Dear Upper School Students,

Since its founding, Chapin’s Mission has served as an expression of our community values and shared aspirations.

Three simple but powerful imperatives form the basis of our learning community:

- Academic Excellence
- Community Responsibility
- Personal Integrity

Chapin believes that each member of its community has a duty to embrace and uphold these values, which are critical to forming a sound learning environment. Our school should above all be a safe and open one, where each person can comfortably pursue intellectual enlightenment and personal growth, as well as develop healthy social relationships.

This handbook outlines the Upper School’s policies and procedures regarding safety and health; academic honesty; individual, school, and community responsibilities; attendance and punctuality; uniform. Included are four appendices: Chapin’s Acceptable Use Policy (including internet), Smoking Restrictions, Substance Abuse Policy, and Student-Self-Government Guidelines. All members of the Chapin community are required to review these policies and be aware that any violation of them may result in disciplinary action.

Sincerely yours,
Michael Maloy
Head of Upper School
I. SAFETY AND HEALTH

A. By the first day of school, every student must have a current physical health report (including both parent and physician forms) on file. A student whose report has not been submitted must go directly to the Nurse’s Office. If a student is sent home, she may return once the School has received her report.

Students whose medical forms expire during the school year must submit updated forms within two weeks of the expiration date.

B. Because it is essential that the School know where students are when they are in the building, students must take responsibility for properly checking in and out of school; a student with the privilege of leaving the building during her unscheduled time must sign out and back in each time. Every student must sign out at the North Door when she leaves for the day. ALL STUDENTS MUST ENTER AND EXIT THE BUILDING USING THE NORTH DOOR.

C. When the building is evacuated for a fire drill, promptness is essential. Silence is required so that directions can be heard.

D. Smoking is not allowed in the building. To do so endangers the safety of everyone. Any student who chooses to disregard this school policy will, at the least, risk suspension, perhaps dismissal.

E. To ensure the security of everyone in the building, it is essential that students not buzz anyone in at the main entrance (front door) at any time.

F. Food Policy

Applies to ALL events and occasions. NO EXCLUSIONS.

Foods must NOT contain coconut, peanuts, or tree nuts (which include foods made with their paste, extract, flour, and oils).
All foods brought into school from the outside whether store bought, bakery, or homemade must be accompanied with a list of all ingredients or the food will NOT be served. If the food is made from a mix, you can cut out the list of ingredients to bring in.

Many brands contain trace levels of peanuts and tree nuts. Therefore, confections and foods with labels containing the following phrases are considered unsafe and will not be served:

“may contain traces of…”
“made on equipment that processes or manufactures…”
“made in a facility that also manufactures…”

*A list of the foods/ingredients which students have allergies to will be given to Evamarie Deevy. Foods that contain these ingredients will be labeled in the servery and on the dry erase board in the Gordon Room.

G. Abiding by the laws of the United States and the State of New York, Chapin does not condone illegal conduct of any kind. A student who engages in illegal conduct or conduct that is not in keeping with the School’s standards, either at Chapin or outside of the School, is subject to disciplinary action, including dismissal.

The School has developed a multi-leveled approach in response to the problem of alcohol and other drug use. The School’s approach includes education, intervention, treatment, and disciplinary components. (See Appendix C.)
II. ACADEMIC HONESTY

The Chapin School believes in and is committed to promoting the highest standards of honesty and integrity in all areas of school life. Our community is based on recognition of these standards and a commitment to maintaining them. We believe that honesty and integrity form the foundation upon which a successful life can be built, and we strive to instill this value in our students by maintaining the highest standards of honesty and integrity in all endeavors we undertake. Academic honesty means that academic work, regardless of whether it is for credit or not, must represent the individual student’s own efforts unless the student has been otherwise instructed by a teacher.

Any breach of academic integrity is a violation of the principles upon which this institution is founded and is considered a serious offense; an appropriate penalty will follow, up to and including suspension or dismissal. Specific standards of academic honesty are defined by the school in collaboration with each department and will be explained to the students at the beginning of the year as well as throughout the year. Some examples of academic dishonesty include plagiarism (e.g. copying from print and online sources), handing in as new an old assignment, receiving outside help that compromises a student’s authorship of an assignment, or chronic absences on test days and due dates.

