STATEMENT OF PURPOSE

Phillips Academy’s Constitution charges the faculty to teach “youth from every quarter” to aspire equally to knowledge and goodness. This obligation challenges students to develop what is finest in themselves and others, for others and themselves. Phillips Academy is committed to nurturing an intentionally diverse, inclusive community that encourages students and adults to respect, inspire, and learn from one another. Guided by the ideal of non sibi, leading lives “not for self,” the Phillips Academy community promotes a balance of intellectual curiosity, engagement, leadership, and service in the pursuit of excellence: academic, civic, and moral.

STATEMENT OF VALUES

Non Sibi
We strive to embody the ideal of non sibi (not for self) with intentional teaching, learning, and engagement guided by a sense of responsibility toward the global community and natural world.

Youth from Every Quarter
We are committed to creating an equitable and inclusive school in which students from diverse backgrounds, cultures, and experiences—including race, ethnicity, nationality, gender, socioeconomic class, sexual orientation, gender identity, religion, and ability—learn and grow together.

Knowledge and Goodness
We challenge students in mind, body, and spirit such that they may pursue the knowledge, develop the skills, and sustain the integrity needed to lead a responsible, fulfilling life.

Nondiscrimination Policy

Phillips Academy admits qualified students of any race, color, national or ethnic origin, sex, gender identity or expression, religion, sexual orientation, disability status, or any other status protected by applicable law, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Phillips Academy does not discriminate on the basis of race, color, national or ethnic origin, sex, gender identity or expression, religion, sexual orientation, disability status, or any other status protected by applicable law, in the administration of its educational, admissions, financial aid, athletic, and other school-administered programs.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME LETTER FROM THE DIRECTOR</td>
<td>1</td>
</tr>
<tr>
<td>THE BLUE BOOK</td>
<td>2</td>
</tr>
<tr>
<td>ACADEMIC EXPECTATIONS AND POLICIES</td>
<td>2</td>
</tr>
<tr>
<td>- Academic Integrity</td>
<td>2</td>
</tr>
<tr>
<td>- Workload &amp; Major Assignments</td>
<td>3</td>
</tr>
<tr>
<td>- LSI Regular Daily Schedule</td>
<td>4</td>
</tr>
<tr>
<td>- Attendance &amp; Absences</td>
<td>6</td>
</tr>
<tr>
<td>- Course Changes</td>
<td>6</td>
</tr>
<tr>
<td>- Evening Class Blocks and Study Hours</td>
<td>7</td>
</tr>
<tr>
<td>- Academic Reports</td>
<td>7</td>
</tr>
<tr>
<td>- Class Behavior</td>
<td>7</td>
</tr>
<tr>
<td>- Withdrawal from Andover Summer</td>
<td>7</td>
</tr>
<tr>
<td>- Grades</td>
<td>8</td>
</tr>
<tr>
<td>- Grade Translation</td>
<td>8</td>
</tr>
<tr>
<td>- Transcripts and Credit</td>
<td>8</td>
</tr>
<tr>
<td>STUDENT/ACADEMIC RESOURCES</td>
<td>8</td>
</tr>
<tr>
<td>- Oliver Wendell Holmes Library</td>
<td>8</td>
</tr>
<tr>
<td>- Secondary School Placement Support</td>
<td>9</td>
</tr>
<tr>
<td>- Addison Gallery of American Art</td>
<td>9</td>
</tr>
<tr>
<td>- Robert S. Peabody Institute of Archaeology</td>
<td>9</td>
</tr>
<tr>
<td>ACTIONS FACULTY MAY TAKE TO SUPPORT STUDENTS</td>
<td>10</td>
</tr>
<tr>
<td>- Assignment to Dean’s Study Hall</td>
<td>10</td>
</tr>
<tr>
<td>- Room Restriction</td>
<td>10</td>
</tr>
<tr>
<td>- Bounding</td>
<td>10</td>
</tr>
<tr>
<td>- Academic Warning</td>
<td>10</td>
</tr>
<tr>
<td>- Advise/Require to Withdraw</td>
<td>11</td>
</tr>
<tr>
<td>COMMUNITY LIFE &amp; RESIDENTIAL EXPECTATIONS</td>
<td>11</td>
</tr>
<tr>
<td>- Deans</td>
<td>11</td>
</tr>
<tr>
<td>- House Counselors</td>
<td>11</td>
</tr>
<tr>
<td>- Advisors</td>
<td>11</td>
</tr>
<tr>
<td>- All-School Meetings &amp; Cluster Meetings</td>
<td>12</td>
</tr>
<tr>
<td>- Dormitories &amp; Privacy</td>
<td>12</td>
</tr>
<tr>
<td>- Dormitory Room Visiting—General</td>
<td>12</td>
</tr>
<tr>
<td>- Visitors from Off Campus</td>
<td>12</td>
</tr>
<tr>
<td>- Boarding Students Who Live Within</td>
<td>13</td>
</tr>
<tr>
<td>- Signing In &amp; Out</td>
<td>13</td>
</tr>
<tr>
<td>- Food Delivery</td>
<td>14</td>
</tr>
<tr>
<td>- Campus Boundaries &amp; “Town Boundaries”</td>
<td>14</td>
</tr>
<tr>
<td>- Stipulations for Leaving Campus</td>
<td>14</td>
</tr>
<tr>
<td>- Denial of Day or Overnight Excuses</td>
<td>16</td>
</tr>
<tr>
<td>- Behavioral Expectations While Away from Campus</td>
<td>16</td>
</tr>
<tr>
<td>- Dormitory Fire Safety &amp; Room Decorations</td>
<td>16</td>
</tr>
<tr>
<td>- Dormitory Security</td>
<td>18</td>
</tr>
<tr>
<td>VEHICLES &amp; SAFETY</td>
<td>19</td>
</tr>
<tr>
<td>- Pedestrian Safety</td>
<td>19</td>
</tr>
<tr>
<td>- Cars</td>
<td>19</td>
</tr>
<tr>
<td>- Taxis</td>
<td>19</td>
</tr>
<tr>
<td>- Bicycles, Unicycles, Skateboards, In-Line Skates &amp; Scooters</td>
<td>19</td>
</tr>
<tr>
<td>- Drones</td>
<td>20</td>
</tr>
<tr>
<td>DAY STUDENT EXPECTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>COMMUNITY EXPECTATIONS &amp; POLICIES</td>
<td>21</td>
</tr>
<tr>
<td>GUIDING VALUES</td>
<td>21</td>
</tr>
<tr>
<td>- Honesty</td>
<td>21</td>
</tr>
<tr>
<td>- Respect for Self</td>
<td>21</td>
</tr>
<tr>
<td>- Respect for Others</td>
<td>21</td>
</tr>
<tr>
<td>- Healthy Relationships</td>
<td>22</td>
</tr>
<tr>
<td>ESSENTIAL ELEMENTS OF STUDENT LIFE</td>
<td>22</td>
</tr>
<tr>
<td>MAJOR OFFENSES</td>
<td>23</td>
</tr>
<tr>
<td>- Community</td>
<td>23</td>
</tr>
<tr>
<td>- Dishonesty</td>
<td>24</td>
</tr>
<tr>
<td>- Drugs, Alcohol &amp; Tobacco</td>
<td>24</td>
</tr>
<tr>
<td>- Permissions</td>
<td>25</td>
</tr>
<tr>
<td>- Technology</td>
<td>25</td>
</tr>
<tr>
<td>- Other</td>
<td>25</td>
</tr>
<tr>
<td>- Alcohol and Drug Testing Policy and Procedures</td>
<td>26</td>
</tr>
<tr>
<td>- Confidentiality &amp; Limited Information Sharing Policy</td>
<td>27</td>
</tr>
<tr>
<td>- Respect for Others</td>
<td>27</td>
</tr>
</tbody>
</table>
The rules and procedures set forth in this *Andover Summer Blue Book* are of general applicability and are intended to be followed in normal situations. There are, however, situations from time to time that require immediate, nonstandard responses, and the Academy reserves the right to enforce rules and take actions in the manner it deems to be in the best interest of the school, its faculty, and its students. Therefore, the rules and procedures set forth in this handbook do not limit the authority of the Academy to alter its rules and procedures to suit changed circumstances. Students should, at all times, be familiar with the Academy’s general expectations and the general procedures that will be followed in the event of any deviations from those expectations.

Those who show an unwillingness to conform to the rules and spirit of Andover Summer, accumulate a record of lesser offenses that have resulted in numerous appearances before the deans, or neglect their work, commit plagiarism, or jeopardize the welfare of others will be required to withdraw or be placed on probation. Failure to meet the requirements of probation will result in dismissal.
Dear Students and Families,

Welcome to Andover! We are delighted that you have chosen to become part of our vibrant summer community. During your five weeks on campus, you will learn a great deal from your teachers; meet, socialize, and study with fellow students from different places and cultures; and make lasting friendships.

Please consider this *Andover Summer Blue Book* an essential resource as you navigate your way at Andover. In the pages ahead, we highlight our community's shared expectations and values. More specifically, we outline our commitment to respect, inclusivity, honesty, integrity, and service in our everyday behaviors and choices.

We, the faculty and staff at Andover, do our best to create an environment in which you can grow and learn. We prioritize your health, well-being, and safety. We seek opportunities to support, guide, and celebrate your progress. We have terrific faith in you, and we do all that we can to help you live, learn, work, and play with integrity. We encourage you to lead with moral courage, to care for each other and our community with compassion and generosity, and to persevere with grit and optimism.

We expect that you will use the *Andover Summer Blue Book* to inform your daily decisions and hope it will provide both the guiding principles and the practical details you will need to thrive during the summer. All students and families should read this handbook carefully, then sign the online Community Commitment Agreement to confirm acceptance of Phillips Academy's standards and rules. Parents/guardians should save this copy of the handbook; students will receive another copy as part of their on-campus orientation.

I look forward to meeting you in June!

Sincerely,

Beth Friedman
Director of Outreach & Summer Session
We hope that by being clear about expectations and policies we will inspire positive participation in all areas of the school, promote learning, and encourage the realization that respect for self and for others is at the heart of our community. The sections below are included to clarify the community’s expectations of all students.

The Blue Book does not limit the discretion of the Academy to alter its rules and procedures. While the rules and procedures outlined in this handbook apply under most circumstances, from time to time there are situations that require nonstandard or atypical responses. Therefore, the Academy reserves the right, in its sole discretion, to deal with instances of inappropriate behavior by taking such actions it deems to be in the best interests of the Academy, its faculty, administrators, staff, students, and overall school community, even if those actions deviate from the general guidelines set forth in this book. The Blue Book is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between Phillips Academy and any parent, guardian, or student affiliated with or attending Phillips Academy. The Academy always reserves the right to discipline, dismiss, or require the withdrawal of any student whenever the student’s misconduct or suspected misconduct poses a severe risk of harm to self or the community.

ACADEMIC EXPECTATIONS AND POLICIES

Academic Integrity

Honesty is the basic value on which this community rests and is an essential component of academic integrity. Academic integrity is demanded by the very nature of a school community. Honesty in the academic area means claiming as one’s own only that work which is one’s own. All scholarship builds upon the ideas and information of others; the honest person makes clear in written work exactly what the source of any borrowed information or idea is, whether it be library materials, the internet, classmates, or family members. Since words are the bearers of both information and the unique style of the writer, the words of others, if borrowed, must be properly acknowledged. In addition, work done for one course may not be used to secure credit in another. It is not acceptable to submit one piece of work (e.g., notes, computer programs, lab reports, papers, etc.) to more than one course without prior consultation with and written permission from all instructors involved.

When a student fails to meet Academy expectations of academic integrity, the instructor, consulting with the deans, determines the level of the infraction based
on knowledge of the full context in which the infraction occurred. The levels of infraction are as follows:

- **Level 1** infractions: “Failure to follow instructions”
- **Level 2** infractions: “Failure to adequately cite the work of others”
- **Level 3** infractions: “Academic dishonesty”

While the deans will draw on their experience of similar cases to help ensure consistency in applying these levels of infraction to each individual case, interested parties who are not employed by the Academy—including parents and guardians—play no role in making this determination.

**Level 1** infractions do not invoke a formal disciplinary response. They are recorded on a form maintained by the Deans’ Office.

**Level 2** infractions also are recorded on a form maintained by the Deans’ Office; however, Level 2 infractions require that the student meet with a dean, who will issue a formal letter of discipline.

**Level 3** infractions—cases of academic dishonesty—may result in the student sitting before the Disciplinary Committee.

**Level 2 and Level 3** infractions also may carry an academic penalty (for example, a grade of 0, a lesser grade penalty, or a required redo of an assignment or paper), to be determined by the instructor and deans. Students are required to read and be familiar with the contents of the online Academic Integrity Primer. If a student is unsure about how a particular provision of the primer pertains to a particular course, the student should discuss the matter with the instructor at the beginning of the course.

