

# Andover Summer BLUE BOOK

## Student Handbook 2021

Upper School, (MS)<sup>2</sup>, English Language  
Learners (ELL), and ACE Scholarship Programs



Phillips Academy  
**ANDOVER**

# SUMMER

## 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.*

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The rules and procedures set forth in this *Andover Summer Blue Book* are of general applicability and are intended to apply under most circumstances. 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.

After the challenges we have all faced over the past year, we look forward to once again being together in-person on campus. The sort of transformative experience that is only possible in a residential setting—when hundreds of students from vastly different backgrounds gather to live, learn, and play together—is something we have been looking forward to all year long. After the postponement of Andover Summer’s on-campus programming in 2020, we have put a great deal of thought and planning into the 2021 experience, learning from the successes of Phillips Academy’s regular session and our residential secondary school peers. While much depends on the status of public health guidance and viral transmission in June, students joining our on-campus program should expect additional, COVID-19–specific guidance to be shared prior to registration and orientation. That information will supplement—and in some cases, supplant—the information contained in this *Andover Summer Blue Book*, as it will be based on more timely public health guidance.

Please consider this handbook 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 before signing the Enrollment Agreement. 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,

A handwritten signature in blue ink, appearing to be 'Beth Friedman', with a long horizontal line extending to the right.

Beth Friedman  
Director of Outreach & Summer Session

## THE BLUE BOOK

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. Again, this may be done via electronic conferencing, as necessary.

**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. Generally, each Summer Session student takes two courses, meeting between 60–90 minutes per course, Mondays through Saturdays. An average of one hour of preparation is assigned for each hour of class attendance, resulting in approximately three to four 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. *(MS)<sup>2</sup> scholars: Please refer to [Appendix A](#) for details on the (MS)<sup>2</sup> schedule and workload.*

## 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.

Regular attendance at required on-campus commitments (class, athletics, All-School Meeting, and residential programming) is an essential element of a residential Phillips Academy 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.

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 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 Study Hours

Every evening by 7:30 p.m., with the exception of Saturdays, students must be on campus (not in downtown Andover) and must be in a place of study. Places of study include students' own dormitories (but not necessarily their own rooms), computer centers, the Oliver Wendell Holmes Library, the photo lab, the art studio, the music building, or study centers. Students must sign out of their dormitories by 7:30 p.m. in order to be in one of these other study areas. Students beginning their evening homework before 7:30 p.m. in one of the above out-of-dorm areas may sign out any time after 5 p.m. *(MS)<sup>2</sup> scholars: Please refer to [Appendix A](#) for details on (MS)<sup>2</sup> evening study hours.*

Sunday through Friday evenings, all boarding students must be in their dormitories no later than 9:30 p.m. and in their own rooms by 10:30 p.m. On Saturdays, students must be on campus by 7:30 p.m., and they must be in their dormitories by 11 p.m. for sign-in.

## 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 the program 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. Regardless of the particular system used in a student's course, the standard Phillips Academy grading scale utilizes a 0 through 6 scale:

0	1	2	3	4	5	6
<i>Emerging</i>			<i>Progressing Toward Mastery</i>		<i>Demonstrating Mastery</i>	<i>Extending Mastery</i>
Students rarely meet the standard, or demonstrate mastery of just a few of the standard's component parts.			Students may meet the standard occasionally, but not with reliability.		Students can consistently meet the standard.	Students not only meet the standard consistently, they go above and beyond.

## 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 through Andover Summer will be determined by the student's home institution.**

# STUDENT/ACADEMIC RESOURCES

The school 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.

## Study Centers: ELL/Math/Writing/Science

Open on select evenings to complement in-class instruction and provide individual attention, the centers offer one-on-one tutoring by skilled faculty members. Students may also be assigned to these centers based on their academic performance at midterm or may choose to attend in order to receive extra help. Centers run during evening study hours in locations determined by the deans and announced to students at the start of each summer.

## College Counseling

Andover Summer's college counseling program is open to all Summer Session students and to those day students who sign up to participate in the program. The program includes the following important components.