Warning signs that students may have breached the Academic Honesty guidelines include:

1. A student incapable of reconstructing a main argument/thesis used in a paper.
2. A student unable to explain fundamental syntax, vocabulary, and sentence structure used in a paper.
3. A student unable to reconstruct the research process (for example, not being able to explain how she did the work or where she got the ideas as well not being able to show work on labs)
4. A consistent, tremendous contrast between in-class work and take-home assignments.
CONSEQUENCES FOR VIOLATIONS

If a student violates the School’s standards of academic honesty, the Supervisor, Department Head, Head of the Upper School, and parents will be informed. No academic credit will be given for work on which any kind of cheating has taken place. Violations of the School’s standards of academic honesty may lead to suspension or dismissal from school if the seriousness of the offense or the cumulative nature of a student’s record of dishonesty warrants such action. In addition, other secondary schools, programs, and colleges may be notified.
III. INDIVIDUAL, SCHOOL, AND COMMUNITY RESPONSIBILITIES

A. Relationships within the School community are characterized by respect, understanding, and mutual support. Students should always exemplify a high standard of conduct that is expressed by dignified and courteous behavior. In accordance with New York State law, “No student shall be subjected to harassment by employees or students on school property or at a school function.” Above all, students are expected to establish and maintain, at all times, appropriate boundaries when communicating and interacting with faculty.

B. As members of the Upper School, students are expected to behave responsibly. While at school or while involved in any school activity or school-sponsored program, students are expected to respect the safety, rights, and property of others. Failure to meet these expectations may result in suspension or dismissal.

C. Students are expected to follow Chapin’s computer resource and acceptable use policy (AUP). A consent statement, signed by a student and her parents, is required. (See Appendix A.).

D. Students may text on smartphones only in designated areas of the main building during free periods. Students may NOT use smartphones or other digital devices while walking through the halls, on the stairs, or in the elevator. For the consideration and safety of those around you, smartphones and other digital devices should not be visible or in use in classrooms, school gatherings, the Gordon Room or the Assembly Room. During the school day, all smartphones must be silenced. Talking on the phone is prohibited throughout the building. These rules apply between the hours of 7:45 a.m. – 3:30 p.m.

Students who choose to disregard these restrictions will have their electronic devices confiscated. A second offense will
require a phone call to the student’s parent, and a third offense will require a meeting with her parents when they are asked to come to school to retrieve the electronic device.

Since texting is like using a laptop, students must follow the AUP guidelines, including limiting texting to essential communication during the day.

E. Students are expected to be respectful of the School’s spaces, many of which are shared by different groups. The Berendsen Room, a room filled with items important to the history of the School, is open to the Upper School for specific meetings only. Each class is responsible for the condition of the homeroom, including decoration appropriate in a teaching space. The entire Upper School is responsible for the condition of the Student Lounge.

Food and drinks should be consumed only in the Gordon Room or the Student Lounge. Students may not chew gum in the building.

F. Upper School students may use the elevators only in the main building and at the following designated times:

Elevator Policy for Students
Express Elevators: 7:50 a.m. – 8:15 a.m.
- Both elevators will stop at floors 6, 7, and 8 from C level only (basement level main building).

Local Elevators: 8:15 a.m. – 3:30 p.m.
- The elevators may be entered on floors C, 1, 2 or 3.
- Students may ride the elevators up five or more floors but cannot enter or exit on floors 4 and 5. Students may not ride the elevators down.

G. A student should not bring large amounts of money or items of sentimental or monetary value to school. Students must lock their valuables in their locker. Students should also label
their books and belongings, and borrow from others only with permission.

H. Chapin students are asked to be good neighbors, permitting passage to others on the sidewalks when walking to and from school, being aware of others in local shops and restaurants, not dominating a public space or bus with noisy conversation. Another aspect of being a good neighbor is not smoking in the non-smoking radius as outlined in Appendix B.
IV. HAZING, BULLYING, AND SERIOUSLY DISRUPTIVE OR INJURIOUS BEHAVIOR

Harassment, hazing and bullying undermine Chapin’s mission and violate our dedication to ensuring the highest standards of community responsibility and personal integrity.

Hazing is any activity involving harassment, abuse, or humiliation used to initiate someone into a group, regardless of whether or not the person is willing to participate. Hazing endangers the mental or physical safety of members of our community. Students who are present, witness, or take part in hazing are equally responsible.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include: an imbalance of power: kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition is an element in bullying. That is to say that bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Verbal abuse/bullying can be defined as, but not limited to one person using language to hurt another person through gossip, rumors, inappropriate writing or drawings that are offensive to the other person, comments about physical appearance, intelligence, personality, or family are examples of verbal bullying.
Online bullying can by defined as, but not limited to one or more persons spreading rumors, slander, inappropriate photographs or videos, statements which are perceived by the other person as offensive or cruel, sharing inappropriate personal information about a person that invades the person’s privacy or is slanderous in any way.