**Workload & Major Assignments**

The specific course load of Andover Summer students will vary depending on the program in which they are enrolled. Each LSI student takes one interdisciplinary course, meeting Monday through Saturday. The specific class schedule varies by the day of the week, as outlined below. Attendance at all course blocks, including evening course blocks, is required of students, and course/program field trips are mandatory commitments unless explicitly noted as optional. An average of one hour of preparation is assigned for each hour of class attendance, resulting in approximately two to three hours of work outside the classroom each night. Every class has assigned homework six nights per week. Homework may take the form of problem sets, writing assignments, reading assignments, individual projects, group projects, or other relevant academic assignments. Most LSI courses involve a final project or presentation, to be presented at the final Showcase immediately following the Closing Ceremony.
## LSI Regular Daily Schedule

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7:30–8 a.m.</strong></td>
<td><strong>7:30–8 a.m.</strong></td>
<td><strong>7:30–8 a.m.</strong></td>
</tr>
<tr>
<td>Breakfast sign-in</td>
<td>Breakfast sign-in</td>
<td>Breakfast sign-in</td>
</tr>
<tr>
<td><strong>8:45–10:15 a.m.</strong></td>
<td><strong>8:45–10:15 a.m.</strong></td>
<td><strong>8:30 a.m.–5:30 p.m.</strong></td>
</tr>
<tr>
<td>Morning Class Block 1</td>
<td>Morning Class Block 1</td>
<td>Academic Field Trip</td>
</tr>
<tr>
<td><strong>10:30 a.m.–noon</strong></td>
<td><strong>10:30–noon</strong></td>
<td><strong>4:45–6:30 p.m.</strong></td>
</tr>
<tr>
<td>Morning Class Block 2</td>
<td>Morning Class Block 2</td>
<td>Dinner</td>
</tr>
<tr>
<td>Noon–12:45 p.m.</td>
<td>Noon–12:45 p.m.</td>
<td><strong>7:30–8:45 p.m.</strong></td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
<td>Study Hours (in dorm)</td>
</tr>
<tr>
<td><strong>1–2 p.m.</strong></td>
<td><strong>1–2 p.m.</strong></td>
<td><strong>7:30–8:45 p.m.</strong></td>
</tr>
<tr>
<td>Free Time</td>
<td>Afternoon Activities</td>
<td>Quiet Time/ Prepare for Bed</td>
</tr>
<tr>
<td></td>
<td>(Options: Open Gym, Open</td>
<td><strong>10:15–10:30 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td>Swim, Secondary School</td>
<td>Quiet Time/ Prepare for Bed</td>
</tr>
<tr>
<td></td>
<td>Placement Workshop)</td>
<td><strong>8:45–10:15 p.m.</strong></td>
</tr>
<tr>
<td><strong>2:30–3:30 p.m.</strong></td>
<td><strong>2:30–3:30 p.m.</strong></td>
<td>Free Time</td>
</tr>
<tr>
<td>SSAT Class (for those who registered)</td>
<td>SSAT Class (for those who registered)</td>
<td>Free Time</td>
</tr>
<tr>
<td><strong>3:30–4 p.m.</strong></td>
<td><strong>3:30–5 p.m.</strong></td>
<td><strong>5 p.m.</strong></td>
</tr>
<tr>
<td>All-School/</td>
<td>Dinner</td>
<td>Dinner</td>
</tr>
<tr>
<td>Cluster Meeting (chapel or cluster location)</td>
<td>Dinner</td>
<td><strong>6–9:30 p.m.</strong></td>
</tr>
<tr>
<td><strong>4–5 p.m.</strong></td>
<td><strong>6–9:30 p.m.</strong></td>
<td>Off-Campus Fun Trip</td>
</tr>
<tr>
<td>Optional Clubs</td>
<td>10:15–10:30 p.m.</td>
<td><strong>10:15–10:30 p.m.</strong></td>
</tr>
<tr>
<td><strong>4:45–6:30 p.m.</strong></td>
<td><strong>10:30 p.m.</strong></td>
<td>Quiet Time/ Prepare for Bed</td>
</tr>
<tr>
<td>Dinner available to all</td>
<td><strong>10:30 p.m.</strong></td>
<td><strong>10:30 p.m.</strong></td>
</tr>
<tr>
<td><strong>7:30–8:45 p.m.</strong></td>
<td><strong>7:30–8:45 p.m.</strong></td>
<td>Breakfast sign-in</td>
</tr>
<tr>
<td>Evening Class Block</td>
<td><strong>7:30–8:45 p.m.</strong></td>
<td>Breakfast sign-in</td>
</tr>
<tr>
<td><strong>9 p.m.</strong></td>
<td><strong>9–10:15 p.m.</strong></td>
<td><strong>8:30 a.m.–5:30 p.m.</strong></td>
</tr>
<tr>
<td>Final Dorm Sign-in</td>
<td>Free Time/ Prepare for Bed</td>
<td>Academic Field Trip</td>
</tr>
<tr>
<td><strong>9–10:15 p.m.</strong></td>
<td><strong>10:15–10:30 p.m.</strong></td>
<td><strong>4:45–6:30 p.m.</strong></td>
</tr>
<tr>
<td>Quiet Time/ Prepare for Bed</td>
<td><strong>10:30 p.m.</strong></td>
<td>Dinner</td>
</tr>
<tr>
<td><strong>10:30 p.m.</strong></td>
<td><strong>10:30 p.m.</strong></td>
<td><strong>7:30–8:45 p.m.</strong></td>
</tr>
<tr>
<td>Lights Out</td>
<td>Lights Out</td>
<td><strong>8:45–10:15 p.m.</strong></td>
</tr>
</tbody>
</table>
## THURSDAY & FRIDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30–8 a.m.</td>
<td>Breakfast sign-in</td>
</tr>
<tr>
<td>8:45–10:15 a.m.</td>
<td>Morning Class Block 1</td>
</tr>
<tr>
<td>10:30 a.m.–noon</td>
<td>Morning Class Block 2</td>
</tr>
<tr>
<td>Noon–12:45 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>1–2 p.m.</td>
<td>Afternoon Activities</td>
</tr>
<tr>
<td>2:30–3:30 p.m.</td>
<td>SSAT Class (for those who registered)</td>
</tr>
<tr>
<td>3:30–5 p.m.</td>
<td>Free Time</td>
</tr>
<tr>
<td>4:45–6:30 p.m.</td>
<td>Dinner available to all</td>
</tr>
<tr>
<td>7:30–8:45 p.m.</td>
<td>Evening Class Block</td>
</tr>
<tr>
<td>9 p.m.</td>
<td>Final Dorm Sign-in</td>
</tr>
<tr>
<td>9–10:15 p.m.</td>
<td>Free Time/ Prepare for Bed</td>
</tr>
<tr>
<td>10:15–10:30 p.m.</td>
<td>Quiet time/ Prepare for Bed</td>
</tr>
<tr>
<td>10:30 p.m.</td>
<td>Lights Out</td>
</tr>
</tbody>
</table>

## SATURDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8–8:30 a.m.</td>
<td>Breakfast sign-in</td>
</tr>
<tr>
<td>9–10 a.m.</td>
<td>Morning Class Block 1</td>
</tr>
<tr>
<td>10–11 a.m.</td>
<td>Morning Class Block 2</td>
</tr>
<tr>
<td>11 a.m.–2 p.m.</td>
<td>Lunch available to all</td>
</tr>
<tr>
<td>2–9:30 p.m.</td>
<td>Off-Campus Fun Trip</td>
</tr>
<tr>
<td>10:15–10:30 p.m.</td>
<td>Quiet time/ Prepare for Bed</td>
</tr>
<tr>
<td>10:30 p.m.</td>
<td>Lights Out</td>
</tr>
</tbody>
</table>

## SUNDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8–9 a.m.</td>
<td>Breakfast available to all</td>
</tr>
<tr>
<td>10:30 a.m.–1:30 p.m.</td>
<td>Brunch available to all</td>
</tr>
<tr>
<td>11 a.m.–6 p.m.</td>
<td>Optional Student activities/trips</td>
</tr>
<tr>
<td>4:45–6:30 p.m.</td>
<td>Dinner available to all</td>
</tr>
<tr>
<td>7:30–8:45 p.m.</td>
<td>Study Hours (in dorm)</td>
</tr>
<tr>
<td>8:45–10:15 p.m.</td>
<td>Free Time/ Prepare for Bed</td>
</tr>
<tr>
<td>10:15–10:30 p.m.</td>
<td>Quiet time/ Prepare for Bed</td>
</tr>
<tr>
<td>10:30 p.m.</td>
<td>Lights Out</td>
</tr>
</tbody>
</table>
**Attendance & Absences**

Students are expected to meet—and be on time for—all academic obligations, athletic and activity commitments, and medical appointments, and to attend All-School Meetings unless excused in advance by a faculty member. Attendance is taken at every class meeting, required athletic session, and required meeting, and the number of unexcused absences is reported daily to the deans. Students who accumulate unexcused absences can expect disciplinary action.

Regular attendance at required on- and off-campus commitments (classes, athletics, evening class blocks and study hours, academic field trips All School and Cluster Meetings, off-campus fun trips, and residential programming) is an essential element of Phillips Academy’s LSI summer experience. Inability to attend required commitments for a significant period of time or a significant number of absences (whether excused or unexcused) may result in a poor or failing grade because of missed classes. LSI day students are required to attend evening on-and off-campus activities, described in more detail below, including evening class blocks on Mondays, Thursdays, and Fridays as well as Tuesday night off-campus fun trips.

If, for medical reasons, a student must be absent from campus or classes or is limited in participation in athletic programs, that student must personally arrange to be excused through personnel at the Sykes Wellness Center. This procedure ensures proper recording of necessary absences and excuses, and it allows the wellness team to be aware of health problems, cooperate with families and other physicians, and make appropriate arrangements on campus. Day students who remain at home because of illness must have their parents call the wellness center at 978-749-4455 by 8:30 a.m. each morning in order to be excused from any required commitments. (Students may not call the wellness center to excuse themselves.) A day student who misses school commitments because of an off-campus medical or dental appointment may be asked to show an appointment card, receipt, or note from the doctor or dentist.

Requests to be off-campus or to miss classes for any reason, including religious observances, should be addressed to the dean.

**Course Changes**

Course change requests require serious consideration and must be submitted in writing to Andover Summer’s dean of admission no later than May 1. After that, possible changes for sound reasons are discussed only within the first two days of the program and must be initiated by a teacher. Permission from a student’s parent/guardian (or program administrator) is necessary if the change is from one subject matter to another. Please note that, because most courses are full at the start of the program, course changes are seldom made.
Evening Class Blocks and Study Hours
Every evening, LSI students have a required program activity. As noted above, attendance at these activities is required of all students, including day students.

• On Mondays, Thursdays, and Fridays, LSI students have an evening class block led by their instructors, which takes place in their classrooms. This is an essential element of the program and is a time not only for homework completion and individualized support, but for additional instruction. These evening class blocks are mandatory for all LSI students, including day students.

• On Wednesdays and Sundays, LSI boarding students have mandatory evening study hours taking place in their own dormitory rooms. Day students may opt not to participate in these study hours, but must still adequately complete all assignments. Because the nature of many LSI courses requires substantial group work and collaboration, day students are encouraged to attend these on-campus study hours.

• On Tuesdays and Saturdays, LSI students have off-campus field trips. These are non-academic, but still central to the program and thus are mandatory for all boarding students. Tuesday trips are mandatory for day students, while Saturday trips are optional. The development of a strong community is enhanced by shared experiences, and the Tuesday and Saturday “fun trips” are essential to helping students form the sort of bonds that will support a positive residential experience.

Academic Reports
House counselors and deans receive midterm academic progress reports from teachers and may suggest extra help or counseling if needed. Midterm reports are not sent to parents/guardians; they are used solely for the purpose of keeping students informed about their progress in each class. At the end of the session, teachers and house counselors submit typed reports that are sent to parents/guardians at the program’s close.

Class Behavior
All students in all programs are expected to attend and participate in classes and to complete all required assignments on time and to the best of their ability. Unsatisfactory behavior in the classroom will not be tolerated and could lead to dismissal from the program.

Withdrawal from Andover Summer
Students who withdraw, leave before their scheduled final examinations, or are dismissed from Andover Summer will not receive final grades and reports or a completion certificate. An informal report may be issued for a medical withdrawal past midterm or approved early dismissals.
Grades
All Summer Session courses are taken for a grade. Therefore, students must remain in the program through the final scheduled examinations.

Grade Translation
While most courses in Andover Summer utilize the Phillips Academy grading scale (conversion outlined below), some courses will participate in a pilot of a Mastery-Based transcript. More details regarding this will be provided to students over the course of the summer. The Phillips Academy grading scale is 0 through 6:

- 6 High Honors 93–100
- 5 Honors 85–92
- 4 Good 77–84
- 3 Satisfactory 69–76
- 2 Low Pass 60–68
- 1 Fail 40–59
- 0 Low Fail 0–39

Transcripts and Credit
Transcripts—which include students’ grades and teacher comments—are available to students and families online through the Parent Portal approximately two weeks after the end of the summer. Transcripts can also be requested by emailing the Andover Summer office with a formal request, along with written permission to share information directly with a student’s home institution. Credit for courses taken at Summer Session will be determined by the student’s home institution.

