Intellectual property)</td>
<td>40</td>
</tr>
<tr>
<td>Transfer of credit</td>
<td>15</td>
</tr>
<tr>
<td>Trustees</td>
<td>66</td>
</tr>
<tr>
<td>Tutoring</td>
<td>20</td>
</tr>
<tr>
<td>Vacation homework policy</td>
<td>14</td>
</tr>
<tr>
<td>Vandalism</td>
<td>43</td>
</tr>
<tr>
<td>Vehicle registration</td>
<td>46</td>
</tr>
<tr>
<td>Violation of Community principles</td>
<td>51</td>
</tr>
<tr>
<td>Visual arts</td>
<td>31</td>
</tr>
<tr>
<td>Volunteers</td>
<td>62</td>
</tr>
<tr>
<td>Weapons statement</td>
<td>43</td>
</tr>
<tr>
<td>Whom to call</td>
<td>71</td>
</tr>
<tr>
<td>Yearbook</td>
<td>31</td>
</tr>
</tbody>
</table>