In addition, seriously disruptive or injurious behaviors are prohibited and are a serious violation of Chapin’s community norms. Seriously disruptive or injurious behaviors include but are not limited to harassment based on gender, race, religion, or sexual orientation; slapping, punching, physical intimidation, verbal abuse or causing physical or mental harm to another person.

The School will investigate all complaints of hazing, bullying, and seriously disruptive or injurious behavior that happen both in and out of school, and will take appropriate action. Disciplinary action may include suspension or dismissal.
V. ATTENDANCE AND PUNCTUALITY

A. Regular attendance and punctuality reflect a student’s commitment to her individual and school responsibilities. A student is expected to attend all classes except when absent because of illness or other legitimate reasons that have been considered in advance. Absences and lateness are recorded on both a student’s report card and her transcript. Parents are asked to abide by the School Calendar and not schedule any vacations that result in absences from school, including days right before or after school vacations.

B. Students in Classes 8-9 are expected in school no later than 8:15 every morning. Girls who arrive after 8:15 must report directly to the Upper School Office and sign in before going to class. When not arriving by 8:15 because of privileges, Class 10 students must sign in with their supervisor, and Classes 11 and 12 students must sign in at the Upper School Office. Consequences for unsatisfactory punctuality include losing privileges and/or attending after school study halls, which take priority over all afternoon commitments. There will be additional penalties for those who persist in arriving late.

Students who plan to leave early must pick up a pink slip from the Nurse’s Office and submit that slip to the person at the North Door switchboard prior to leaving the building regardless of whether parents have sent notes, called, or emailed that the student is leaving early.

If a student with “leave-the-building privileges” leaves for the remainder of the day but before she has met all of her school commitments, she must also report to the Nurse’s Office to obtain a pink slip for early dismissal.

Students who arrive later than 1:00 p.m., or who are sent home sick and miss most of their classes, are considered absent for the day.
C. Absences and Course Credit. Any student who is absent for more than 25% of the class meeting time for a course will receive a grade of “NC” (No Credit) for that course. Both excused and unexcused absences count towards the 25% figure. Special allowances will be made for students who are absent on consecutive days from school for an extended period of time and are able to produce a medical excuse.

D. Regardless of her schedule, a student should not make regular appointments outside of the building during school hours.

E. Club nights usually begin between 5:00 and 7:30 and last approximately two hours. Students should inform their parents of this schedule, which is announced in advance. A student should not expect to come to Club Night or participate in any after-school activity if she has not fulfilled her academic responsibilities (i.e. has been absent that day, has left school early, or has arrived to school after 9:45 in the morning).
VI. UNIFORM

A. The uniform not only sets a standard of dress but also helps foster a sense of community. Unless they are in the Student Lounge and locker room, students must be in uniform from their morning arrival until 3:00. Skirts can be no shorter than two inches above the knee (measured from the top of the knee cap). In addition, shirts must be long enough to be tucked in or to cover the midriff completely.

B. At the Thanksgiving assembly, as well as on Alumnae Day, Final Awards Assembly, and Commencement Day, students wear the official school uniform: a white, long-sleeved, button-down oxford-cloth shirt, and the plaid kilt. Dark shoes (no sneakers) are also required.

C. The plaid kilt must be worn with solid colors for shirts, sweaters, and socks. The colors should match the colors found in the kilt: white, yellow, light blue, navy, green, gray, beige, brown, or black. Shirts must have a collar and sleeves. Jackets, coats, vests, sweatshirts with hoods, and T-shirts are not substitutes for a buttoned shirt with a collar. The dark green kilt may be worn with shirts and sweaters containing patterns and stripes in the colors listed above. Knee socks, stockings, leggings, belts, or scarves may be worn in appropriate colors as indicated.

D. Sandals, flip-flops, open toe shoes, sling back shoes and clogs are not to be worn with the uniform.

E. Students may not wear hats, caps, or hooded sweatshirts in the building.

F. “Tag Days” are opportunities for students to come to school out of uniform. On those days, students are expected to follow an “appropriate” dress code as specified by Self Government and summarized below:
On a tag day, students are not allowed to wear: sleeveless or low-cut shirts, inappropriate language or images on any items of clothing, excessively ripped pants, shorts, open-toe or open-back shoes. Skirt length should be the same as on uniform days. No skin should be showing between the bottom of a student’s shirt and the top of her pants or skirt.

