

Bishop Seabury Academy
Community Handbook 2020-2021

Table of Contents

From the Head of School
Our Mission, Vision, and Values

I. Policies and Daily Life

a. **Building Hours and Pick-up Time.....	6
b. **Late Arrival Policy (Tardiness).....	6
c. Excused Tardies.....	6
d. **Early Dismissal.....	6
e. Absence Policy.....	6
f. Contagious Diseases and Illnesses.....	7
g. Sign In/Sign Out Policy.....	7
h. Visitors.....	7
i. Student Illness during the School Day.....	7
j. Student Medications.....	7
k. Messages for Students during the Day.....	7
l. **Phone Calls.....	7
m. Privacy Policy.....	8

II. Community Life

a. **Morning Meeting and Chapel.....	8
b. **Altera Familia (advising groups).....	8
c. **Family-Style Lunches.....	8
d. **Student Jobs.....	9
e. Community Service.....	9
f. **Convocation.....	9
g. **Graduation and Stepping Up.....	9

III. Community Rules and Expectations

a. Honor Code.....	10
b. Cheating.....	10
c. Plagiarism.....	10
d. Community Standards.....	11
e. Major Rules.....	11
f. Sexual Assault Policy.....	13
g. Anti-Bullying Policy.....	13
h. Drug and Alcohol Abuse Policy.....	15
i. Students Exhibiting Concerning Behaviors.....	15
j. Off-Campus Behavior.....	16
k. Disciplinary Procedures.....	17
l. Disciplinary Consequences.....	17
m. Notification of School Use of Technology.....	18
n. Responsible Use Policy and Rules.....	18
o. Cell Phones and Other Personal Electronic Devices.....	19
p. Laptops and Tablets.....	19
q. School-issued iPads.....	19
r. Dress Code Policies.....	21

s.	Enforcement of Dress Code Policy.....	23
t.	Dress-down Days.....	23
u.	Spirit Weeks.....	23
v.	Special Event Days.....	23
w.	Game Days.....	24
x.	Student Lockers.....	24
y.	**Senior Privileges.....	24
IV.	Academics	
a.	Study Halls and Open Periods.....	25
b.	Absence Policy.....	25
c.	Extra-curricular Involvement.....	25
d.	Graduation Requirements.....	26
e.	Exemptions to the Course of Study.....	26
f.	Report Cards, Exams, and Transcripts.....	26
g.	Grading Scale.....	26
h.	Grade Point Averages and Class Rank.....	27
i.	Curriculum Sequencing.....	27
j.	Community Service and Senior Service Project.....	27
k.	Independent Study Project (ISP) Guidelines.....	28
l.	Course Changes.....	28
m.	Placement and Summer Remediation.....	28
n.	Eligibility for After-School Activities.....	28
o.	End-of-Year Retention.....	28
p.	Student Support.....	29
q.	Honors Curriculum.....	29
r.	Academic Recognition.....	29
s.	Graduation Speakers.....	29
V.	Student Leadership and Government	
a.	Student Leadership.....	30
b.	Prefects.....	30
c.	Student Senate.....	30
d.	Student Senate Constitution.....	30
e.	Name.....	31
f.	Role of Members.....	31
g.	Elections.....	31
h.	Meetings.....	31
i.	Removals.....	31
j.	Amendments.....	32
VI.	Return to Campus Plan 2020-21	
a.	Foundation.....	33
b.	Directives.....	34
i.	COVID-19 Symptom Chart.....	34
ii.	Stay Home If You Are Sick!.....	34
iii.	Two-Fold Screening.....	35
iv.	Protocol for Illness on Campus.....	35
v.	Communications & Reporting.....	36
vi.	At Home.....	36
vii.	Travel & Quarantine.....	36
viii.	Social-Emotional Health.....	37

c.	Safety Measures.....	37
i.	Face Masks.....	37
ii.	Classrooms.....	37
iii.	Passing Periods & Hallway Traffic.....	37
iv.	Classroom surface sanitizing process.....	38
v.	Building and equipment cleaning.....	38
vi.	Parent Access to the Facilities.....	38
d.	On-Campus Procedures	
i.	On-Campus Schedule.....	39
ii.	Arrival.....	39
iii.	Morning Meeting/Chapel.....	39
iv.	Breaks & Study Periods.....	40
v.	Student Jobs.....	40
vi.	Lunch.....	40
vii.	Dismissal.....	40
viii.	Seabury Live.....	41
ix.	Closed/Changed Spaces.....	42
x.	Changes to the Calendar.....	42
xi.	Commitment to Equity.....	42
e.	Connected Learning	
i.	Daily Schedule for Connected Learning.....	43

**** Sections marked with two asterisks indicate routines and privileges that may have been altered due to COVID 19.**

The Community Handbook is updated and published each year by Bishop Seabury Academy. It is the Academy's official notification of its policies, procedures and standards of conduct applicable to students. Each student is responsible for knowledge of the policies, procedures and standards of conduct described in this handbook. However, provisions of this handbook do not constitute a contract between a student (or his/her parents or legal guardians) and Bishop Seabury Academy. In addition, the Academy reserves the right to change any of the policies, procedures and standards of conduct at any time as may be necessary in the interest of the Academy. If a material revisions to a policy, procedure or standard of conduct is made and becomes effective during the academic year, students will be notified of such and will be expected to abide by the updated terms. Questions regarding this handbook should be directed to the Dean of Students.

The policies contained in this handbook will govern in situations where an outdated or otherwise inconsistent policy covering the same subject matter is in circulation.

Non-Discrimination Statement

Bishop Seabury Academy will seek diversity in its student body and will welcome enrollment by students of any race, color, national or ethnic origin, or sexual orientation, and any other characteristic protected under applicable law. It will not discriminate on the basis of religion, color, national or ethnic origin, or sexual orientation, or any other characteristic protected under applicable law in the administration of its educational policies, scholarship and loan programs, and athletic and other school policies.

From the Head of School

The health and productivity of our school community requires that we all seek two goals simultaneously—the excellence of the individual and the greater good of the community. Neither of these goals is worthwhile without the other, for when each individual in our school seeks his or her own highest success for the good of the community, we provide our students with the best environment possible.

This Handbook is the primary guide to student behavior and daily school practices. As the main publication of policies and procedures that every member of the school community is obligated to follow, it should be read and understood fully by all students, parents, and faculty of Bishop Seabury Academy. This Handbook renders as clearly as possible the practices that reflect the essential culture of Bishop Seabury Academy, and as such, this document shall be our initial resource in determining school policies.

These directives serve the ultimate purpose of the school—to provide an environment where effective learning can occur and where students are most effectively inspired to achieve their highest potential. In addition to setting the tone for academic achievement, this Handbook directs students toward a mature ethical perspective and an honorable code of conduct that will guide them throughout their school career and the rest of their lives.

The following pages include such topics as the school mission and values, daily behavioral expectations, student leadership philosophy, grading practices, graduation requirements, disciplinary policy, and student senate constitution. Obviously, this document cannot address every issue that may arise, and the school community will always rely on the wisdom of its faculty and administrative leaders to determine and to carry out school policies effectively.

Let this Handbook guide us all in our endeavors at Bishop Seabury Academy.

Dr. Don M. Schawang
Head of School

MISSION, VISION, VALUE, & EPISCOPAL IDENTITY STATEMENT

MISSION:

Bishop Seabury Academy offers a college-preparatory education in a diverse and enthusiastic learning community, promoting academic excellence and moral development while empowering students to explore their potential and to become engaged citizens of the world.

VISION:

Bishop Seabury Academy will educate, inspire, and empower confident individuals who are ethical leaders, socially-engaged citizens, and innovative problem solvers, working to create a more equitable global community.

VALUES:

Academic Excellence

Our rigorous curriculum, grounded in the arts, humanities, mathematics, and sciences, encourages students to develop their potential and a global outlook. Emphasis on critical thinking and a deliberate habit of inquiry prepares students for college and a meaningful life.

Community

Students feel safe, known, and valued in a diverse school community whose culture and traditions intentionally support relationships inside and outside the classroom. Equity and justice are central to a community that reinforces the dignity of every human being.

Character Development

Good character is demonstrated through kindness and respect for others, personal responsibility, resilience, and integrity. Moral development and ethical awareness are essential to a flourishing human life.

Personal Exploration

In a supportive environment, students explore their potential through the pursuit of academic, artistic, athletic, and service opportunities, developing confidence about who they are.

EPISCOPAL IDENTITY:

As an Episcopal school, Bishop Seabury Academy values the inherent dignity of every person and promotes ethical inquiry, equity and justice, prayer, service, and fellowship within a safe and diverse community. Our Episcopal identity is realized in curriculum, programs, and traditions that help every student set the foundations for a meaningful life.

Policies and Daily Life

Building Hours and Pick-Up Time

The school building will be open at 7:30 a.m. each morning, and teachers will be present to work with students at 7:45 a.m. Parents are expected to pick up their children by 3:30 pm unless school-sponsored activities are taking place on campus. Students who remain in the building after 3:30 pm and not involved in school-sponsored activities will be unsupervised by staff (though a staff member will be in the building) and must be picked up no later than 5:15 pm. After 5:15 the only adults in the building might be custodial staff, not Seabury staff.

In the event of treacherous weather, the Head of School will determine whether to cancel school. The easiest way to verify cancellation is look at the school website's main page, but local news sources will also carry the notification. Parents and faculty will also be notified by email. Please note that Bishop Seabury Academy may not follow USD 497 on closing or staying open during inclement weather.

Late Arrival Policy (Tardiness)

Please have your child at school by **8:00 a.m.** Students are expected to be in the building at that time. 10th graders should be present by 7:55 a.m. to participate in chair set-up for morning meeting/chapel. The school day begins promptly at 8:10 a.m. with all students in the commons area and seated for morning meeting by that time. The exception is Friday, when the school day begins at 8:20, with form meetings or morning meeting ("late start").

Regular and punctual class attendance is a vital part of education. Students and parents must make punctuality a top priority. If they are late arriving to school, students must sign in first, then go to morning meeting/chapel immediately and stand in the back of the commons as to not disrupt the proceedings. Skipping morning meeting, chapel, or class altogether with no parental excuse is a major violation, and will result in a disciplinary consequence.

Excused Tardies

An excused tardy may occur if a student has a medical appointment or has encountered difficulty getting to school. Parents are urged to schedule appointments after school whenever possible. If an appointment is in the early morning, please telephone the office before 8:10 a.m., or email attendance@seaburyacademy.org. The Dean of Students will determine whether to excuse the tardy, and a communication from a parent stating the reason for the tardy is required. We strongly encourage parents to excuse a child's tardy only for compelling reasons. The Dean will not excuse tardies due to students' or parents' oversleeping or poor planning. When a student has three unexcused tardies in a quarter, the Dean will receive a notification and communicate with the student and parents about a disciplinary response.

Early Dismissal

Early dismissals are granted if a student takes ill during school or if there is a note from the parent making a valid request for such a dismissal. All class absences for early dismissal fall under the Absence Policy outlined below. Students will not be released from school without permission from their parents and direct permission from a school administrator to leave campus. Non-seniors will not be granted early dismissals or permission to leave school for open periods simply because the open period happens at the end of the day. Parents are encouraged to review with their child Seabury's policies for absences and make-up work, which follow.

Absence Policy

Regular attendance of classes is of paramount importance for academic success; therefore, absences should be kept to a minimum. Any time a student will not attend school, a parent must email attendance@seaburyacademy.org and inform the school. If possible, parents should send this email

before 8:10 a.m. If the absence is for a family trip, planned in advance, the parents should communicate with the school in advance of the trip. If parents do not excuse an absence in advance, or email the day of the absence, the school reserves the right to consider the absence unexcused and to take disciplinary action. The school will generally call parents if a student is absent and has not been excused by a parent, but this does not relieve the parent of the responsibility to inform the school of a student's absence. Students are responsible for making up missing work due to absences within a reasonable amount of time, as determined by the teacher. Extensions and credit for work submitted late is at the teacher's discretion. Students may not miss any classes on a standing basis (i.e. for an appointment, job, or other reason). Any questions about attendance should be directed to the Dean of Students.

Contagious Diseases and Illness

The school reserves the right to restrict from campus any students or other members of the community who have been exposed to contagious disease or been ill with a contagious disease themselves, until they have been cleared for return by a qualified health professional with appropriate documentation, in adherence to the Lawrence and Douglas County Public Health Department guidelines.

