

# The **Blue Book**

## Andover Summer Student Handbook 2024

Lower School Institute



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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Dear Students and Families,

Welcome to Andover! We are delighted that you have chosen to become part of our vibrant summer community, and we are committed to providing you with an outstanding academic experience.

As members of the Phillips Academy community, we share a set of ethical principles and values that inform how we interact with one another. These guiding principles are featured in the document we call *Core Blue* and include honesty and integrity, respect for self, respect for others, and building a healthy and inclusive community.

*The Blue Book* serves as a helpful resource for many things related to student life at Andover. You will find in the pages that follow specific expectations, community standards of behavior, and other useful information. It is important that all members of the community take time to familiarize themselves with *The Blue Book*, and we hope that you will use it as a go-to reference when you have questions.

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.

I look forward to meeting you in July!

Sincerely,

Beth Friedman  
Director of Outreach & Summer Session

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.

## 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.

We outline our community values, standards, and student-centered policies in *The Blue Book*. The Academy updates *The Blue Book* at least annually as part of our continuous effort to ensure the effectiveness and fairness of our policies and practices. If any significant changes are necessary during the academic year, those changes will be communicated to students and their families. Immaterial changes, such as typographical errors, may be changed at any time without announcement. *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 the Academy and any parent, family, guardian, or student affiliated with or attending the Academy.

## 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 any guidance communicated by program leaders or Sykes Wellness Center staff members relating to behaviors that support the health and well-being of the campus community.

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.

Function with independence and safety in regard to basic living and self-care tasks (e.g., nutrition, sleep, personal hygiene).

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, LSI Exhibition).

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.

## ETHICAL VALUES & COMMUNITY STANDARDS

As an inclusive learning community, our community standards and behavioral expectations serve to inspire positive and healthy participation in all areas of school life, cultivate a sense of belonging, and encourage every community member to uphold our school's ethical values. Whether you are a day student or boarding student, you are a member of our residential community, and there are opportunities to cooperate, to collaborate, and to form lasting friendships with peers, faculty, and staff. Because we are a diverse school composed of people with a wide 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.

At its core, Andover is committed to these fundamental ethical values for the entire community:

## GUIDING VALUES

### Act with Honesty and Integrity

Communicate honestly and respectfully.

Expect and accept mistakes from yourself and others.

Take responsibility for your decisions and actions.

Live our community values even when no one is looking.

### Respect Yourself

Pay attention to your physical, mental, social, emotional, and spiritual needs.

Maintain a healthy balance of commitments and self-care.

Accept intellectual challenge as a catalyst for growth.

Learn to recognize your emotions and seek support.

### Respect Others

Listen with your full attention, speak with care, honor boundaries.

Recognize different viewpoints and experiences can co-exist.

Choose words and actions that honor individuals' identities and uphold their dignity.

Seek feedback to gauge how your intent and impact align.

### Build a Healthy and Inclusive Community

Cultivate relationships with a diverse group of people.

Use devices and social media with care.

Take responsibility for your belongings and the shared spaces you inhabit.

Engage campus adults if you see behavior or hear language that is hurtful or offensive.

## ESSENTIAL ELEMENTS OF FAMILY PARTNERSHIP

At Andover, we believe that a positive and constructive partnership with families is essential to supporting the growth and development of each student in our learning community. Andover may find it necessary to unenroll a student if Andover determines that the actions of the student's family make such a positive and constructive relationship impossible or seriously interfere with Andover's accomplishment of its educational purposes for all students.

### Shared Goals

Our shared goal is that our students depart from Andover Summer as healthy, independent, engaged, and empathic individuals. Our partnership must be grounded in a collective commitment to the well-being of our students, mutual respect, regular communication, and goodwill. We know that our students thrive when they receive consistent, caring, and positive support from the adults in their lives.

### Shared Commitment to Community Values

Andover is a diverse and inclusive community of "youth from every quarter" whose *non sibi* (not for self) motto requires community members to honor and respect the identities, needs, and values of others. We are a learning community founded on the belief that "goodness without knowledge is weak and feeble; yet knowledge without goodness is dangerous; and that both united form the noblest character and lay the surest foundation of usefulness to [hu]mankind." We expect families to support the school's commitment to be a diverse and inclusive learning community.

We also expect families to understand and support Andover's values and community standards and to respect the Academy's responsibility to do what is best for the entire community, while recognizing the needs of individual students.

### Student-Centered Approach

Andover faculty, staff, and administrators, who are taking care of your children while they are here, prioritize building relationships with students first. For this reason, these Andover adults will often communicate with students before reaching out to families and will encourage shared conversations with students and families. We ask that families support and respect this prioritization. And rest assured that faculty will reach out and include families if or when concerns rise to a level that warrants more direct communication.

### Mutual Goals and Respect

Andover's highest priority is the well-being and development of our students. We understand that our students, as adolescents, will experience triumphs, challenges, hiccups, failures, delights, disappointments, losses, and successes during their time at Andover. To promote their growth, independence, and resilience, our responsibility is not to eliminate problems or manufacture successes, but rather endeavor to equip them with the necessary skills and mindsets to address their challenges and pursue their goals. We must, together, as adults in their lives, steadily stand by—offering freedom and space for growth (and even struggle), clear guidelines, regular feedback and support, and consistent care.

We understand that families have tremendous insight into and a deep understanding of their child. This valuable perspective often serves to inform the ways that Andover supports students. Andover adults have deep experience and expertise about our program, our policies, and adolescent development and needs. Together, in a supportive working relationship in which all adults respect and value each other's varied perspectives, we can achieve the best possible outcomes for our students. As members of a larger community with a commitment to *non sibi*, we ask all of us to understand that Andover will strive to make the decisions that are best for our entire community.