Please note that uniform restrictions on shoes and hats apply on Tag Days.

G. If a student chooses to be out of uniform, her Supervisor will telephone home to alert her parents. If she chooses to be out of uniform a second time, she will be sent home and receive an unexcused absence for the day.
APPENDIX A

Upper School Homework Philosophy
Precepts and Propositions

Committed to ensuring our students are self-directed learners for a lifetime, recognizing that academic excellence requires learning take place within and beyond the classroom, and dedicated to the health and well-being of our students, we believe the following:

Homework should
- align with Chapin’s educational goals and mission to cultivate self-directed, engaged, curious, and creative learners
- take into account students’ developmental stages and address learning needs
- reinforce skills and deepen or extend learning
- be suited to be done without the guidance of the teacher
- strengthen the home-school link by fostering conversation about student learning

Precepts That Guide Our Practice

1. We believe in the importance of the growth and development of the whole adolescent and the need for time outside of school to nurture this development (sports, music, religious classes, unstructured time, family time, pleasure reading)

2. We believe that homework can be framed as learning outside the classroom. With this in mind, any work assigned outside of class should extend learning, foster curiosity and engagement, and should include choice, flexibility, and differentiation.

3. We acknowledge the importance of sleep to ensure both good health and optimal cognitive function, and so we urge students to choose sleep over more work. Teachers will support this choice.

4. We believe that the ultimate goal is to nurture students who are self-directed and motivated to learn rather than compliant students who have mastered “getting by.”
Propositions

This means that both Teachers and Students can expect and will commit to the following propositions.

1. Teachers will articulate clearly, to their students, the purpose of each assignment

2. Leading up to major assessments and long term assignments, nightly assignments in that course should abate

3. Students will receive timely feedback, in a form appropriate to the assignment

4. Homework is due during class or, at the latest, by the end of the school day. After that, an extension must be requested by the student.

5. Homework will be assigned with flexibility in mind (this flexibility will respond to student needs) and include choice wherever possible.

6. Students will be assigned approximately 30 minutes of homework per class period (it will not be increased to account for “skip” days). Students in weighted classes, such as APs and advanced classes, may be assigned approximately 40 minutes per class period.

7. Teachers will post assignments on Academic Manager no later than 4:00 p.m.

8. All assessments and “major” assignments will be represented on the assessment calendar for each grade.

9. Teachers and students are encouraged to communicate about their experiences with work assigned and completed outside the classroom. A student should speak with her teacher or advisor if she finds herself spending more than 30 or 40 minutes on a given assignment.
Student Commitment

Homework practices are designed with the understanding that during this learning outside the classroom students

- will do their work in an appropriate space that encourages and supports focus
- will ensure that in order to maintain focus and be free from distraction all media should be turned off
- will do one thing at a time
- will be well rested and choose sleep over more work
APPENDIX B

UPPER SCHOOL ACCEPTABLE USE POLICY (AUP) FOR THE CHAPIN SCHOOL 2015-2016 (Including Internet Policy)

MISSION STATEMENT
The Chapin School prepares a diverse and talented community of young women to thrive and lead in a global society through its dedication to academic excellence, personal integrity and community responsibility. Chapin cultivates in each student a love of learning, independent thinking, emotional resilience and a dedication to serving others.

The Chapin School offers its students, faculty and staff the opportunity to use computers on the network in the library, classrooms, labs and offices. Their use entails the same human rights, obligations, and responsibilities that come with using any school facilities. Having access to a school e-mail account is a privilege. The following policy describes our philosophy and explains some of the specifics of use of the Internet and the School’s computers.

C is for Changing Computers: I understand that I may not change anything on any public computer. This means I will not change the desktop picture, sound, control panel, clock, colors, settings, fonts or rename any folders. I will follow the rule of C.

H is for Honesty: I understand that any work I hand in must be my own. Anything I copy or use from the internet, peers, or other sources will be quoted and/or cited. I understand that honesty extends to file licensing as well and that the unauthorized copying, sharing or downloading of copyrighted content (including music, movies, videos, games or software) is against federal law and Chapin rules. Further, I understand that listening to music or watching videos on laptops or other digital devices is an Upper School privilege restricted to academic purposes. I will follow the rule of H.