Sign In/Sign Out Policy

For the safety of the students, it is important that school administrators know the whereabouts of all students during the school day. Students who are arriving at school after the day has begun (excused or unexcused) must sign in with Betsy at the main office and state the reason. Likewise, if a student is leaving campus for whatever reason during the school day, he or she must sign out, with Betsy stating the reason. Failure to sign out will result in a disciplinary consequence.

Students should not be visiting their cars in the parking lot during the school day, including during breaks, unless they have received explicit permission from a faculty member.

Visitors

Students who wish to bring visitors to the school must go through the Director of Admissions. The school does not permit students to invite friends to shadow them during the school day unless the visitor is an applicant.

Student Illness during the School Day

Students who become ill during the school day must come to the office. Students should not call home from anywhere other than the office if they are sick. Someone in the office will verify with the parent if the student will be staying or leaving. Ill students must follow the steps outlined in the Signing In and Signing Out section. These students will be given use of a school couch while they await transportation home.

Student Medications

The school allows student possession of inhalers but all other prescription medications must be kept in the office.

Messages for Students during the Day

Parents should make specific pick-up arrangements with students before students are dropped off at school and should not expect the school secretary to track down students. Students are responsible for being ready to meet their rides in front of the school.

Phone Calls

Communication about student absences during the day should always be directed through the main office. No student should make a cell phone call unless he or she has specific permission to do so. During the school day, students should use the phone outside the main office to call their parents for a ride or to relay other important school information—and only after receiving permission from the school secretary, a teacher, or an administrator.

Privacy Policy

Bishop Seabury Academy will not release educational records unless directed to do so by the parents or student who is 18 or older unless an educational institution to which the student has transferred makes the request. Senior parents will be asked to sign a document authorizing their students to request transcripts for college application purposes.

The school reserves the right to release specific information of a laudatory nature that reflects on the academic excellence of the student and the school specifically as to the awarding of academic honors or honors that are part of and considered integral to the curriculum and/or school sponsored activities of the school.

If a parent, legal guardian, or student (who is 18 or older) does not wish to have such information released, the parent, guardian, or student (who is 18 or older) has the obligation to advise the school, and the school will honor such request.

II. Community Life

Learning to live in a community and to support all the members of the community is an important aspect of what it means to be a student at Bishop Seabury Academy. We talk often about the idea of community and expect students to demonstrate respect and tolerance for all. Several parts of our school day are designed to help build the sense of community and of each student's importance in our community.

Morning Meeting and Chapel

Each day at Bishop Seabury Academy starts with the entire community gathering in the Commons. Four days per week our gathering takes the form of Morning Meeting. Students sit with their grades, and after brief prayers by our school Chaplain or another adult, one of the Prefects leads the meeting with announcements and discussions of school events as may be appropriate. Morning Meeting is a time to celebrate the successes of teams, groups, and individual students, and to talk about community values. The meeting ends with the entire school standing and reciting the Academy Prayer.

On Wednesday Chapel, we sit together in a service that the Chaplain and the Student Vestry lead. Bishop Seabury Academy is an Episcopal school, and all students are expected to attend Chapel and to participate in Chapel according to the dictates of their conscience. The school does not attempt to dictate belief but does believe that everyone can benefit from the time for prayer and contemplation that Chapel affords. Students are to be respectful throughout the service; disruptive actions or comments in Chapel are inappropriate and could result in a disciplinary response.

Altera Familia (advising groups)

Each student at Bishop Seabury Academy is assigned to a faculty advisor and advising group. The time when the advisee groups meet is referred to as *Altera Familia* (other family) and occurs every day after Morning Meeting; on Wednesdays the advisee group has lunch together. The advisors serve an academic function in checking to see that students are doing homework and seeking extra assistance as may be necessary.

Advisors serve as a resource when students are experiencing academic difficulty and often coordinate make-up work if students have been out for extended illness. Ideally, the advisor will be a teacher with whom a student develops a personal relationship and who can provide assistance or advice in other areas of school life as well as academics. *Altera Familia* time may be used to discuss community values or concerns; older students in the group often serve as big brothers and sisters to the younger students in the group. Advisee groups often undertake service projects together and on occasion have social outings outside of school time.

Family-Style Lunches

Family-style lunches are an important tradition at Bishop Seabury Academy. Students sit at assigned tables of mixed grades with a teacher and follow specific customs. Everyone remains standing until a Prefect says Grace. Once the table is seated, everyone stands again if a teacher or adult guest joins the

table. If a student wishes to leave the table for any reason, he or she first asks the teacher's permission. Throughout the meal, everyone participates in conversation. Students avoid private conversations or jokes that everyone can't enjoy. Students follow rules of basic table manners: keep napkins in their laps and use utensils appropriately. Students sit at assigned tables on Monday, Tuesday, and Thursday and with their advisor on Wednesday. Seating is open on Friday.

Student Jobs

Part of living together in a community is taking ownership of the community and working on its behalf. For this reason, all students do jobs that help the community to run more smoothly. Students set up chairs for Morning Meeting, set up and clear tables for lunches, take out trash after lunch, help to set up for Chapel, and put up and take down the flags daily. Different grades are assigned to different jobs by the Dean of Students. Juniors normally function as job supervisors, and seniors are responsible for cleaning the senior lounge. Sometimes a student may be asked to assist with a job even if he or she is not assigned to that job at the time.

Community Service

Participating in community service is an important part of Seabury life. Service connects students to the local and global community. It creates a stronger personal identity and integrity, and it brings the student body together. Service projects also introduce students to important social issues and give them the chance to make a difference in the local community. Incoming students in grades 6-8 will need to accumulate 20 hours per year while in Middle School. In the Upper School, students need to accumulate 30 hours per year (roughly), totaling in 120 hours by the end of the senior year. Community service hours start rolling at the point of enrollment. The projects can be of the student's choosing and can include service work at Seabury, in Lawrence, or in the larger state, national, or international community. A project will count toward a student's community service hours if the work is not for self-benefit, involves no payment to the student, and is not required by a teacher, parent, or other authority. The project must be approved by the school's Service Coordinator. Students are encouraged to keep current with their community service hours, for no student will receive a diploma until his or her service obligations have been met. Students and their parents should visit the Community Service link on Seabury's web site for more details and for frequently updated information about service opportunities.

Convocation

Every year the Bishop Samuel Seabury Convocation is held on the Tuesday before Thanksgiving at 9 a.m. All students, faculty, and trustees participate in the formal procession. The Convocation serves as a time to recognize the school's namesake, to celebrate our affiliation as an Episcopal school, and to recall our school communal values. A respected community leader, scholar, or educator gives the Convocation Address. All students are expected to attend Convocation, and parents are strongly encouraged to attend as well. Dress is formal: jacket & tie, dress pants, dresses/skirts, nice shoes, and so forth.

Graduation and Stepping Up

In addition to presenting seniors with their diplomas and honoring their achievements, the school recognizes the growth of all students at the Stepping Up Ceremony at Graduation. This is the most revered tradition of the school, and all students should, therefore, plan to attend Graduation. Dress is formal: jacket & tie, dress pants, dresses/skirts, nice shoes, and so forth. Convocation and Stepping-Up are central to the life of the school community and attendance is required.

III. Community Rules and Expectations

This section includes two parts—our expectations regarding the rules Seabury students follow and what happens when students ignore or break the rules.

Students at Bishop Seabury Academy are expected to conduct themselves with courtesy, honesty, integrity, and with respect for themselves and others at all times. If students conduct themselves in this way, the rules stated in this section will be unnecessary. The Honor Code, Community Standards, and Rules stated below give the general expectations of the Academy, but violations of the spirit as well as the letter of the policies will be taken into account when an apparent violation has taken place.

Honor Code

We expect all our students to act with honor and integrity at all times and to treat others and themselves with respect. Seabury's Honor Code requires that students be trustworthy, for trust is fundamental to our community. Warm and supportive relationships between faculty and students grow from this trust.

A student's ability to behave honorably is essential to a student's personal and academic success. On assessments, students write the honor pledge as a reminder: "On my honor, I give my word that I have neither given nor received aid on this exam."

The Dean of Students will inform the Head of School about all Honor Code violations. The following list indicates some actions that would be considered Honor Code violations, but the list is not exhaustive:

1. Cheating
2. Plagiarism
3. Lying to a staff or faculty member
4. Stealing
5. Forging a teacher's or parent's signature or changing grades on tests, term reports, or other school material.

Because cheating and plagiarism are especially serious offenses in an academic community, they warrant additional clarification.

Cheating

Bishop Seabury Academy considers cheating to be of the utmost concern. Students who earn grades by cheating not only gain unfair advantages over their peers, but also keep the teacher from realizing when a student needs extra help to understand the material. Any items which a student could use to cheat, such as cheat sheets and notes on palms, will be considered *prima facie* evidence of cheating, whether or not the teacher actually observed the cheating. All instances of cheating will be referred by the teacher to the Dean of Students and be noted in the student's permanent record.

Plagiarism

Plagiarism is defined as the attempt to present the original words or thoughts of someone else as one's own. Using someone else's exact words without proper acknowledgment, or paraphrasing another's original ideas without proper acknowledgment, is plagiarism. When one plagiarizes, he or she steals another's words and ideas and then lies by claiming them to be one's own.

Access to electronic devices and the internet is a privilege and a temptation. Seabury does not allow the distribution of unauthorized test or exam information via cell phone, iPad, or other device, taking online tests for others, or hacking into Seabury faculty computers or grading programs. Submission of another's work found on the Internet is online cheating whether the product is a document, an oral or visual presentation, or another type of media. Using the work of others found online without citing the resource is plagiarism. Students cannot copy text or pictures from the Internet and submit them as personal work. Students must properly cite any Internet resources used.

At Bishop Seabury Academy, plagiarism is a violation of the Honor Code. Cases of plagiarism will be referred by the teacher to the Dean of Students. Students who are found to have plagiarized will be subject to whatever punishment is deemed appropriate by the Head of School.

While all students are expected to submit work free of plagiarism, students in 6th through 8th grade will be presumed to be learning about plagiarism and how to avoid it. The Dean of Students will work with individual teachers to find an appropriate consequence for plagiarism in these grades.

Students in the 9th through 12th grades will be presumed to have learned the necessary skills to avoid plagiarism and so may face stiffer disciplinary measures. Upper school students who commit plagiarism jeopardize not only their standing at Seabury, but also their admissions to colleges and universities.

Incidents of plagiarism that occur when a student is at the high school level (grades 9-12) will be included in the school report when that student applies for college admission.

Community Standards

In addition to an Honor Code, Seabury's Community Standards uphold the values upon which the Academy was founded and maintain the traditions of behavior and decorum that are part of our community.

All Seabury students are expected to behave in ways that support the well-being, health, and safety of themselves and others. To this end, students should be respectful in their interactions and relationships and learn to recognize how their actions, including their speech, affect others. Seabury students should aim to be courteous, kind, and inclusive, and accept constructive feedback and criticism as being essential parts of learning and membership within the community.

1. Students will not use language or engage in behavior that offends others or disrupts the learning environment.
2. Students will adhere strictly to the classroom rules set forth by each individual teacher.
3. Students will strictly adhere to the Academy's Dress Code.
4. Students will arrive on time to all classes, meetings, practices, and commitments.

The Community Standards guide students toward decisions and behaviors that help them to present themselves well at all school activities in a manner that supports the Academy's emphasis on the pursuit of excellence in and out of the classroom.

Middle- and high school is a time of tremendous physical, psychological, and emotional growth and change, and the expectations for Seabury students also reflect the capabilities of adolescents at their particular developmental stage as well as the school's mission and values.

As an educational community, Seabury recognizes that social-emotional development, like any other subject, takes time to master, and involves mistakes and missteps. As such, adults are charged to help students reflect upon their behavioral choices, especially when these choices hurt or deny the rights of others. In cases of severe or repeated negative behavior that fails to meet the community standards, disciplinary action may be taken.

Major Rules

This handbook sets out a system of rules that exists to protect students and the greater Seabury community. Most of these rules are basic guidelines for behavior at school. The following list explicitly lays out what may be called "Major Rules." The Head of School (or designee) and Dean of Students will deal with these violations. When investigating possible violations with good cause, there should be no expectation of privacy on campus, including in student vehicles. These violations may result in detention, suspension, or expulsion.