## ACADEMIC EXPECTATIONS AND POLICIES

### Most Fun, Biggest Challenge

One of the goals of the Andover Summer program is to provide the sort of academic enrichment experience that helps students fall in love with learning for learning's sake. Courses in Andover Summer are designed to be engaging, hands-on, and inquiry-based, promoting authentic and meaningful student engagement with the content in a manner that pushes them to new academic extremes, while also bringing joy and fun to the learning process. We expect students to come to Andover ready and willing to learn and engage in such a manner, and hope that students will use this opportunity to explore new ideas, perspectives, and experiences.

### 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 solely one's work. All scholarship builds upon the ideas and information of others; the honest person makes clear in writing 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, the honest person eschews cheating, falsifying data, and submitting work done for one course 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. If students are unsure how to apply policies and guidelines to a particular course or assignment, they should discuss the matter with the instructor.

With the rapidly expanding capabilities of large language models (LLMs)—artificial intelligence model-types including, but not limited to, ChatGPT, Google Bard, and LaMDA—students must be particularly wary of using such robust resources to complete academic work, and they should assume, unless the instructor explicitly highlights otherwise, that the use of LLMs is prohibited. Using LLMs to generate or edit texts or ideas, to solve problems or direct one on a pathway to doing so, or to identify or assess evidence, among other things, can easily lead a student to committing an act of academic dishonesty, even inadvertently.

The dean of academics, in consultation with the instructor and department coordinator, determines if a student has failed to meet the Academy's expectations of academic integrity as well as the type of infraction based on their knowledge of the full context in which the infraction occurred.

The types of infraction are as follows:

- “Failure to follow instructions.” These infractions are recorded by the deans.
- “Failure to adequately cite the work of others.” These infractions are also recorded, and they require that the student meet with the deans, who will document the infraction in a letter.
- “Academic dishonesty.” Most of these infractions—cases of academic dishonesty—result in a Community Standards Conference with the deans and a subsequent determination of a level violation and/or creation of a Growth and Accountability Plan.

Infractions of any type may also carry an academic penalty (for example, awarding no credit, or requiring a redo of an assignment or paper) to be determined by the instructor and department chair. In addition, other forms of dishonesty, such as submitting a corrupt file or suggesting an assignment has been submitted but being unable to provide evidence of having done so, can lead to a student meeting with the deans.

## Workload & Major Assignments

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

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

If, for medical reasons, a student must be absent from campus or classes or is limited in participation in athletic programs, that student must personally arrange to be excused through personnel at the Sykes Wellness Center. This procedure ensures proper recording of necessary absences and excuses, and it allows the wellness team to be aware of health problems, cooperate with families and other physicians, and make appropriate arrangements on campus. Day students who remain at home because of illness must have their parents call the Sykes 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 deans.

## Course Changes

Course change requests require serious consideration and must be submitted in writing to Andover Summer's dean of admission no later than June 1. After that, possible changes for extenuating circumstances are discussed **only within the first two days the program** and must be approved by all teachers as well as the dean of admission. Please note that, because most courses are full at the start of the program, course changes are seldom made.

## Evening Class Blocks, Fun Trips, and Study Hours

Every evening, LSI students have a required program activity. As noted above, attendance at these activities is required of all students, including day students.

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

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

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

Academic Reports

House counselors and deans receive midterm academic progress reports from teachers and may suggest extra help or counseling if needed. Midterm reports are not sent to parents/guardians; they are used solely for the purpose of keeping students informed about their progress in each class. At the end of the session, teachers and house counselors submit narrative 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. 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
Emerging			Progressing Toward Mastery		Demonstrating Mastery	Extending Mastery
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.

Of note, the use of a mastery-based approach to assessment means that students may remain at an “Emerging” level or simply not receive ratings at all in the areas which they have chosen not to prioritize. Ratings of “Emerging” should

not mistakenly be conflated with failure; these simply indicate that a student is beginning their journey toward mastery and is in need of more intensive practice and support.

Transcripts and Credit

Transcripts—which include students’ grades and teacher comments—are available to students and families online through the Family 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.

### Secondary School Placement Support

Andover Summer recognizes that many participants in LSI are interested in attending a residential or independent school for grades 9–12 and may be using the summer as an opportunity to test out their readiness for such an experience. As such, in partnership with Andover's Office of Admission, we are pleased to offer optional weekly workshops for interested LSI students that are geared toward better understanding and preparing for the process of applying to independent schools. From researching schools and finding a match to making the most of an on-campus interview, these workshops address questions that students may have at this stage. Additionally, Andover Summer coordinates an Independent School Fair to provide all interested students with the opportunity to meet with admissions representatives from a wide range of independent schools.

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

### Addison Gallery of American Art

The Addison Gallery is one of the first museums in the world to be devoted exclusively to American art. Its collection numbers some 17,000 important works of American art, including paintings, prints, drawings, sculpture, photography, and

decorative arts. Access to the Addison is free, and the gallery regularly hosts students for class meetings, field trips, 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, or if the supports and strategies utilized prove to be insufficient, the deans may take one or more of the formal actions outlined in our student conduct system, found in the section of this *Blue Book* titled "Responses to Student Behaviors." These actions are all intended to support a student's growth and to help them in taking greater responsibility for their own learning.

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 reach out to the deans for help in supporting that student in meeting academic and community expectations.

### Assignment to Dean's Study Hall

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

### Room Restriction/Proctored Study Hall

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

### Bounding

In some instances, students may be assigned a specialized type of restriction that limits them to campus bounds (i.e., students are not allowed to leave campus to go to downtown Andover) or to town bounds (i.e., students are allowed to walk to downtown Andover, but may not take a day or overnight excuse). This is known as being "bound to campus" or "bound to Andover."

### 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 after support strategies have been implemented, 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 remain lifted. Should there be a need to implement 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.