A is for Applications: I will not install any applications onto a Chapin owned computer without authorization and supervision from the Technology Department. I understand that I will not download or play games or stream/download entertainment content on any computer or digital device during the school day except for academic purposes. I will follow the rule of A.
**P is for Passwords, Privacy and Posting:** I will not give out my email (or any other password) to anyone, let someone else use my account or use anyone else’s account even with permission.

The rule of P also means that I will respect electronic privacy and not look through someone else’s folders or disks. I understand that I may not photograph or video a student or adult without authorization. I will not upload, forward, or text any image or video that is taken at Chapin or at a Chapin event. I will not email large groups of students or send email to mailing lists unless I am authorized to do so. I understand that only students with a * in their FirstClass names can send emails to mailing lists marked with (ML) in the Directory. I understand that giving out my own personal information (whether by e-mail or a social networking site) can lead to a safety problem. I understand that giving out personal information about another Chapin student or employee is a violation of privacy. I will follow the rule of P.

**I is for Inappropriate Language, Websites, or Behavior:** In school, I must use appropriate language on e-mail and other electronic communications. I must be careful when surfing the Web, avoiding any site I would not show my parents and teachers. Although all situations of inappropriate behavior cannot be spelled out, the rule of I means that what I do online should measure up to the usual Chapin standards of behavior. I understand that my electronic conduct inside or outside of school reflects on Chapin. Using any type of electronic technology to send, create, forward, or post harassing, bullying, injurious, or demeaning e-mails, messages or images is not acceptable and could lead to disciplinary action up to and including suspension or dismissal. **When in class, my computer is to be used only as the teacher directs and not for other work or interests, even if allowed by this policy. In short, any use of computers in school should be for academic and community purposes only.** I will follow the rule of I.

**N is for Networking — Social Networking and online communication:** I understand browsing or modifying non-school related social networking webpages (e.g. Facebook, Twitter) during the school day should be avoided except for academic purposes, both on my Chapin computer and other personal devices. I also understand that all online communication between students and faculty or staff must take place using only Chapin tools (e.g.: Moodle, FirstClass, or Academic Manager). I will follow the rule of N.
PENALTIES AND MORE INFORMATION

I understand that if I violate any of the above rules, I will lose email, network, internet, or computer privileges and may be subject to additional disciplinary actions.

I understand that appropriate on-line conduct and behavior are more than a list of rules.

I understand that it is important for me to be a responsible citizen of our Chapin online community. In addition I understand that inappropriate online conduct and behavior could lead to disciplinary action up to and including suspension or dismissal.

I understand that under certain circumstances, The Chapin School may have access to my FirstClass mailbox.

Computer education is an on-going process. During the year, the Technology Department will provide additional instruction about policies and appropriate usage of Chapin accounts.

The school’s technology resources include its networks and access to the Internet. This Acceptable Use Policy applies fully to privately-owned technology devices (including but not limited to computers, mobile devices, electronic tablets, digital camcorders, interactive whiteboards, digital projectors, networks, electronic mail services, electronic information sources, and other electronic devices) used to access the school’s networks, used to access the school’s Internet connection, or that connect to or use any of the school’s other technology resources. Use of personally-owned technology devices including wearable technology devices in class by students is always subject to a teacher’s discretion and classroom rules. The use of privately-owned technology devices and wearable technology devices at the school may be prohibited if they are deemed to compromise the school’s technology resources.
APPENDIX C

SMOKING RESTRICTIONS

Smoking is a growing problem in society, particularly among teenage girls. We are extremely concerned by issues regarding smokers’ health. Because we are also concerned about the message smoking projects to younger members of the community, we ask that Upper School students follow these guidelines for a smoke-free radius around Chapin.

A. Carl Schurz Park (south of 86 Street), the Promenade, and the area from 79 Street to 86 Street from East End Avenue to York Avenue are included in the radius.

B. Smoking is not permitted in this radius from 7:00 a.m. until 7:00 p.m. during normal school hours, and from 7:00 a.m. until 10:00 p.m. during Club nights. Students are expected to abide by this regulation during and following school-sponsored activities, on the weekend, as with Saturday technical rehearsals for the play or weekend sporting events.

C. If a girl is found smoking in the radius during the specified hours by a member of the faculty or administrative staff, the incident will be reported to the girl’s Supervisor and the Head of Upper School. The student’s parents will be notified, and she will be required to attend counseling sessions.

D. If the girl is found smoking in the radius a second time, she will be subject to more serious disciplinary action.
APPENDIX D

Chapin’s substance abuse policy is designed to:
1. Provide prevention education and support services before substance use becomes a problem.
2. Provide both treatment and, when necessary, disciplinary action in response to alcohol and other drug related concerns and/or incidents.