STUDENT/ACADEMIC RESOURCES
The Andover Summer community offers a wide variety of resources to students. Many of these are described below.

Oliver Wendell Holmes Library
The Oliver Wendell Holmes Library serves the informational and recreational reading needs of members of the Phillips Academy community. In support of the Academy’s mission to help students master skills, acquire knowledge, and think critically, creatively, and independently, the librarians work closely with the faculty to provide students with the skills necessary for lifelong learning. Additionally, the instructional program emphasizes the four research processes of reading, research, evaluation, and writing.

The library offers students a collection of more than 175,000 books in print and electronic formats, access to millions of magazine and journal articles in its paid databases, Wi-Fi access throughout the library facilities, and a professional staff eager to fulfill the research needs of the students.
Secondary School Placement Support
Andover Summer recognizes that many participants in LSI are interested in attending a residential or independent school for grades 9–12 and may be using the summer as an opportunity to test out their readiness for such an experience. As such, in partnership with Andover’s Office of Admission, we are pleased to offer optional weekly workshops for interested LSI students that are geared toward better understanding and preparing for the process of applying to independent schools. From researching schools and finding a match to making the most of an on-campus interview, these workshops address questions that students may have at this stage. Additionally, Andover Summer coordinates an Independent School Fair to provide all interested students with the opportunity to meet with admissions representatives from a wide range of independent schools; in 2019, nearly 70 schools were represented at the fair.

Those LSI students who are interested in applying to Phillips Academy for ninth grade may use their time on campus during the summer to schedule meetings with members of our Office of Admission as well as a formal on-campus interview.

Addison Gallery of American Art
The Addison Gallery is one of the first museums in the world to be devoted exclusively to American art. Its collection numbers some 17,000 important works of American art, including paintings, prints, drawings, sculpture, photography, and decorative arts. Access to the Addison is free, and the gallery regularly hosts students for class meetings, field trips, and other events.

Robert S. Peabody Institute of Archaeology
Founded in 1901 by Robert Singleton Peabody (Andover Class of 1857), the Robert S. Peabody Institute of Archaeology holds outstanding collections of Native American artifacts, including more than 600,000 objects ranging from Paleo-Indian (12,000 years ago) to contemporary, and representing nearly every indigenous culture area in North America. The Peabody’s programs and exhibitions reflect these goals: to teach appreciation of human cultural diversity; to explore interactions and relationships between the natural sciences (the physical world) and the social sciences (human behavior); to study and preserve the record of Native American cultures as reflected in its collections; to involve Native American people as partners in the preservation and appreciation of their cultures; and to serve as an educational resource for teaching archaeology as an interdisciplinary science for Phillips Academy and the broader community. The Dig This! course partners with the Peabody in a number of areas, including use of the institute’s space and equipment and instruction by Peabody educators.
ACTIONS FACULTY MAY TAKE TO SUPPORT STUDENTS

The Andover Summer curriculum is fast paced; therefore, academic performance is monitored from the very beginning of the program. Initially, instructors will respond to poor performance with individual help strategies. If the student does not make use of those strategies, the instructor will notify the deans, who will meet with the student to address the academic issues. There are a number of responses to poor academic performance; they are all intended to help the student make full use of the Academy’s supportive resources and to teach the student self-reliant study habits. Should the student refuse to become academically engaged in the program, the deans may take one or more of the formal actions outlined on page 32.

At any point in the program, if an adult is concerned about any aspect of a student’s performance—including attendance, effort, grades, behavior, or general well-being—that person may notify the deans.

Assignment to Dean’s Study Hall
When it becomes apparent that a student is struggling to make academic progress, their instructors, house counselors, or the deans may assign them to the Dean's Study Hall on Sunday and Wednesday nights (when they would normally be free to study independently in the dorm). This provides additional structure and supervision for those who have a hard time staying on task on their own.

Room Restriction
When a student’s work might be improved by reducing distraction, they may be placed on Room Restriction, during which time the student must be in their own room from 9 to 10:15 p.m. each evening. Students on Room Restriction may not have guests in their room, and they are to use their computers, phones, and similar technology only for academic purposes.

Bounding
In more serious cases, the deans may impose “No Excuse” for a specified time. No Excuse means a student may not take either a Sunday Day Excuse or an Overnight Excuse.

Academic Warning
Academic Warning signifies that a student has been performing substantially below expectations, and, unless there is significant improvement, the student may be advised or required to withdraw. If a student’s work is not showing improvement at the end of a Bounding period or following a period of Room Restriction or Proctored Study Hall, the deans may place the student on Academic Warning. Parents/guardians will be notified of this action and any subsequent action.
Advise/Require to Withdraw
If it is determined that a student is unable to meet the academic demands of the program, the student may be **advised** to withdraw. In some instances, the student may be **required** to withdraw unless substantial improvement is made.

COMMUNITY LIFE & RESIDENTIAL EXPECTATIONS

The dormitory buildings—year-round homes to faculty and their families—become home away from home for boarding students during on-campus Andover Summer programs. To ensure that dormitories are welcoming, comfortable, and safe environments in which to live and study, all dorm residents and visitors are expected to treat buildings and furnishings with care and those living in the dorm with respect. Concern for the safety and well-being of dormitory residents and for the preservation of an academic environment is central in all of the sections below.

*Please note: house counselors, in consultation with the dean, may make dorm-specific guidelines.*

Deans
Each dean gets to know all students in the LSI program and works with students and faculty to make Andover Summer a safe, healthy, and enjoyable environment in which to work and for students to live. The deans’ responsibilities include working with house counselors and day student advisors, as well as being an available resource for all students. Deans grant special permissions, coordinate and chair the Discipline Committee meetings, and write letters explaining faculty responses to disciplinary issues or academic difficulties.

House Counselors
We consider house counselors to be the primary adults responsible for the students living in their dormitories. Resident house counselors live within the dormitory buildings, while complementary house counselors are assigned to be on duty in dorms on certain nights and weekends, but do not actually live in the buildings. House counselors are the primary liaison and point person with parents and work with the deans (see above) to help and support the students in their dorms. House counselors also are charged with maintaining safe conditions, order, and a good study climate, and ensuring observance of school rules. House counselors approve, with the deans, all Day and Overnight Excuses.

Advisors (for day students)
For a day student, the advisor is the primary adult and point person on campus responsible for working with the student and communicating with parents/guardians.
Each day student is assigned an advisor who helps the advisee make the best possible use of the learning opportunities Andover Summer provides. To this end, the advisor develops a personal knowledge of and relationship with the student, knowing the student’s academic, extracurricular, and personal situation, strengths and weaknesses, interests and aspirations. As one means of establishing and maintaining such a relationship, each advisee meets with their advisor at the mid-term to discuss progress and determine plans for the final weeks of the session.

**All-School Meetings & Cluster Meetings**

We gather on a regular basis to reaffirm our core principles of non sibi, Finis Origine Pendet, and Youth from Every Quarter, and to confirm that no matter our size and plurality, we are one community with a shared sense of belonging, traditions, responsibility, intellectual curiosity, civility, and pride in all that is Andover. Each week in the summer, students participate in a Cluster Meeting or All-School Meeting to build community, reinforce shared values, engage with outside speakers, and receive important information and updates.

**Dormitories & Privacy**

All members of the community should respect the privacy and property of others and share in the creation of an environment that protects the physical and emotional well-being of each dormitory resident. Because the house counselor is responsible for the dormitory and its residents, the house counselor and dean must have immediate access to any room upon knocking and may confiscate any items not permitted in the dormitory. When necessary, they may use a key to enter a room whether a student is present or not. Dorm rooms should not be locked when residents (or other students) are in the room.

**Dormitory Room Visiting—General**

While we acknowledge that some of our students do not identify as cisgender, our current housing structure operates under a binary system of boys’ dorms and girls’ dorms. Under this framework, no visitors of the opposite gender are allowed in a dorm during the summer, even in common spaces. With a house counselor’s presence and permission, common rooms may be used by visitors of the same sex from 6:15 to 7:15 p.m. on school nights and from 1 to 7:15 p.m. on Saturdays and Sundays.

**Visitors from Off Campus**

LSI students may have visitors from off campus on Sundays only, due to the summer schedule. Visitors other than parents/guardians should be listed with the deans, preferably before arrival. Visitors, including parents/guardians and families, may not eat in the dining hall without a meal ticket, lodge in dormitories, or be on
campus after 7:30 p.m. Visitors who wish to eat in the dining hall must purchase meal tickets from the Andover Summer office at Cooley House.

**Boarding Students Who Live Within Commuting Distance**

Boarding students whose homes are within commuting distance must completely abide by the residential rules, and their parents/guardians must abide by off-campus visitor guidelines.

**Signing In & Out**

Students are required to sign into and out of their dormitories on many occasions to protect the safety of the community. They must sign out when leaving the campus on Day Excuses, Overnight Excuses, and school trips, and they must sign in immediately upon their return from these trips. Although students do not need a Day Excuse for school-sponsored trips, they are required to sign out before leaving and sign in upon their return. Students do not need to sign out and in for classes, afternoon activities, or daytime shopping in downtown Andover. Students must be in their dormitories between final sign-in and 6 a.m. the following morning. Students should expect to be dismissed if they are absent from their dormitory after final sign-in. As noted above, the evening class block for all LSI students occurs from 7:30 to 8:45 p.m. on Monday, Thursday, and Friday nights. This is required for all LSI students, both day and boarding. Boarding students are required to sign out of their dorms and be in their classrooms by 7:30 p.m.

**Study Hours**

Dormitories and areas around classroom buildings should be quiet enough to allow for effective study. Faculty and students are asked to be especially aware of the requirement for quiet during study hours (beginning at 7:30 p.m.). Although people study at all different times during the day, the time after 7:30 p.m. on nights preceding classes is reserved exclusively for academic work.

After 7:30 p.m., technology use should be limited to academic pursuits (social networking Internet sites, watching television or movies, video gaming, etc., are not considered academic pursuits). Music should be kept to a low volume or headphones should be worn so as not to disturb others.

To encourage a campuswide study environment, we require all boarding students to be in a place of study by 7:30 p.m. For LSI students, the only acceptable places of study may be within the dorm (on Sundays and Wednesdays) or in the classroom (on Mondays, Thursdays, and Fridays).
Final Sign-In
All students must sign into their dorms by the final sign-in times: 9 p.m. or immediately following return from a program-sponsored off-campus field trip. Between final sign-in time and 6 a.m., the Academy requires students to remain in their dormitories, unless permission to leave has been given by the house counselor or the dean. Being out of the dorm between final sign-in and 6 a.m. is a major rule violation.

Saturday Sign-In
On Saturday evenings, all students—except those with an approved Overnight Excuse—must be on campus for initial sign-in by 7:30 p.m. and back in the dormitory for final sign-in at 11 p.m. As noted in previous paragraph, between final sign-in time and 6 a.m., the Academy requires students to remain in their dormitories, unless permission to leave has been given by the house counselor or the dean.

Sunday Sign-In
On Sundays, dorm study hours begin as usual at 7:30 p.m. Boarders who have been outside the town of Andover on a Day Excuse or Overnight Excuse are required to sign in at their dormitories immediately upon their return to campus, no later than 7:30 p.m.

Food Delivery
All students may order food to be delivered to their dorm during study hours, but delivery must be completed by 10 p.m. on all nights before classes and by 11:30 p.m. on Saturday nights. LSI students may order food after study hours to be delivered to their dorms, but delivery must be completed by 9:30 p.m. on all nights before classes and 10:30 p.m. on Saturday nights.

Campus Boundaries & “Town Boundaries”
LSI student boundaries are different than those of other Andover Summer students. LSI campus boundaries encompass the school proper as well as the 125-acre Cochran Sanctuary. Academy-defined LSI town boundaries extend north on Main Street to the intersection of Central and Elm streets. Please see boundary maps on pages 48–49 for further information—and be sure to ask your house counselor or other Andover Summer faculty or staff member if you have any questions.

Stipulations for Leaving Campus
Summer Session is a full academic program with classes Monday through Saturday. Therefore, students are required to make weekend plans that do not conflict with their classroom obligations. Please note that weddings, family outings, and the like may not intrude upon class time Monday through Saturday or upon evening study
time Sunday through Friday. LSI students may only take Day Excuses on Sundays from 7 a.m. until 7 p.m. Overnight Excuses, although generally not a part of the LSI program, may be granted on a case-by-case basis as warranted. The procedures for students to leave campus on a Day Excuse and Overnight Excuse are as follows.