- A full-time college counselor is available to every student for consultation about colleges. Students may make appointments to meet with the counselor throughout the summer on Tuesday or Thursday evenings between 6:30 and 8:30 p.m.
- Afternoon workshops provide students with the essential skills to create a college list, understand financial aid, and communicate with colleges through the essay and interview. These workshops are led by experts from college admission and college counseling offices. Workshops are held every Monday, Tuesday, Thursday, and Friday from 2:10 to 3:10 p.m.
- Evening workshops may be conducted by the college counseling staff. These workshops allow a smaller number of students to work on specific college search and application skills, including essay writing, resume building, and applications for financial aid.
- Assuming it is safe to travel off-campus, each Wednesday, trips to New England colleges are offered on a sign-up basis. The cost to students is nominal and covers transportation. Students should be aware that these visits to college campuses provide, in most cases, a tour and an information session. *Colleges often limit the number of students they are willing to host from each school. Therefore, students must understand that disappointments may occur, particularly when they do not sign up at the earliest opportunity.* All sign-ups for college trips take place during lunch, usually beginning on the Thursday before the scheduled trip.
- Representatives from approximately 100 colleges participate annually in the Andover Summer College Fair. Every student may attend the fair, ask questions, and collect material from a wide variety of institutions.

*(MS)<sup>2</sup> offers its own college counseling program to its scholars. (MS)<sup>2</sup> scholars should refer to the Appendix A for details.*

### **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, evening study hours, 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.

## **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 in [Disciplinary Responses to Rule Violations](#).

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 Centers** (applies to on-campus programs only)

When it becomes apparent that a student is struggling to make academic progress, their instructors, house counselors, or the deans may assign them to one of the available Study Centers to receive more targeted academic support from faculty with expertise in a given content area. See [Study Centers: ELL/Math/Writing/Science](#) for more information. Study centers, with the exception of the Dean's Study Hall, are only available to students enrolled in Summer Session's Upper School or ELL programs.

### **Room Restriction/Proctored Study Hall** (applies to on-campus programs only)

When a student's work might be improved by reducing distraction, they may be placed on Room Restriction or in a proctored study hall, during which time the student must be in their own room or the proctored study hall from 7:30 until 9:30 p.m. sign-in each evening preceding a class day. 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** (applies to on-campus programs only)

In more serious cases, the deans may impose "No Excuse" for a specified time. No Excuse means a student may not take either a Day Excuse or an Overnight Excuse and is thus restricted to town or campus bounds.

### **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 the 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

Concern for the safety and well-being of summer students and for the preservation of an academic environment are central in all of the sections below. With more than 800 summer students across a variety of day and boarding programs, Andover Summer has several different levels of structure and support. This section provides an overview of the basic organization of our summer community and the various elements of student life with which all should be acquainted. Please also note that all descriptions of residential life assume that restrictions related to public health will have been lifted. Should there be a need to implement the sort of policies relating to quarantine, campus de-densification, contact tracing, and other measures to reduce viral transmission, some of the policies, protocols, and expectations described in this section may be altered.

### The Clusters

Each student, day or boarding, is assigned to one of the four Upper School clusters (named for a “cluster” of dormitories in the same neighborhood): Abbot, Flagstaff, Pine Knoll, and West Quad. In each cluster, there are about 220 students (including day and boarding students) as well as a group of faculty, many of whom are house counselors and advisors for students in the cluster. For boarding students, the dorm and cluster provide a home and community within the larger school. Day students are encouraged to participate in all cluster activities.

### Cluster Deans

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

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.

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

### **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.

### **Dorm Housekeeping Program**

All boarding students are responsible for routine cleaning in their own dormitories. Tasks include some sweeping, vacuuming, trash removal, and recycling. The house counselors, proctors, and prefects assign specific jobs, whether permanently or on a rotating basis, and oversee the general condition of the dormitory. Students are expected to complete their assigned jobs as often as is deemed necessary by the house counselor. Professional custodians who mop the floors and clean the bathrooms augment the housekeeping program. Fire safety inspectors from the Office of Physical Plant routinely inspect dorm rooms and common areas in the evenings to identify safety hazards.

