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 that—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.
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Administration

Robert P. Henderson Jr., Head of School
bob_henderson@nobles.edu
John Gifford, Assistant Head of School,
Head of Middle School
john_gifford@nobles.edu
Michael Denning, Head of Upper School
michael_denning@nobles.edu
Marcela Maldonado, Dean of Students
marcela_maldonado@nobles.edu
Steve Ginsberg, Business Manager
steve_ginsberg@nobles.edu
Bill Bussey, Provost/Ombudsman
bill_bussey@nobles.edu
Jennifer Hines, Dean of Enrollment Management
jen_hines@nobles.edu
Maura Sullivan, Dean of Faculty
maura_sullivan@nobles.edu
Steven Tejada, Dean of Diversity Initiatives
steven_tejada@nobles.edu
Kate Ramsdell, Director of College Placement
kate_ramsdell@nobles.edu
Heather Sullivan, Director of Communications
heather_sullivan@nobles.edu
Alex Gallagher, Director of Athletics
alex_gallagher@nobles.edu
George Maley, Director of Development
george_maley@nobles.edu
Mark Spence, Director of Counseling
mark_spence@nobles.edu
Dan Weir, Chief Information Officer
dan_weir@nobles.edu

The Shattuck Schoolhouse Building Hours
Monday–Friday..................................................6:30 a.m.–11:00 p.m.
Saturday ........................................................8:00 a.m.–4:00 p.m.
Sunday ................................................................11:00 a.m.–11:00 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 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.
Josh Accomando  
English Teaching Fellow; Athletics

Donald Allard Jr.  
History and Social Science; Football; Baseball

Ayako Anderson  
Japanese

Brooke Asnis  
Admission

Chris Averill  
Middle School Science; Outdoor Adventure; MS Lacrosse

Richard Baker  
English

Louis Barassi  
History; Tennis

Gia Batty  
Director of Academic Support; English

Mary Batty  
Counselor; Personal Development

Bradley Becker  
Chemistry; Athletics

Elizabeth Benjamin  
Spanish Teaching Fellow; Soccer; Hockey; Lacrosse

George Blake  
Chair of Classics Department; Basketball

Jonathan Bonner  
Director of Technical Theatre

Ashley Bradley  
English; Diversity Initiatives; Soccer; Fitness

Jessica Brennan  
English; Class III Dean; Calliope

Dawud Brown ‘94  
Web Master; Academic Technology Specialist

Oris Bryant  
History; Basketball; Baseball

Chris Burr  
English; Squash; Tennis

Nan Bussey  
Admission; Director of Financial Aid; Athletics

William Bussey  
Nicholas Marinaro Chair for Relational Teaching; Provost; English; Ombudsman;

Jennifer Carlson-Pietraszek  
History; Academic Technology Specialist

Iesha Caisey  
Admission and Diversity Teaching Fellow

Danielle Chagnon  
Mathematics; Academic Technology Specialist

Doc Chanonhouse  
Performing Arts; Director of Instrumental Music; Coordinator of Applied Music Study

Kimya Charles  
College Counseling; Community Service; Volleyball

John Chung  
Math; Soccer; Strength and Conditioning

Shannon Lyn Clark  
Chair of English Department; Cross Country; Community Service;

Adam Cluff  
English; Basketball

Jen Craft  
Chair of Science Department

Nora Creahan  
Visual Arts; Community Service; Crew

Jacqueline Cronin  
Spanish; Fitness; Lacrosse

Brian Day  
History and Social Science; Class II Dean; Admission; Soccer; Hockey

Edgar DeLeon ‘04  
Class IV Dean; Assistant Dean of Students

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

Thomas Forteith  
English; Soccer; Baseball
**Academic Faculty**

Alex Gallagher `90  
*The Alfond Family Athletic Director’s Chair; History; Director of Athletics; Basketball*