1. Violation of the Honor Code
2. Harassment, including sexual harassment
3. Sexual assault (see Sexual Assault Policy)

4. Bullying (see Anti-Bullying Policy)
5. Possession anywhere on school property of illegal drugs or illegally obtained prescription drugs, or drug paraphernalia. (See Drug and Alcohol Abuse Policy.)
6. Possession, use, or purchase of alcoholic beverages on school property. (See Drug and Alcohol Abuse Policy.)
7. Possession of knives, explosives, firearms, or other weapons on school property.
8. Verbal abuse of any student, faculty member or staff.
9. Causing physical harm to any member of the Seabury community, including students, faculty and staff, on or off Seabury premises, at Seabury-sponsored activities, or threatening such harm.
10. Engaging in, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety, or property of any member of the Seabury community, including students, faculty and staff.
11. Engaging in behavior that disrupts or interferes with the normal operations of Seabury or Seabury-sponsored activities, including but not limited to, studying, teaching, administration, security, fire, police or emergency services, or behavior that consumes an inordinate amount of staff time and/or resources.
12. Deliberate, flagrant disruption of a class.
13. Willful disobedience to written or oral instructions from a faculty or staff member.
14. Leaving campus without permission.
15. Possession or use of tobacco in any form (including e-cigs, vaping) on school property.
16. Fighting.
17. Incompatibility, defined as flagrant or consistent defiance of the basic routine of school.
18. Repeated violation of a Community Standard.
19. Being in an out-of-bounds area during the school day. Students are required to remain on campus unless having signed out in the main office. Out-of-bounds areas would include the creek behind the school, or the parking lot without specific permission from a faculty member. vfbG
20. Hazing, which is defined as recklessly coercing, demanding or encouraging another person to perform, as condition of membership or participation in a group, organization or team, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted. At Seabury, hazing can also include repeated verbal abuse that results in a student no longer feeling safe at the school.
21. Sexting, which is defined as using technology to share sexually explicit photos, messages, or sexual content.
22. Any actions away from school that might tarnish the good name of the school. For example, criminal activity such as the illegal consumption of alcohol or drugs, vandalism or shoplifting could be among the actions for which the school could hold a student accountable.

The list above should not be viewed as exhaustive, and Seabury reserves the right to take disciplinary action for other student conduct it deems inappropriate.

Sexual Assault Policy

Bishop Seabury prohibits sexual assault on school property and as part of its activities and will take prompt action to investigate and resolve complaints of this nature. For purposes of this policy:

1. Sexual assault is the sexual penetration or touching of another person without that person's consent.
2. The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter.
 - a. There is no consent if coercion, intimidation, threats and/or physical force is used.
 - b. There is no consent if a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation.
 - c. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
 - d. Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consent to any sexual activity that occurs after he or she withdraws consent.
 - e. Being in a romantic relationship with someone does not imply consent to any form of sexual activity.

Procedures

Reports of sexual assault can be made to the Dean of Students or Head of School. If a complaint of sexual assault occurring on Seabury property or as part of school activities is alleged against a student, Seabury will engage in an investigation of the matter, taking actions it deems necessary to effectively investigate and resolve the matter, including protection of the parties during the process. While the Academy has discretion in how to investigate and resolve complaints of this nature, investigation procedures generally will involve the following:

1. Initial evaluation of the complaint
2. Notification of complaint and investigation of the person accused of sexual assault
3. Parties have opportunity to describe the situation and present supporting witnesses or other evidence
4. Upon conclusion of the investigation, a determination as to whether the policy has been violated will be made using the preponderance of the evidence standard (i.e., more likely than not that the conduct occurred)
5. Notification of the parties of the outcome of the complaint in writing. Decisions are final and there is no appeal.

If a student is found to have violated this policy, appropriate disciplinary action will be imposed, up to and including expulsion.

Timing

Bishop Seabury will endeavor to conclude its investigation and resolution within a reasonable period of time, though timing is often based on many things, such as the facts of a case, the availability of the parties and witnesses, scheduling conflicts, etc.

Anti-Bullying Policy

Bishop Seabury is committed to providing a caring, friendly, and safe environment for all students so they can learn at their best. School is a place where students learn norms and mores of social interactions. As part of this process, sometimes students experiment with a range of aggressive behaviors as they learn about social power. On occasion students may push the limits of the range of aggression and engage in behaviors defined as bullying, defined as follows:

Bullying behavior abuses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behavior, teasing, or arguments between individuals would not be seen as bullying.

Bullying generally takes one of the following forms:

1. Physical: pushing, kicking, hitting, punching, slapping or any form of violence
2. Verbal: name-calling, harassing, threats, sarcasm
3. Indirect: spreading rumors, excluding, tormenting (i.e. hiding books or bags), purposeful attempts to embarrass or humiliate
4. Cyber-bullying: all areas of internet misuse, such as mean and/or threatening emails, misuse of blogs, Twitter, Facebook, Instagram, or other social media; misuse of gaming websites, chat rooms, Zoom, other video conferencing tools, etc.
5. Mobile phones: threats by text messaging or calls
6. Misuse of other technology: i.e. photographing or videotaping used to harm, "sexting" with the intent to harass, embarrass, intimidate, defame or otherwise inflict harm

Examples (not exhaustive) of bullying behavior include:

1. racial bullying
2. homophobic or trans-phobic bullying
3. bullying based on disability, gender, appearance, or circumstance

Everyone has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. The school has a responsibility to respond promptly and effectively. Administrators, teachers, students and parents should have a common understanding of what bullying is, the school's policy, and how to report or respond when they are concerned about a situation.

The following steps may be taken by the school when dealing with reports:

1. If bullying is suspected or reported, the incident will be dealt with immediately by the member of the faculty or staff who has been approached.
2. A precise account of the situation will be communicated to the Dean of Students and the counselor.
3. The Dean of Students and counselor investigate and make a determination as to whether or not the offense constitutes bullying (as defined above).
4. Teachers and advisors will be appraised as needed.
5. Parents will be kept informed.
6. Corrective measures will be taken as appropriate.

Students who have been bullied will be supported in the following ways: having the opportunity to talk about the situation with the counselor or other supporting adult, reassurance of support to restore self-esteem, and discussing strategies to deal with future encounters with aggressive behavior. The school will follow up with the student and parent periodically.

Students who have bullied others will be helped by talking about the behavior and learning why he or she became involved, reflecting on the harmful behavior and learning alternative strategies for dealing with aggressive impulses, and keeping parents informed to help change the student's behavior and attitude.

Official consequences will depend on the particular situation, and may include: an official warning to cease the behavior, reparation with sincere apology and changed behavior, loss of privileges, in-school suspension, service, or expulsion.

Drug and Alcohol Abuse Policy

Substance abuse and chemical dependence are significant problems of concern for society and especially for adolescents. As an educational institution, Bishop Seabury Academy seeks to educate students about such problems and to provide students with the necessary information, skills, and social climate to resist such problems. Nonetheless, the school's first priority is to provide a safe environment that facilitates successful completion of the school's curriculum. Simply put, substance abuse is incompatible with the educational process. For this reason, possession or use of illegal substances, alcohol, or illegally obtained prescription drugs, along with possession of drug paraphernalia, is grounds for expulsion.

By attending Bishop Seabury Academy, students and parents acknowledge the school's right to search a student's locker, possessions, car, or person at any time a student is on campus, participating in a school activity, or otherwise representing Bishop Seabury Academy. If there is reason to believe a student should be searched, the search will be conducted by the Head of School and/or the Dean of Students, with another faculty member present.

The school may suggest counseling or medical evaluation. If after discussing these concerns with the parents, the factors that were the initial cause for concern continue, the Head of School may require that a student take a drug test. Such a test will be at the parent's expense and will only take place upon parental notification.

If the student tests positive for drugs, but there is no direct evidence of possession or use at school, the student will be allowed to remain at school provided he or she submits to random drug testing for the remainder of his or her school career. Should the student subsequently test positively on a random test, he or she will be required to withdraw from school.

The school recognizes that its influence is limited and that most of students' social lives take place outside the context of school rules. The school urges parents to be well informed about substance abuse and to communicate with students about making healthy choices. We appeal to parents not to support parties at which alcohol is served or drugs are allowed. Providing alcohol or illegal drugs to minors is against the law, and the Social Hosting laws in Lawrence come with heavy fines and possible jail sentences.

Students Exhibiting Concerning Behaviors

When a student engages in behavior that could impact the life, health, welfare, safety, or property of the Seabury community, including students, faculty and staff, Seabury administration will assess the risk of the situation on a case-by-case basis and determine an appropriate course of action. Such "concerning behavior" includes the following:

1. Causing physical harm to any member of the Seabury community, including students, faculty and staff, on or off Seabury premises, at Seabury-sponsored activities, or threatening such harm.
2. Engaging, or threatening to engage, in behavior that poses an immediate danger to the life, health, welfare, safety, or property of any member of the Seabury community, including students, faculty and staff.
3. Engaging in behavior that disrupts or interferes with the normal operations of Seabury or Seabury-sponsored activities, including but not limited to, studying, teaching, administration, security, fire, police or emergency services, or behavior that consumes an inordinate amount of staff time and/or resources.

When warranted, a student engaging in the conduct listed above may result in evaluations, team assessments, emergency removals, medical leave, or withdrawal from Seabury. It may also be determined that addressing the behavior through the ordinary student conduct process is the appropriate course of action.

Procedure

When a student exhibits concerning behaviors, a designated team of Seabury administrators will conduct an individualized assessment to determine the nature of the risk and any measures that can be taken to mitigate the risk. The purpose of the assessment is to inform decisions about the student's future participation in Seabury programs and activities and assess the level of risk posed by the student. This assessment will be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures or, where applicable, the provision of auxiliary aids and services, will mitigate the risk.

Seabury may require that the student undergo an evaluation by a qualified professional and for the outcome of the evaluation to be shared with the team assessing the situation. The student will also have the opportunity to provide documents or other information related to the team's assessment. If the student does not provide information or submit to a required evaluation, the team will proceed with its assessment with the information it has available.

In reaching its decision, the team will consider what life, health, welfare, safety, or property concerns the student's behavior raises and whether the risks associated with those concerns can be managed by modifications, support measures, or accommodations. The team may consider the imposition of certain conditions if appropriate that may include, among other things, consultations with health care professionals or restrictions on participation in Seabury activities. If the team determines the student poses a risk to the life, health, welfare, safety or property of any member of the Seabury community, and that the risk cannot be mitigated by modifications, support measures, or accommodations, the student may be required to take a medical leave or withdraw.

Returning to School

Following a determination that an individual poses a risk to the life, health, welfare, safety, or property of any member of the Seabury community necessitating a medical leave or withdrawal, Seabury may require as a precondition to a student's return that the student provide documentation that the student has taken steps to mitigate the previous behavior. Seabury may request records from the student and request permission to speak to a treating professional. The records and information that will be requested and required are determined on a case-by-case basis depending on what information is necessary to determine whether the student is able to return and fulfill the fundamental requirements of academic life. Seabury also reserves the right to set forth other conditions for the student's return.

If the student returns to active enrollment, the Dean of Students, and when appropriate the School Counselor and/or student's advisor, will work with the teachers, the student, and the student's family to develop the most appropriate program going forward. Seabury reserves the right to determine whether credit for semester work can be given in any circumstances involving extended absence from school.

Off-Campus Behavior

The rules and regulations of Bishop Seabury Academy apply when students are at school, in transit to or from school, on class trips, or representing the Academy off campus. Behavior outside of these times does not affect standing at the Academy unless it has the potential to harm the good name of the school or the physical and emotional safety of other students.

For example, as social networking becomes more dominant in teens' lives, comments or pictures on Facebook and similar sites and texting that is hurtful, frightening, or inflammatory directly affect students' relationships at school and their comfort with each other. These technologies occasionally come within the area of school concern.

The school also has a clear duty to parents to take concern for those things that might affect the health or safety of a student. If the school has good reason to believe that a student is engaging in behavior that might be illegal or dangerous—or might influence fellow students negatively—the school will contact the parents. Such contact will not be for the purpose of imposing discipline but rather out of concern for the students and in the belief that the school and parents are partners in helping students grow up safely.