### **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. Assuming it is safe to do so, and 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 Wednesdays, Saturdays, and Sundays.

### **Visitors from Off Campus**

Assuming it is safe to do so, students may have visitors from off campus on Sundays, as well as on Wednesday and Saturday afternoons. 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. They also must sign out when leaving the dormitory during evening study hours and sign in upon returning. 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.

### *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 campus-wide study environment, we require all boarding students sign out to a place of study by 7:30 p.m. A place of study may be within the dorm or in another academic location, such as the library, study centers, study halls, the computer center, the art studio, or the Polk-Lillard Center. Signing out to a specific place of study and then going to any other location is considered dishonest.

### *Final Sign-In*

All students must sign into their dorms by the final sign-in times: 9:30 p.m. on nights before classes and 11 p.m. on Saturday nights. 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 above, 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, study hours begin as usual at 7:30 p.m., and final dormitory sign-in is 9:30 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**

If it is deemed safe, 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.

### **Campus & Town Boundaries Defined**

**Campus boundaries** for all Andover Summer students encompass the school proper as well as the 125-acre Cochran Sanctuary. Academy-defined **town boundaries** for Upper School, (MS)<sup>2</sup>, and ACE students extend north on Main Street to Shawsheen Plaza. *Note: Lower School Institute (LSI) student town boundaries are different!* Please see [Boundary Maps](#) 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. Assuming it is safe to allow students to leave campus, procedures for departing on a Day Excuse and Overnight Excuse are as follows:

#### *Day Excuse*

A student may request permission from the house counselor or dean to leave town boundaries on a Day Excuse. **A Day Excuse is valid only on Wednesdays or Saturdays from the end of class hours until 7:30 p.m. or on Sundays from 7 a.m. until 7:30 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 in 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 (“adult” is defined as someone 25 years of age or older), that the adult will 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, a student must have parental permission on file in the dean’s office. **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.** 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.

To go away for the weekend with friends or relatives other than parents/guardians, students must follow the same procedure as for going home, with one addition: The deans’ office must also receive an invitation from the adult host (someone 25 years of age or older, who will be present during the entire visit) by 3 p.m. EDT on the Thursday before that particular weekend. Unlike parental permission, invitations must be for specific weekends; they may not be blanket invitations. Students will not be granted permission to stay overnight in a college dorm.

An adult (someone 25 years of age or older) must be present at all overnight gatherings involving multiple Andover Summer students.

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, including those in online and hybrid programs, are expected to behave in a manner that is consistent with the Academy's values, rules, and expectations. When on school-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. Students enrolled in hybrid and online programs should adhere to the same set of academic and behavioral expectations during their time off campus as others are expected to uphold while here at Andover.

### 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 [Technology Acceptable Use Policy](#). 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, Summer Session 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

Boarding students may not bring motor vehicles, and they may not drive any such vehicle on campus. They may ride in a private car if it is driven by a parent, a faculty member, or an adult (age 25 or older) who is approved by the student's house counselor or the deans. Hitchhiking is prohibited by state law. Given the dangers inherent in hitchhiking, Andover Summer disciplines students who hitchhike.

Day students who drive to campus are required to register their cars with Public Safety. From the time students arrive on campus until they leave for the day, vehicles must be left in one of the designated parking areas and should not be used for transportation from one campus location to another. Students may not park on Salem Street between Main Street and Highland Road.

### 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. Assuming normal protocols, they are welcome on campus throughout the entire day, including the evenings until final sign-in, and gain a great deal by participating in the life of Summer Session as fully as possible. A special orientation meeting for day students and their families takes place on Registration Day to help ease the transition into campus life.