Karen Gallagher  
*Mathematics; Director of Residential Life; Dorm Parent*

Emilie Geissinger  
*Biology Teaching Fellow*

John Gifford `86  
*Assistant Head of School; Head of Middle School; History*

Steve Ginsberg  
*Business Manager; Soccer*

Meghan Glenn  
*Classics; Yearbook Advisor*

Tomoko Graham  
*Putnam Chair in Languages; Japanese; Performing Arts; Dance*

Dan Halperin  
*Head 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*

Tilesy Harrington  
*Mathematics; Charles Wiggins Chair in Mathematics; Faculty Evaluation Team Chair*

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;*

Jennifer Hines  
*Dean of Enrollment Management*

John Hirsch  
*Chair of Visual Arts, Media Production*

Michael Hoe  
*LOA 2014-15; Dorm Parent*

Fred Hollister  
*History and Social Science; Skiing*

Michelle Huber  
*Spanish; Dance*

Linda Hurley  
*Community Service Coordinator*

Meg Jacobs  
*Spanish; Field Hockey; Lacrosse*

Lisa Jacobson  
*Visual Arts*

Douglas Jankey  
*Lyman Family Chair in Social Science; History; Soccer*

Anderson Julio  
*Spanish; Academic Technology Specialist; Sailing; Soccer*

Michael Kalin  
*Class I Dean; English; History; Basketball; Tennis*

Kate Kayaian  
*Performing Arts; Director of Orchestra and String Ensemble; Chamber Music; Admission*

William Kehlenbeck  
*Mathematics; Graduates Chair; Baseball*

Susan Kemalian  
*Chair of Mathematics Department; Field Hockey*

Robert Kern  
*Science; Community Service; Cross Country*

Henry Kinard  
*Coordinator of Nobles Travel Program; French; Nobleman; Ultimate Frisbee*

Trish Koningisor  
*Nurse/Health Educator; Personal Development*

Jeremy Kovacs  
*Science; Golf*

Nahyon Lee  
*LOA 2014-15*

Paul Lieberman  
*Performing Arts; Middle School Instrumental Music*

Kimberly Libby  
*English; Academic Technology Specialist; Volleyball; Basketball*
**Academic Faculty**

Sandi MacQuinn  
*Edgerley Family Chair for Teaching and Commitment to Service; English; Community Service Director*

Pascal Maharjan  
*Mathematics; A2A; Squash*

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*

Dan Matlack  
*Classics; Admission; Crew*

Alden Mauck  
*English; Ice Hockey*

Amy McBrien ‘03  
*Class III Dean; Admission; Soccer; Basketball. EXCEL*

Sheila McElwee  
*Science; Admission*

Jody McQuillan  
*French; Study Skills Specialist; Achieve*

Robert Moore  
*Assistant Dean of Students; Football; Basketball; Concussion Management Coordinator (Sabbatical, spring 2015)*

Todd Morton  
*Performing Arts*

Chuck Munn  
*Classics Teaching Fellow*

Eric Nguyen  
*Mathematics; Outdoor Adventure; Wrestling; Middle School Scheduler*

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

Kelly Overbye  
*Mathematics; Softball*

Alexi Paraschos  
*Performing Arts; Music; Nobleonians; Imani; Soccer*

Christine Pasterczyk  
*Science; Chess Club*

Erica Pernell  
*Chemistry; Softball*

Sarah Plumb ‘08  
*History; College Counseling; Field Hockey; Lacrosse*

Hannah Puckett  
*History*

Kate Ramsdell  
*Director of College Counseling; English; Dorm Parent*

Peter Raymond  
*English*

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

Violet Richard  
*Spanish; Asian Culture Club*  
*(Sabbatical, spring 2015)*

David Roane  
*Visual Arts; Basketball; Soccer*

Margaret Robertson  
*Chair of Modern Language Department; Spanish*

Julia Russell  
*Class II Dean; Baker Chair in English; English; Evaluation Team Chair; Field Hockey*