Disciplinary Procedures

In general, violations of Community Standards will be handled by the Dean of Students upon notification of misbehavior by a faculty or staff member. Major Rule violations (except for violations of the Honor Code) will be handled by the Dean of Students with the approval of the Head of School (or designee), who has the sole authority to expel. The penalties for these offenses may include a warning, mediation, detention, suspension, campus work duties, written reflections or other actions the administrators or involved teachers see as fitting.

At any time when a student's behavior presents concerns, the Head of School or Dean may request a conference with the student's parents. Consequences may include a detention, special academic assignments, community service, an all-day detention, suspension, or expulsion.

Teachers, often with support from the Dean of Students, will address other disciplinary issues as they occur.

Disciplinary Consequences

Detention

Detentions are assigned by the Dean of Students or by a reporting teacher. The penalty is the student's loss of free time. Detentions will generally occur once per month on Saturday morning from 7:00 to 8:00 a.m. During a detention, students will do chores around the school. Guided writing assignments or community service may be assigned at the discretion of the Dean of Students if deemed more valuable a consequence than a detention.

Suspension

In-School Suspensions (ISS) and Out-of-School Suspensions (OSS) are assigned by the Head of School and Dean of Students. An ISS requires a student to be present at school. The student will not attend classes, but will spend the day isolated from other students. During an ISS, students will be given access to their daily homework and will be allowed to work on these assignments, although this work will be lowered two letter grades. Students may also be required to complete special assignments at the request of the Head of School or Dean of Students. A student's participation in afternoon activities is at the discretion of the Dean of Students.

An OSS is considered more serious and may last for more than one day.

Students who are suspended are allowed to make up missed assignments, but the work will lose two letter grades. Teachers are not required to re-teach any missed material to students who missed class due to a suspension.

Suspended students may not participate in sports practices on the days of their suspension, nor may they play in interscholastic contests. They may be required to attend a contest but not allowed to dress for play.

Students should understand that colleges may expect the student to report disciplinary consequences in the college application. The school reserves the discretion to report suspensions to the senior's college as the Head of School (or designee) sees fit.

Expulsion

A student who is expelled from school is no longer allowed to attend classes, receive academic credit, or participate in any activities sponsored by Bishop Seabury Academy. Such a student's transcript will reflect

the grades earned in his or her last completed semester. In addition, to facilitate matriculation at another school, Seabury will provide current averages in classes taken during the semester in which the expulsion occurred.

A student who is expelled within twenty days of the end of the semester may, at the Head of School's discretion, take the final exams separately from the rest of the students. A semester grade will be provided for those classes, using the date-of-departure grade as the second-nine-weeks grade of the semester.

The school transcript of a student who has been expelled will indicate the student's expulsion but not the reason for the expulsion. Information regarding the student's expulsion will not be provided to other schools without a written request to do so from 1) the parents if the student is under eighteen years old or 2) the student if he or she is eighteen years old.

The parents of an expelled student will receive a letter informing them of the expulsion. In addition, they will receive a copy of this policy. Expulsion does not release the student's family from the financial obligation to pay tuition for the remainder of the year per the contract. Appeals to this policy must be addressed to the Board of Trustees.

In addition, Seabury has discretion to dismiss a student if a parent fails to comply with the school's expectations.

Re-Admission to Bishop Seabury Academy

Students who have been expelled from Bishop Seabury Academy may reapply and be accepted at the discretion of the Head of School (or designee), upon the recommendation of the faculty.

Notification of School Use of Technology

Teachers will be using various web-based programs with students, and some will require students to log in, usually with their name and email address. Under the federal law called the Children's Online Privacy Protection Act (COPPA), many of these web based programs will require parental approval before gathering such information from students *under the age of 13*. More information about COPPA can be found at this website: goo.gl/eiHRyn.

According to law, parents do not need to provide consent for every web-based program, as schools can obtain parent or guardian approval to provide such consent and will do so at the beginning of the academic year. Without such parental or guardian approval, respective students will not have access to the same online tools as other students in the online program.

On the occasions when the School needs to utilize video conferencing platforms, teachers will often record class sessions to share with students who are absent. Recordings will necessarily include student images and discussion and will be shared exclusively with other students or staff members, as necessary.

In order to provide both academic and social-emotional support for individual students, teachers and staff members (Learning Support, WRAP counselor) may offer one-to-one video conferencing via Zoom. Parents or guardians who prefer to opt out of one-to-one video conferencing should inform the Head of School.

Responsible Use Policy and Rules

The policy governing use of technology at Seabury seeks to encourage effective, appropriate, and safe use of such technology by students while curtailing usage that can be distracting, disrespectful, or dangerous. Students and parents must sign the Responsible Use Agreement each year in order to have access to the 1:1 iPad program, school-owned devices, and any school-based technology.

Cell Phones and Other Personal Electronic Devices

During the academic day (8:10 am to 3:28 pm), cell phones, smart phones, and other hand-held devices are prohibited with certain exceptions. Devices may be used for video, music, messaging, applications, and other uses *but not phone calls* during these times:

1. Morning Break (between 2nd & 3rd periods)
2. Lunch Recess (after lunch announcements are finished and before 6th period)
3. Open Periods (for Upper-School students only)
4. With the express permission and in the presence of a staff member

At these authorized times, students are allowed to use devices according to the school's Responsible Use policy and in such a way that is not distracting to others. At all other times, these devices may be carried on one's person, and all devices should be silent, not just in vibrate mode, at all times during the day.

Unauthorized usage will result in the confiscation of the device. The student's parent or guardian will be contacted before the device is returned to the student at the end of the day, and students will be denied use of the device for a period of time to be determined by the Dean of Students. Repeated confiscations will result in the student losing the right to carry electronic devices at school.

Seniors may use electronic devices responsibly in the Senior Lounge at any time during the school day, but seniors must follow the same expectations regarding devices as do other students outside of the Lounge.

Headphones or earbuds may not be worn during the academic day except in open period, or in a classroom with permission of the attending teacher.

Laptops and Tablets

Students are welcome to use desktop computers in classrooms, personal or school laptops, iPads, and other devices when necessary for assigned course work or for participation in other school programs that require it. Non-school use of technology is discouraged, and only permitted during designated times (see above). Use of these tools is a privilege students must take seriously and treat with care. Students who use technology inappropriately may lose this privilege and may also face other disciplinary consequences.

School-issued iPads:

1. Students are responsible for the care and safekeeping of their iPads. Any damage must be reported to the Technology Director immediately. In the case of a damaged or stolen iPad the student may be issued a "loaner" until the original device can be repaired or replaced.
2. The iPads are insured against damage and theft, with no deductible for a first instance of accidental damage. In the case of a second instance of accidental damage families will be responsible for a \$50 fee which goes up to \$100 for each subsequent instance of accidental damage. In the case of a stolen iPad, the student or parent/guardian should inform the Technology Director immediately and a police report must be filed. The insurance policy does not cover simple loss, so it is critical that students keep careful track of their iPads – replacing an iPad lost through inattention would be the family's financial responsibility.
3. Families must provide a protective cover for their students' iPads and iPads must remain in the cover at all times. The cover should provide some impact protection and must cover the screen when not in use. We recommend a folio-style case with a Bluetooth keyboard to facilitate typing. This kind of case can be found in local stores and from a wide variety of online retailers starting at around \$25.
4. Students must have an Apple ID (i.e. a user name and password for the App Store and iTunes Store) in order to retrieve apps, iBooks and other media provided by the school. We recommend that parents not associate a credit card with students' Apple ID – no purchases will be required for apps and books provided by the school. We recommend that parents provide an iTunes gift card for the purchase of approved apps and media for personal use.
5. Each iPad has 32 gigabytes of storage space. Priority goes to apps, media and data for school use. If the storage capacity is reached, personal apps, media and data will have to be removed

from the device. Students have 25 gigabytes of storage space in Google Drive and 5 gigabytes in iCloud. We will teach students how to backup files to iCloud, after which it will be their responsibility to do so regularly. If the 5 gigabyte limit is reached most files can be stored in Google Drive and 20 gigabytes of iCloud storage can be purchased from Apple for \$0.99 per month.

6. The iPads are the property of Bishop Seabury Academy, and students must return the iPad, the original iPad charger, and any other loaned equipment to the school when requested by the Director of Technology. When the student graduates or withdraws from the school, all equipment must be returned to the school in good condition when designated by the school, or the student's family will be charged for the repair or replacement of that equipment. Substitute equipment will be accepted in place of original equipment only with the permission of the Director of Technology.
7. Charge your iPad fully each evening so that it is ready for use each school morning using only a genuine Apple iPad charger (not a cell phone charger, which can cause damage); keep charger with you at school and do not plan to charge your iPad during class.
8. Use care when inserting and removing cords and cables.
9. Do not leave the iPad unattended and never put it on the floor.
10. On school grounds, unattended iPads will be immediately collected and given to the Technology Director.
11. Keep the iPad away from food, drink, water and other liquids.
12. The screen is made of glass, and rough handling of the iPad (throwing down a backpack, bumping into a locker or floor, pressure from book or body weight, etc.) can easily break the device.
13. Only clean the iPad with a soft, dry cloth.
14. Do not expose the iPad to extreme heat or cold (never leave it in a car in summer or winter).
15. Students are not permitted to repair, alter, modify or replace iPads without express permission from Seabury staff.
16. Our mobile device management application, including configuration profiles, is preinstalled on each iPad. It is required in order for students to retrieve apps and eBooks distributed by the school and must therefore not be removed. Removal of a configuration profile requires deliberate steps that cannot be performed unintentionally. Removal of a profile would therefore be treated as a serious disciplinary infraction and would also result in the iPad being "wiped" of all apps and data and restored to its initial configuration.
17. To install any app not provided by the school on their school-issued iPads, students may make a request to the technology director. Upon approval the app will be made available for installation through the Self-Service component of the school's mobile device management system.

The following rules apply to all *school-provided electronic devices*:

1. Do not damage or deface any school equipment.
2. Do not alter system settings on school computers, and do not alter the mobile device management configuration on iPads.
3. Do not uninstall software, apps, or books provided by the school.
4. Printing of assignments should not be done at school. With teacher permission, students may occasionally print. Do not print anything other than files required for courses or other school programs.
5. Do not store non-school files on shared Seabury computers and servers (it is permitted to store non-school files on iPads).
6. Users of the Academy's information technology and computing system/network resources have no expectation of privacy in their use of such resources. The Academy reserves the right to access data contained within at any time with or without prior notice, and a failure to comply with Academy policies when using these resources can result in discipline. This includes the right to alter, add or delete applications and data deemed inappropriate. Students should remember that the school uses monitoring software to ensure that students adhere to the expectations regarding computer and iPad use.

7. The preinstalled configuration profile on school devices includes content filtering, but outside of school it is the responsibility of parents/guardians to employ the same oversight of student internet use as they do with other internet-enabled devices that they provide for students. The school will not be held responsible for students' inappropriate use of school-issued iPads when they are away from the school grounds.

Rules pertaining to student use of technology generally:

1. Do not use school email for any purpose other than school-related communication and sending or retrieving files needed for school.
2. Do not use texting, instant messaging, or other social networking apps or websites for non-school use except during designated times (see phone use rules, above) and never during class time.
3. Do not post messages on or through the school network or internet (including those that are anonymous) that use abusive or profane language, or use the system to harass, insult, or verbally attack others or disrupt normal function.
4. Do not use the school's name or logo in a way that negatively impacts the school's reputation.
5. If you are photographed doing something illegal in Seabury attire, you endanger the good reputation of the school and will be subject to disciplinary action.
6. Do not make a video or audio recording of another student or staff member without explicit permission.
7. Do not identify yourself falsely in communications by using a fake name or another's name, password, account, or credentials.
8. Use of Internet or school network, or any school-provided electronic device, for any illegal activity is forbidden.
9. Do not purposely attempt to gain access, maintain, or distribute materials which are obscene, or pornographic, or materials which encourage excessive use of violence, blood, gore, or the diminishment of the value of life (If you accidentally encounter such materials, terminate access immediately).
10. Do not tamper with internet safety settings or attempt to circumvent Seabury device restrictions.
11. Do not misuse copyrighted or intellectual property, including unauthorized file sharing to download music, movies, and other copyrighted materials without the permission of the copyright holder.
12. Seabury is not responsible for use of technology that is unauthorized or in violation of Seabury policy. Seabury is under no legal obligation to defend or otherwise accept responsibility for improper use of its technology or the consequences of such use.
13. Students will be expected to abide by all applicable in-school policies in the use of their devices outside of school. All use of school-issued iPads should reflect the ethos and values of Bishop Seabury Academy as expressed in the school's statement of Mission, Vision and Values and the Community Handbook, and in the daily life of the Seabury community. We reserve the right to define what is and is not appropriate use, and that definition may be subject to change as circumstances warrant.