- Each 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 advisor at the mid-term point of the summer to review progress and, if necessary, create action plans for support.
- Each day student is assigned a personal mailbox, locker, and email account. Each day student is 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 Meetings and Cluster Meetings, etc. Dorm and cluster affiliations will be shared with students at the start of the summer.

- In addition to their primary advisor, a day student's dean is also available as needed—in the same way that house counselors are available to boarding students.
- Family celebrations, weddings, vacations, 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.
- Day students must register their cars with Public Safety and ask about day student parking areas.

## COMMUNITY EXPECTATIONS & POLICIES

The discipline system of Phillips Academy's Andover Summer is based on maintaining the safety of all members of the community. Students should expect to be dismissed from Andover Summer 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. We expect that students will intervene and interrupt, as appropriate, behavior that negatively affects others. It takes courage to act as an “upstander” rather than a bystander, and we expect students will engage a trusted adult when they see behavior or hear language that is insensitive, hurtful, or offensive to a community member.

## 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.

## POLICIES

### Affirmative Consent

To cultivate mutual respect, our affirmative consent policy instructs our students that each person involved must verbally communicate consent clearly, voluntarily, and unambiguously at every stage of a sexual encounter. Consent under this policy means:

1. Consent is an affirmative agreement; consent cannot be inferred from the absence of a “no.” Clear verbal consent—through affirmative words—is necessary to engage in sexual activity.
2. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent.
3. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.
4. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
5. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Signs of incapacitation include, but are not limited to, the inability to speak coherently, confusion on basic facts, inability to walk unassisted, and/or passing out.
6. By law in Massachusetts, a person under 16 years of age cannot give consent to sexual intercourse (defined as any penetrative act).

In addition to potentially violating this policy, it is important that students and their parents/guardians understand that certain sexual activity may violate the law. In certain circumstances, the Academy may determine it is necessary to report the conduct to the Department of Children and Families (DCF) and/or other law enforcement agencies (including the local police). In accordance with Massachusetts law, the Academy will report to DCF any incident of suspected abuse or neglect of students under the age of 18. The dean of students (or designee) will also report suspected instances of unlawful conduct involving students to the local police and/or other law enforcement agencies as appropriate and/or required by law.

### 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. In addition, retaliation against any individual who has brought inappropriate behavior to the attention of the Academy or who has cooperated in an investigation of a complaint under this policy will not be tolerated.

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.

### **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 Summer CCC (ext. 4739). Parents/guardians, students, faculty, and staff may also make reports through the Academy's confidential web intake, [www.andover.ethicspoint.com](http://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 school 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.

## Process

Upon receipt and initial assessment of a complaint brought to the attention of the deans, Director, and/or the CCC, the Academy may pursue an informal or formal process depending on the nature of the complaint. In situations for which an informal process is appropriate, the deans, Director, and/or CCC may provide advice to a party as to how to respond to the situation independently or obtain support for the parties to have a conversation, which may be moderated by a dean, the Director, CCC member, counselor, or other appropriate individual.

In the event that an informal process is unsuccessful or inappropriate, the CCC will initiate an 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.

For the health and safety of our students, 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 alcohol, drugs (including prescription drugs), tobacco, or nicotine (including vaporizers or e-cigarettes) 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, tobacco, or nicotine 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.

## 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.

## ESSENTIAL ELEMENTS OF STUDENT LIFE

In addition to abiding by the school rules in the *Andover Summer 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. In addition, should public health conditions lead the school's leadership team to determine it is necessary to implement additional safety measures, Andover Summer students will be expected to abide by the terms of the Non Sibi Safety Pledge, relating to behaviors that support the health and well-being of the campus community and assist in reducing virus transmission.

- 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, cluster meetings, 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, or testing positively for the use of alcoholic beverages, powdered alcohol, drugs, tobacco, or nicotine; the possession of paraphernalia or containers associated with alcohol or drug use, including e-cigarettes/vaporizers; 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 alcohol, drugs, tobacco, or nicotine.
- Purchasing, selling, or providing illegal or prescription drugs, alcohol, tobacco, or nicotine.
- Providing transportation to obtain drugs, alcohol, or tobacco, or nicotine.
- 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](#), 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.