Muriel Schwinn  
*Science; Soccer; Community Service*

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

Amadou Seck  
*French; Debate/Model UN; Soccer*

Vicky Seelen  
*English; Faculty Evaluation Team Chair*

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

Andrew Shumway  
*Academic Technology Specialist; Baseball*

Ben Snyder  
*Sabbatical 2014-2015*
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
Dean of Faculty; Rappaport Chair for the Teacher-Coach; Mathematics; Field Hockey

Ray Sun
Chinese

Amanda Taylor
Mathematics Teaching Fellow

Steven 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

Michael Turner
Performing Arts; Weber Faculty Chair for the 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

Betsy VanOot
Visual Arts Department; Faculty evaluation team chair

Cassie Velázquez
Admission; Outreach Coordinator

Marvin Vilma
Admission; Diversity Teaching Fellow

Moly Weeden
Performing Arts Teaching Fellow

Dan Weir
Chief Information Officer

Scott Wilson
Mathematics; History and Social Science

Laura Yamartino
Spanish; Community Service; Sailing

Applied Music Study Faculty

Terry Anthony ............ Flute .................................. 774-454-2559
Bruce Bears ............... Piano ................................ 781-791-5023
Bob Brenner .............. Woodwinds ...................... 781-449-9052
Derrick Campbell .......... Guitar ............................. 617-413-6703
Julia Cash .................... Violin/Viola ....................... 617-304-9894
Doc Chanonhouse ....... Trumpet ............................ 781-255-0506
Taka Hagiwara .......... Tuba .................................. 617-240-6879
Kate Kayaian .......... Cello .................................. 617-501-5748
Ellyses Kuan ............ Piano .................................. 617-970-6546
Carmen Marsico .......... Voice ................................. 617-792-1395
Justin Oliver .............. Drums ............................... 508-863-3433
Stacie Pirozzi ............. Voice ................................. 617-953-0607
Sasha Pustilnikova ...... Piano .................................. 617-817-8987
Marty Richards ........... Drums ............................... 508-740-2742
Binney Stone ............... Guitar ............................. 617-818-3801
Gretchen Stone ......... Piano .................................. 617-889-1937
Richard Teague .......... Oboe .................................. 781-322-0585
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
Josh Accomando, Athletic Teaching Fellow
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
Al Dull
Joe Fuller
Kevin Matthews
Bill McElhinney
Mike O’Neil
Antonio Queiroz
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
Michele Costa-Bell, Writer, Digital Content Manager
Joyce Eldridge, Senior Writer/Special Projects
Ben Heider, Videographer

**Development Office**
George Maley, Director of Development
Greg Croak ’06, Director of Graduate Affairs
Kate Clark, Assistant to the Director of Development and Stewardship Director
Katie Coggleshall ’88, Senior Development Officer
Katie Guay, Senior Development Officer
Peter Hamilton, Senior Development Officer
Casey Hassenstein, Director of Annual Giving
Catherine Kershaw, Annual Fund and Achieve Coordinator
Kelsey Lawler ’09, Associate Director of Graduate Affairs
Karen Ortrandahl, Office Manager
Robin King, Donor Relations and Operations Specialist
Michelle Lynch, Director of Development Operations
Katherine Minevitz, Special Events Coordinator
Devin Nwanagu ’05, Capital Giving Coordinator
Allie Trainor, Associate Director of Annual Giving

**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
Dawud Brown ’94, Academic Technology Specialist
Devereaux Brown ’97, Systems Administrator
**Administrative Staff**

Jenny Carlson-Pietraszek, *Academic Technology Specialist*
Danielle Chagnon, *Academic Technology Specialist*
Dan Donnelly, *Systems Administrator*
Kimberly Libby, *Academic Technology Specialist*
Anderson Julio, *Academic Technology Specialist*
Andrew Shumway, *Academic Technology Specialist*
Tessy Smith, *Data Base Administrator*