### Cluster Deans

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

### House Counselors

We consider house counselors to be the primary adults responsible for the students living in their dormitories. Resident house counselors live within the dormitory buildings, while complementary house counselors are assigned to be on duty in dorms on certain nights and weekends, but do not actually live in the buildings. House counselors are the primary liaison and point person with parents/guardians 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. Each student living in a dorm is assigned an advisor who functions as the primary point of contact with families. Within the first week, advisors will reach out to families via email to introduce themselves and share how best to get in touch over the summer with questions or concerns.

### 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. It is the role of the advisor to get to know 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*, Youth from Every Quarter, and Knowledge and Goodness. We also gather to confirm that no matter our size and diversity, we are one community with a shared sense of belonging, traditions, responsibility, intellectual curiosity, civility, and pride in all that is Andover. At varying points throughout 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 homes away from home for boarding students during on-campus Andover Summer programs. In addition, LSI day students are assigned to a dormitory as a “home base” from which to build community. 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 those living in the dorm with respect and treat buildings and furnishings with care.

*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 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 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.

### Visitors from Off Campus

LSI students may welcome visitors from off campus during their free times in outdoor spaces. LSI students may have visitors from off campus on Sundays only, due to the summer schedule. Visitors other than parents/guardians should be listed with the deans, preferably before arrival. Visitors, including parents/guardians and families, may not enter any buildings, eat in the dining hall, lodge in dormitories, or be on campus after 7:30 p.m.

### 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 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, but must always be back on campus by 7:30 p.m. As noted above, the evening class block for all LSI students occurs from 7:30 to 8:45 p.m. on Monday, Thursday, and Friday nights. This is required for all LSI students, both day and boarding. Boarding students are required to sign out of their dorms and be in their classrooms by 7:30 p.m. and then must return directly to their dormitories at the close of the evening class period, for final sign-in. 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. For LSI students, the only acceptable places of study may be within the dorm (on Sundays and Wednesdays) or in the classroom (on Mondays, Thursdays, and Fridays).

### *Final Sign-In*

As noted previously, all students must sign into their dorms by the final sign-in times: 9 p.m. or immediately following return from a program-sponsored off-campus field trip. Between final sign-in time and 6 a.m., the Academy requires students to remain in their dormitories, unless permission to leave has been given by the house counselor or the dean.

### *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 10 p.m. All LSI students are required to attend the scheduled Saturday evening activity, which begins at 7:30 p.m., and must sign in at the event. LSI students must return to their dormitories upon the conclusion of the Saturday evening activity for final sign-in. As noted in the previous section, 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*

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

### *Campus & Town Boundaries Defined*

LSI student boundaries are different than those of other Andover Summer students. LSI campus boundaries encompass the school proper as well as the 125-acre Cochran Sanctuary. Academy-defined LSI town boundaries extend north on Main Street to the intersection of Central and Elm streets. Please see Boundary Maps 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*

Andover Summer is a full academic program with classes Monday through Saturday. Therefore, students are required to make weekend plans that do not conflict with their classroom obligations. Please note that weddings, family outings, and the like may not intrude upon class time Monday through Saturday or upon evening study time Sunday through Friday. LSI students may only take Day Excuses on Sundays from 7 a.m. until 7 p.m. Overnight Excuses, although generally not a part of the LSI program, may be granted on a case-by-case basis as warranted. The procedures for students to leave campus on a Day Excuse and Overnight Excuse are outlined below. Please note that these sorts of excuses are only granted in exceptional situations; the general expectation is that students remain on campus or within town boundaries at all times over the course of the summer, except for when participating in school-sponsored academic and recreational trips.

### *Day Excuse*

An LSI student may request permission to leave town boundaries on a Day Excuse on Sundays only. **A Day Excuse is valid only on Sundays from 7 a.m. until 7 p.m.** To obtain a Day Excuse, students must first have parental/guardian permission on file. In addition, students must obtain specific permissions for each Day Excuse from their dean. 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 the deans. Boarding students wishing to visit the private home of someone not currently associated with Phillips Academy must ask permission of the deans whether or not this home is within the town of Andover. The deans 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 after the conclusion of Saturday classes, an LSI student must make a special request directly to the dean. **Parents/guardians also may wish to give parental permission only for specific dates. Parents/guardians may give permission for a student to leave campus overnight by 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.

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

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

### **Denial of Day or Overnight Excuses**

The deans may deny a Day Excuse, an Overnight Excuse, or both for any of the following reasons: if sufficient rationale for the need to be off-campus is not provided, if the parent/guardian or an approved host will not be present, or if a student is not in good standing. Among the reasons why a Day or Overnight Excuse might be denied are failure to sign in or out of the dormitory correctly, repeated or extreme tardiness, missing an appointment, failure to follow the house counselor’s directions, violations of our Community Standards, or poor academic standing.

### **Behavioral Expectations While Away from Campus**

All Andover Summer students, boarding and day, are expected to behave in a manner that is consistent with the Academy’s values, rules, and expectations. When on 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 response as outlined in our student conduct system, found in the section of this *Blue Book* titled “Responses to Student Behaviors.”

### **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. Open flame violations may result in immediate dismissal, as these are considered serious safety hazards.

**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:** Andover Summer strongly recommends that students bring a laptop or tablet to campus for the summer, and while not required for all courses, this is highly encouraged. Every student is provided with an Andover email account, as well as access to Microsoft Teams, both of which are used throughout the summer to provide important communications regarding summer activities. It is expected that students will check their Andover email and Teams 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 student 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, Andover Summer students may not spend the night in another student's room, 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 Campus Safety.

### Cars

Boarding students may only ride in a private car if it is driven by the student's parent/guardian, 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 and violates our Community Standards.

