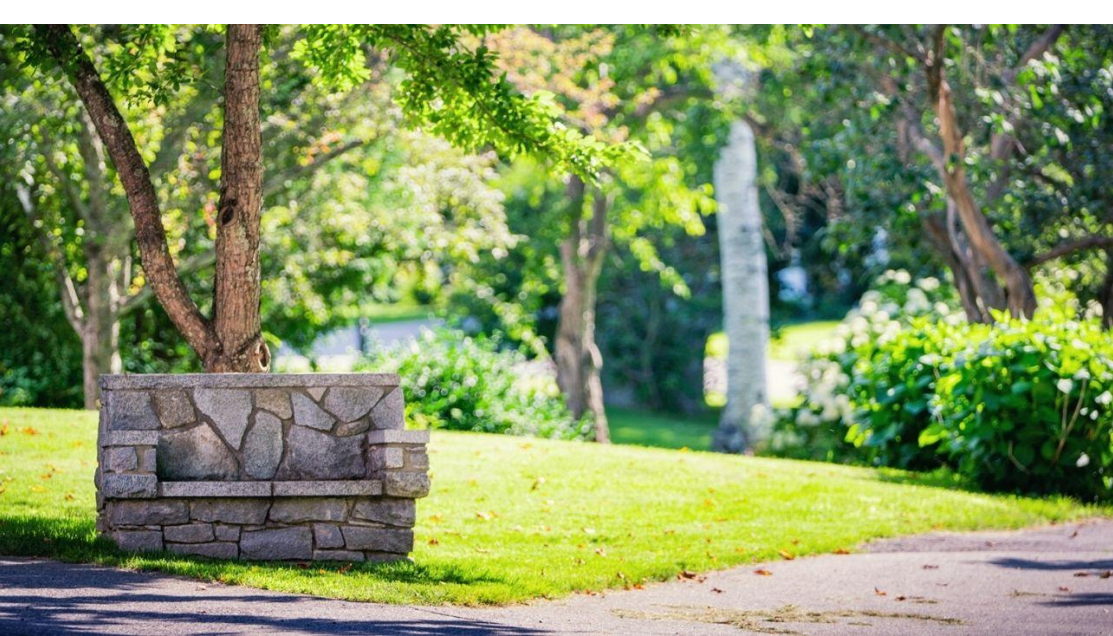




2022-23 STUDENT HANDBOOK | WELCOME

Dear Kents Hill School Students and Families,

At Kents Hill, we firmly believe that one person of principal can make a difference. Be it an individual act of kindness or collective action to uproot forms of oppression, we call upon each member of the community to help us live up to our core values of **Altruism, Compassion, Courage, Friendship, Honesty, Perseverance, Responsibility, Scholarship, Sportsmanship, and Belonging**.

This Student Handbook is a guide to help each community member meet our goal of being a thoughtful, and kind community where everyone is seen, heard, and valued. It is important that students and their families review and understand the expectations in this handbook.

It is impossible to envision every scenario our community members may face or articulate the vast array of practices that keeps Kents Hill running. Below is a list of contacts should you have questions regarding policies or practices not outlined or identified in this handbook.

Academic Policy and Procedure:

Dr. Benjamin Priest, Dean of Academics, bpriest@kentshill.org

Student Life Policy (including student behavior, afternoon activities, and athletics):

Rene Davis, Associate Head of School, rdavis@kentshill.org

Becky Kimball, Director of Athletics, rkimball@kentshill.org

Reve Tortel, Coordinator for Student Accountability and Community Engagement, rtortel@kentshill.org

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KEY CONTACT INFORMATION

URGENT COMMUNICATION AND EMERGENCY RESPONSE

Please use the contact below at any time that you have an emergency or urgent situation.