**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*
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**
Sandra MacQuinn, *Director of Community Service*
Linda Hurley, *Community Service Coordinator*

**School Store and Snack Bar**
Erin Conlon
**Faculty Class Deans**

Faculty 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  
Jessica Brennan  
Amy Joyce

Class IV  
David Ulrich  
Edgar DeLeon

**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*

**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.

Course Distribution Credit

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>eight semesters</td>
</tr>
<tr>
<td>Mathematics</td>
<td>six semesters (through Class II year, or through Algebra II, whichever comes later)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Completion of Level III</td>
</tr>
<tr>
<td>History &amp; Social Science</td>
<td>four semesters (two in U.S. History; two in History of the Human Community)</td>
</tr>
<tr>
<td>Science</td>
<td>four semesters (biology and either physics or chemistry)</td>
</tr>
<tr>
<td>Arts</td>
<td>one credit in visual arts and one credit in performing arts</td>
</tr>
<tr>
<td>Afternoon Program</td>
<td>three trimester activities per year until Class II and Class I when two are required</td>
</tr>
<tr>
<td>Community Service</td>
<td>80 hours of an approved project or projects</td>
</tr>
</tbody>
</table>
**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 be submitted during the course-change period and 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 based upon reports from the Certification Committee and upon the assessment of a student’s current performance. 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 must be accompanied by a recent evaluation by a licensed educational psychologist. [If two or more distribution requirements are waived for a particular student, he or she will not be eligible for a diploma and will instead receive a certificate of attendance.]

**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 May 1 by sending a letter to the division head, defining the reasons for such a request. The division head will gather recommendations from the advisor, teachers, and other administrators and then convene the Certification Committee to make a recommendation to the Head of School.

**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 distinction that semester.
RequeRements for Gradau ation WiTh Dis t in x 10n

A student’s academic record during the final four years at Nobles (or since the student has entered the school, whichever is the shorter time) must satisfy the following conditions to qualify for graduation with distinction: the average of all the student’s semesters (taking the third quarter average of the Class I year to stand for the final grades) must be 9.5 to graduate with Distinction; 10.0 for High Distinction; and 10.5 for Highest Distinction.

Pass/No Record: Any extra course above the required five graded courses (4.5 for Class I, spring semester) that does not fulfill a distribution 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, 2014.
• Requests to take a spring semester on a P/NR basis must be submitted by January 12, 2015.
• Requests to take a year-long (fall and spring) course on a P/NR basis must be submitted by September 15, 2014.
• 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 head of school 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. Students may not be placed on the academic distinction list 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. Excellence in academic performance qualifies a student for election 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 religious holidays or for a medical leave of absence (see pg. 42).

**Academic Reporting**

**Reports**

Both report cards 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
- Report cards
- Teacher comments
December – Semester-end grading period
- Report cards
- Supplemental teacher comments
June – Semester-end grading period
- Report Cards
- 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 receive a letter from the division head when a student receives a first official academic warning in a course. Parents/guardians may also be contacted at any time if sufficient problems or challenges seem to be developing. Finally, a special “early warning” period is indicated approximately three weeks before grades are reported; if a student’s grade is below C- at that point, the advisor will be notified.

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, with the division head, or with a group of the student’s teachers; the advisor will organize such meetings. In extraordinary circumstances, parents may arrange with the advisor to receive a weekly report of a student’s progress.
**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 academic success. This may include peer tutoring, outside tutoring and/or other educational strategies determined during this meeting. This plan will then be summarized to student, family, advisor, and classroom teachers. In addition, any Upper School student on probation may be assigned to study hall during all free periods (outside of lunch).

**Step Two:**
After the second such marking period, the plan is revisited and 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.

In situations in which a student has evidenced flagrant neglect of academic obligations or when unsatisfactory academic work is combined with behavioral problems, the faculty may require a student’s immediate withdrawal before the completion of the three-stage process.