Day students who drive to campus are required to register their cars with Campus 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 secure permission from their house counselor in advance of getting into the vehicle, and must adhere to the rules and regulations of the car service or company.

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

The Academy is a walking campus; students are expected to register bicycles and unicycles with Campus 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

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 assigned affiliation 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.

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 such as a Saturday class, a required program event, or a mandatory study hall.

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

## COMMUNITY STANDARDS

### 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.

### 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 romantic or 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 romantic or sexual activity.
2. Consent to some romantic or 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 romantic or 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.

We expect, for example, that you will be respectful and appropriate in all verbal and electronic communications and that you will consider carefully how your words, dress, and actions impact others. Words, images, actions, or other conduct that discriminates, attacks, disparages, demeans, intimidates, or offends an individual or group based on their identity or expression 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 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 campus adult when they see behavior or hear language that is insensitive, hurtful, or offensive to any community member.

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.

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.

### How to Report

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), the Summer CCC coordinator (ext. 4739), or to any other faculty or staff member with whom they are comfortable speaking. Anyone who has experienced or witnessed offensive speech or conduct based on their identity or another person or group's identity should also use these same reporting pathways.

Students, family members, 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 1-844-302-0434. Students and their families may make reports anonymously via EthicsPoint ([www.andover.ethicspoint.com](http://www.andover.ethicspoint.com)), 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 reports are made anonymously. Also, while the Academy cannot promise strict confidentiality, because information must be shared in order to conduct an effective response, 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 response process 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 respond to concerns about sexual misconduct, harassment, discrimination, hazing, bullying, or retaliation once the Academy becomes aware of it, even if a formal report has not been filed.

### 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.

### Alcohol, Drugs, Tobacco, and Nicotine

As a community concerned about health and safety, we strive to educate students about the potential dangers of alcohol, drugs, and nicotine. Persistent use of alcohol, drugs, or nicotine 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 and nonprescription drugs), tobacco, or nicotine (including vaporizers or e-cigarettes) can be dismissed regardless of the student's previous behavior. 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 community standards conference 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 illicit substance 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, 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 medical director will notify the cluster dean, who will contact the student and the student's parents/guardians. Parents/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. **Consequences.** An unexplained positive test result will be interpreted as evidence of a violation of our community standards, and the deans will convene a Community Standards Conference. 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.

## 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 Campus Safety team may be involved in any searches conducted by deans or house counselors.

### 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.

## RESPONSES TO STUDENT BEHAVIORS

Our community standards and expectations serve to inspire positive and healthy participation in all areas of the school, cultivate an inclusive and just community, and encourage every member of our community to live our values. Students are asked to account for their decisions and consider how they might learn from experience, make amends, and re-establish trust. Families are asked to support their child, but they do not have any formal role in our response process. Students are expected to abide by all community standards and expectations on or off campus while school is in session and while on a school-sponsored trip or program.

This year marks a significant transition to a new system for responding to student conduct. You will notice that we have moved away from the language of “discipline” in favor of “growth and accountability” to better reflect the goals of our practices. We no longer talk about “major offenses” and instead focus on “community standards” of behavior. Perhaps most importantly, we are building in greater support to help students become more self-aware, access the resources they need, and learn from their experiences. This new system for responding to student behaviors intends to promote student learning, cultivate relationships, foster resilience, and strengthen community.

### Three Levels of Community Standards Violations

Our responses to student behavior recognize that students are still learning to use their best judgment and will make mistakes. We believe that students can learn to make better decisions for themselves and for the community. We believe in a fair and consistent response process. Along these lines, we have created a three-tiered process to respond to student behaviors.

When it comes to the attention of the deans that a student’s behavior may have violated a community standard, the student’s cluster dean will speak with the student about the behavior and gather relevant information. Once the deans have an understanding of the situation, they will determine whether the conduct constitutes a Level 1, Level 2, or Level 3 violation. The deans may consult with faculty members as part of this process, the Community Conduct Council (CCC) (see Ethical Values and Community Standards section for more information on the CCC), and/or outside consultants/experts (as appropriate) in reaching this determination. Decisions will be made even if one or more of the deans are not able to participate in the decision-making process.

Once the deans determine the level, the process will follow as described below.

**LEVEL 1 DETERMINATION:** Level 1 violations are considered minor violations (based on the impact, the harm caused, or the severity of the behavior) and will be addressed by the student's cluster dean.

**LEVEL 2 DETERMINATION:** Level 2 violations are considered major violations (based on the impact, the harm caused, or the severity of the behavior) and will result in a Community Standards Conference and the collaborative creation of a Growth and Accountability Plan.

**LEVEL 3 DETERMINATION:** Level 3 violations are considered our most serious violations (based on the impact, the harm caused, or the severity of the behavior) and will result in a Community Standards Conference, the outcome of which might be the collaborative creation of a Growth and Accountability Plan, Suspension, or Dismissal.

### Examples of Behavior by Level

**Examples of Level 1** Community Standards Violations include, but are not limited to, the following:

#### Not meeting Residential Expectations

- o Multiple late sign-ins
- o Not adequately following departure procedures before breaks/vacations
- o Disregarding restriction, dorm work duty, or other residential responsibilities

#### Not meeting Community Expectations

- o Certain instances of disrespectful or otherwise inappropriate behavior toward a peer (e.g., isolated meanness, gossip, teasing, inconsiderate and thoughtless behaviors, isolated dishonesty, etc.)
- o Minor car permissions or day excuse violations
- o Leaving a mess or otherwise misusing a public space
- o Room visiting violations
- o Sign-in violations (e.g., signing into ASM and leaving)

**Examples of Level 2** Community Standards Violations include, but are not limited to, the following:

#### Community

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

- o Words, images, actions, or other conduct that attack, disparage, or demean an individual or group based on identity.
- o Malicious, threatening, or defamatory remarks of any kind.
- o 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.
- o Violation of privacy (including the use of any recording or imaging technologies).
- o 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.
- o Instances of sexual misconduct, harassment, discrimination, hazing, bullying, or retaliation (as assessed by the deans).
- o Participating in a secret society or other exclusive entity.
- o Remaining in the presence of others who are violating Level 2 or 3 community standards
- o Theft of goods or services; misuse of electronic communication devices, credit/debit cards, or ID cards.