Dress Code Policies

The purpose of the Seabury Dress Code is to create a sense of formality and occasion appropriate to the work of school, but with enough flexibility for students to express their individuality. Parents and students are responsible for ensuring that students adhere to the dress code. Labeling all clothing items for school (including PE) is strongly recommended.

The basics of the dress code are: **khaki shorts/pants/skirts with a collared polo shirt in school colors**. Other rules include the following:

1. Students may wear polo shirts, dress shirts, or turtlenecks of non-translucent fabric. Students may wear Seabury-sponsored sweatshirts, sweaters, or fleece pullovers in solid school colors over their

collared shirts. All clothing should be absent of conspicuous branding or logos (*roughly* anything bigger than a quarter. Students may wear medium and dark shades of green and blue (no neon or bright shades), as well as black, white, and gray. "Color-blocked" jackets and pullovers must be in Seabury colors only.

2. Students may wear light jackets in solid school colors and without large branding or logo. Seabury letter jackets are also acceptable.
3. Students may wear pants, shorts, skirts, or jumpers in *a range of 'khaki' colors* only, preferably in cotton twill or other solid fabric. No lace or otherwise patterned material is permitted. Leggings or tights may be worn underneath skirts or shorts if they are in school colors. No lace or patterned tights may be worn. Tight-fitting leggings or jodhpurs are not appropriate for dress code.
4. Shirts must be fully tucked in once students enter the building in the morning and through the end of the school day. Teachers may authorize students to be un-tucked in the classroom or in practices or rehearsals, but never in hallways during school.
5. All clothing should be clean and should not be torn or tattered. Clothing must be properly hemmed.
6. All skirts must be no shorter than four inches above the top of the kneecap. Shorts should be of a size appropriate for the student, with a minimum inseam generally of 3-4 inches.
7. All clothing must fit appropriately. Overly baggy or tight clothing is not allowed. Tights or leggings may not be worn alone, or under shorts/skirts that are not of the required length. Pants and shorts may not sag below the waist. Midriffs should not be exposed. Shirts should provide appropriate coverage and be buttoned.
8. Belts are required for pants, skirts, or shorts that have belt loops.
9. Students may wear tennis shoes, dress shoes or loafers. Sandals and open-toed shoes are not permitted.
10. Hair must be non-distracting and neatly groomed, out of the eyes, and in a naturally occurring color.
11. Hats are not to be worn at school.
12. Nose studs and other exotic body piercings are not permitted.
13. Long wallet chains are not to be worn.
14. Proper undergarments must be worn at all times.
15. Students must change back into dress code after P.E. or Strength and Conditioning classes.
16. No facial hair is allowed, unless worn for religious reasons with parental approval. Boys who are required to shave at school will be responsible for the cost of disposable razors and soap that will be available. Repeat offenders will be referred to the Dean of Students.
17. Undershirts must be in solid Academy colors with no lettering or logos.

Please refer to the Dress Code Shopping Guide at the school website (after the "Dress Code" section) for suggestions about where to find items. You may direct any questions about appropriate dress to the Dean of Students.

Enforcement of Dress Code Policy

All faculty members enforce dress code policy. Faculty will refer students to the Dean of Students if a student fails to address the issue right away or there is a repeated violation. The Dean of Students will address dress code infractions in the following way:

1. For a problem that is easily remedied, i.e. an untucked shirt, the student will receive a verbal warning and fix it. If the warning is ignored, parents will be notified and the student may receive a detention.
2. If a student is wearing an item that can be easily removed, the student will receive a verbal warning and remove the item, and parents will be notified with the expectation that the item won't be worn again. If the violation is repeated, there will be a disciplinary response.
3. If a student is wearing an inappropriate item that can't be easily removed, i.e. a skirt that is too short, a faculty member will consult with the Dean of Students, or the Dean will consult with a faculty member before approaching the student in private to address the problem. For a first time violation, the student may call home to have something else brought to school. The Dean of Students will inform parents of the situation. If there is a repeat violation, the student will be asked to change into something appropriate from the school supply and there will be a disciplinary consequence.

Dress-down Days

Usually on the last Friday of each month (excluding August), there is a dress down day, which provides students with the opportunity to wear non-dress code clothing to school for the cost of \$5. All funds raised by dress down days go directly toward class trip expenses and are part of the fundraising for those trips. Dressing down is completely voluntary.

Although students are not in dress code, a level of decorum for clothing is necessary. Clothing should still be appropriate and befitting an academic atmosphere; therefore, pajamas, plunging lines, tops that expose the midriff, low riding bottoms, and very short skirts or shorts, or any clothing which exposes undergarments is not permitted. Additionally, clothing graphics should not involve profanity, alcohol/drug reference, or language/images that could reasonably be considered inappropriate or offensive. Please use your best judgment.

Spirit Weeks

Once a semester, the Student Senate sponsors a Spirit Week to support athletic events. During these weeks, Student Senate chooses a theme for each day, and students may dress down according to the theme. There is no cost for dressing down during spirit weeks.

Special Event Days

Occasionally students wish to dress differently to show their participation in an upcoming event or in recognition of their having met a goal or deadline. These special recognitions could include such things as the opening night of a play, an upcoming forensics or debate tournament, a yearbook deadline, or a community service goal.

Students may depart from dress code for these special recognitions ONLY by first receiving permission from the Dean of Students. Directors, teachers, and non-athletic coaches cannot give these special permissions. Khaki bottoms, not jeans, must be worn on these occasions.

No parent, student, staff member, or other person has authority to use the Bishop Seabury Academy name or its logos without the explicit permission of the Head of School or an administrator empowered to make such a decision, and any apparel that uses such language or iconography without such permission will be confiscated.

Game Days

On Game Day, student athletes may follow a different dress code:

Athletes may wear their team uniform tops, official warm-up tops, or team logo T-shirts. The same top must be worn by all team members and must be approved by the Athletic Director. Students must wear khaki bottoms.

Student Lockers

Each student will have access to a locker(s) to use as a storage space for his or her school supplies and personal items. Students are expected to keep these lockers in clean and good condition. Students may not apply anything to the lockers that cannot be easily removed, such as decals, Scotch tape, or glue. Magnets are permitted. Student-supplied combination locks are permitted after school hours. The combination must be registered with the Dean of Students.

Students should not open other students' lockers or remove items from them without permission of the student assigned to the locker. Opening another student's locker or removing or adding items without the owner's express permission may be considered an Honor Code violation. Student name magnets should not be removed from the front of lockers.

It is important to note that these lockers are public space and the Academy reserves the right to search these lockers at any time and for any reason.

Students are to keep their personal possessions in their lockers and not on the floors or benches or in the school's common areas. All non-academic personal items will be taken to the Lost and Found in the Dean of Student's office.

Students who leave academic and personal materials on hallway floors or on benches risk losing their locker privileges.

Senior Privileges

Bishop Seabury Academy recognizes that seniors will soon graduate and go to college, where they will enjoy much more freedom and therefore be required to accept much more responsibility for their own actions. As recognition of their senior status and to help them prepare for the freedom of college, the Academy grants certain privileges for seniors. The Head of School or the Dean of Students may revoke any of these privileges at any time.

1. Seniors have access to a designated Senior Lounge. Seniors must keep this space clean and the door to the outside locked. No students are allowed in this room at any time except seniors. All other rules in this Handbook concerning behavior on school grounds will apply to the lounge as well. Failure to follow these rules will result in the loss of the lounge and disciplinary action. Faculty may enter and search the Senior Lounge at any time. The Head of School will provide seniors with specific directions regarding care of the Lounge.
2. Seniors may elect to have unsupervised study halls in the lounge. Seniors should not assume they have study hall or are allowed to leave campus because a faculty member is absent; they should report to class as usual. Because they have a Senior Lounge, seniors do not have permission to be in hallways during class without the explicit permission of a faculty member.
3. Seniors may have open lunch on Fridays if appropriate parental permission forms have been signed. Seniors must follow appropriate sign-in/sign-out procedures in the main office and must return for post-lunch classes.
4. At the end of second semester, seniors may be exempted from the final exam in a particular course at the teacher's discretion. Students who earn a grade lower than a B- in a particular subject may be required to take the final exam in that course.
5. After the first quarter, with permission of parents and the advisor, seniors may sign out to go off campus during open periods. They are still required to attend Morning Meeting, Chapel, and *Altera*

Familia even if they don't have a first period class. All seniors must attend lunch Monday through Thursday, even if they have 5th hour free.

6. Seniors who do not maintain an overall 2.5 gpa average (reviewed quarterly) or who are failing a course will lose their senior privileges, including use of the senior lounge. The privilege will be restored if the student can show after a three-week interval that his or her average is acceptable or that he or she is no longer failing. A student whose overall average or work in a course is unacceptable for a second time will lose senior privileges for the remainder of the year.
7. Seniors may wear college logo sweatshirts over a collared shirt.

IV. Academics

Success in the classroom starts with personal responsibility to come to school and to classes on time, to be absent from school or class only for good cause, and to be in close communication with teachers to make up missed work. Therefore, the section on Academics begins with Seabury's policies on attendance.

Study Halls and Open Periods

The purpose of study halls and open periods is to provide time during the school day when students can work on assignments, study, or seek help from teachers. In seventh and eighth grades, students are assigned to a study hall in a teacher's classroom. Students must have an appropriate purpose if they ask to leave the study hall, and they must attain the permission of the supervising teacher. Students in study hall may not use cell phones. In grades nine through twelve, students are assigned to a teacher's classroom for open period. Students must report promptly to the supervising teacher at the start of the period to sign in. They may remain in the classroom, or work in the foyer, sit at outside tables, visit another teacher for help, or go to another available classroom. Students in open period may use their cell phones only in authorized locations. Upper-school students must maintain grades of D or above in all subjects in order to enjoy the privilege of the open period. Students who at mid-quarter and at the end of the quarter are not meeting this standard will be restricted to their assigned classroom for their open period(s) for the remainder of the quarter or the semester as determined by the Dean of Students.

Absence Policy

No student may participate in any extracurricular activity or practice if he or she misses the first four full class periods of the day without approval from the appropriate administrator.

Students must get any assignments missed while they are away from school and make up all work in a timely fashion. Teachers post homework assignments on Schoology. Students who miss an extended period of time should meet with each teacher to establish a schedule for making up work. If a student is absent from school the day of a test, he or she should plan to take the test upon the day of returning to school. If a student misses school the day before a previously announced test, the student should plan to take the test with the rest of the class. A student who misses more than 15 minutes of a class may be marked as absent by the teacher.

Extra-curricular Involvement

As part of their school life and personal development, students are expected to participate in extracurricular activities. In grades 6-8, students must participate in at least two arts and/or athletic activities each year, though they are encouraged to do three. In grades 9-12, students must participate in two activities, although they are encouraged to participate in more. The school publishes a list of the programs that fulfill this requirement. In general, these will be programs that meet daily for a period of two to three months.

The school recognizes that some students are passionate about activities that are not offered through the school. If these activities involve an amount of time comparable to school extra-curricular programs (approximately seven hours per week or more), a student may be excused from all or part of the

Grade Point Averages and Class Rank

Most American high schools compute a grade-point average to quantify cumulative academic success. While this figure is helpful to colleges and does reflect a certain kind of success, it is a limited measure and in no way reflects a student's total academic experience. Bishop Seabury Academy courses are quite rigorous, and A's are difficult to achieve.

The school uses the scale below to compute GPA, and the transcript will reflect a cumulative GPA.

A+ =	4.3	A =	4.0	A- =	3.7	
B+ =	3.3	B =	3	B- =	2.7	
C+ =	2.3	C =	2	C- =	1.7	
D+ =	1.3	D =	1	D- =	.7	F=0

At the end of the senior year, the school will declare a Valedictorian, who shall be the student with the highest GPA in the senior class. Except for this, students will not be ranked. As a very small school in which all students take a rigorous college preparatory curriculum, ranking would not be meaningful nor beneficial to students. All college applications will include the school's non-ranking policy.