**Day Excuse**

An LSI student may request permission from the house counselor or dean to leave town boundaries on a Day Excuse on Sundays only. A **Day Excuse is valid only on Sundays from 7 a.m. until 7 p.m.** To obtain a Day Excuse, students must first have parental/guardian permission on file. In addition, students must obtain specific permissions for each Day Excuse from their house counselor. Students do not need a Day Excuse for school-sponsored trips. They must, however, sign out before they leave and sign in upon their return. House counselors will make the details of this process very clear to students early in the session.

When requesting a Day Excuse, students must be very clear about where they are going and the mode of transportation; students must then sign out on the appropriate sheet and the dormitory log book before leaving campus. Boarding students wishing to drive with someone not currently associated with Phillips Academy must ask permission of a house counselor or dean. Boarding students wishing to visit the private home of someone not currently associated with Phillips Academy must ask permission of a house counselor or dean, whether or not this home is within the town of Andover. The house counselor or dean also must hear from an adult host. The “adult” host, defined as someone 25 years of age or older, must be approved by the student’s parent/guardian. That adult must be present during the entire visit.

If parents wish to update their child’s Day Excuse permission, they must contact the Andover Summer office at 978-749-4418.

**Overnight Excuse**

To go home or away with parents/guardians for the weekend after the conclusion of Saturday classes, an LSI student must make a special request directly to the dean. **Parents/guardians also may wish to give parental permission only for specific dates.** Parents/guardians may give permission for a student to leave campus overnight by faxing (978-749-4415), emailing (interns@andover.edu), or calling the interns’ desk (978-749-4418) by 3 p.m. EDT on the Thursday before that particular weekend. In addition, students must fill out an Overnight Excuse slip, have their house counselor sign the slip, and then personally turn it in at the interns’ desk by 3 p.m. EDT on the Thursday before that particular weekend.
before that particular weekend. Students may obtain these slips either from their house counselors or at the interns' desk. Parental permission must be validated by the Andover Summer staff in order to grant an Overnight Excuse.

LSI students are not permitted to leave campus overnight with anyone other than a parent or guardian, except in very rare situations as permitted by the dean.

If parents/guardians wish to update their child’s Overnight Excuse permission, they must contact the Andover Summer office at 978-749-4418.

**Denial of Day or Overnight Excuses**

House counselors or deans may deny a Day Excuse, an Overnight Excuse, or both to those students whose conduct is in some way unsatisfactory. Among the reasons why a Day Excuse might be denied are failure to sign in or out of the dormitory correctly, indifference to evening study hours, repeated or extreme tardiness, missing an appointment, failure to follow the house counselor's directions, or poor academic standing.

**Behavioral Expectations While Away from Campus**

All Andover Summer students, boarding and day, are expected to behave in a manner that is consistent with the Academy’s values, rules, and expectations. When on Academy-sponsored trips and representing Phillips Academy, students are expected to be on their best behavior. If a student breaks any school rule while on a school-sponsored trip, the student should expect a disciplinary response.

**Dormitory Fire Safety & Room Decorations**

To ensure the safety of all dorm residents, we expect students to honor the following guidelines for fire safety. Fire safety expectations are posted in dorms and reviewed by house counselors.

- **Fire Drills:** Regular fire drills will be conducted in all dorms; students should be aware of all emergency exits.

- **Flames:** The school prohibits any open flames or flammable materials in dormitories, including possession, storage, or use of matches, lighters, incense, candles, cigarettes, cigars, pipes, fireworks, or dangerous chemicals, including art supplies.

- **Appliances:** Students may NOT have TVs, water coolers, air conditioners, humidifiers, microwaves, irons, space heaters, bug zappers, halogen lamps, toasters, stoves, coffee makers, grills, hot pots, rice cookers, popcorn poppers, hot plates, or any similar appliances in their rooms. Small fans, curling irons, hair straighteners, and hair dryers are permitted, but must be unplugged when not in use. The only
students permitted to have small refrigerators in their own rooms are those who have been granted permission by the medical director for medical reasons or by the Chaplaincy for religious reasons. A TV, DVD player, microwave, refrigerator, iron, and ironing board are provided in the common areas of each dorm.

- **Technology:** Phillips Academy is dedicated to providing the school community with the kind of effective support and services that allow students to achieve their educational goals. Every student is provided with an email account, which is used throughout the summer to provide important communications regarding summer activities. It is expected that students will check their Andover email at least once per day in order to stay up to date on the latest information. Wireless access is available in all dorms and in most common spaces and conference areas on campus until midnight each day. It is expected that students will use the provided technology appropriately, legally, and ethically. The use of technology on campus includes the Academy’s network and equipment, as well as the use of personally owned devices accessing the Academy’s network. All students are required to be aware of and abide by the Academy’s Technology Acceptable Use Policy, which can be found on page 43. Video/audio projectors are not allowed in student rooms. The Academy reserves the right to require students to remove from their rooms or from dormitory common areas any technology that the house counselor or dean feels detracts from the academic or social atmosphere of the dormitory.

- **Computer Monitors:** Each student is allowed, at most, one computer monitor, not to exceed 30 inches.

- **Electrical:** Students are required to use approved plug strips with independent circuit breakers if they wish to plug more than two items into a single power outlet. There should never be more than one extension cord per outlet, and cords may not run under rugs or mattresses or through walls or partitions. Only sturdy, non-halogen lamps are permitted in dorm rooms; bulbs in lamps should be low-energy–use varieties (compact fluorescent bulbs or LEDs). No strings of lights or paper lanterns are allowed.

- **Furniture:** The Massachusetts Fire Code requires that all furniture in dormitories be certified as nonflammable and be checked by the Academy’s Office of Physical Plant (OPP). Therefore, no students are permitted to move upholstered couches or chairs into their dorm rooms during the summer. School-provided furniture may not be stacked on cinder blocks or other furniture, disassembled, removed, or altered without permission from the dean and OPP. No student furniture should crowd a room or block emergency egress. OPP will ask a student to remove any furniture that does not meet code or that crowds a room.
• **Safety Equipment:** Fire extinguishers and fire escapes are for fire emergencies only and should not be used at any other time. Fines, as well as discipline, are imposed for any misuse of safety equipment. Also, students may not tamper with, remove batteries from, or alter any fire, smoke, or heat detectors or alarms for any purpose.

• **Tidiness:** All room floors, halls, and common areas must be kept free of clutter, boxes, trash, clothes, shoes, etc. Trash and recycling removal must be frequent to prevent any buildup in rooms or halls. Windowsills and floors opening to fire escapes must be clear at all times. No bikes should be stored in student rooms, halls, or stairways. No pets are allowed in dorms.

• **Decorations:** Students may not place any paper decorations or tapestries on either side of any door, on ceilings, or on hallway walls. Posters and tapestries in rooms must be hung completely flush against a wall using wall putty (no nails, screws, staples, glue, tape, or anything that will leave a permanent mark) and must not cover more than 50 percent of a given wall or be placed over electrical outlets. Bulletin boards cannot be attached to walls or doors. No electrical signs, strings of lights, or paper lanterns/shades are permitted in or on dorms, and no flags or permanent fixtures should be attached on the exterior of any building. A house counselor or dean will require students to remove any wall coverings or room decorations that are offensive or inappropriate in a high school dormitory environment (e.g., sexual in nature/drug or alcohol related).

• **Weapons:** Students may not possess, acquire, display, use, or carry weapons of any kind, including facsimile firearms of any type, air guns, explosives, ammunition, knives, or any other weaponry.

**Dormitory Security**

• **Locks:** All exterior dormitory doors must be locked at all times. No exterior doors should be propped open, and no one should be permitted unauthorized entry into a dorm. Dormitory room doors should be locked when occupants are not inside.

• **Keys/Cards:** In order to maintain security within dormitories, students should not lend their keys or BlueCard to others, leave their keys outside their dorms for communal entry, or prop open dorm doors.

• **Overnight Guests:** Because a house counselor must know exactly who is in the dormitory in case of emergency, PA students may not spend the night in another dormitory or host overnight guests.

• **Outside Vendors:** In accordance with school procedures for volunteers and visitors to campus, tutors, vendors, and service providers hired by students and their families may not have dorm access.
• **Personal Property:** Students and parents are cautioned that the school assumes no responsibility for the security of personal possessions. Parents should make sure that all belongings a student brings to campus are properly insured against physical loss, damage, or theft. Families should enable electronic possessions with locating software. Students should house all cash and valuables in Summer Session’s main office in Cooley House, where there is a safe available for storage of these types of belongings. Students may access the safe to retrieve their valuables at any time when the office is open.

### VEHICLES & SAFETY

Although this is a large campus, the most common form of transportation around campus and to downtown Andover is by foot. Boarding students are not permitted to have or to operate any motorized vehicles, including cars, motorcycles, mopeds, or motorized scooters, while they are at school. With specific house counselor permission, boarding students may use public transportation or a taxi service, but must always request a Day Excuse if they will be leaving the town of Andover.

**Pedestrian Safety**

Although students can walk to all campus locations, the school property is bisected by Main Street (Route 28), a state highway. Students should take special care in crossing Main Street and all streets on campus and should always use marked pedestrian lights and crosswalks. When walking at night, students are advised to use only pathways with lighting and to avoid walking alone in dark areas. Any student who is alone and feels unsafe walking on campus at night may request a ride from Public Safety.

**Cars**

Students may ride in a private car if it is driven by a parent/guardian, a faculty member, or an adult (age 25 or older) who is approved by the student’s parent/guardian as well as the house counselor or the deans. Hitchhiking is prohibited by state law. Given the dangers inherent in hitchhiking, Andover Summer disciplines students who hitchhike.

**Taxis**

Students who use any form of taxi or car service must inform their house counselor or day student advisor in advance of getting into the vehicle.

**Bicycles, Unicycles, Skateboards, In-Line Skates & Scooters**

The Academy is a walking campus; students are expected to register bicycles and unicycles with Public Safety, lock them when not in use, and obey all rules
of the road, including the use of proper lighting and reflectors at night. In the state of Massachusetts, children 16 years and under are required to wear a helmet when riding bikes, scooters, skateboards, and in-line skates. Because of the risk of concussion, Phillips Academy requires all students to wear helmets regardless of age. We require safe and reasonable use and note our concern about particular areas—such as public streets and the area next to the Academy’s power plant—and forbid skateboard use in these areas.

In other areas of campus, students are required to stay on defined campus paths and roadways (and off the grass) and are encouraged to wear protective elbow pads and kneepads; they are required to wear helmets. No scooters, skateboards, or in-line skates may be used inside Academy buildings, on any steps, ramps, benches, or railings, or in the vicinity of the Memorial Bell Tower.

**Drones**

The operation of unmanned aerial vehicles (drones) is prohibited on Phillips Academy property unless permission is authorized by the Office of Communication and the deans. Please contact the Office of Communication for the Academy’s drone policy and permission form.

**DAY STUDENT EXPECTATIONS**

Day students are expected to follow the rules outlined in this handbook. They are expected to remain on campus throughout the entire day, including through the end of the evening class meetings on Mondays, Thursdays, and Fridays, and gain a great deal by participating in the life of Summer Session as fully as possible. As previously noted, day students are expected to participate in Tuesday evening off-campus field trips, as well as Wednesday daytime off-campus academic trips. Day students are also invited, but are not required, to participate in Saturday evening off-campus field trips as well as dormitory study hours on Sundays and Wednesdays. A special orientation meeting for LSI day students and their families takes place on Registration Day, to help ease the transition into campus life.

- Each LSI day student is assigned to an advisor, who serves as the primary point of contact for the student and their family throughout the summer. Day students are expected to meet with their advisors at the midterm point of the summer, to review progress and create action plans for support if necessary.

- Each LSI day student is assigned a locker and email account. Day students are each also affiliated with a dorm and cluster, providing a home within several smaller communities for orientation activities, ongoing community-building
work, regular weekly all-school and cluster meetings, etc. Dorm and cluster affiliations will be shared with students at the start of the summer.

• In addition to their primary advisors, deans are available to all day students in the same way house counselors are available to boarding students.

• Family celebrations, weddings, vacations, athletic competitions, or other summer events do not justify a student missing a required campus commitment.

• Parents/guardians of day students must call the Sykes Wellness Center at 978-749-4455 before the start of classes to report an absence. Only medical excuses verified by wellness center staff are valid. Any unexcused absence merits a disciplinary response.

COMMUNITY EXPECTATIONS & POLICIES

The discipline system of Andover Summer is based on maintaining the safety of all members of the community. Students should expect to be dismissed from their program for consumption or possession of any amount of alcohol or drugs, theft (including stealing from stores), offensive behavior, or absence from one’s dormitory after final sign-in.

We hope that by being clear about expectations and policies we will inspire positive participation in all areas of the school, promote learning, and encourage the realization that respect for self and for others is at the heart of our community. The sections below are included to clarify the community’s expectations of all students.

GUIDING VALUES

Honesty
Honesty is the basic value on which this community rests. We expect honest behavior in all areas of school life, formal and informal, curricular and extracurricular. Honest and tactful communication among peers, students, parents, faculty, and staff is essential to the healthy functioning of our institution.