## 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 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 Wednesdays, Saturdays, or Sundays on a Day 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 college trips. Students may be Bounded specifically to town or campus boundaries,

depending on the incident. Serious or repeated infractions may result in one week or multiple weeks of No Day Excuses.

### 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.

## COMMUNICATION RESOURCES

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.

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 (also known as BlueCards) 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 and illnesses and with mental health, and other health needs is provided at the wellness center. The wellness center is staffed by a medical director and a director of psychological services, nurses, aides, nurse practitioners, 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](mailto: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

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. Towels and washcloths, along with a laundry bag, are also provided to all students. Study lamps and fans, while not provided, are strongly recommended and may be purchased once students arrive on campus.

### 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 fees and other expenses not included in the tuition, such as college trips, weekend trips and student activities, 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.

### College Tours

Should it be safe to leave campus, the cost of college visits will vary from \$30 to \$60 depending on the length of the trip. Most students choose to take two to four trips. Those students who have pre-paid for the College Counseling package do not have to pay to attend college tours, and instead simply need to sign up for the tour of their choice.

### Student Activities

Assuming it is safe to leave campus, off-campus weekend trips range from \$5 to \$50 per trip, which interested day students can pay at the time of sign-up. These excursions often go to local beaches, historical and cultural events, shopping malls, museums, and recreational parks.

## 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 (depending on your campus cohort, this will be either Monday, June 28 or Tuesday, June 29; most students arriving via air travel should plan to arrive on Tuesday, June 29). Andover buses will be available 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., are scheduled to land between 10 a.m. and 5 p.m.) must travel to Andover by limousine or taxi, making their own arrangements. See [Alternate transportation from Boston Logan International Airport to Phillips Academy](#) for more information. 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.

### *Airline Policies on Unaccompanied Minors*

When booking travel, please be aware that many airlines require students 14 years and younger 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.

### *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 U.S.)

www.gracelimo.com

*Sir Charles Limousine*

978-887-9102

jodystravel@gmail.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.

### **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 1), 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. 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](#).

## 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).

## APPENDIX A

### **(MS)<sup>2</sup>—Mathematics & Science for Minority Students Program**

Mathematics and Science for Minority Students—better known as (MS)<sup>2</sup>—is a three-summer residential program that runs concurrently with Andover Summer. (MS)<sup>2</sup> scholars live in dorms, share meals, and participate in the same afternoon activities as Upper School and ELL students. As such, (MS)<sup>2</sup> scholars are expected to follow the rules outlined in this handbook. Below are some key programmatic differences between (MS)<sup>2</sup> and the Upper School and ELL programs.

### **(MS)<sup>2</sup> Workload & Major Assignments**

(MS)<sup>2</sup> scholars attend class Monday through Saturday. (MS)<sup>2</sup> scholars begin each school day by coming together as a community for a 20-minute “Morning Meeting” prior to classes.

(MS)<sup>2</sup> scholars take the equivalent of roughly two full courses plus one “minor” course (compared to the Summer Session students’ schedule of two courses). In the morning, all (MS)<sup>2</sup> scholars take a 90-minute math and a 90-minute science course. In the afternoon, first- and second-year (MS)<sup>2</sup> scholars take a 45-minute English class and a 45-minute STEM enrichment class. Third-year scholars replace English/STEM classes with a 90-minute College Counseling class.

An average of one hour of preparation is assigned for each hour of class attendance, resulting in approximately three to four 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.

### **(MS)<sup>2</sup> Evening Study Halls**

(MS)<sup>2</sup> scholars are required to attend (MS)<sup>2</sup> study hall from 6:45 to 9:15 p.m. on Sunday, Monday, Tuesday, Thursday, and Friday. On Wednesday evening, (MS)<sup>2</sup> study halls are optional. However, (MS)<sup>2</sup> scholars must be in an approved, supervised place of study (e.g., dormitories, computer centers, the Oliver Wendell Holmes Library, the photo lab, the art studio, the music building, or study centers). Students must sign out of their dormitories by 7:30 p.m. in order to be in one of these other study areas. Students beginning their evening homework before 7:30 p.m. in one of the above out-of-dorm areas may sign out any time after 5 p.m.