The school reserves the right to ask any student to withdraw 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 to 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, all teachers and advisors should be sure to advise 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. When needed, Nobles encourages students to schedule private tutoring on campus during the academic day. All outside tutors who work on campus must contact our Department of Academic Support and check in as visitors at the front desk. On occasion, Nobles families may want to contract with Nobles faculty (who do not teach their child) for tutorial support outside of the academic day. This must be cleared with the Director of Academic Support.

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 psychoeducational 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 and 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 the first three days of the semester, a student may request to change one or more courses. To change a course 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. Such petitions must be submitted in a timely fashion to the registrar. If such a course modification is felt necessary and proper, students should consult their advisor immediately. The advisor helps the student to evaluate the appropriateness of the change. Course change requests cannot be considered when the required course is full.

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 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.

**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.

**Off-Campus Education Programs**

Nobles encourages students to take advantage of off-campus 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; 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. Visit www.nobles.edu/travel for more information.

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 Henry Kinard, director of student travel and study away, 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.

**Chewonki Semester School (www.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 Henry Kinard, director of student travel and study away.

**School Year Abroad (www.sya.org)**

School Year Abroad (SYA) was founded in 1964 by Phillips Academy, Andover. Students may apply for a year-long 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 Henry Kinard, director of student travel and study away.

**CITYterm (www.cityterm.com)**

CITYterm is an interdisciplinary, experiential semester-long 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. Interested students should speak to Henry Kinard, director of student travel and study away.

**The Island School (www.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 Henry Kinard, director of student travel and study away.

**The Mountain School (www.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 Henry Kinard, director of student travel and study away.

**High Mountain Institute (www.hminet.org/HMIsemester)**

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 Henry Kinard, director of student travel and study away.

**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 Henry Kinard, director of student travel and study away.

**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 Henry Kinard, director of student travel and study away, and the Admission Office. 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.

**School-Sponsored Off-Campus Travel, Experiential Learning Programs**

**Mission Statement:**

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 long-term 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.

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 Nobles-sponsored 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. 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).

**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 (see page 47).
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 stu-
dents have read this policy and agree and accept the conditions outlined here.
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
Sandi MacQuinn  Director of Community Service
Linda Hurley  Community Service Coordinator
Dan Halperin  Chair of Performing Arts Department
Jon Bonner  Director of Technical Theatre
Tom Resor  Coordinator of the Afternoon Program and Independent Projects

Support Staff

Mike Coflesky  Director of Strength and Conditioning, Assistant Athletic Director
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 can 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.

Families should arrange doctor appointments so that they do not conflict with afternoon activities. If this is unavoidable, a written note explaining the reason for the absence should be sent to the receptionist prior to the absence. The weeks between “seasons” are optimal times to schedule such appointments.

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 Certification 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 Certification 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 will have to leave Nobles when asked by the faculty to do so. The school may participate in the discussion of alternative educational plans for the student.

In situations during which a student has evidenced flagrant neglect of the Afternoon Program in combination with unsatisfactory academic work and/or other behavioral problems, the faculty may require the student’s immediate withdrawal before the completion of the three-step process.

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. The Community Service Director has a variety of resources available in the various placement options. 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 director.

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, 2013. 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 Winter 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 class focuses 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 Certification 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 Certification Committee. Please note: an independent project proposal for a sport offered at Nobles will not be approved.

**Visual Arts**
The Upper School visual art option for fall 2014–15 will be Woodfire Kiln Ceramics.

“Team Foster Gallery” will be offered during the winter 2014-15 season. 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.

**Outdoor Adventure**
Outdoor Adventure is offered in the fall season to both Middle School and Upper School students.
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.
**Intellectual 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 known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with 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 through 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 certifying 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 students. 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 portion 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 property; (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, ora 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.
Reporting Incidents of Harassment/Bullying

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, confidential, neutral place that assists students, staff and faculty by promptly and fairly responding to concerns. The provost 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.

Vandalism—Personal and School Property

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.

Statement on Weapons

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.