#### Dishonesty

- o Misleading or untruthful communication, lying; deceit within the academic program (e.g. cheating, plagiarizing, misuse of sources, dual submission of academic work, facilitating cheating); fraud of any kind, including, by way of example, falsifying permission forms, excuses, or sign-in. Students who are involved in acts of plagiarism or academic dishonesty will be sent to the director of studies.
- o Misleading or untruthful communication lying; deceit during a community standards conference or any school investigation.
- o Purchasing, possession, or use of false identification; facilitating the production or distribution of false identifications.

#### Drugs, Alcohol, Tobacco, and Nicotine

- o The possession, use, or testing positively for use of alcoholic beverages, powdered alcohol, drugs, tobacco, or nicotine; the possession of paraphernalia or containers associated with alcohol or drug use, including edibles, 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, and/or nicotine.
- o Purchasing, selling, trading for, or providing illegal or prescription drugs,

alcohol, and/or nicotine.

- o Providing transportation to obtain drugs, alcohol, and/or nicotine.

#### Permissions

- o Absence from school bounds without permission.
- o Serious or repeated violation of rules regarding sign-ins. Absence from one's dormitory after sign-in deadlines and/or before 6 a.m.
- o Unauthorized dormitory visiting.
- o Serious or repeated violation of regulations regarding the possession, registration, parking, and use of motor vehicles on campus.

#### Technology

- o Inappropriate use of the school's computers, network, and/or telecommunications equipment; 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 and accounts.
- o Downloading, distributing, or sharing sexually explicit material.
- o Recording and/or sharing of any part of any online and remote learning program without authorization or permission of the faculty member and peers.

#### Other

- o Gambling.
- o Running or serving as an agent for any business while on campus.
- o Repeated community standards violations that clearly indicate an unwillingness or inability to live within school behavioral guidelines.
- o Failure to participate in the school's response process regarding a possible community standards violation or the process following a conference.

**Examples of Level 3** Community Standards Violations include, but are not limited to, the following:

#### Egregious drug, alcohol, tobacco, and nicotine violations

- o Selling, providing, or distributing drugs, alcohol, tobacco, or nicotine
- o Particularly dangerous possession or use of drugs, alcohol, tobacco, or nicotine (in quantity or type)

Egregious Academic Dishonesty (as determined by director of studies and department chair), which might include buying or selling academic work

Any situation involving harm to another person

- o Words, images, actions, or other conduct that attack, disparage, or demean an individual or group based on identity
- o Physical aggression, fighting
- o Sexual misconduct
- o Bullying
- o Hazing
- o Harassment/Discrimination
- o Retaliation

Incidents involving any other egregious violations of Community Standards, including but not limited to:

- o Prolonged, extensive, or otherwise alarming dishonesty
- o Major theft or destruction of property
- o Dangerous behavior (open flame, possession of firearm, etc.)
- o Egregious or repeated disrespectful behavior
- o Egregious or repeated malicious, threatening, or defamatory language
- o Egregious absence from one's dormitory after sign-in deadlines and/or before 6 a.m.

## 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 Level 2 or 3 violations, families will be notified before and after disciplinary action.

When it comes to the attention of the deans that a student's behavior may have violated a community standard, a dean will speak with the student about the behavior and gather relevant information. Once the deans have an understanding of the situation, they will determine whether the conduct constitutes a Level 1, Level 2, or Level 3 violation. The deans may consult with cluster faculty representatives who participate in this process, the Community Conduct Council (CCC) (see Ethical Values and Community Standards section for more information on the CCC), and/or outside consultants/experts (as appropriate) in reaching this determination. Decisions will be made even if one or more of the deans are not able to participate in the decision-making process.

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, which may necessitate a move out of the dorm and into temporary, supervised housing until a family member arrives or transportation can be arranged. 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.**

### Restriction

For certain Level 1 violations, a house counselor or dean may place a student on Restriction for a specific period. During the period of 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 when these are offered. Restriction may be issued proactively as a support for students struggling to meet academic expectations or to help prevent further violations, and may not always be accompanied by a Dean's Letter.

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 Restriction to leave campus by 7:30 p.m. each evening, including weekends.

### Dean's Letter

In instances where the deans have determined that a student has violated our community standards at a Level 1 or Level 2, the student will be expected to write a reflection statement and will submit it to the deans. The dean will then meet with the student to discuss the reflection—in particular, what supports the student might need, and what the student can do to change their behavior and be a positive community member.

The dean will then write a letter to the student and the student's family to summarize the incident and affirm the student's reflection. In instances of Level 2 violations, this letter will include details of the student's Growth and Accountability Plan.

### Bounding

Students may be denied permission by the deans to go off campus, a process known as Bounding, which may be implemented at the campus-level (i.e., the student must remain on-campus at all times) or town-level (i.e., the student may walk to downtown Andover, but may not take a Day Excuse or attend field trips). The specifics of the Bounding will be determined by the deans, and may become part of a student's Growth and Accountability Plan.

### Community Standards Conference

In instances where the deans have determined that a student has violated our community standards at a Level 2 or 3, not only will the student be expected to write a reflection statement, but they will also participate in a Community Standards Conference. This conference will include the student and the deans, and in some cases will also include relevant faculty members, including an adult designated by the student as a faculty support person.