### **(MS)<sup>2</sup> Expenses**

All (MS)<sup>2</sup> students attend the (MS)<sup>2</sup> program each summer free of charge. Along with roundtrip air transportation, scholarships include housing, meals, textbooks, course materials, weekend activities, and field trips. Students only need to bring enough money to cover personal expenditures (laundry, shopping, snacks, etc.) for the five weeks.

### **(MS)<sup>2</sup> Travel to and from Andover**

Transportation to and from Andover each summer is included in the (MS)<sup>2</sup> scholarship. The (MS)<sup>2</sup> program office will purchase round-trip air transportation for each (MS)<sup>2</sup> scholar based on the travel information provided on the (MS)<sup>2</sup> enrollment forms. Chartered shuttle buses will transport (MS)<sup>2</sup> scholars between Boston Logan International Airport and Andover on Registration Day and on (MS)<sup>2</sup> Graduation Day.

### **(MS)<sup>2</sup> Weekend Trips**

(MS)<sup>2</sup> scholars are encouraged to sign up for the off-campus weekend trips. These excursions often go to local beaches, historical and cultural events, shopping malls, museums, and recreational parks. The (MS)<sup>2</sup> program covers the cost of these trips, which range from \$5 to \$50.

## APPENDIX B

### ACE Scholarship Program

The ACE (Accelerate, Challenge, Enrich) Scholarship program, a summer program for students in Phillips Academy's academic-year session, runs concurrently with Andover Summer. ACE scholars share meals with Upper School and ELL students and participate in the same afternoon activities, and are thus expected to follow the rules outlined in this handbook. Below are some key programmatic differences between ACE and the Upper School and ELL programs.

### ACE Structure

The ACE program is divided into two cohorts:

- ACE I and ACE II welcome students who will attend Phillips Academy for the first time in the upcoming fall. All ACE 9 scholars enroll in Critical Reading & Writing I and Visual Arts; the latter fulfills a graduation requirement. All ACE 9 scholars also take a course in quantitative reasoning. Those who have yet to complete the Academy's expectations in geometry do so in the summer. Those who have completed geometry expectations enroll in computer science. ACE 9 scholars also participate in a weekly seminar with the ACE director.
- ACE 10 welcomes students who have completed their first year at Phillips Academy. All ACE 10 scholars enroll in Critical Reading & Writing II and computer science. ACE 10 scholars also meet with the ACE director four times each week for a seminar, which includes an introduction to college counseling and preparation for standardized testing.

Each ACE class meets for 90 minutes each day, Monday through Friday. ACE scholars also have programming on Saturday mornings and may be excused at the discretion of the ACE director.

### ACE Dormitories

ACE scholars live in their own dormitories, with lights-out at 11 p.m. for ACE 9 and 11:30 p.m. for ACE 10. ACE scholars adhere to the processes of the academic-year session for a Day Excuse or Overnight Excuse, with the ACE director serving as the equivalent of the "cluster dean."

### ACE Evening Study Hours

ACE scholars are required to attend ACE study hall from 7:30 to 9:15 p.m. on Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday. Location(s) of the study hall may include Morse Hall, the art studio in the Elson Art Center, or the

dormitory. At the discretion of a member of the ACE staff, students may be in another Andover Summer–approved, supervised place of study (e.g., computer centers, the library, or study centers).

### **ACE Expenses**

All ACE scholars attend the program free of charge. Along with roundtrip air transportation, scholarships include housing, meals, textbooks, course materials, health insurance, weekend activities, and field trips. Students only need to bring enough money to cover personal expenditures (laundry, shopping, snacks, etc.).

### **ACE Rules and Responses to Rule Violations**

Because both ACE 9 and ACE 10 scholars are students in Phillips Academy’s regular session, they are expected to follow not only the rules outlined in this handbook but also the rules outlined in the academic-year Blue Book.