SUPPORT SERVICES

Students who wish to receive information, supportive counseling, or treatment related to substance use have several professional resources at school. They can speak to the School Nurse, the School Counselors, or the Student Assistance Counselor. These adults are available to students who wish to discuss concerns about themselves, family members or peers. Students do not need a referral to use these resources. However, a teacher, advisor, coach, or administrator may require that a student be referred to counseling services at the School.

Adults in our community realize that it is difficult for students to come forward about these issues. However, we encourage all members of the community to seek assistance before the use of alcohol or other drugs becomes a health or safety concern.

SUBSTANCE USE PROTOCOL

If a student is suspected of an alcohol or other drug-related offense, she will be approached for more extensive exploration of the situation. For a first alcohol or other drug-related offense a disciplinary consequence may follow; treatment for a student, with her family, will always be a priority. At the very least, professional assessment of a student, with her family, will be required when any of the following are suspected: alcohol use; use of illegal drugs; abuse of prescription drugs; possession of alcohol, illegal drugs, and unauthorized prescription drugs. The purpose of the assessment is to identify the extent of a student’s substance use and to make recommendations for necessary support. The School reserves the right to choose the agency to conduct the assessment and to be in touch
with the agency about recommendations. The School also reserves the right to require a drug test as a part of the assessment process. If the student complies with the assessment and treatment recommendations, Chapin may modify its disciplinary action. If a student does not comply with this protocol, she will risk suspension and even dismissal.

If a student’s actions involved sale, distribution or exchange of alcohol or other drugs in school, at a school related function, or in proximity to the School (same as radius described in the smoking policy section of the student handbook), the School will evaluate the student’s continued enrollment at Chapin. A referral for assessment will be made in all cases.

Following a first offense, in addition to assessment by a treatment facility, the student may be subject to disciplinary action including removal of her grade-specific privileges and exclusion from all Club nights, school dances and school trips. In some cases, e.g., the sale, distribution, or exchange of alcohol, illegal drugs and/or prescription drugs, a first offense may result in a student’s suspension or dismissal.

A second alcohol or other drug-related offense will result in more serious consequences, up to and including suspension or dismissal.

**POLICY ON COUNSELING**

On occasion, psychological counseling is indicated for a student’s academic and/or emotional well-being. In these cases, the school counselor, Head of Upper School, or an Administrator in consultation with relevant school personnel will make referrals originating from the school. The school counselor will coordinate communication between the private clinician and the relevant Chapin community members. Parents must provide the school counselor with written consent to speak with outside therapists when such discussions are deemed necessary for the support of the student. In some instances, the school will need to confirm ongoing treatment.

**DISCIPLINARY POLICY**

Major offenses will result in disciplinary action. Although the Administration may apply progressive discipline, it is not required to do
so. The seriousness of an offense is determined by the Administration based on the facts and circumstances. This handbook contains examples of major offenses, but these are provided by way of example only and are not all-inclusive.

The Upper School retains full discretion in imposing discipline for violating the guidelines for student conduct based on the facts and circumstances of the incident. Although the school may follow a course of progressive discipline, they are not required to do so in every instance.

Although we view discipline as an internal matter, some rule violations may have consequences beyond the confines of Chapin and may involve communication to an audience wider than those in our community. We will inform the broader community or, when appropriate, other educational institutions of student disciplinary situations which we feel are important for those entities to know. For example, changes in academic or personal status including, but not limited to, a significant drop in grades, probation, suspension or dismissal may need to be disclosed to other educational institutions. While mindful of the importance of student confidentiality, Chapin will be open and honest in all external communications.
APPENDIX E

Student Self-Government Guidelines

The aim of Chapin’s Upper School Self-Government is to provide a channel through which each girl may develop a sense of responsibility and concern for her school. We believe that the strength of Self-Government depends upon the integrity of individuals who can capably govern themselves and therefore enhance the community as a whole.

Article I: Function
The Advisory Council is the legislative body of the Student Self-Government, where student opinions and matters relevant to the students are discussed and dealt with. The Advisory Council is comprised of members from each Upper School class; this governing body meets weekly and conducts the business of the Upper School Self-Government.