Respect for Self
Respect grows from honesty. Self-respect depends on a willingness to accept intellectual challenge, to care sensibly for the health of one’s own body, and to be honest about one’s feelings and identity. School is a time of great discovery, and students will inevitably spend valuable time processing the multifaceted nature of their own racial, gender, sexual, and socioeconomic identities and those of others.
Respect for Others

Whether you are a day student or boarder, you are a member of our residential community for the summer, and with that membership come rare opportunities for cooperation, collaboration, and lasting friendships with peers, faculty, and staff. Because we are a diverse school comprising people with a huge range of identities, interests, and traditions, respect for others is paramount to the integrity and fabric of our lives here. We seek to develop cultural competency for all community members to cultivate an inclusive learning community and combat prejudice and discrimination in all forms. We ask, for example, that you be respectful and appropriate in all verbal and electronic communications and that you consider carefully how your words, dress, and actions influence others and, in certain instances, have the potential to harm if they are not chosen thoughtfully. Words, images, actions, or other conduct that discriminates, attacks, disparages, demeans, intimidates, or offends an individual group based on their identity have no place in our community. Offensive behavior can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets. We expect that students will intervene, as appropriate, and engage a trusted adult when they witness behavior that negatively affects others. By listening when someone else is speaking in class or the chapel, being considerate of all those dining and working in Paresky Commons or in the library, helping to maintain a safe and clean environment in the dorm and on campus grounds, following directions given by an adult in the community, using public spaces appropriately, and considering how behavior and communications affect or influence others, we are showing respect for all members of the Andover community.

Healthy Relationships

At Andover Summer, we strive to help students develop close connections to a diverse group of acquaintances, classmates, teammates, and friends. We seek to create a community of kindness and respect, acknowledging that an intentionally diverse community can present opportunities and challenges involving race, class, gender, religion, sexuality, differing abilities, or any other core issue of identity. We address these challenges in many contexts, including All-School Meetings, cluster and dorm meetings, evening colloquia, informal conversations with teachers and advisors, and more.

ESSENTIAL ELEMENTS OF STUDENT LIFE

In addition to abiding by the school rules in The Blue Book, an essential part of student life is the ability of each student to meet the school’s stated responsibilities and expectations as listed below.
• Function with independence and safety in regard to basic living and self-care tasks (e.g., nutrition, sleep, personal hygiene).

• Live cooperatively and respectfully in a dormitory and school community, sharing the responsibilities inherent in living together, without adversely affecting others.

• Behave responsibly, respectfully, and honestly to all as a member of the Phillips Academy community, whether on or off campus.

• Make use of academic, psychological, and health resources as deemed necessary by adults responsible for students.

• Attend and participate in all required education programs, events, or obligations, some of which may be unique to Phillips Academy (e.g., All-School Meetings, Closing Ceremony).

• Attend classes. The total of excused and unexcused absences from classes and all other required events cannot exceed 20 percent of the total number of required meetings.

• Avoid all self-harming behavior.

**MAJOR OFFENSES**

The following list is intended to be a guide, not a comprehensive list, of unacceptable behavior while attending Andover Summer. If students have a question about whether something is a major school rule, they should ask an instructor, house counselor, or dean. Participating in or aiding, abetting, inciting, encouraging, or supporting any of the following will result in a response from the school, including the deans, school physician, or school psychologist, as appropriate.

**Community**

• Actions threatening or posing a risk of harm to the health, safety, or well-being of self or other persons.

• Malicious, threatening, or defamatory remarks of any kind, including words, images, actions, or other conduct that attack, disparage, or demean an individual or group based on identity.

• Actions potentially dangerous to people or property, including violation of fire regulations; destruction or defacing of property; and possession, use, or acquisition of any type of weapon, weapon facsimile, ammunition, fireworks, or other hazardous materials.
• Infliction of personal injury, including hazing, violation of privacy (including the use of any recording or imaging technologies), or actions or communications (verbal or written) constituting harassment of any kind. Students who are involved in acts of hazing, harassment, or bullying may be called before the Community Conduct Council.

• Organizing or hosting rule-breaking activity in a student’s home, room, or car, whether on or off campus, even when the student is not participating in the actual rule breaking.

• Remaining in the presence of others who are breaking rules. Students cannot be willfully blind to rule-breaking activity.

• Theft of goods or services; misuse of electronic communication devices, credit/debit cards, or ID cards. Students may not possess ID cards that contain false information.

• Serious or repeated absenteeism from required school appointments. Required school appointments include classes, sports, clubs, All-School Meetings, and required study halls.

**Dishonesty**

• Dishonesty, including but not limited to lying, cheating, plagiarizing, misuse of sources, dual submissions of academic work, or facilitating cheating; fraud of any kind, including, by way of example, deceit regarding permission forms or class excuse notes; or falsifying sign-in (including signing in or out for another student). Students who are involved in acts of plagiarism or academic dishonesty will be sent to the dean.

**Drugs, Alcohol & Tobacco**

• The possession or use of—or testing positively for the use of—alcoholic beverages, powdered alcohol, or drugs; the possession of paraphernalia or containers associated with alcohol or drug use, including e-cigarettes; the abuse or misuse of other substances, including inhalants, over-the-counter medicine, or prescription drugs, including those used to treat ADD or ADHD; or being in the presence of alcoholic beverages, powdered alcohol, or drugs.

• Purchasing, selling, or providing illegal or prescription drugs, alcohol, or powdered alcohol.

• Providing transportation to obtain drugs, alcohol, or powdered alcohol.

• Smoking in, on, or in close proximity to any Academy building or repeated use of tobacco products.
Students will be held responsible for any prohibited items found in their possession, e.g., in pockets of clothing, dormitory rooms, devices, lockers, cars, and bags.

**Permissions (on-campus only)**
- Absence from school bounds without permission.
- Serious or repeated violation of rules regarding sign-ins and absence from one’s dormitory after sign-in deadlines.
- Unauthorized dormitory room visiting.
- Serious or repeated violation of regulations regarding the possession, registration, parking, and use of motor vehicles on campus.

**Technology**
- Violation of the Academy’s Technology Acceptable Use Policy (see page 43), including any inappropriate use of the school’s computers, network, telecommunications equipment, or radio station; failure to comply with copyright laws; repeated or excessive downloading and sharing of any copyrighted material (movies, music, video, etc.) and/or any destructive, inappropriate, and/or hacking behavior. Students are responsible for all content contained on or communicated from personal devices.
- Downloading, distributing, or sharing sexually explicit material.
- Engaging in cyberbullying.

**Other**
- Gambling.
- Running or serving as an agent for any business while on campus.
- Failure to live up to the terms of probation.
- An accumulation of offenses that have resulted in repeated disciplinary responses or that otherwise clearly indicate an unwillingness or inability to live within school behavioral guidelines.
- Failure to cooperate in an investigation regarding a possible rule infraction and failure to participate in any part of the Discipline Committee process.

In cases where information regarding a student’s health or safety, which has been seriously compromised by the use of drugs or alcohol, is brought by a student involved in the infraction to the attention of a member of the faculty or staff—who
otherwise would not have known of the infraction—the director of Outreach and Summer Session may consider an alternative response.

Alcohol and Drug Testing Policy and Procedures

Policy
In cases where faculty determine that a student’s behavior, presentation, or circumstance is indicative of recent alcohol consumption or drug use or both and the student denies such usage, Phillips Academy will administer an alcohol or drug test or both in order to ascertain the truth and to safeguard the student’s health and welfare.

Procedures
1. Initial Determination. If a faculty member determines that a student’s behavior, presentation, or circumstance is indicative of recent alcohol consumption or drug use or both, that faculty member will discuss the concern with the student in order to ascertain the truth of the situation and also will notify the deans.

If the student denies the use of alcohol, powdered alcohol, or drugs contrary to the initial determination of the involved adult, a dean (or a designee) will require an alcohol or drug test or both. Alternatively, a student denying alcohol or drug use may request an alcohol or drug test.

2. Alcohol Testing. A health care provider or a dean (or a designee) will administer a breathalyzer test at the Rebecca M. Sykes Wellness Center to any student who chooses or is required to undergo alcohol testing under this policy. The test administrator will provide the test results to the medical director (or a designee), who will then share the results with the deans if a dean was not the test administrator.

3. Drug Testing. A health care provider will collect a specimen from a student who chooses or is required to undergo drug testing under this policy. Specimen collection will occur at the Sykes Wellness Center and will be conducted in accordance with wellness center policies. Samples will then be sent to an outside laboratory for processing.

The outside laboratory will provide the test results to the medical director (or a designee), who will then share the results with the deans.

4. Results of Tests. After receiving the test results, the dean of students will notify the cluster dean, who will contact the student and the student’s parents/guardians. Parents/guardians or legal guardians may at their election provide physician’s prescription(s) or documentation that the student was
taking prescribed drugs that might have affected the outcome of the alcohol or drug test and may explain the positive result. Such materials must be provided within three business days of notice being received.

5. **Discipline.** An unexplained positive test result will be interpreted as evidence of a violation of a major school rule, and the student will be subject to discipline. The Academy will not distinguish in its disciplinary responses between on- or off-campus alcohol or drug use.

6. **Failure to Cooperate.** Failure to consent to testing, evidence of attempted adulteration, or refusal to cooperate with the testing procedures in any way will be handled as if the test result were positive.

7. **Privacy.** Subject to the legitimate interests of the Academy and its students, efforts will be made to maintain the privacy of students required to undergo drug or alcohol testing under this policy.

**Confidentiality & Limited Information Sharing Policy**

The Academy believes that the relationship among students, parents/guardians, and its health care providers is strengthened by a mutual understanding of the basic rights and responsibilities of each of the parties. The Academy strongly encourages students to develop relationships of trust with their health care providers and counselors and to be candid about their health histories and risk behaviors. We also encourage students to communicate with parents on such matters. In this effort to promote candor and trust, the Academy asks that parents respect the privacy of students who may not wish to share certain information. If it is determined that a student might have a significant safety risk, parents/guardians are always contacted.

While it is the obligation of every employee and agent of the Academy to maintain the privacy and confidentiality of patient medical information, the Academy must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, the Academy requires, as a condition of enrollment, that parents and students sign consent forms to permit the medical director of the Sykes Wellness Center or designees and the counselors from the wellness center to disclose to authorized employees and agents of the Academy, who have a need to know, the minimum amount of medical and/or psychological information necessary to protect the health, safety, or welfare of the student and/or the community.

Students and parents who have questions with regard to confidentiality and its limits should direct those questions to the medical director, counselors, or administrative staff at the Sykes Wellness Center. In the event of a disclosure to authorities required by law, every effort will be made to notify the student and/or parents.
Respect for Others
Whether you are a day student or boarder, you are a member of our residential community—and with that membership come rare opportunities for cooperation, collaboration, and lasting friendships with peers, faculty, and staff. Because we are a diverse school comprising people with a huge range of interests and traditions, respect for others is paramount to the integrity and fabric of our lives here. We expect, for example, that you will be respectful and appropriate in all verbal and electronic communications and that you will consider carefully how your words, dress, and actions influence others and, in certain instances, have the potential to harm if they are not chosen thoughtfully. Words, images, actions, or other conduct that discriminates, attacks, disparages, demeans, intimidates, or offends an individual or group based on their identity have no place in our community. Offensive behavior can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets.

Sexual Misconduct, Harassment, Discrimination, Hazing, and Bullying and the Community Conduct Council (CCC)
The Academy is committed to establishing an environment that respects diversity, encourages people of diverse backgrounds and beliefs to understand and respect one another, and is free from discrimination and harassment based upon any legally protected status, including race, color, sex, religion, national origin, gender identity, gender expression, sexual orientation, age, or mental/physical abilities.

Sexual misconduct, harassment, discrimination, hazing, and bullying (including cyberbullying) are serious offenses, prohibited by federal and/or state law as well as the Academy’s policies. Verbal, physical, or electronic conduct that has the effect of creating an intimidating, hostile, or offensive environment for any member of the community or of materially and substantially disrupting the educational process or the orderly operation of the Academy, will not be tolerated. This conduct is prohibited at all times in all places, on or off campus.

Faculty, administrator, and staff members must maintain healthy, respectful boundaries and relationships with students at all times. Romantic or sexual relationships between Phillips Academy employees and Phillips Academy students of any age, including students over the age of 18, are strictly prohibited. Faculty and staff are advised that physically, emotionally, or sexually abusive conduct by faculty or staff directed toward students of the Academy under the age of 18 must be reported by the Phillips Academy dean of students—the Academy’s designated Reporter—to the Massachusetts Department of Children and Families (DCF), and in certain instances, to other law enforcement agencies. In addition, such conduct by any person may result in criminal sanctions.
Faculty, administrator, and staff members must maintain healthy, respectful boundaries and relationships with students at all times. Romantic or sexual relationships between Academy employees and students of any age, including students over the age of 18, are strictly prohibited. Faculty and staff are advised that physically, emotionally, or sexually abusive conduct by faculty or staff directed toward students of the Academy under the age of 18 must be reported to the Massachusetts Department of Children and Families and other law enforcement agencies.