Statement on Alcohol and Other Drug Use

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.

Statement on Tobacco

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 and/or Recordings

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 and 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.

**Assistance or Questions**

Assistant Dean of Students: Bob Moore, 781-320-7021, bob_moore@nobles.edu

After January 1, 2015 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 the 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 am 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 or 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 (see page 30) 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 (see page 30) 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 (see page 30).

**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” (see page 17-Attendance).
• **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 on task 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 religious holidays or 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 s/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;
• Use of electronic devices in a manner that distracts others (See Acceptable Use Policy, p. 25) 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

**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 specific scheduled days. 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.

COMMUTE 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

**Putnam Library and General Expectations**

The Putnam Library serves the Nobles community as a center to pursue academic study. The library requires the same level of respect and courtesy expected in other campus spaces. Users are expected to monitor their behavior and understand the rules/guidelines to achieve a comfortable, respectful study atmosphere.
MISCELLANY

Cell Phones, iPods (or other MP3 players), beepers or any similar PDA device should not be used in class, during any test or exam, and 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.

OFF-LIMITS AREAS:

During the academic day:
Students are expected to be in or around academic facilities on the upper campus until the end of the class day even if the last period is a “free.” To be anywhere else without the permission of a faculty member and without signing out is not permitted. Specific areas that are restricted in this time include but are not limited to:

- Parking lots (unless leaving campus with permission)
- Athletic facilities (athletic center, fields, courts, dock, rink, etc.)
- Wiggins Hall (for both boarders and day students)
- The Castle except for specified lunch hours
- Faculty area in Arts Center
- Wooded areas and paths on campus property
- Designated construction areas, structures, or equipment

After the Academic Day:

- Wiggins Hall (for day students)
- The Castle except for specified dinner hours (requires sign up for day students)
- Use of Charles River or wetland areas
- Designated construction areas, structures, or equipment
- Closed or secured areas of the academic facilities

MEALS

Nobles offers lunch to all members of the school community. Breakfast and dinner are for residential students and faculty only. Day students may sign up for dinner (by 3 p.m.) but will be charged for that meal. Day students may take breakfast here without signing up, but will be charged for that meal as well.
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 he/she 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. [Also see p. 55 for intervention guidelines.]

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 and the head of the Middle School, or the head of the Upper 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.

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: David Ulrich, Edgar DeLeon
Class III:  Class Dean: Amy McBrien, Jessica Brennan
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.

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.

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.

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 (see page 41). 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 that a student is experiencing problems that are alcohol-or other drug-related, it will work to engage that student in counseling. The involvement of parents in this situation will be solicited. When alcohol and other drug involvement are suspected to be a contributing risk factor for harm to self and/or others, drug testing may be required. Additionally, this non-disciplinary, behaviorally based intervention approach may also be used in other physical or emotional health areas, including but not limited to:

- eating and nutrition
- depression
- hygiene
- relationships
- sexuality
- stress and anxiety
- cutting

In certain instances, (e.g., cutting, depression), counseling and/or medical release from a licensed physician may be a required condition for a student’s return to classes.
RESIDENTIAL LIFE

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 be out of the Residence Hall 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 will 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. The dorm opens at 1:40 p.m. on Wednesdays. If a boarder needs to go back to the building he or she must find a 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 Monday-Thursday from 5:15–7:00 p.m.

6. **Study Hall**: Evening study hall is required for all boarders Monday - Thursday from 7:30–9:30 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 enforced on Sundays from 8:00–10:00 p.m.

7. **Visitors**: Day students are not allowed in the Residence Hall without permission from the Dorm Parent at any time of the day or night. Day students found in the dorm without permission will be given a detention or similar consequence. Boarders who are found hosting a day student in the dorm without permission will face suspension from the boarding program.
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. They 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.
**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 text books, students use the online bookstore at www.classbook.com. This web site 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.
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
Dana Grey and Joelle Sherman, 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.