207-685-4914 (8:30 A.M.- 4:30 P.M. EST, Monday-Friday)

207-504-7272 (after 4:30 P.M. and weekends, Friday - Monday)

Kents Hill School Main Office (including reporting absences and early dismissal)

(207-685-4914 8 A.M.- 4:30 P.M. EST, Monday-Friday)

Addie Michaud, Assistant to the Associate Head of School

amichaud@kentshill.org

For Questions Related to Student Experience (incl advisory, PEAK, and parent questions)

Rene Davis, Associate Head of School

rdavis@kentshill.org

For Questions Related to Diversity, Equity, and Belonging

Rene Davis, Associate Head of School

rdavis@kentshill.org

For Questions Related to Residential Life, Student Activities, and Orientation

Erica Chute, Dean of Community Life

echute@kentshill.org

For Questions Related to Academic

Dr. Benjamin Priest, Dean of Academics

bpriest@kentshill.org

For Questions Related to Student Discipline and On-Campus Community Service

Reve Tortel, Coordinator for Student Accountability and Community Engagement

rtortel@kentshill.org

For Questions Related to Health Services

Dr. Joe Fitzpatrick, Clinical Director

jfitzpatrick@kentshill.org

For Questions Related to Academic Coaching, Akin Learning Center, and Accommodations

Mary Keeley, Director of the Akin Learning Center

makeeley@kentshill.org

For Questions Related to Enrollment, Admissions, and Financial Aid

Meghan Bennett, Dean of Enrollment Management

mbennett@kentshill.org

For Questions Related to Visas and I-20s

Linda Albert, Admissions Office Manager
lalbert@kentshill.org

For Questions Related to Student Accounts

Destiny Clough, Accounting Associate
dclough@kentshill.org

For Questions Related to College Counseling

Tracey Grimm, Director of College Counseling
tgrimm@kentshill.org

For Questions Related to Technology and Kents Hill Website

Marc Bartholomew, Director of Technology
mbartholomew@kentshill.org
helpdesk@kentshill.org

For Questions Related to Athletics and Afternoon Activities

Becky Kimball, Director of Athletics
rkimball@kentshill.org

For Questions Related to Student Records and Transcripts

Dr. Benjamin Priest, Dean of Academics
bpriest@kentshill.org
registrar@kentshill.org

A POWERFUL PARTNERSHIP

Kents Hill believes that a partnership between the school, our students, and their families is integral to creating a learning experience that is focused on goals and growth. We value the importance of communication with our students and families. Kents Hill commits to open and regular conversations (both in-person and virtually) with all our families. We ask families to keep us posted on interactions and changes that will have a significant impact on the lives of their students. We recognize that families' focus is on their students and expect families to also understand that we must consider what is in the best interest of both individual students and our entire community.

We hope to see families actively participate with us in our virtual and on-campus community. To that end, we ask that families abide by Kents Hill's rules, policies, and procedures outlined in this handbook, even when they might disagree with a decision or outcome. We also expect families to support their students in adhering to the code of conduct and expectations. **The Associate Head of School is always available to address questions, concerns, or conflict that arises.**

We reserve the right to dismiss a student or rescind admission in situations where the behavior of the family conflicts with the rules and expectations in this handbook or interferes, intentionally or unintentionally, with the school's ability to meet its educational mission.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Kents Hill does not discriminate on the basis of disability (emotional, learning, or physical), gender identity or gender expression, national origin or documentation status, race, color, ethnicity, religion, socioeconomic ability, or sexual orientation in the administration of its educational policies, admissions policies, employment policies, financial aid, and loan programs, athletic programs, and other school-administered program and activities. For assistance or concerns related to equal opportunity and equal access, contact Rene Davis, Associate Head of School, at rdavis@kentshill.org.

Kents Hill also provides reasonable accommodations to qualified applicants for admission and enrolled students of all physical, emotional, or learning disabilities to enable them to take full advantage of the programs and services provided at the school. Reasonable accommodations may include but are not limited to reduced course load, extended time on tests and assignments, distraction-reduced test-taking space, or leave of absence, including leaves related to pregnancy, childbirth, or termination of pregnancy. To request reasonable academic accommodations, contact Mary Keeley, Director of Akin Learning Center, at makeeley@kentshill.org. To request reasonable medical accommodation, contact Joe Fitzpatrick, Director of the Health Center, at jfitzpatrick@kentshill.org.

ACADEMICS

Kents Hill School offers a Four-Dimensional (4D) Academic Curriculum that places equal importance on knowledge, skills, character, and reflection. Courses prepare students for the future of school, work, and life while providing them with the opportunity to tackle real-world issues and areas that they are passionate about. We're excited to continue to offer Project Based Learning (PBL) units for each course that will not only allow for problem-solving and creativity, but the chance to make our community, and the world, a better place.