The Academy endeavors to achieve an educational environment that is free from sexual misconduct, harassment, discrimination, hazing, and bullying. The Academy has created a Summer Community Conduct Council, which has the responsibility of supporting the deans in responding to, investigating, and making recommendations intended to remedy such conduct. Faculty members volunteer to serve as members of the CCC each summer and are trained and supported by the Academy.

**Reporting Complaints**

Students who have experienced sexual misconduct, hazing, harassment, discrimination, or bullying by another student or by an adult, who have witnessed such an incident, or who otherwise have relevant information about such an incident, should bring the matter immediately to the attention of a trusted adult, the Director of Outreach and Summer Session (ext. 4410); the regular session dean of students (ext. 4175); the director of human resources (ext. 4105); or the CCC (ext. 4739). Parents/guardians, students, faculty, and staff may also make reports through the Academy’s confidential web intake, www.andover.ethicspoint.com, or by calling 844-302-0434. The website and hotline number are hosted externally by Ethics Point.

The individual receiving the complaint will ensure that it reaches the proper channels for investigation. If a student was engaging in rule-breaking activity at the time that they were sexually assaulted, the student, upon reporting the assault, will not be subject to discipline for the original rule breaking. Also, any student who is subject to retaliation or who knows of another student who has been subject to retaliation as a consequence of reporting such an incident is likewise required to report it promptly. A parent who has witnessed or otherwise has relevant information about sexual misconduct, harassment, discrimination, hazing, or bullying of a student is strongly urged to promptly notify the deans or the director. Any member of the faculty or staff of the Academy who witnesses or otherwise becomes aware of sexual misconduct, harassment, discrimination, hazing, or bullying in violation of this policy or who becomes aware of retaliation against a student or adult who provides information concerning a violation of this policy is required to report it immediately to the director, a dean, or the CCC. Members
of the faculty or staff may not make promises of confidentiality to a student or parent who informs them of an allegation of sexual misconduct, harassment, discrimination, hazing, bullying, or retaliation.

Students and parents may make reports anonymously, but generally no disciplinary action will be taken based solely on an anonymous report. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Also, while the Academy cannot promise strict confidentiality because information must be shared in order to conduct an effective investigation, the Academy will treat information that it receives regarding potential sexual misconduct, harassment, discrimination, hazing, bullying, and retaliation with sensitivity and only on a need-to-know basis, such as to conduct a comprehensive and effective investigation or to ensure that the requirements of this policy and applicable law are met. It is important to note that the Academy is responsible for the safety of the entire Andover Summer community and, therefore, may need to share information and investigate concerns about sexual misconduct, hazing, harassment, or bullying once the Academy becomes aware of it, even if a formal complaint has not been filed. If a notifying individual requests confidentiality and/or requests that the Academy not investigate, the Academy will weigh this request against concerns regarding the safety of the full Academy community. If the Academy reasonably believes that the reported conduct poses safety risks to the community, the Academy must take action, such as through an investigation, regardless of the request for confidentiality and/or not to investigate.

**Reporting to Authorities**

In accordance with Massachusetts law, the Academy will report to the Department of Children and Families (DCF) any incident of suspected abuse or neglect of students under the age of 18. The director or regular session dean of students (or designee) will also report suspected instances of unlawful conduct involving students to local law enforcement agencies as appropriate and/or required by law.

**Investigation Process**

Once contacted, either by a student or an adult, the deans, Director, and/or the CCC may pursue an informal or formal process depending on the nature of the complaint. In situations for which an informal process is appropriate, the CCC may provide advice to the complainant as to how to respond to the situation independently. Alternatively, the CCC may obtain support for the complainant to moderate a conversation, in person or in writing, between the complainant and the respondent. Such mediation may be conducted by a dean, counselor, or other appropriate individual.
In the event that an informal process is unsuccessful or inappropriate, the CCC will initiate a formal investigation of the complaint. All members of the Academy community are expected to cooperate fully with any investigation under this policy. A CCC investigation may include, but is not limited to, interviews of those individuals directly involved in the incident and relevant witnesses, and collecting documents and any other evidence bearing on the incident. The CCC may need to interview involved parties more than once in order to gather pertinent information. Each participating student is encouraged to have an adult member of the community present as support. The CCC will at all times during the process maintain confidentiality to the extent, in its judgment, the situation permits.

Searches
On the rare occasion when a search is necessary, dean(s) will conduct it formally, in the presence of the student and a house counselor. In extremely rare instances, for reasons of health or safety, the dean may conduct the search with just the student or in the absence of the student. If the student is not present, two adults will conduct the search. When a student has been found under the influence of drugs or alcohol, a search will be conducted. Members of the Phillips Academy Public Safety team may be involved in any searches conducted by deans or house counselors.

Tobacco, Alcohol, Powdered Alcohol & Other Drugs
As a community concerned about health and safety, we strive to educate students about the potential dangers of tobacco, alcohol, powdered alcohol, and other drugs. Persistent use of alcohol, powdered alcohol, or drugs commonly results in physical and psychological problems, some of which are lasting and have debilitating effects on motivation and achievement. These effects include memory loss and personality change, and they sometimes expose the user and/or those nearby to the risk of physical harm.

The Academy has an obligation to abide by and to respect the broader society's laws. Therefore, the Academy cannot accept even sporadic or experimental use of alcohol or illegal drugs, or misuse of prescription or over-the-counter products. A student who obtains, sells, trades, donates, or makes available to others alcoholic beverages, powdered alcohol, or illegal or prescription drugs (including those prescribed to treat ADD and ADHD) can be dismissed regardless of the student's previous disciplinary record. Similarly, a student who consumes alcohol, drugs (including prescription drugs), tobacco, or nicotine (including vaporizers or e-cigarettes), may be dismissed after a single offense, upon the recommendation of the Discipline Committee and at the discretion of the deans, based upon the particular facts and circumstances of the situation. Such circumstances may include but are not limited to egregious alcohol or drug use that has resulted in harm or a
risk of harm to self or others. A student who is found to have used drugs, alcohol, or powdered alcohol will meet with a member of the medical and/or psychological health team and will likely have their room or vehicle searched in order to ensure that no other contraband is accessible.

Recognizing that smoking and smokeless tobacco also are dangerous to health, the Academy forbids the use of tobacco, including vaporizers or e-cigarettes, by students. Students who persist in using tobacco may face disciplinary consequences. After repeated instances, a student may be dismissed.

**DISCIPLINARY RESPONSES TO RULE VIOLATIONS**

When there is sufficient concern, the community responds to the student as a whole by encouraging personal growth and the acceptance of responsibility. In all instances of major offenses, parents/guardians will be notified before and after disciplinary action.

When a rule violation is suspected, a faculty or staff member normally will question the student about the suspected violation and ask for a response. As necessary, a member of the faculty, normally a cluster dean, will investigate the event and inform the student’s house counselor or day student advisor about the investigation. To ensure a clear and focused conversation between the cluster dean and the student, the student will be expected to silence all electronic devices and put them in a place designated by the cluster dean. When appropriate, the cluster dean also will see that parents/guardians are notified.

In extraordinary circumstances, as in a situation in which the welfare or safety of the student or others appears to be jeopardized, a student may be required to leave campus immediately. A disciplinary response may be postponed until the student is allowed to return to campus. If no return is contemplated, it may be possible to hold a disciplinary proceeding in which the student participates electronically.

Once it is determined that a major rule violation has occurred, deans will investigate the violation and determine the appropriate response. Dishonesty by a student during a disciplinary investigation will lead to a recommendation for an immediate dismissal. **Any student who is dismissed, regardless of when that dismissal occurs during an Andover Summer program, will not receive grades, reports from instructors and house counselors, or a completion certificate.**

**Disciplinary Restriction**

For certain rule violations, a house counselor or dean may place a student on Disciplinary Restriction for a specific period. During the period of Disciplinary Restriction, students are restricted to a particular area on campus, either the dorm
common room, the student’s dorm room without visitors, or a study center after 7:30 p.m. on nights before class days and in their own dormitories by 7:30 p.m. on Saturday nights.

For day students, parents/guardians are asked to help by applying, wherever possible, the same limitations that the Academy applies to boarders. Normally, the Academy also requires day students on Disciplinary Restriction to leave campus by 7:30 p.m. each evening, including weekends.

**Bounding**

Students may be denied permission by the deans to go off campus on Saturdays or Sundays on a Day Excuse or Overnight Excuse. Students who receive “Bounding” are considered to be on “No Day Excuse,” meaning they may still go on any Academy-sponsored trip, such as to the beach, to historic sites, whale watching, or on academic trips. Serious or repeated infractions may result in one week or multiple weeks of bounding.

**Censure**

Censure is given by the deans to a student who has shown very poor judgment, particularly in connection with a major rule, or whose behavior warrants the immediate attention of the student’s parent/guardian. A letter or email is sent home to the student’s parent/guardian. Censure may be reinforced by the imposition of Disciplinary Restriction or bounding.

**Probation**

Probation is given by the deans to a student who has broken a major rule or whose behavior has raised the question of whether he or she should continue to be part of Andover Summer. A telephone call is made to the parent/guardian, and a letter or email is sent home. Probation may be reinforced by the imposition of Disciplinary Restriction or bounding. Any additional rule violation may result in dismissal.

**Dismissal**

A decision for dismissal is made by the director in consultation with the deans when a student’s behavior has made it impossible to allow him or her to continue in the Andover Summer program. **Failing grades are not a reason for dismissal; however, an egregious pattern of unacceptable behavior could lead to a requirement to withdraw.** A telephone call is made to the parent/guardian, and we expect students who have been dismissed to leave campus as soon as possible after parents/guardians have been notified.
Students are responsible for retrieving and responding to all official notices sent to them, whether the notices are emailed or placed in mailboxes, delivered to class or dormitory, or delivered via the text distribution system. All students, including day students, **MUST** check their mobile phone and Andover email **AT LEAST ONCE A DAY** for messages, and should check their student mailbox at least once a week.

**Mail**

The student post office is located in George Washington Hall and is open Monday through Friday from 8 a.m. to 4:30 p.m. The U. S. Postal Service, FedEx, and UPS deliver and pick up mail and packages Monday through Friday. **Please note that the mailroom is not accessible on weekends. Therefore, time-sensitive items (e.g., flowers, perishables) should be mailed to avoid weekend arrival.**

Mail to students should be addressed as follows:

(Student's Name)  
Phillips Academy Andover Summer  
180 Main Street  
Andover MA 01810-4161 USA

**Telephones**

Phillips Academy provides telephones for all Andover Summer boarding students. Telephone numbers follow the format 978-623-6XXX, with XXX being the final numbers assigned to each phone. These numbers are available to students at registration as part of their room assignment.

**Text Messaging System**

All students should register their mobile phone numbers during Registration Day. Important and time-sensitive messages often are conveyed via a text messaging system to the students’ mobile phones. If a student has an international mobile phone, the text messaging system may not work for that number, so students may want to consider acquiring a phone with a U.S. number and phone plan for use during the five weeks of the program.

**Internet/Network**

Wireless Internet access is available throughout the campus network in dorms and academic buildings. Email addresses will be assigned to all students. Though not required, many students bring their own computers. If they do, the **computers must have updated virus protection installed, such as Norton AntiVirus or McAfee, prior to arriving on campus.** Technical support is not provided in the dorms.
The more than 70 computers available in the technology centers offer Internet access and are equipped with Microsoft Office and other software.

**Fax Service**
Faxed messages should be sent to students at 978-749-4123. When the fax arrives, a notice is placed in the student’s mailbox. There is a charge of $1 per page. All other fax machines on campus are reserved for office use. Students may fax from the Phillips Academy Computer Center using a debit or calling card.

**ADDITIONAL SERVICES**

**Room Keys**
Keys are obtained during registration when the student arrives on campus. There is a $40 charge, payable at the time of order, for replacing a lost key and at departure time if the key is not returned. A replacement key is available only from the Office of Physical Plant during office hours, 8:30 a.m. to 4 p.m., Monday through Friday.

**ID Cards**
Identification cards are obtained on Registration Day and must be carried by students at all times. ID cards are necessary for admission to meals and Academy social functions, for field trips, to check books out of the library, and to access dormitories.

**Lost and Found**
Lost and found items may be retrieved from the interns’ desk in Cooley House.

**Religious Services**
Andover Summer provides students, on request, with schedules for local religious services and assists students in obtaining information for services outside the town of Andover. This information is also available on the Phillips Academy website.

**Meals**
Paresky Commons, the dining facility, is committed to offering a variety of healthy options that reflect the varied lifestyles of today’s students and faculty. Foods traditional to various countries are sometimes offered to reflect the cultural and geographic diversity of this community.