At the Community Standards Conference, the student will share their narrative and reflections, and the group will discuss the situation with a goal of developing a Growth and Accountability Plan.

### Growth and Accountability Plan

The purpose of a Growth and Accountability Plan is to give a student the structure and support to learn from their mistake, take responsibility for their choices,

cultivate relationships, foster resilience, repair harm, rebuild trust, grow as a person, and strengthen cultural, social, and emotional competencies. These plans may include specific actions or follow-up that will address any harm caused by the violation, actions that provide support to the student in avoiding future violations, and actions that will serve to rebuild trust and positive community engagement. There will be a set time limit for the plan, and it may require a follow-up meeting with the deans, a written reflection, ongoing mentor meetings, or other strategies. Students who develop Growth and Accountability plans as part of a Community Standards Conference must avoid any further community standards violations in order to remain in good standing with Andover Summer.

### 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. If a student fails to meet the terms of their Growth and Accountability Plan, or a student who has participated in a Community Standards Conference violates another major community standard at any point during the summer, this would be considered a Level 3 violation with a likely outcome of Dismissal. **Failing grades are not a reason for dismissal; however, an egregious pattern of unacceptable behavior could lead to dismissal or the a requirement to withdraw.** Families will be notified of the student's dismissal via phone call, and we expect students who have been dismissed to leave campus as soon as possible after parents/guardians have received this notification. A student who is dismissed from the Academy (or withdraws at any point during the course of a response process) may not return to campus unless they have written permission from a dean or director.

### Appeals

There are no appeals for outcomes that do not result in Suspension or Dismissal (for example, Dean's Letter, Growth and Accountability Plan).

Appeals regarding Community Standards Committee determinations of Suspension or Dismissal will be reviewed by the associate head of school for equity, inclusion, and wellness (or designee) if submitted by the suspended/dismissed student to the associate head of school within three (3) calendar days of the student learning of the determination and if based on sufficient grounds, as determined by the associate head of school.

### Special Circumstances

**Academic Integrity.** If a student's behavior violates our standards regarding academic integrity, the deans in consultation with the teacher and department coordinator will determine the seriousness of the behavior.

**Safety of the Community.** In instances where we are concerned for the safety of the community, we communicate with town authorities, including the Andover Police and Fire Departments. 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. An Academy response to the student's behavior may be postponed until the student is allowed to return to campus. If no return is contemplated, it may be possible to hold a conference in which the student participates electronically.

While the processes outlined in *The Blue Book* apply under most circumstances, from time to time there are situations that require nonstandard or atypical responses. Therefore, the Academy retains the right to deviate from *The Blue Book* in any given situation, if the Academy determines that the best interests of the community and the relevant circumstances so warrant. The Academy always reserves the right to discipline, dismiss, or require a leave of absence, change of residential status, or withdrawal of any student whenever, in the exercise of the Academy's professional judgment, it may be appropriate to do so, including but not limited to as a result of conduct (on or off campus) that is contrary to the Academy's rules (such as conduct that violates the standards contained in *The Blue Book*), behavior unsafe to self or others, behavior incongruous with the Essential Elements contained in *The Blue Book*, or academic performance inconsistent with the standards contained in the Course of Study. The Academy also may 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.

## 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, Canvas courses, and Andover email accounts **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 12 p.m. to 4 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), should be mailed to avoid weekend arrival. **We cannot accept delivery of bottled water, soda, sports drinks, protein drinks or other beverages. These items must be returned to the shipper by the student. We also cannot accept same-day delivery services like Whole Foods, Amazon Fresh, Target, or Walmart.**

Mail to students should be addressed as follows:

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

### Text Messaging System

All students should register their mobile phone numbers during the application and enrollment process, or on 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. We encourage all students to bring their own computers, either a laptop or a tablet, in case of remote learning And as an essential tool in our modern classrooms. 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 50 computers available in the technology centers offer internet access and are equipped with Microsoft Office and other software.

## ADDITIONAL SERVICES

### Room Keys

Keys are obtained during registration when the student arrives on campus. There is a \$20 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 can be ordered through the Interns at Cooley House.

### 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. Students who lose their ID cards at any point during the summer may visit Cooley House and request a replacement card.

### Lost and Found

Lost and found items may be retrieved from the interns' desk in Cooley House, or at one of several other Lost and Found locations stationed across campus in commonly-used spaces like Paresky Commons, the library, etc..

### 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. Religious services are not offered on campus during the summer.

### Dining Services

Phillips Academy's dining facility, Paresky Commons, offers fresh food prepared at the point of service. Stations include a homestyle kitchen, a Mongolian grill, a hearth oven, a traditional grill, a self-serve deli, salad bars, and soup bars, as well as a café area offering simple "grab 'n' go" food items such as homemade chips, sandwiches, and fruit-infused water.

Our goal is to provide students with nutritious and well-balanced meal choices, using local ingredients as well as organic and sustainable options whenever

possible. Students with allergies or food intolerances should pay close attention to the nutritional information and allergen labels provided by Paresky Commons staff, both on the online menu and on posted signage in the dining hall. Students may consult with the campus dietician at any point in the summer, upon request.

Because faculty supervision is minimal, Paresky Commons relies heavily on the maturity of students and their cooperation in minimizing food waste and ensuring an atmosphere of civility, courtesy, and pleasant dining. Diners' comments and suggestions are welcomed through our "Voice of the Consumer" program, which can be accessed at [www.campusdish.com/en-us/csne/phillipsacademy/contactus](http://www.campusdish.com/en-us/csne/phillipsacademy/contactus).

### Banking

Students are strongly discouraged from keeping 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.

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.