Fundamentally, the purpose of the ACE program is to foster transition, and we recognize the need for scholars to have some independence to navigate Phillips Academy and to make mistakes and learn from them.

In the rare instance that an ACE scholar accrues multiple minor rule violations or does not fully participate in the program (missing obligations, not completing homework), the ACE director, in consultation with the ACE staff and the director of Summer Session, may determine that it is in the best interests of the scholar and/or the program for the scholar to return home and not complete the program. Such an action is not a disciplinary response.

In the rare instance that an ACE scholar is subject to an investigation for a violation of a major offense, as outlined in this handbook or in the academic-year Blue Book, the investigation is directed by the regular session’s dean of students or Community Conduct Council with the assistance, as necessary, of the ACE director. The investigation may begin immediately or may be postponed until the regular session, and the ACE director, in consultation with the director of Summer Session, may send the student home prior to the conclusion of the program; such an action is not a disciplinary response. If the ACE scholar is found to have committed a major offense, the scholar will be subject to a disciplinary response during the regular session as outlined in the academic-year *Blue Book*.

## BOUNDARY MAPS

### Campus Boundaries (below)

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

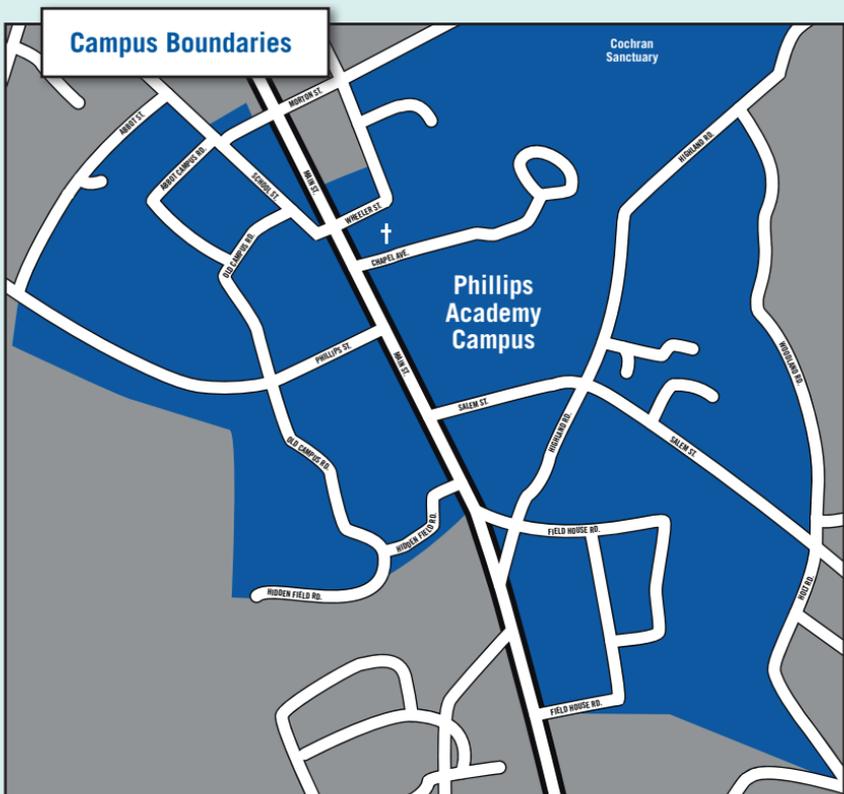
### Town Boundaries (at right)

**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)<sup>2</sup>, and ACE students (yellow and teal areas):

Academy-defined town boundaries for Upper School, (MS)<sup>2</sup>, 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.





## 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



Phillips Academy  
**ANDOVER**

180 Main Street, Andover, Massachusetts 01810 USA

+1 978 749 4400 | Email: [summer@andover.edu](mailto:summer@andover.edu)

[andover.edu/summer](http://andover.edu/summer)