**Banking**
Students are strongly encouraged not to keep large amounts of cash in their possession or in their rooms. An automated teller machine (ATM) is located in
George Washington Hall. Students are encouraged to open bank accounts in their home areas before traveling to Andover, and to use traveler's checks, debit cards, or credit cards.

**HEALTH SERVICES**

As in any medical or counseling setting, students seeking medical or psychological care at the Rebecca M. Sykes Wellness Center are treated with complete confidentiality.

**Rebecca M. Sykes Wellness Center**

The Rebecca M. Sykes Wellness Center team encourages the Andover community to focus on wellness and the proactive maintenance of health. Care for students with injuries, illnesses, mental health, and other health needs are provided at the wellness center. The wellness center is staffed by a medical director and a director of psychological services, nurses and aides, nurse practitioners and physician assistants, physicians, psychological counselors, a registered dietitian/sports nutritionist, and wellness educators.

The wellness center is staffed by a full-time, board-certified doctor, a nurse practitioner, and a staff of registered nurses. It is open 24 hours a day while Andover Summer is in session. Students are welcome at all times, but they should not come to the wellness center during a class period except in the case of an urgent medical problem. Students with minor ailments should try to come during their free time. If a student becomes ill or injured after final sign-in, the student should call Public Safety for transport to the wellness center. Under certain circumstances, students may need to visit local physicians for specialty medical or surgical consultation, dental care, or optometry services. Please note that wellness center staff can arrange appointments only for emergency dental services, not routine dental care. **Not all charges are covered under the Academy’s insurance plan (available only to international students) or families’ own individual insurance plans, and the cost of transportation to offsite physician appointments is ultimately the responsibility of the parent or guardian.**

Charges are incurred for all inpatient admissions and most outpatient services. There also are charges for medications, lab studies, X-rays, and medical supplies. Most of these charges are covered by insurance. As a courtesy service, the wellness center will bill the primary insurance carrier engaged by the Academy for Andover Summer students during their stay. There is no charge for a visit to see a nurse or physician at the wellness center.
If significant health problems or medical conditions exist, they need to be reported on the health questionnaire and accompanied by any pertinent, specific recommendations from the treating physicians.

**Medication Policy**

For safety reasons, students are not allowed to keep any medications (including over-the-counter medications) in their dorm rooms without clearance from the Rebecca M. Sykes Wellness Center. Some medications that may require closer monitoring (e.g., medications used to treat ADHD, antidepressants, anxiety medications, narcotics, growth hormone, etc.) must be kept at the wellness center and are dispensed incrementally to individual students based on the medication classification and the student’s demonstrated level of compliance and safety. Please note that students are expected to be responsible about taking their medications as prescribed. Any parent with concerns about their child’s ability to comply with medication usage should contact the wellness center directly.

**Scheduling**

All students are invited to consult with any member of the health-care team about any illness, injury, emotional difficulty, or any other potential health issue that concerns them.

Routine medical visits are scheduled Monday through Friday, from 8 a.m. to 5 p.m. Students may schedule an appointment with a medical provider through the wellness center’s administrative assistant (978-749-4455 or email sykeswellness@andover.edu), contact a health-care provider directly by phone or email, or simply walk in during business hours. Walk-in medical care is always available for urgent issues.

Faculty can reach the on-call physician or psychological counselor most easily by calling 978-749-4455 and speaking to wellness center staff. Outside of business hours, students in need of emergency services can come to the wellness center. The medical professional at the wellness center will then contact the on-call clinician.

Students who are admitted to the hospital with any acute or newly-diagnosed chronic conditions will be accompanied by Andover Summer personnel while awaiting the arrival of a family member or emergency contact. Andover Summer cannot provide ongoing hospital supervision, and requires families to make a good-faith effort to travel here to provide family oversight in such instances.
Psychological Counseling

Andover Summer responds sensitively, supportively, and immediately to students who have emotional concerns or anxiety. In addition to house counselors, teachers, and deans, there is a full medical staff—including the school physician and a counseling psychologist—available to students in need of advice or counseling. Appointments also can be made with the counseling psychologist by calling 978-749-4455.

Students should not feel they are imposing upon others when seeking advice or assistance. On the contrary, seeking help is the natural and appropriate thing to do.

WHAT TO EXPECT

Housing

LSI boarding students are housed in dormitories with other LSI students—they do not share space with students in the Upper School program. There is great variety in dormitory accommodations. On a historic campus such as this one, many student (and faculty) rooms verge on the quaint. We can assure you the dormitories are safe; we do not guarantee them to be commodious or modern. None of our dormitories is equipped with air conditioning, though we do have a large supply of fans available for use by summer students. Specific housing requests cannot be honored.

Rooming Policy

Because we consider the opportunity to make new friends so valuable, we do not honor requests for friends or family members to room together. Students will learn the names of their roommates, their dormitories, and their room numbers on Registration Day. Students may be housed in single, double, or triple rooms at the determination of the assistant director during the housing assignment process. There are no exceptions to these policies.

Room Furnishings

Dormitory rooms are furnished with a bed (with a mattress, blanket, pillow, and linens), desk, chairs, and bureau. Study lamps and fans, while not provided, are strongly recommended and may be purchased once students arrive on campus. Towels and washcloths, along with a laundry bag, are also provided to all students.

Electrical Appliances

Irons, microwave ovens, air conditioners, personal refrigerators, television sets, and other appliances are NOT permitted.
Laundry
Students are responsible for their own laundry. Nearly all dormitories have washing machines and dryers for use at a nominal fee. There are dry cleaners in downtown Andover (within walking distance). An optional summer laundry service may be purchased for an additional fee; details will be sent to you directly from the provider.

Security
Students and parents are cautioned that the Academy assumes NO responsibility for the security of personal items. Personal belongings, including, but not limited to, clothing, books, furniture, athletic equipment, audio equipment, electronic devices, and electronic media items, are to be insured by the family against all physical loss, damage, or theft. Parents/guardians are advised to notify their agent or insurer that such items are with the student away at Andover Summer. Large amounts of cash should never be left in a student’s room.

EXPENSES
Students should plan to bring enough money to cover any fees and other expenses not included in the tuition, such as spending money for Tuesday and weekend “fun” trips, study supplies (such as pens, pencils, and notebooks), fan, study lamp, shopping, and entertainment. Approximately $500 is recommended to cover these expenses, though it is possible for a student to have a full, active summer without incurring any additional expenses.

Sunday Trips
Optional off-campus Sunday trips range from $5 to $50 per trip. These excursions often go to local beaches, historical and cultural events, shopping malls, museums, and recreational parks. Please note that every weekend there are also many on-campus events that are free for students.
TRAVEL TO AND FROM ANDOVER

Travel by Air to Phillips Academy

Please make travel arrangements as soon as possible and communicate those plans to the Andover Summer office. We suggest that travel plans be arranged well in advance in order to adjust for changes in travel schedules necessitated by increased security and less frequent flights. We will send shuttle buses to Boston Logan International Airport only on Registration Day (Tuesday, July 30) between the hours of 10 a.m. and 5 p.m., to collect students who have notified us of their travel plans. Weather- and flight-related delays are taken into consideration, but Phillips Academy cannot provide transportation services for students landing after 8 p.m. Phillips Academy faculty representatives will greet students in the airport on Registration Day. Please note that family members accompanying students who arrive by air may not use the complimentary bus service provided by Phillips Academy and must use a taxi or limousine service.

Those students whose scheduled flights do not coordinate with the complimentary bus schedule (i.e., scheduled to land between the hours of 10 a.m. and 5 p.m.) must travel to Andover by limousine or taxi, making their own arrangements. Telephone numbers for local alternate transportation providers are listed on page 41. All student travel information should be communicated with the Andover Summer office, even if students will not be utilizing the complimentary bus service.

Families should make arrangements for the student to call home upon arrival in Andover. If necessary, parents/guardians may contact the Andover Summer office for assistance at 978-749-4400.

For Students Using the Complimentary Phillips Academy Shuttle Bus Service:

Upon arrival at Boston Logan International Airport, students should collect their baggage and then board the complimentary Logan Airport shuttle bus—regularly available outside all Boston Logan International Airport baggage claim areas—and proceed to Terminal E, where they will be greeted by representatives from Phillips Academy. Information booths at every terminal are prepared to assist students. Detailed arrival information/instructions and important emergency phone numbers can be found in the enrollment forms; all students should print and carry this information when traveling.
Alternate transportation from Boston Logan International Airport to Phillips Academy:

Grace Limousine LLC
800-328-4544 (within the United States)
www.gracelimo.com

Flight Line Van Service
800-245-2525 (within the United States)
603-893-8254 (outside the United States)
www.flightlineinc.com

Taxi

Students may take a taxi directly from Boston Logan International Airport to the Phillips Academy campus. Taxi stands are available outside each baggage claim area.

Airline Policies on Unaccompanied Minors

When booking travel, please be aware that many airlines require students 14 years and younger (almost all LSI students fall into this category) to be accompanied by an adult to the airport and then on to the gate, remaining in the gate area until the “wheels are up.” Some airlines require that students 16 years and younger be accompanied. Please communicate directly with your airline(s) regarding their “unaccompanied minor” policies.

If your student will be traveling as an unaccompanied minor per airline regulations:

• You must contract with a service or arrange for a family member to accompany your child to the airport on departure day. Phillips Academy does not provide chaperone services.

• Please provide the contact information of the chaperone (or, if you have purchased this service, provide the contact information of the vendor) on the travel form.

• The Andover Summer office can provide referrals to local vendors who provide unaccompanied minor chaperone services. Please contact our office at 978-749-4400 for details.
Travel by Car

From Boston: Take Route 93 North for about 19 miles. Take Exit 41, then turn right (east) on Route 125 for two miles. Turn right onto Route 28 North and go north about three miles to the Phillips Academy campus. Follow the signs to registration.

From Boston Logan International Airport: Follow signs to the Sumner Tunnel, follow signs to Route 93 North, then follow the directions above.

From Route 495 North or South: Take the exit marked “Andover” (Exit 41A from 495 North or Exit 41 from 495 South). Proceed south on Route 28 through the town of Andover. The Phillips Academy campus is approximately one-half mile south of Andover center. Follow the signs to registration.

End-of-Session Travel from Phillips Academy

On the final day of Andover Summer (Sunday, August 2), complimentary unsupervised shuttle buses will leave campus for Boston Logan International Airport between 8 a.m. and 2 p.m.; therefore, it is advisable to schedule flight departures for midday or later. Students must sign up for the shuttle no later than 10 days prior to departure.

Travel to Boston Logan International Airport outside of the scheduled shuttle times is the responsibility of the student. Students should plan to arrive at the airport two hours before their scheduled flight time for domestic flights and three hours prior for international flights.

If the student is under the age outlined by the departure airline(s), families must ensure they have made provisions for unaccompanied minor services. Phillips Academy cannot provide chaperone services for unaccompanied minors, and many local companies are fully booked by mid-summer. Families should arrange for chaperone services as soon as possible. Boston Greeters is one option for a company to provide chaperone services and can be reached at 781-864-2995.
TECHNOLOGY ACCEPTABLE USE POLICY

Scope
The Academy’s technology policy applies to all authorized users who access the Academy’s network or equipment using Academy-owned or personally-owned equipment.

Purpose
The technology resources at Phillips Academy include, but are not limited to, all networking, hardware and software, internet access, email, telephone equipment, WPAA radio station, and voicemail. These services are provided to support the educational and administrative activities of the school and should be used for those purposes. Use is a privilege, not a right.

Use should always be legal, ethical, and consistent with the Academy’s Statement of Purpose, its policies on honesty and integrity, its general standards for community behavior, and the Written Information Security Policy.

Incidental personal use of the Academy’s technology resources must not interfere with the community member’s performance or with the community’s ability to use the resources for professional and academic purposes.

Use of the Academy’s technology resources or data for personal business, political campaigning, or for a commercial purpose is prohibited, except as authorized by the Academy.

Authorized Use
An authorized user is any person who has been granted authority by the Academy to access its computing, network, or telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the Academy’s network using Academy-owned or personally-owned equipment, you have consented to the Academy’s exercise of its authority and rights as set out in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

Students are provided with email accounts and internet access.

Whenever a user ceases being a member of the Academy community, access to the Academy’s computing, network, and telephone systems shall cease effective on the date of separation.

Privacy Expectations
The Academy’s network resources, including all telephone and data lines, are the property of the Academy. The Academy reserves the right to access, view, or
monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the Academy’s network. It may be required by law to allow third parties to view stored data and said data may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, message delivery issues, or monitoring.

Users must recognize that there is no guarantee of privacy associated with their use of Academy technology resources. Users should not expect that email, voicemail, or other information created or maintained in the system (even when marked “personal” or “confidential”) are private, confidential, or secure.

Legal and Responsible Use
No user may act in ways that invade the privacy of others, are unethical, or fail to comply with all legal restrictions regarding the use of electronic data. All users also must recognize and not violate the intellectual property rights of others.