### Routine Sykes Wellness Center services include:

Medical, counseling, and psychological services

Nutrition counseling

Medication management

Confidential reproductive health services

Wellness education and health promotion programs

The following services may include additional fees, which are the responsibility of the student's parents/guardians:

Lab testing

X-rays

Scheduled specialty clinics for orthopedics and psychiatry

Referrals to off-campus medical, dental, psychological, and surgical specialists

**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.**

### When to Visit the Sykes Wellness Center

Students are welcome to visit the wellness center any time the facility is open, but should try to avoid visits during a class period or other required commitment—except in the case of an urgent medical or psychological issue. Students should visit the wellness center during a free period Monday through Friday between the hours of 8 a.m. and 5 p.m.—when the wellness center is fully staffed. If a student becomes ill or injured after final sign-in, the student should call Campus Safety for transport to the wellness center.

Students may be excused from a commitment at the discretion of the treating health professional at the wellness center (e.g., fever, vomiting/diarrhea, new head injury, acute emotional distress, etc.), but cannot be excused from assignments (including any tests/papers/quizzes/graded assessments).

Day students are welcome to utilize all health services. If, however, a day student is too ill to attend school, a parent must call the wellness center by 8:30 a.m. each day a student is to be absent due to illness. (Please refer to the "Attendance and Absences" section for a full explanation of Academy policy for obtaining an excuse from the wellness center).

### Medical Services and 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. 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)), or by contacting a health-care provider directly by phone or email. While walk-in medical care is always available for urgent issues, calling ahead or scheduling a visit will minimize wait time and help us prepare for your visit.

Routine counseling visits are scheduled during class days Monday through Friday, from 8:30 a.m. to 5 p.m. Students may schedule an appointment with a psychological counselor through the wellness center's program assistant (978-749-4455 or email [counseling@andover.edu](mailto:counseling@andover.edu)), or by contacting a psychological counselor directly by phone or email. For urgent concerns, a consultation/liaison (C/L) counselor is available to see students for consultations on a walk-in basis during class days between 8 a.m. and 4:30 p.m.

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.

### Emergencies

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.

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 services can come to the wellness center. The medical professional at the wellness center will then contact the on-call clinician. In the case of a life-threatening emergency, a student should call 911 and then contact Campus Safety (if possible).

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.

## 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, including roommate requests or particular dormitory 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, triple, or quadruple rooms at the determination of the assistant director during the housing assignment process. Some doubles or triples are structured as suites, with multiple rooms, while others house students together in a single larger room. Some suites require that back rooms be reached by passing through a front room. Acknowledgement of this great variety of summer housing setups, and flexibility in working with whatever housing situation is assigned, is critical for all Andover Summer students and their families. There are no exceptions to these policies.

### Room Furnishings

Dormitory rooms are furnished with a bed for each student (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 can be purchased upon arrival or borrowed from Cooley House (though supplies at Cooley House are generally limited to one per student).

### 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 can be requested by contacting E&R Laundry at 1-800-243-7789, signing up at their website (<https://www.eandrcleaners.com/campus/sign-up/schools>) or by signing up on Registration Day.

### 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 not covered by a scholarship 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), extra fan and/or study lamp, shopping, and entertainment. Approximately \$300 is recommended to cover these expenses, though it is possible for a student to have a full, active summer without incurring any additional expenses. As a safety precaution, all cash should be locked away in the safe available to students in the main summer office in Cooley House.

### Student Activities

All on-campus activities and off-campus weekend trips are covered by the payment of the Student Activities fee. In exceptional cases, when additional payment is required, interested 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. Some spending money may be required to cover meals and incidentals while on these trips.

## 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 via the Transportation Form, which must be completed in our Family Portal by June 1, 2024. We suggest that travel plans be arranged well in advance in order to adjust for changes in travel schedules necessitated by increased security and less frequent flights. We will send shuttle buses to Boston Logan International Airport only on Registration Day (Tuesday, July 2), where Phillips Academy faculty representatives will be available to greet and direct students.

The 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 and who have signed up for this service. Weather- and flight-related delays are taken into consideration, but Phillips Academy cannot provide transportation services for students landing after 5 p.m. on Registration Day. Please note that we also cannot accommodate early arrivals; students may arrive only on Registration Day, not before. Additionally, 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.

### *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

*Flight Line Van Service*

800-245-2525 (within the United States)

603-893-8254 (outside the U.S.)

www.flightlineinc.com

*Jody's Travel*

Jodystravel@gmail.com

978-887-9102

*Andover Airport Transportation*

www.andoverairporttransportation.com

email: AndoverAirportTransportation@yahoo.com

1-800-261-5931

*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 35, 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 99A from 495 North or Exit 99 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 4), complimentary shuttle buses will leave campus for Boston Logan International Airport between 6 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.

Explained in more detail in the box below, if a 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.