Curriculum Sequencing

Students follow a traditional sequence of classes in most disciplines. Transfer students sometimes enroll at Seabury with prerequisite courses out of sync with the Seabury curriculum sequence. The school will attempt (but cannot promise) to accommodate those students if the schedule of courses provides that option.

In math classes, there are two sequences to the curriculum, culminating in either Calculus I or Calculus II, and students are expected to be in one or the other. Parents are strongly advised not to try to accelerate students beyond the appropriate sequence of math classes. Our experience demonstrates that—in almost every case—students are more successful when they can master and better comprehend the math concepts appropriate to their age instead of simply trying to “move ahead” as fast as possible in the math program. There are more appropriate opportunities to broaden or deepen a student's math experience without moving faster in the sequence, including self-study in applied math and working on math contest materials.

On rare occasions, the administration may find that a student is a candidate for acceleration in the math sequence, but in those instances, parents must understand that a student may be accommodated out of sequence one year but perhaps not in following years. In such a scenario, a student may have to repeat a math class or continue math education outside of Seabury.

In short, the school cannot be responsible for providing a consistent math education for students who are out of sequence for whatever reason. Parents who would like more information about the math scope & sequence or scheduling in general should meet with the Math Department Chair and Dean of Scheduling.

Community Service and Senior Service Project

To receive a diploma, all seniors must have completed 30 hours of community service for each high-school year they have attended Seabury. In addition, all seniors are required to complete a service project as a requirement for graduation. The project involves a proposal that a student must submit to the Service Coordinator and the senior class sponsor by the end of September of the senior year. The project must aid a service agency, school, or civic organization or program, and must be approved by the Service Coordinator and class sponsor. The Coordinator must also receive the student's written reflection no later than two weeks following the completion of the project. Toward the end of the junior year, students are strongly encouraged to meet with the Service Coordinator or class sponsor to discuss the Senior Service Project and to review a student's service hours.

Independent Study Project (ISP) Guidelines

(Upper School only) Independent study may be organized by an individual student or a small group of students to study a chosen topic under the supervision of a teacher. The requirements in this course must be equivalent to that in a regular course. An independent study course must be submitted to the Academic Dean at least a week before the end of the semester prior to the semester in which the ISP is to occur. The proposal must receive Curriculum Committee approval within two weeks after the start of the term in order to be added to the schedule and included on the student transcript. Independent study guidelines and forms are available from the Academic Dean.

Course Changes

Students may make discretionary course changes during the first two weeks of each semester. The final date for changes will be announced by the Academic Dean at the beginning of the semester. If a student would like to add or drop a course, he or she must first discuss the reason with the teachers affected, and his or her advisor. The student must obtain parental permission and then submit the request to the Academic Dean for approval.

Per the approval of the Dean of Students and Academic Dean, necessary course changes may be made beyond the two-week deadline for other pressing reasons that emerge only after the beginning of the semester: for example, moving from a higher- to a lower-level course. Students will not be moved into a different section of the same course, taught by a different teacher. Students have four weeks from the start of the semester to make these changes without it appearing on the transcript.

Extension of this deadline for course changes would occur only under extraordinary circumstances, and after consultation between the Deans and the Head of School.

Placement and Summer Remediation

If a student earns a grade of D- or lower, he or she may be required to obtain remediation in that subject in order to advance to the next level. Students who receive an F for one or both semesters of a course will be offered the option of re-taking the course the following year, or taking an exam at the beginning of the next school year to try to earn credit for the course. This will most often be necessary in sequential subjects such as math or foreign language. Placement will be determined by the chair of the department in consultation with department faculty.

Eligibility for After-School Activities

Students who participate in interscholastic sports, theater, debate, and forensics (or other school-sponsored extracurricular competitions) must be passing all classes (D- or above) in order to participate in competition. The Director of Athletics, Dean of Students, and coaches will be informed of eligibility on a weekly basis.

End-of-Year Retention

Contracts to return to school are issued in the early spring. All contracts are contingent upon successfully completing the year in good standing.

During the school year, the Dean of Students monitors student progress. Faculty will meet to discuss students whose academic performance and/or behavior falls below expectations; in this case, a student may be placed on academic probation. These students and their families also meet with the Dean of Students and faculty; if necessary, strategies for improvement are initiated, and faculty report the student's progress to the Dean of Students and/or Head of School. After the completion of the year, the faculty will discuss whether the student has improved enough to allow his or her return and make a recommendation to the Head of School.

Should a student fail a course, remediation is required before the student can return to the school. Such remediation may involve taking a course at a summer school program or at the college level, or it may consist of private tutoring.

Student Support

Students who are struggling in one or more academic subjects may receive help from the Student Support Team (SST). The SST may be convened for non-academic reasons as well. The process may be initiated by a parent, teacher, or administrator. The SST consists of the parents/guardian of the student (and the student if he or she is in the upper school) the advisor, and the student's teachers. A plan for strategies and support will be implemented and amended as necessary. Bishop Seabury will implement such strategies and support to the extent feasible, but may not be able to accommodate in all circumstances. The cooperation and effort of all—student, parents, and teachers—is assumed and required for success. The plan may include participation in the Learning Support program during the school day, enrollment in Scholar Zone after school, tutoring, planner checks, and/or accommodations, depending on the need. If a student consistently fails to meet effort and performance expectations, and continues to struggle academically, he or she may be placed on academic probation. Failure to meet expectations even with adequate support may result in a non-renewal of the student's contract.

When accommodation(s) for a disability are proposed for a student's support plan, Bishop Seabury may require documentation from a professional who has evaluated the student in order to confirm the disability and need for accommodation.

Individuals with disabilities who wish to bring a service animal on Bishop Seabury property may do so without prior approval. Students who wish to utilize an emotional support animal (ESA) while at school must go through the reasonable accommodation process with the Dean of Students. Any questions regarding accommodations should be directed to the Dean of Students.

Honors Curriculum

Bishop Seabury Academy offers Honors courses, primarily at the junior-senior level, to serve the needs of students who seek challenges that go beyond the already rigorous demands of other courses in our college-preparatory curriculum. Although the specific aims of Honors classes may vary, all of them will adhere to multiple standards from the following list:

- * An accelerated pace compared with other course offerings.
- * An advanced skill set requirement (e.g., enrollment in Calculus I as a requirement for Honors Physics).
- * Preparation for Advanced Placement testing.
- * Course content equivalent to that of a college course.
- * More rigorous standards for grading.
- * Additional assignments or projects allowing students to achieve greater depth in examining course topics.

Academic Recognition

Each year at Convocation, the school will recognize those students who have distinguished themselves through their academic accomplishments in the high school curriculum. Students who have attained a cumulative GPA of 3.5 at the end of their sophomore year, or who have attained a cumulative GPA of 3.2 at the end of their junior year, will be named Seabury Scholars. To be recognized for the honor roll, students must attain a GPA of 3.5 or higher for each semester of the school year.

Graduation Speakers

The member of the senior class with the highest cumulative GPA after seven semesters of high school work, of which the final three must have been taken at Bishop Seabury Academy, will be declared Valedictorian. The Valedictorian will give an address at Commencement. In the event that the highest GPAs in the class differ by less than .01 grade points, the top two students will be declared Co-Valedictorians and both will speak at Graduation. The Valedictorian must have completed at least

three semesters of study at Bishop Seabury Academy and completed all core academic requirements. By tradition, the Valedictorian is presented with the Ray and Marian Wilbur Award for Academic Achievement. The senior class also elects both a student and a teacher to speak at graduation. A senior gives the Charge to the Undergraduates, and a teacher gives the Charge to the Graduates. These speakers will be elected in spring of the senior year. In addition, the senior class may elect a member of the class to speak at the Senior Dinner.

V. Student Leadership and Government

Student Leadership

Helping students to develop leadership abilities is an important part of Bishop Seabury's community and philosophy. We recognize that leadership may be exhibited in many different ways to reflect an individual's personality and his or her talents. Many of the student jobs help to develop leadership skills by asking older students to direct younger ones. Team captains, student directors, and editors all play significant leadership roles. Moreover, the school encourages students to develop programs that interest them and that the school doesn't offer.

Prefects

As essential models of student leadership, Prefects lead Morning Meeting every day, say grace, and lead the announcements after lunch. The Prefects also help supervise the students during free time. The Prefects also help administer the Honor Code and may meet with students who have violated the Code. The Head of School or Dean of Students may ask the Prefects to meet with individual students whose actions do not reflect the values of the community. Such a meeting may lead to a disciplinary recommendation to the Head of School, but the final decision in matters of discipline lies with the Head. The Head regularly consults with the Prefects about a variety of topics affecting student life.

The Prefect selection process will involve voting by students and faculty. Because existing Prefects enjoy a year's experience in their positions and subsequently understand the requirements for those roles, their votes will receive slightly more weight. The Head of School reserves the right to make final decisions with Prefect appointment.

Prefects will be selected from among the members of the rising senior class and will be appointed to their position by the Head of School during the spring semester. The selection process includes input from students and faculty. Votes will be tallied by the Prefect Selection Committee, which will consist of several faculty members and the existing senior prefects. This committee will discuss the strengths of the various candidates and recommend a slate of five candidates for ultimate approval by the Head of School.

Student Senate

The Academy also sponsors a Student Senate. Students from every grade will have the opportunity to participate in Student Senate. All Prefects are members of Student Senate and each class will be represented by two students, elected by their class, who will be responsible for communicating with their class and faculty, organizing school dances and social events, and for other activities created by the group itself. Any student can become involved in Student Senate Activities by contacting his or her class representative. Prefects lead meetings on a rotating basis.

Student Senate Constitution

Mission Statement

As the Student Senate, we will promote school spirit. In doing so, we will take responsibility for providing leadership and role models for the student body. We will promote better student-to-student relationships and better student-to-faculty relationships. We will be responsible for organizing student-sponsored events.

Name

From this point forward this organization will be called Bishop Seabury Academy Student Senate.

Role of Members

Committee Chairperson: The chair of a committee can be held by any member of the Student Senate. The Chair is in charge of a specialized committee and will organize and preside over the meetings of that committee. The Chair will also keep the officers and the rest of the Student Senate informed of the Committee's intentions to act and decisions.

Class Representative: Two class representatives will be elected for each grade or class. They will be the link between their class and the Student Senate. They will be responsible for organizing class events such as a class trip and volunteer project(s). Each class representative will serve on at least one Student Senate committee but no more than two. They will also be required to attend every meeting that involves them: whole Senate meetings, their committee meetings, and, if they are chair people or officers, the officers/chairperson meetings.

Prefect: All Prefects will be members of the Student Senate. They must serve on at least one committee but no more than two. They will be required to attend every meeting that involves them: the whole Senate meetings, their committee meetings, and, if they are officers or chair people, the officers/chairperson meetings.

Faculty Sponsor: There will be at least one sponsor appointed by the Head of School from the faculty to aid and direct the Student Senate. The Sponsor serves as a link between the faculty and Student Senate, answers to the Head of School, and keeps informed of Student Senate actions. The Sponsor must also approve activities planned by and important decisions made by the Student Senate before they can be implemented. The Sponsor attends meetings as necessary.

Elections

Class Representative: The Class Representatives will be elected in the spring, and those chosen will serve as the class representatives for the following year. All members of a class are eligible to run for Class Representative, unless they received an out-of-school suspension during the course of the current academic year. Those wishing to run for the position must sign up and make a speech prior to the vote. Sixth-graders elect their representatives at the end of the first-quarter of the new school year.

Officers: Student Senate officers will be elected during the first Student Senate meeting at the beginning of the academic year. At that meeting, the members of the Student Senate will sign up for those positions and will make a speech prior to the vote.

Meetings

The committees will meet once a week unless otherwise indicated. The committee chairs will also meet with the officers once a week, unless otherwise indicated. The whole Student Senate will meet every other week.

Removals

Unexcused absences from meetings are taken very seriously. If a member of the Student Senate misses two senate events (meetings, dances, fundraisers, etc.), then that person will be removed from the body. Since the members of the Student Senate also provide leadership for the student body, any member breaking one of the school's major handbook rules will be subject to review by the Student Senate, the faculty, and the Head of School. If that review results in removal from the Student Senate, then elections will be held as soon as possible to fill the vacated position.