All users must maintain the confidentiality of information specified in federal and state laws and the Written Information Security Program (WISP). This excerpt from the WISP defines Personal and Sensitive information.

“This Program sets forth the Academy’s policies for accessing, collecting, storing, using, transmitting, and protecting electronic, paper, and other records containing Personal Information, as well as sensitive Academy information resources.

For Purposes of this Program, “Personal Information” means an individual’s first name and last name, or first initial and last name, in combination with any one or more of the following data elements that relate to such individual: (a) social security number, (b) driver’s license number or state-issued identification card number, or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number, or password that would permit access to an individual’s financial account. “Personal Information” does not, however, include information that is lawfully obtained from publicly available information, or from federal, state, or local government records lawfully made available to the general public. In addition to “Personal Information” as defined above, the Academy also defines the following as Sensitive in nature and thereby subject to safeguards commensurate with the risk and sensitivity of the information: (a) health information, (b) student records, (c) employment information, (d) donor and alumni information, and (e) any information that, if disclosed, altered, or lost, would pose a reputational risk to Phillips Academy.”

Making public remarks that defame or disparage the Academy’s students or that recklessly disregard or distort the truth of the matters commented on, is prohibited.
All users must refrain from acts that waste Academy technology resources or prevent others from using them. Users will not access, modify, or delete others’ files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with or degrade the performance of an Academy computer system, telephone system, or network or to deprive authorized users of access to or use of such resources are prohibited.

Students may not send broadcast email or broadcast voicemail without prior permission from the dean of students or director of student activities.

Users are responsible for both the content and possible effects of their messages on the network. Altering electronic communications to hide your identity is considered forgery and is prohibited.

Cellular devices should always be turned off or placed on vibrate mode during classes, concerts, and lectures, and in a library setting, computer center, or any venue where a ringing phone may cause disruption.

**Copyright and Licensing**

Users will abide by all copyright, trademarks, patent, and other laws governing intellectual property.

No software may be installed, copied, or used except as permitted by law. Users must strictly adhere to all software license provisions.

Software downloaded from the internet or obtained elsewhere cannot be installed on Academy equipment unless approved by the Office of Information Technology.

Use and/or distribution of others’ intellectual property (including, but not limited to, text, images, sound, and software) without permission of the copyright holder is a federal crime and can result in criminal penalties, even if the material is distributed for free, with no monetary gain to you.

**Inappropriate Materials**

The Academy prohibits faculty, staff, and students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files, or other electronic materials.

Use of the Academy network or equipment by any authorized user to create, access, download, edit, view, store, send, or print materials that are illegal, offensive, harassing, threatening, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene, or otherwise inconsistent with the values and general standards for community behavior of the Academy is prohibited. The Academy will respond to complaints of harassing or discriminatory use of its technology.
resources in accordance with its Anti-Harassment and Anti-Discrimination Policy. These provisions are not intended to prohibit an authorized user from carrying out assigned educational, employment, or administrative functions.

The receipt of any inappropriate material, as described above, should be saved and reported as described in Policy Enforcement and Sanctions (see page 47).

**Security**

Each user is responsible for the security and integrity of information stored on the user's computer, third party storage platforms (Dropbox, iCloud, etc.), or voicemail system. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users and must not be shared with or used by others. Phillips Academy, at its sole discretion, reserves the right to bypass such passwords and to access, view, or monitor its systems and all of their contents. By accessing the Academy’s system, you have consented to the Academy’s right to do so.

Anyone accessing Phillips Academy systems is required to change their Active Directory password every 12 months (365 days).

Use of voicemail security codes is required.

Procuring, removing, or relocating Academy-owned technology resources requires prior authorization from the Office of Information Technology.

Students and faculty who live in dormitories are provided the opportunity to connect to the Academy network. Student use of modems in the dormitories is prohibited. For faculty members, modem use is prohibited on computers that are directly connected to the Academy network.

Users may not attempt to circumvent or subvert the security provisions of any other system.

For security and network stability reasons, personally owned devices such as hubs, switches, routers, wireless access points, and servers or server services cannot be installed on the Academy’s network or anywhere on campus, unless authorized by the Office of Information Technology.

Users are required to have updated virus protection software on their computers when connecting to the Academy network. Any computer found to be infected with viruses or malware to the extent that it may negatively affect other computers or general network performance will lose network services. Services will be restored once a member of the Office of Information Technology has verified that all viruses and malware have been removed and proper, updated anti-virus software is installed.
The Internet at Andover

There are risks involved with using the internet. To protect personal safety, internet users should not give out personal information to others via email, social networking sites, bulletin boards, or other systems. The Academy cannot guarantee that users will not encounter text, pictures, or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with email, information that a user places on the internet is akin to sending a postcard rather than a sealed letter. Its contents can last indefinitely and may be accessed by system administrators on this campus and elsewhere.

- Users must be aware that some material circulating on the internet is copyrighted and subject to all copyright laws. Materials taken from the internet must be properly footnoted.

- Users must be aware that some material circulating on the internet is illegally distributed. Users must never use the Academy’s system to download illegally distributed material.

- Users are cautioned not to open email attachments or download any files from unknown sources, in order to avoid damaging their computers and bringing destructive viruses into the Academy’s system.

Policy Enforcement and Sanctions

All members of the community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer, telephone, or network access privileges, disciplinary action, and dismissal/termination from the Academy. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law.

Any suspected violation of this policy should be reported immediately to the director of the Office of Information Technology, as well as to the dean of students (if the suspected violator is a student), the dean of faculty (if the suspected violator is a faculty member), or the director of human resources (if the suspected violator is an administrator or staff member).
BOUNDARY MAPS

Campus Boundaries (below)
The dark blue area of the map below shows where all students may go on the Phillips Academy campus.

Town Boundaries (at right)
Lower School Institute (yellow area only): Academy-defined town boundaries for LSI students extend north on Main Street to the intersection of Central and Elm streets and include most of the “downtown” shopping area.

Boundaries for Upper School, (MS)², and ACE students (yellow and teal areas): Academy-defined town boundaries for Upper School, (MS)², and ACE students extend north on Main Street to Shawsheen Plaza (Stop & Shop, McDonald’s) and include Whole Foods.

Be sure to ask your house counselor or other Andover Summer faculty member if you have any questions.

Campus Boundaries
All students, including ESL, upper school (MS), and ACE students only.

Upper School, (MS)^2, and ACE students only.

- Town Boundaries
- Whole Foods
- Andover Common
- Shawsheen Plaza
- Phillips Academy Campus
- School St.
- Main St.
EMERGENCY RESPONSE PROCEDURES

EMERGENCY—Call 911 (978-470-3766 if using a mobile device), then call CAMPUS PUBLIC SAFETY (ext. 4444)

Phillips Academy provides all community members with the Crisis Manager app. We encourage all students to download this free app, which ensures easy access to emergency procedures and protocols through their mobile devices. Once the app is on your device, search for “Trustees of Phillips Academy” and select “Campus Emergency Procedures.”

Sexual Assault/Rape
In the case of a sexual assault or rape in which there is immediate danger (i.e., severe physical trauma, impaired breathing, unconsciousness), call 911 (978-470-3766 if using a mobile device) and accompany the victim to the hospital. Notify the Dean on Duty at ext. 4558 and Public Safety at ext. 4444.

In the case where no immediate medical danger exists, stay with the victim. Do not allow the victim to change clothes or shower. Contact the Dean on Duty at ext. 4558. The Dean on Duty will notify the Medical Director, Counselor on Duty, and Dean of Students. Notify Public Safety at ext. 4444 for assistance transporting the victim to the Sykes Wellness Center.

Attempted Suicide/Drug or Alcohol Overdose
In the case of an attempted suicide or drug or alcohol overdose where there is immediate danger to the victim, stay with the victim, call 911 (if using a mobile device, call 978-470-3766), and then have someone call Public Safety at ext. 4444. Public Safety will make necessary notifications.

Medical or Fire Emergency
In the event of a medical or fire emergency, call 911 (978-470-3766 if using a mobile device) and provide your name, location, and the telephone number from which you are calling. Do not hang up until told to do so. Then call Public Safety at ext. 4444 and provide your name, location, and telephone number.

In the event that a fire is discovered or suspected, pull the fire alarm and begin building evacuation. When you hear a fire alarm, evacuate the building immediately. Close the windows and doors as you evacuate. Do not use the elevator. Walk in single file—to the right—through corridors and stairwells. Meet and remain at prearranged gathering place at least 100 yards from the building. Notify firefighters or Public Safety if you think someone remains in the building. Individuals requiring assistance should proceed to a stairwell entrance and wait for assistance.

Injury/Medical Emergency
Do not move a seriously injured person except in a life-threatening situation. Stay with the injured person and keep the victim as calm and comfortable as possible. Call, or have someone else call, 911 (978-470-3766 if using a mobile device) and give the victim’s name, location, phone number, and nature of the injury. The Dispatcher may provide instructions on how to care for the injured; assist the injured until medical assistance arrives. Do not hang up until told to do so. In non-emergency situations, call Public Safety at ext. 4444 and report the location, phone number, and nature of the injury.

Bomb Threat or Suspicious Package
If a suspicious package is discovered on campus, contact Public Safety at ext. 4444 and provide a description of the suspicious package. If a telephone call or information is received stating a BOMB is on campus, remain calm and listen carefully, obtaining as many details as possible. Notify Public Safety at ext. 4444 while you have the caller on the line.
Severe Weather
In the event of severe weather with high winds or dangerous ice conditions, do not go outside. If you are outside, seek immediate shelter in an Academy building. Once inside, stay away from windows and other openings. Report any damage done by tree branches and broken glass to the Office of Physical Plant at ext. 4320.

Hazardous Material Spill
In the event of a hazardous material spill, notify your instructor, department chair, house counselor, or supervisor immediately. The faculty member should notify the manager of environmental health and safety at ext. 4528 and Public Safety at ext. 4444. Use eyewash stations or showers to flush eyes and skin if you have had any contact with toxic chemicals. Follow instructions to evacuate the area if dangerous.

Prolonged Power Outage
In the event of a power outage during business hours, call OPP Help Desk at ext. 4230. After hours or on weekends, call Public Safety at ext. 4444 and provide your name, location, and telephone number. Advise Public Safety of all locations you know are without power. Turn off computers and other electronic equipment. If you are in an unlighted area, proceed cautiously to an area with emergency lighting, locking doors as you leave. Exit building cautiously; do not use the elevator. If you are trapped in an elevator, stay calm and use emergency call button or telephone for assistance.

Crime in Progress/Active Shooter Response
In the event of a crime in progress, do not attempt to apprehend or interfere with the criminal, except for self-protection. Determine if anyone has been injured and stay with injured parties. Note the description of the criminal and/or motor vehicle, including license plate, the location, and direction of travel. Call 911 (978-470-3766 if using a mobile device) and provide name, phone number, and location. Then call Public Safety at ext. 4444 and provide the same information.

In the event of an active shooter in your vicinity, quickly determine the best way to protect your own life. Follow the lead of faculty members until the arrival of Public Safety and Andover Police Department.

Remember the ALICE protocol for response options: Alert—Notify others of the threat using your mobile device or other means; Lockdown—If evacuation is not possible, find a place where you can hide and barricade; Inform—Call 911 (978-470-3766 if using a mobile device) and provide as much information as possible regarding the active shooter’s location; Counter—As a last resort, and only if your life is in imminent danger, attempt to disrupt the active shooter by acting aggressively or throwing objects; Evacuate—If there is an accessible escape path, evacuate immediately.

Emergency Lockdown/Shelter In Place
Lockdown or Shelter-in-Place Emergency Alerts may be used in those emergency situations where it is important to get members of the community indoors as quickly as possible for their own safety. In such situations, the community will be notified by universal email, text, voicemail, and/or calls to offices. Once such an alert is issued, people will be asked to remain indoors until an All Clear signal is given to indicate that the threat has passed.

For additional information, see the Crisis Manager app, the Directory, or Emergency Procedures charts posted in classrooms, dormitories, and offices.
Contact Andover Summer

Andover Summer Main Office
978-749-4400

Interns’ Office
(to contact deans and director during session)
978-749-4418

Office Fax
978-749-4415

Students’ Fax
978-749-4123

Summer Session Office Email
summer@andover.edu

Interns’ Email
(to contact Andover Summer or deans during session)
interns@andover.edu

Office Hours

Main Office
Monday through Friday
8:30 a.m.–4:30 p.m.
Saturday
8:30 a.m.–noon

Interns’ Desk
Monday, Tuesday, Thursday, Friday
7:30 a.m.–9:30 p.m.
Wednesday
7:30 a.m.–noon and 6–9:30 p.m.
Saturday
7:30 a.m.–noon
Sunday
6–9:30 p.m.

Emergency Phone Numbers

Police, Fire, and Ambulance
911
978-470-3766 (from a mobile device)

PA Public Safety
978-749-4444 (emergency and non-emergency)

Rebecca M. Sykes Wellness Center
978-749-4455