#### Airline Policies on Unaccompanied Minors

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

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

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

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

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

## 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).

## BOUNDARY MAPS

### Campus Boundaries (below)

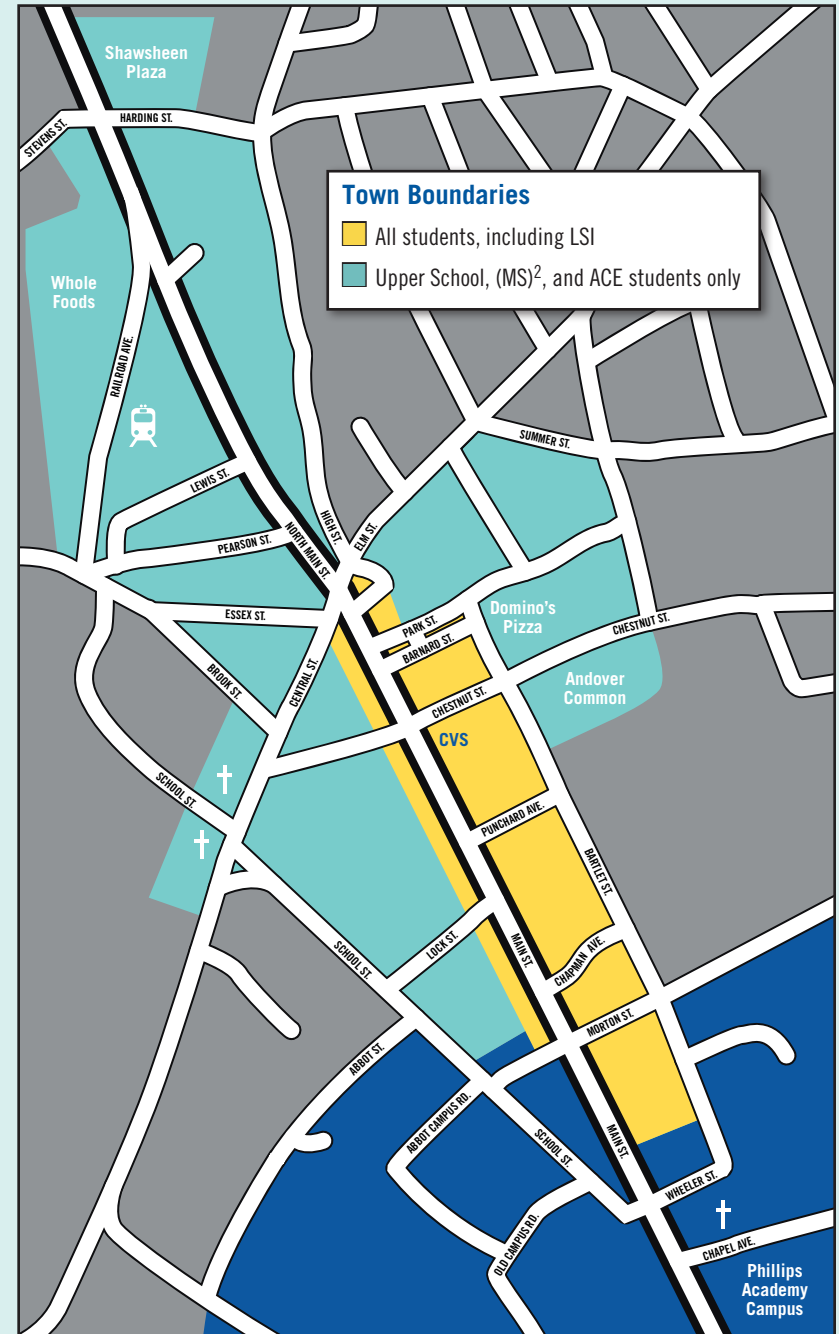
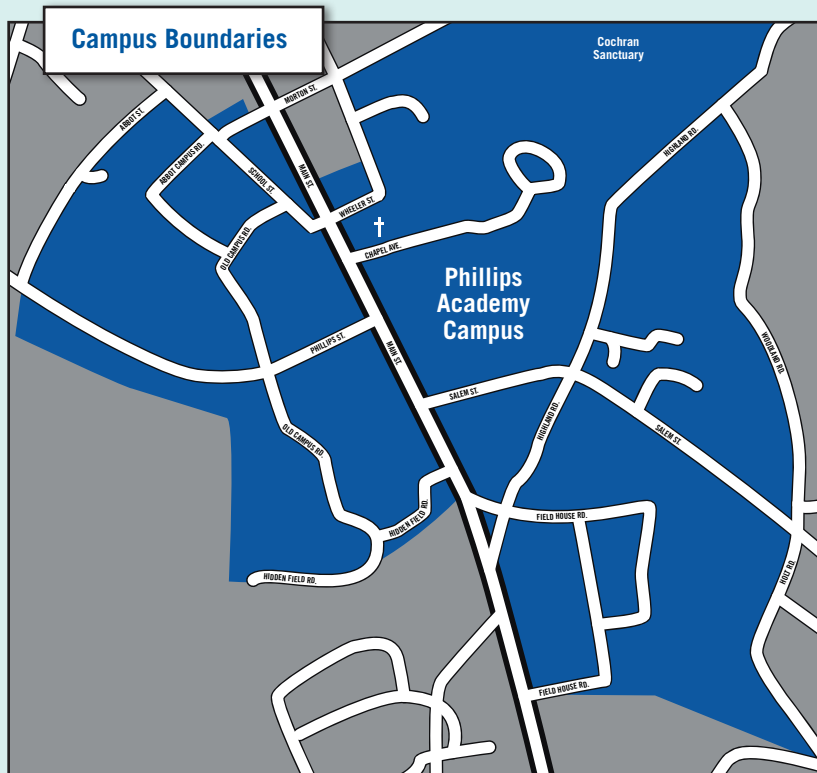
The dark blue area of the map below shows where all students may go on the Phillips Academy campus.

### 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

then call **CAMPUS 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 and accompany the victim to the hospital. Notify the Dean on Duty at 978-886-1792 and Campus 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 Campus 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 and then have someone call Campus Safety at ext. 4444. Campus Safety will make necessary notifications.

### Medical or Fire Emergency

In the event of a medical or fire emergency, call 911 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 Campus 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 Campus 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 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus Safety at ext. 4444 and provide your name, location, and telephone number. Advise Campus 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 and provide name, phone number, and location. Then call Campus 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 Campus 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 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

### Dean Duty Phone

978-886-1792

### PA Campus Safety

978-749-4444 *(emergency and non-emergency)*

### Rebecca M. Sykes Wellness Center

978-749-4455

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 or before Registration Day to help ease the transition into campus life.



Phillips Academy  
**ANDOVER**

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**andover.edu/summer**