Article II: Advisory Council Membership and Meetings

Section I: The following officers serve for a full year on the Advisory Council:

a) President (Class 12)
b) Vice-President (Class 12)
c) Treasurer (Class 12)
d) Member-In-Charge of The Middle School (Class 12)
e) Assistant Member-In-Charge of The Middle School (Class 11)
f) Secretary (Class 11)

Section II: The following members of Advisory serve for a half-year. Class elections, therefore, are held twice a year, in January and May, for these positions:
a) Three elected representatives from Class 8.
b) Three elected representatives from Class 9.
c) Three elected representatives from Class 10.
d) Three elected representatives from Class 11 (in addition to the Secretary and Assistant Member-In-Charge who serve for a full year on the Advisory Council).
Section III: The following guidelines allows for the smooth running of Self-Government meetings:

a) The Advisory Council meets once a week. The Head of School, the Head of The Upper School, or the President may call additional meetings. Advisory members may ask the President to call a meeting.

b) The President and Vice President may call Town Meetings at their discretion. Town Meetings include the entire Upper School with the purpose of discussing any issues of concern to the Upper School student body. Students will choose one faculty member to attend the town meeting.

c) The President and the Vice President preside over weekly Advisory meetings. In the absence of both, the Treasurer presides.

d) A student, member of the faculty, or school administrator may attend an Advisory meeting if he or she wishes to listen to or discuss issues with the Advisory Council.

Article III: Procedures of the election process

Section I: The following protocol ensures a smooth election process each year:

a) The current President and Vice President of Student Self Government, together with the Head of the Upper School and the Director of Student Life, should oversee the entire election process. This includes reading of all statements and being present when ballots are counted. In addition, the Director of Student Life will visit the Class 11 homeroom prior to the beginning of the election season and go over the election guidelines with the entire class.

b) Students who are elected by the entire Upper School, club presidents, and editors of publications may hold only one such office during the School year. A club president or editor may, however, act as a representative of her class for a half-year (i.e. Advisory Council, SOS, Club) in addition to her other responsibilities if there is no time conflict.

This rule will be strictly enforced to ensure that leadership opportunities are not monopolized by a small number of girls.
c) Elections for the following school year begin in February when the interview process for publications takes place. After spring vacation, elections continue in the following sequence: all-school positions, club presidents, club secretaries, and class representatives. Elections for Class 8 fall term representatives take place in September of their Class 8 year.

Section II: Class-nominated, all-school elections are as follows:
- President
- Vice-President
- Treasurer, Member-In-Charge
- Secretary, Assistant Member-In-Charge
- President of the Athletic Association, President of Club
- President of S. O. S., President of News, President of Life Skills, Green/Gold Captains
- Club Presidents
- Club Secretaries
  (Sequence continues with individual class elections)
- Head of Prom Committee (elected by Class 11)
- Advisory members for Classes 8-10
- Athletic Association representatives for Classes 8-10
- Club representatives for Classes 8-10
- S. O. S. representatives for Classes 8-10
- News representatives for Classes 8-10
- Life Skills representatives for Classes 8-11
- Arts Representative

Students running for All-School positions (President, Vice-President, Treasurer, Member-In-Charge, Assistant Member-In-Charge, Secretary, Ath, Green Captain, Gold Captain, Club, SOS. News, and Life Skills) should have at least one term of experience in an area of school leadership. Candidates for the positions of Assistant Member-In-Charge and Secretary must have served at least one term on Advisory.
Section III: The requirements for all school elections are as follows:

a) There are 2-5 nominees on every ballot. If there are 6 students interested in a position, the class nominates 4 candidates. If there are 7 or more students interested, the class nominates 5 candidates. Ballots are typed up by the current Class 12 or Class 11 officer and given to the Upper School Office to make copies. On the ballot, all names and statements should be listed alphabetically and students number the nominees in order of preference. The goal of preferential voting is to avoid a run-off or a tie. Ballots are collected by class Advisory representatives and returned to the current officer. The ballots are kept in the Head of the Upper School’s office. They are counted during the day by the current officer and the President and/or Vice President of Advisory, along with The Head of Upper School or Director of Student Life.

b) To count the ballots do the following:

Make a pile of first place ballots for each candidate. Count the number of first place ballots for each candidate and redistribute the smallest pile. When redistributing, count the second place vote as a first place vote, etc. Continue redistributions and counting until there are only two piles remaining.

Next, weigh the votes as follows:

A ballot from a student in the class of the candidates or the class directly above or below the candidate is weighted twice. A ballot from a student two or three classes away from the candidates is weighted once. (For example, in the election for President of Advisory, which is a Class 11 election, Classes 10, 11, and 12 are weighted twice while Classes 8 and 9 are weighted once. In the election for Secretary, which is a Class 10 election, Classes 9, 10, and 11 are weighted twice while Classes 8 and 12 are weighted once.)