Amendments

Proposed amendments or changes to this Constitution can be made by a 2/3 majority vote of the Student Senate. On the day of the vote, no more than two people can be absent and at least one representative must be present from each class. In addition, half of the Prefects must be present when the vote is taken.

VI. BSA RETURN TO CAMPUS PLAN 2020-21

Due to the COVID-19 pandemic, schools throughout the world have had to reevaluate many of their existing on-campus procedures and adapt to the new circumstances we face. The Bishop Seabury Academy plan for returning to our campus has been informed by evolving best practices from national educational associations, independent schools, health organizations, and local physicians. These new policies & procedures will be in place during the 2020-21 school year or until this health threat has been sufficiently controlled.

The foundation of this plan involves several layers of protection:

1. Education about COVID-19 & adherence to our safety protocols at school and at home

Students and staff will receive clear and repeated instructions about campus policies and procedures that will significantly mitigate risk of COVID-19 infection on campus. To help mitigate risks on campus and to increase the likelihood our students and faculty can remain on campus throughout the year, Seabury families are strongly urged to implement CDC guidelines outside of school, and parents should direct children to observe the fundamental principles of good hygiene, physical distancing, and face covering protocol at all times.

2. Good Hygiene

Students will be required to wash their hands on arrival in the morning as well as before and after lunch and will be encouraged to use personal hand-sanitizer on arrival to any new space (after it has been cleaned) and at the end of class. Hand-sanitizing stations will be located near every entrance door and in various locations throughout the school. Parents should also plan to send their children to school with a supply of hand-sanitizer.

3. Physical Distancing

Students and staff will generally be required to maintain a minimum of 6 feet distance when feasible. When such distancing is not possible, the consistent use of face coverings provides another layer of protection.

4. Proper Use of Face Coverings

Some form of disposable surgical masks, cloth face coverings, or face shields will be required during the school day (in and out of classrooms) as a primary tool for reducing risk of contagion. All students and staff must comply with this expectation unless a documented medical condition precludes this practice.

5. Seabury LIVE

When students and staff must remain off-campus due to family risk factors or quarantine, students will be able to “attend” classes remotely, will have access to course recordings, and may be able to engage in classroom discussion.

Through our vigilance in reinforcing these vital practices, we can return to campus and have greater confidence in a stable and successful school year!

PART ONE: HEALTH DIRECTIVES

The COVID-19 Symptom Chart

There is a list of signs and symptoms that are associated with COVID-19 including:

High-risk symptoms for COVID (those that are common and relatively specific for COVID) include:

- fever (100.4 or higher, not due to exercise or outdoor temperature)
- cough
- shortness of breath/increased work of breathing
- loss of sense of taste or smell

Low-risk symptoms for COVID (those that more common and alone do not necessarily indicate COVID-19) include:

- sore throat
- nasal congestion/nasal discharge
- nausea/vomiting/diarrhea
- myalgias (muscle aches)
- headache
- fatigue

Stay Home If You Are Sick!

- Any student or adult who develops one high-risk or two low-risk symptoms (any one of the first group or any two of the second group of symptoms) should be considered to have a “COVID-like illness” and should not attempt to come to campus. Siblings of those students should likewise stay home.
- Any child or adult with only one low-risk symptom is considered less likely to have COVID but should stay home. These individuals will be able to return 24 hours after symptoms have improved, no fever has been present for at least 24 hours (*with no fever reducing medicine*), and no new symptoms have developed. In this instance, siblings are not required to stay home unless they similarly become symptomatic.
- If a student or staff member tests positive for novel coronavirus and/or COVID-19:
 - they may return to school 10 days after onset of symptoms and resolution of fever for at least 24 hours (*with no fever reducing medicine*). A follow-up COVID test is not required.
 - Those who test positive and have no symptoms may return to school 10 days after the positive diagnosis.
 - Individuals with compromised immune systems or who have been critically ill with COVID-19 may be infectious for a longer period and will be required to take a second COVID test to verify that they are no longer positive or receive a physician’s permission to return to work.
- Students who have been in close contact with someone with a confirmed diagnosis or significant symptoms of COVID-19 or with someone who has been advised by medical professionals to quarantine may return to school after 14 days of quarantine.

Two-Fold Screening:

- Parents will be required to check students for symptoms every evening and morning, and students will complete a symptom screening on the *rSchool* app each morning before coming to school, including a temperature check.
- Students must remain in their vehicles in the drop-off lane in order to receive a temperature check and a quick questionnaire to verify information in the *rSchool* app.
- Students may not enter the school until cleared to do so.

Protocol for Illness on Campus:

- Any student or adult with one high-risk or two low-risk criteria (any one of the first group or any two of the second group of symptoms) should be considered to have a “COVID-like illness.” They will immediately leave their classroom or building location and be escorted to the designated isolation room where they will be supervised. Exceptions will be made for students/staff with chronic breathing issues related to known conditions (such as asthma, allergies, etc).
 - The student/staff member will be asked about any individuals on campus with whom they have been in close contact (*within 6 ft for 15 mins or more*) starting two days prior to the onset of symptoms.
 - If the student’s symptoms rise to the appropriate threshold of concern, the administration will track the spaces that have been inhabited by the student, restrict students and staff from entering those rooms for 24 hours, during which time the exposure space will receive thorough cleaning.
- Parents of an isolated student with COVID-19 symptoms will be contacted immediately by Betsy or another staff member and asked to pick up their child using the access behind the school.
- Any child or adult with only one low-risk symptom is considered less likely to have COVID but should be sent home. These individuals will be able to return 24 hours after symptoms have improved, no fever has been present for at least 24 hours, and no new symptoms have developed.
- Any sibling of a child identified as having a COVID-like illness will be required to leave the school as well and isolate at home until it is determined if the ill child has COVID.
- Any child or adult (including all family members) with a known or possible COVID contact and with any one symptom in the high-risk category or several symptoms in the low-risk category should be seen by a physician and should have a COVID test if possible; however, when testing is not easily available, it is reasonable to assume an ill individual with a known contact has COVID and notify the Health Department.
- The school will remain in any close contact with parents of sick children, and in the event a student or staff member tests positive for COVID-19, parents will be notified and some or all of the student body and faculty may be required to stay home for a period of time; Douglas County Health Department will also be notified.
 - Anyone who has been in close contact with a person diagnosed with COVID-19 should remain home, self-monitor for symptoms, and follow [CDC guidelines](#) if symptoms develop.
- Parents should notify the Health Department immediately if someone in their household (adults and school-aged children) has a positive test. Ill teachers or staff should do the same. The school should also notify the Health Department of confirmed COVID infection. The number to call is: 785-843-3060

Communications & Reporting

- In the event that a student is diagnosed with COVID-19, the school will
 - Contact the Douglas County Health Department
 - In cases where no “close contact” has been made since 2 days prior to the presentation of symptoms, the school will assume the risk of contagion with other students and staff is minimal.
 - Any students/staff who have been in “close contact” with someone who is COVID positive will need to isolate for 14 days.
 - Any students/staff who have been in “close contact” with someone who is *suspected* to have COVID will be isolated until a test confirms the status of the suspected case.
 - In the event of a cluster of cases, the school may be closed for 2-5 days for cleaning, as directed by the Health Department.
 - Communicate with parents of students who might have been in close contact while keeping confidential the name of the child who is ill.

At Home:

A successful return to campus requires that all members of our community work together to achieve a common goal. We are asking everyone in the Seabury community to commit to doing their part to keep our community healthy and safe. Your commitment reinforces our shared responsibility to each other that extends from our campus to our homes. Everyone’s participation will be critical to preventing the spread of COVID-19 in the Seabury community. Therefore we ask that all students, faculty, and families, whether on campus or off-campus, agree to the following:

1. Practice good hygiene practices at home, especially proper hand-washing techniques and to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding social distancing in public and wearing face masks in public spaces.
2. If anyone in a student’s household tests positive for COVID-19, the parent(s) must notify the main office as soon as possible.
3. If anyone in a student’s household has been notified by the Douglas County Health Department that they were in contact with an individual infected with COVID-19, the parent(s) are asked to notify the main office. Based on the circumstances, the student may be required to quarantine for 14 days. During this time, the student will attend classes remotely.
4. Families should avoid unnecessary travel. If a student’s family does engage in travel, parents should alert the school if the travel includes [locations in the KDHE travel advisory](#). In such a circumstance, a student may be required to quarantine for 14 days and utilize Seabury LIVE during that time.
5. Students should only bring essential objects to campus each day, and parents should reiterate with their children the School’s policies on sharing food, supplies, and other items with other students.

Travel & Quarantine

- Families and staff who have traveled should adhere to the [Travel-Related Quarantine Guidelines](#) published by the Kansas Department of Health and Environment (KDHE). **Please consult these guidelines when planning summer travel, as student attendance may be impacted if quarantine is mandated.**

Social-Emotional Health

- The COVID-19 pandemic has had a significant impact on the mental health of children, adolescents, and adults in the community. The administration anticipates heightened levels of anxiety and stress this year, especially in our student body. Subsequently, we have expanded the hours that our Mental Health Counselor will be on site to work with students and develop mental health programming for the community. The counseling office is in room 216 and is located off of the new Commons.

PART TWO: SAFETY MEASURES

Face Masks

- Some form of disposable surgical masks, cloth face coverings, or face shields will be required during the school day (in and out of classrooms) as a primary tool for reducing risk of contagion. All students and staff must comply with this expectation.
 - In finding the right mask for their children, **parents should prioritize comfort and appropriate fit** so that students can wear the masks for a length of time.
 - Masks should not be fitted with valves.
 - Homemade cloth masks should be created with two overlapping layers of material.
- In the rare instance when a medical condition restricts a student or staff member from wearing a face covering, they should contact the administration about alternatives and provide documentation from a physician.
- Families will be asked to stock masks for their children that the individual finds to be most comfortable, but the school will also provide each student with 2 washable face masks in ziplock bags.
 - Students will have the option to pass on accepting masks if they don't need them.
 - The Athletics Director will be responsible for providing masks and other PPE during the year and will keep track of how many have been provided to individuals.
- Students will be trained on [appropriate masks and protocol](#) for wearing them.
- Employees are assumed to provide their own masks and face coverings, but washable and reusable masks (5) will be provided to each employee.
 - Face shields may be used by staff members as an alternative to face masks.
- Staff members may remove masks when alone in an office or classroom.

Classrooms

- Classrooms will be empty of unnecessary furnishings that restrict distancing of desks.
- Student desks will be placed to allow 6 ft distance between students.
- Classroom doors will be propped open during the day; if a classroom door must be shut, only the teacher is allowed to do so.
- Tables will be replaced with chairs & desks when necessary to allow for appropriate distancing.

Passing periods & Hallway Traffic:

- Hallways in Reese Hall and the Almanza Union will be two-directional with stickers on the floor; 6th/7th grade hallways will be unidirectional and flow towards Almanza Union while the 8th/9th grade hallway will flow towards the gym.
- In relevant areas, floor markers will indicate appropriate distancing.

- Lockers assignments will be numbered sequentially from #1-6.
- At the end of the class, teachers will dismiss students by numbered group (starting with group #1), each group staggered in 20 second increments. This staggered dismissal will reduce student traffic and physical contact at lockers.
- Arriving at their next class, students will fill in rows starting from the wall closest to the door--from 1's to 6's--*but leaving seats directly in front of the teacher to be filled last.*
- Students should go to lockers first and then, if necessary, to the bathroom; backpacks should be left outside of the bathroom area while they use those facilities.

Classroom surface sanitizing process:

- At the end of the class, teachers will spray desks and chairs in rows with disinfectant as students leave.
- As students enter, they will take seats starting in rows closest to the wall with the door *but leaving seats directly in front of the teacher to be filled last.* If necessary, students will wipe down seats and desk using provided paper towels located at the front of the class; at the end of the class, students will throw away paper towels as they leave the room.
- Parents may want to supply their children with disinfectant wipes if students wish to additionally disinfect their spaces.