2014-2015 Prefects

| Toni Abate          | Nick Jaczko          |
| Andrew Conway      | Ian Katz             |
| Genesis De Los Santos | Ryan Kelley       |
| Caley Dickinson    | Olivia Musafer      |
| Sophie Franks      | Emma Roberts        |
| Dana Grey          | Joelle Sherman      |
| Sam Hoban          | Geoff Weber          |

Student Organizations – Upper School
Alexandria Book Club (ABC)
Asian 2 Asian (A2A)
Asian Culture Club (ACC)
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
Dance Club
Dawg Pound
Environmental Action Committee (EAC)
FOCUS
French Club
Global Partners in Service (GPS)
Greensleeves (female a cappella singing group)
Human Rights Club
Imani
Information Technology Club (ITC)
Investment Club
Jewish Culture Club
Junior Classical League of Nobles
LGBTQS
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 Organic Gardening Group
Nobles Theatre Collective (N.T.C.)
Note-orious (co-ed a cappella group)
Open Studio Club
Outing Club
Peer Help Program (PHP)
Positivity Club
Romance Book Club
Romanian Children’s Relief
Science Bowl Team
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
Teddy Bear Club
Vegetarian 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

**Varsity Teams**

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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 2014-2015

Co-Chairs:
AE Rueppel • aerueppel@comcast.net (H) 508-785-1424 (C) 617-851-3491
Brooke Sandford • brooke.sandford@gmail.com (H) 978-443-9791 (C) 978-793-0122

Co-Vice Chairs:
Barbara Ito • itokatz@gmail.com (H) 617-232-6765 (C) 617-694-7801
Polly Maroni • pollymaroni3@aol.com (H) 617-835-7738 (C) 617-835-7163

Treasurer:
Ann McSheffrey McGrail • tmcgrail@verizon.net (H) 781-793-0502 (C) 617-529-0742
*Eloise Patterson • eloise.patterson@verizon.net (H) 781-259-4342 (C) 781-290-6167

Secretary:
Patricia Cavanagh • patricia.cavanagh@verizon.net (H) 617-739-1756 (C) 646-489-5158
*Cindy Lawry • cindy@lawryfamily.net (H) 781-894-8928 (C) 617-721-7296

Class Representatives

Class I Reps:
Lynda Ceremsak • cerensak@comcast.net (H) 781-431-0134 (C) 781-775-0648
Carolyn Harthun • harthun@verizon.net (H) 781-290-7969 (C) 781-308-0977
Ann Kelley • anneckelley@comcast.net (H) 781-237-0390 (C) 781-718-4181

Class II Reps:
Betsy Dawson • bgdaws@comcast.net (H) 781-772-1177 (C) 508-353-5223
Lauren Doherty • laurendoherty@comcast.net (H) 508-785-1875 (C) 617-645-3480

*Shadow 2015-16 Board Member
Class III Reps:
Heidy McNeill • heidimcneill@gmail.com (H) 781-237-3834 (C) 508-202-5662
Anne Umphrey • anneumphrey@comcast.net (H) 978-369-7937 (C) 781-249-7076

Class IV Reps:
Suzi Montgomery • s.montgomery33@comcast.net (H) 781-383-1249 (C) 781-789-2668
Nathalie DuCrest • ducrest.latour@gmail.com (H) 617-232-3111 (C) 617-314-0664

Class V Reps:
Wendy MacDonald • wwmacadonald@yahoo.com (H) 781-373-5511 (C) 617-416-6001
Leigh Poole • sleighmiller@comcast.net (H) 781-444-5504 (C) 781-405-7293

Class VI Reps:
Erin Majernik • emajernik@me.com (H) 781-235-3578 (C) 781-801-6457
Leslie Del Col • cldelcol@gmail.com (H) 781-431-6408 (C) 339-206-3282