Section IV: The requirements for class representatives are as follows:

a) Students are self-nominated.

b) If there is a tie in voting, a re-vote is conducted between those nominees who were tied.

c) No student may be a member of Advisory, the Athletic Association, News, Club, SOS, or Life Skills for two consecutive terms, unless no other student is interested in serving.
d) Statements of no more than five sentences should be sent electronically to the organization leader via Election@chapin.edu by the end of the School day on the given deadline. The current senior officer then types up the ballot, makes photocopies, and runs the election in homeroom on the specified date. Over the course of the day the ballots must be counted by the three Advisory representatives and the Supervisor of each class. The results are reported to each grade as soon as they are tabulated.

e) Counting the votes: Count the number of 1’s for each candidate and give each candidate 3 points for each 1 they receive. Count the number of 2’s and give each candidate 2 points for each 2 they receive. Count the number of 3’s and give each candidate 1 point for each 3 they receive. Add up all points. The girl(s) with the most points has been elected.

Section V: The following guidelines allow for the smooth appointments of Editors of publications and Directors of musical groups.

a) The following publications have their editors appointed by the faculty advisor(s) and the current student leader(s): Wheel, Limelight, and Yearbook.

b) Musical Ensembles (not including Choral Club, which is treated as any other club) have one student director each. This girl is eligible to hold a club presidency, directorship, or all-school position concurrently.

c) Procedure for Appointed Positions

i. Eligibility:

For a student to be appointed, she must have been a member of the group for the entire current school year. Students in all grades are eligible. Students who study abroad or attend the Mountain School or the Maine Coast Semester are eligible to be appointed if they were members for the entire year previous to their departure, and join again when they return.

*If no member is interested in, qualified, or eligible for the position, leadership may be sought outside the club.
ii. **Process**

1) Current editor(s)/director addresses the club, outlines the responsibilities of their position, and instructs interested members to express their interest to the faculty advisor.

2) Interested members meet with the faculty advisor to discuss further the particulars of the position and set up an interview.

3) Both the current leader(s) and the faculty advisor interview/audition each interested member.

4) The faculty advisor and the current leader(s) discuss and appoint the new leader(s). The faculty advisor then has a discussion with each candidate, informing her of her standing in the candidate pool. The goal of this step is to allow the candidates to make informed decisions when determining whether to run for other offices.

5) The interview process for publications takes place in February before Upper School exams begin. The auditions/interviews for musical groups take place after the election of Choral Club president.

Section VI: The following guidelines must be adhered to for club elections:

a) **Each student may act as President of only one club or editor of only one publication.** In addition to holding an all-school position or club presidency she may also be secretary of a club(s), director of an musical ensemble, peer leader, or Green/Gold Captain.

b) Club officers must have been members of their respective clubs for at least one year.

c) Each club may have only two elected officers, a president and a secretary. **There may not be two co-heads.**

d) If there are fewer than three rising seniors who are qualified to run, other qualified members of the Upper School may submit their names to the ballot. In the event of a tie for the club elections, seniority will be recognized.
Article IV: Clubs
Section I: The Director of Student Life and the Head of the Upper School reserve the right to put a club on hiatus if there is insufficient membership or poor leadership. A club may be reactivated for the following year if there is demonstrated student interest and commitment and if a faculty advisor is available.

Section II: The following steps should be taken if a student or group of students would like to start a new club:

a) A proposal outlining the club’s name and purpose should be submitted to the President of Self-Government, the Director of Student Life and the Head of the Upper School. The proposal must demonstrate sufficient interest within the student body by attaching a list of names, and it must show the reason for initiating the new club. Generally, a proposal for a new club is considered when there is no existing forum for that interest group.

b) A final decision is made by the Head of the Upper School, the Director of Student Life, and the Head of School if necessary.

Article V: Amending the Guidelines
The following protocol directs the process of amending the Guidelines:

a) The Advisory Council has the right to amend or change the Guidelines as it sees fit.

b) Any student who wishes to change the Guidelines should propose such changes during an Advisory meeting. The Advisory Council should then discuss the proposed ideas. If the proposed changes are deemed beneficial to the Upper School, the President and Vice President of the Advisory Council may change the Guidelines. These changes must be reviewed and approved by the Director of Student Life and the Head of the Upper School.

THESE GUIDELINES WILL BE REVIEWED EACH YEAR.