Building and equipment cleaning

- All buildings will be thoroughly cleaned at night, including disinfecting handrails, doorknobs and restrooms--according to [CDC directives](#).
- Teachers and staff will clean high touch areas throughout the day with approved disinfectant: classrooms, books or supplies used commonly during the day, desks, shared tables in classrooms.
- Common surfaces will be consistently cleaned throughout the day, some objects (basketballs) restricted, and others (water foundations) deactivated until we feel comfortable making them available in a safe way.

Parent Access to the Facilities

Due to heightened health concerns during the pandemic, access to the campus by anyone other than students or staff will be minimized.

- Parents and/or guardians must remain in their vehicles during drop off and pick up students outside of the school buildings.
- If a parent has to pick up a child early, the parent must call the school and the child will be available at a designated door.
- In cases where parents must enter the building for a medical emergency, required meeting with an administrator, or other reason deemed appropriate, parents should contact Betsy in advance and will be directed to use specific entrances and exits. In all cases, parents will have their temperature taken, be asked a short list of screening questions, and be required to wear a mask while on campus.
- Parents will not be allowed access to hallway lockers to drop off lunches, homework, or other items during the day; however, materials may be left on a table in the airlock leading into the main office if the individual is wearing a mask.
- Drop off and pick up times may be staggered to reduce clustering of students entering or leaving the school.

PART THREE: DAILY ON-CAMPUS PROCEDURES

On-Campus Schedule

7:45-8:00 am: Early Drop-off
 8:00-8:30 am: Regular staggered drop-off
 8:30-8:45 am: Morning Announcements/Chapel in 1st period classroom
 8:45am-9:30am: 1st period
 9:35am-10:20am: 2nd period
 10:20am-10:30am break
 10:30am-11:15am: 3rd period
 11:20am-12:05pm: 4th period
 12:05pm-12:40pm: lunch
 12:40pm-1:25pm: 5th period
 1:30pm-2:15pm: 6th period
 2:15pm-2:25pm: break
 2:25pm-3:10pm: 7th period
 3:15pm-4:00pm: 8th period
 After 4:00 pm: After School activities

Arrival

- Students will **not** be admitted into the building prior to 7:45 am.
- Regular drop-off will begin at 8 am.
- For parents who must drop off children between 7:45-8:00 am:
 - *Middle School* students will receive a health screening at the main entrance, wash their hands, go to their lockers, and then be released to go to an appointed position on the bleachers in the *gym*.
 - *Upper School* students will receive their screenings, wash their hands, go to their lockers, and then be seated in the *Commons*.
 - Students will be allowed to go to classrooms at 8 am.
- Between 8:00-8:30 am, parents will use twin drop-off lanes on the north side of the parking lot, and students will remain in their vehicles until a screening of each student in the vehicle has been completed.
- Students who drive to school will enter the south lanes of the parking lot and fill in parking slots as far to the west as possible. Staff members will screen those students, and all students may enter the school once they have been cleared to do so.
- Parents will not be able to walk children into the buildings. Parents will limit drop-off of supplies and medications and will communicate with Betsy by phone or email before coming into the main office. Arrival times may be staggered to provide reasonable contact reduction.
- Students must be in their 1st period classrooms by 8:30 am.

Morning Meeting/Chapel

- Morning Meeting and Chapel will be broadcast to 1st period classrooms at 8:30 am. Students and staff will have the opportunity to make announcements from their rooms.

Breaks & Study Periods:

- During breaks in the daily schedule, students may congregate with appropriate distancing and face masks in the following areas with supervision:
 - Indoors: gym, commons, classrooms
 - Outdoors: soccer field, west field, the front plaza
- Open periods (9th-12th grades) and study halls (7th-8th) will function similarly with students assigned to specific rooms and appropriately distanced; open periods may be allowed to occur outdoors as weather allows with students appropriately distanced.

Student Jobs

- Student jobs by grade level will be suspended for this school year as long as large groups gatherings (morning meeting, chapel) and typical lunch procedures (in the Commons) are not taking place.

Lunch

- Students will be released from 4th period to wash their hands at the nearest station and then travel to their assigned lunch room; groups of 8-10 students and 1-2 teachers will be assigned to individual classrooms.
- Students should fill in seats from the back of the classroom so as to provide as much distance from the teacher as possible. Students will eat lunches with appropriate distancing and only after cleaning their hands, desk, and chair.
- The year will begin with the option of catered lunch. The caterer will offer pre-packaged lunches that will be delivered to the student's lunch classroom and distributed by the teacher, but students may also bring lunch from home; catering personnel will be screened before entering the building and will wear appropriate protective equipment in organizing lunches for student pick-up.
- For hygienic reasons, students will not have access to microwaves or refrigerators.
- The school will continue to apply a basic lunch fee per student that will cover the cost of staff lunches, individual packets that include plastic ware, napkin, and salt/pepper for each student, and a portion of the cost of PPE. (This year, disposable plates will not be provided for hygienic reasons.)
- Cleanup after lunch will be organized by the classroom teacher or supervising teacher. Students can take turns in alphabetical order doing the following tasks:
 - Cleaning desktops
 - Sweeping the floor
 - Taking out the trash
 - Taking out the recycling as needed
- Instead of using the large trash barrels in the hallway, classrooms will be supplied with mid-sized 13 gallon trash barrels to allow individual students to manage removing the trash bags without assistance. Students assigned to trash duty will have gloves available.

Dismissal

- After the end of 8th period, students will be released in the usual staggered formation, #1-6 but with 60 second delay between groups:
 - Students in afterschool activities will go to their appointed locations to change and wait for instructions from coaches/directors.
 - Students who have scheduled pick-up will go to the plaza and go to their respective vehicles (or remain distanced while waiting for parents to arrive).

- Students who do not have regularly scheduled pick-up should wait in their seats until 4:10 pm and then be excused to the Commons/Scholars Zone area.
- Students who are not involved in after school programs and will not be picked up until 4:30 will be required to sign up for Scholars Zone and will be charged the regular fee for that program.
- Student drivers who plan to leave campus directly after school will be encouraged to park on the frontage road, as we may use both driveway lanes for pick-up.
- Students should not congregate in the building after school, and the gym will be closed to all but school-sponsored after school activities. Parents must remain in cars and may not congregate in common spaces.
- Upper school students may leave campus prior to the end of the school day if they have open periods in the final period(s); written permission will be required from parents, and students will not be allowed to miss classes, drop electives, or change their schedule to create this option.

Seabury Live

Seabury Live is designed for students who want to continue their education at BSA this year but who must be off-campus for at least 2 weeks due to medical concerns or required quarantine. While a doctor's note is not required to qualify to enroll in the Seabury Live program, it will help us support the relevant student and family if we understand the reason(s) they are interested in Seabury Live instead of on-campus instruction and programming. (N.b. International students may only participate in Seabury Live if they are in quarantine). Parents should help us understand the circumstances that are motivating this choice and let us know if there are supports that would be useful for their students. Parents who elect to have their students in Seabury Live after the school reopens on campus should notify the school by August 19. Parents who need to have their student transition to Seabury Live at a later date should communicate with Ms. Czarnecki the Wednesday before the Monday when the student will start in Seabury Live so we can help teachers prepare.

All courses for the 2020-21 school year will be designed to support students learning both in the classroom (when school reopens) and at home (Seabury Live).

- The weekly agenda, all course content, and assignments will be included for each course in Schoology. Schoology will be the primary platform for submitting assignments.
- All activities and assessments will have equivalents for students working from home, both synchronously via Zoom during class time, or asynchronously if needed.
- Students enrolled in Seabury Live will follow the regular class schedule as if they were on campus.
- Students in Seabury Live will be asked to work on posted activities asynchronously or connect via Zoom video conferencing into the classroom with their peers (synchronous engagement).
- When appropriate, lessons or demonstrations will be recorded and archived in Schoology for viewing after class.
- In addition, students in Seabury Live will have access to teachers by appointment via Zoom, and be able to collaborate with other classmates.
- Students in Seabury Live will be expected to participate in their Altera Familia meetings, and will be allowed to participate in extracurricular activities and athletics with permission from the school.
- Students in Seabury Live will be held to equivalent, high standards of academic rigor, integrity, attendance, timeliness, and behavior as students learning on campus. Students in Seabury Live will be assessed and graded similarly to their on-campus peers.

Closed/Changed Spaces

- Seating in social spaces throughout the school will either be removed or carefully spaced and usage restricted.
- The school hopes to provide an outdoor tent for occasional open-air lunch, class, and open period gatherings when feasible.
- Strength & Conditioning classes will occur outdoors and in the gym with equipment appropriately distanced at the margins of that space.
- Locker rooms will be closed during the school day except for the bathroom and staggered changing schedules for after school sports, and students will follow a strict queuing/spacing protocol to use those facilities. Tornado drills will be strictly verbal, but the locker room will be utilized for shelter in the event of a tornado warning.
- Music and PE will be altered in structure to mitigate health risks, and students will perform/practice outdoors or in Commons/Gym with additional distancing and masks as necessary.
- Concessions will not be served during the school year.
- The Computer lab will be closed for the year to all except the Director of Technology. Students and staff will follow a procedure for providing devices and requests to the Director of Technology without sharing the same space. Desktop computers will not be available for public use.
- The school vans will not be in use.

Changes to the Calendar

- In general, we will be focused on the quality of educational contact time and community health over the number of contact dates; in other words, we will not be burdened with making up lost days by eliminating existing holidays or breaks unless the administration and faculty believe such a decision is necessary to fulfill course objectives.
- Decisions have yet to be made about traditional school events (Parent-teacher conferences, Curriculum Night, Convocation, and so forth): events involving larger gatherings will likely occur online.

Commitment to Equity

- Bishop Seabury Academy is committed to promoting an educational system that supports every child's individual growth, health, and wellbeing. The conditions that have arisen from the COVID-19 have disproportionately impacted marginalized and historically underserved communities, exacerbating existing conditions of inequality. In making decisions and developing school policy, the BSA administration will endeavor to direct attention consistently to all school constituencies and promote equitable access to education and resources.

PART FOUR: CONNECTED LEARNING

The Connected Learning program engages all teachers and students working off-campus in the event that they cannot do so safely at school. The curriculum in Connected Learning is the same Bishop Seabury curriculum. The difference is that teachers have adapted the design, structure, and pedagogy to meet the needs of students learning at home, whether they are using technology or not. After the fast and successful pivot to distance learning in spring 2020, school leaders collected survey data and researched best practices in online learning to improve distance learning and develop a revised program for 2020-21. In the summer, teachers worked together in professional development seminars, designed and led by Bishop Seabury teacher-leaders, on tools and

strategies for Connected Learning. The result balances students' social-emotional needs with the academic rigor of a Bishop Seabury Academy education.

In the event that local, state, or federal government requires the closure of schools, or if the administration deems that either the level or the nature of contagion weighs too strongly against the measures we are taking to mitigate risk, the community will be notified as soon as possible that the campus will close and Connected Learning will begin. We will return to campus when the School or state authorities believe we may do so again with a reasonable mitigation of risk.

In the event that students must return to Connected Learning within a month of the end of either semester, final exams will be suspended for that period.

Daily Schedule for Connected Learning

Class periods will follow the master schedule, except that on Monday and Thursday classes normally scheduled (see Master Schedule) for periods 1, 2, 5 and 6 meet consecutively in the morning, and on Tuesday and Friday classes normally scheduled for periods 3, 4, 7, and 8 meet consecutively in the morning. On Wednesdays there will be time for advising lunch, clubs and Senate meetings, office hours with teachers, and faculty meetings.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45	MM	Advising	Chapel	Advising	MM
8:45 - 9:30	1st period	3rd period	1st period	1st period	3rd period
9:35 - 10:20	2nd period	4th period	2nd period	2nd period	4th period
10:30 - 11:15	5th period	7th period	3rd period	5th period	7th period
11:20 - 12:05	6th period	8th period	4th period	6th period	8th period
					Form lunch
12:40 - 1:25			5th period		
1:30 - 2:15			6th period		
2:25 - 3:10			7th period		
3:15 - 4:00			8th period		

Thank you the members of our Reopening Task Force who contributed to the development of this plan:

Betsy Alford, *School Secretary*
Patti Bartley, *Board of Trustees President*
Sonja Czarnecki, *Dean of Students*

Leslie McCaffrey, *Director of Admissions*

Eric Neuteboom, *Director of Facilities*

Brian Rios, *Director of Athletics*

Don Schawang, *Head of School*