Volunteers

Volunteer Coordinator:
Ruth Gilleran • rgilleran@babson.edu

Admission:
Anna Abate • annaabate@verizon.net (H) 781-591-9590 (C) 617-435-5385

Host Program
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Edward T. Anderson P ’12, ’14
Hillary W. Allinson ’83, P ’15, ’17
Derek Boonisar ’89
Brian J. Conway P ’9, ’14, ’15
Mary H. Dunne P ’13, ’15, ’17
Denise Dupré P ’10, ’14, ’16
Sandra M. Edgerley P ’11, ’13, ’15, ’19
Scott D. Freeman ’81, P ’12, ’14, ’17
Robert P. Henderson, Jr. ’76, P ’13 ’16
Jeanne L. Hilsinger ’76, P ’19
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
AE Rueppel P ’16, ’18
Brooke W. Sandford P ’15, ’16
Jeffrey M. Schwartz ’83, P ’18
Gregory A. Shell P ’15 ’19
Nicole M. Stata ’87
Edward K. Stimpson ’85 P ’15, ’17, ’19
Michael A. Vance ’77
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

The Concussion Protocol has been developed by the Concussion Management Team (CMT) to support the academic, physical, and emotional well-being of the concussed student. In the Upper School, the CMT consists of the head of the Upper School, dean of students, school nurse, the student’s advisor, and the Concussion Management Coordinator (CMC). In the Middle School, the CMT consists of the Head of the Middle School, school nurse, the student’s advisor, and the CMC. While an athletic trainer might relay the initial diagnosis to the parent and CMT, the school nurse is the conduit for all medical information relating to the student’s concussion. The student’s advisor serves as the point person with both parent and student as it concerns the action plan
that is in place. The CMC manages and coordinates the communication throughout the recovery stages with the other Nobles faculty working directly with the student (including teachers, coaches, counselors, tutors). The CMC will also make initial contact with the parents/guardians to present an overview of this protocol and the return of their child to all Nobles activities.

Step 1: Notification

When a concussion is suspected or identified through a Nobles activity then a parent/guardian of the student will be notified by either the school nurse or athletic trainer and Nobles protocol will be sent. Should the injury occur outside of Nobles supervision then the parent/guardian should inform the school nurse within 48 hours of the incident. The parent/guardian will be required to consult with the student’s physician about the injury and inform the physician of the Nobles concussion protocol.

Step 2: Diagnosis

An official diagnosis of possible concussion is made either by an outside physician or through Nobles’ protocol of ImPACT test and consultation with a concussion specialist. The school nurse or athletic trainer will communicate the initial diagnosis to the parent/guardian and CMT.

Step 3A: Post-Concussion Testing

After the concussion diagnosis and initial ImPACT testing, there is a minimum five-day period in which there is no participation in any Nobles physical activity. Once this time frame passes and the student is also symptom free, a second ImPACT test is administered. The results are again sent to the concussion specialist for review and recommendations. Subsequent testing to further assess recovery may be required at the recommendation of the concussion specialist.

Step 3B: Educational Accommodations

Educational accommodations are implemented for the student once a concussion is diagnosed. The amount and type of course work during recovery from the concussion is individualized due to the variability in symptoms experienced. The time it takes to return fully also varies for each student. 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. Once fully cleared to return to academics, the student will be allowed to progress into full clearance with his/her Nobles physical activity.

Step 4: Return to Nobles Physical Activity (4 Days)

Once cleared through 3A & 3B, the student begins physical exertion testing under the supervision of Nobles athletic trainers. These tests (age & level appropriate) run 20-30 minutes on two separate and consecutive (ideally) days. They may be stand-alone or integrated with aspects of the student’s physical activity. The ImPACT test is administered after the second exertion. With a passed test and no recurrence of symptoms the student is then cleared for participation in two full practices on separate days. Upon successful completion (no symptoms or setbacks), the student is eligible to participate fully (including contests) and without accommodation pend-
ing written clearance from a physician. 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) 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.

**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.
### Whom to Call or Email: *781-326-3700*

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