Advisory

Learning does not happen in a vacuum and transformation does not occur without conflict. Kents Hill has a number of people and roles dedicated to empowering our students to have a well-rounded and growth-centered academic and co-curricular experience. Advisory (our advising program) is designed to help our students create a purposeful academic plan, meet their curricular and co-curricular goals, and connect to resources and support on and off campus. Advisors are positioned to see the totality of the student experience, providing structure, guidance, and support. Whether it's seeking advice on academics, athletics, or social issues, each student should know that their advisor is ***in their corner, all of the time.***

Advisors are also resources for families. Advisors send regular updates to families, ensuring parents are informed and engaged no matter where they are in the world. Likewise, families are encouraged to reach out to their student's advisor with feedback, concerns, or insights regarding their progress and experience.

An advisor will stay with their student through the entirety of the student's time with Kents Hill. An advisor oversees a small group of students, typically a single advisor assigned to 6 students, who meet regularly to get to know each other, socialize, and solve problems. The advisee group is an opportunity to make friendships with others who may think about the world differently.

Character Development: Principles, Ethics, and Action at Kents Hill (PEAK)

Kents Hill believes strongly that "one person of principle can always make a difference" and knows that in times of great challenge and change, developing and focusing on principles and character development is especially important. Character development is infused throughout the school,

intentionally designed to prepare students to understand and make ethical decisions, support their emotional intelligence, and prepare students to engage in a pluralistic society. Kents Hill has developed a signature program, called PEAK (Priniples, Ethics, and Action at Kents Hill), which builds off of our 4D Academic Curriculum - focusing equally on knowledge, skills, reflection, and character. Through workshops and small group discussions, students will have the opportunity to explore their own values, engage with people who think and believe differently, and begin to positively impact their immediate and larger community. PEAK sessions are facilitated by Kents Hill faculty and are grounded in the categories of ethics, life skills, multicultural competency, and service engagement.

As students move through Kents Hill, they will develop a strong sense of self, build skills to engage across differences, and identify actions that will make a positive difference in their lives and the lives of others.

Service Learning

Service learning can best be described as “building character through intentional service to others.” It is not a new focus at Kents Hill School, but instead a re-imagining of what can be accomplished when we are intentional about how we relate to the different communities we are a part of, and how we engage with those communities to contribute to the greater good.

Built on the core values of altruism, responsibility, and compassion, we seek opportunities to identify issues, educate ourselves about actions that can be taken to address them, perform a service related to the issue and then reflect on what we accomplished. We pay particular attention to how an individual or organization benefited from our efforts as well as how we benefited from the service.

On-Campus Engagement offers all members of the community a chance to perform meaningful service that provides a direct benefit to the community. Everyone will have an opportunity to sign up for an engagement assignment for at least one semester. Some activities from the past, such as being a tour guide for Admissions or a peer tutor will fall under this program.

Engagement Beyond the Campus occurs when we reach beyond our borders to support others. Everyone will participate in our two semi-annual Community Service Days.

Other forms of Engagement Beyond the Campus are voluntary and have included work with the Travis Mills Foundation, participation in our annual Food and Fuel drive, addressing social justice issues through education, participation in events such as protests and demonstrations, and traveling to the Gulf Coast of the United States for the annual March break mission trip for disaster relief.

Each student who participates in On-Campus or Off-Campus Service Learning will have an “Engagement Profile.” Engagement hours (on and off campus) will be tracked so that we can maintain a record of the service performed. This will fulfill the requirements of the Character Department PEAK

Program, as well as give students opportunities to explain their passions and experiences to colleges and other organizations, such as the National Honor Society.

Attendance

Active participation in school events contributes to the learning and living experience of students. Attendance at academic classes, athletics, afternoon activities, community service days, and special programming is mandatory, as they are integral to building our community.

Kents Hill defines an absence as any time a student misses an academic class or school-mandated obligation. If a student is absent for an entire day, an absence is recorded for each of their academic courses and afternoon activity. For example, if a student has 4 classes and an afternoon activity scheduled on a specific missed day, their academic record will record 5 absences. **Tardy is defined as a late arrival to class. Any late arrival over 15 minutes will be recorded as an absence.**

Kents Hill recognizes there are known or unforeseen circumstances that may require a student to miss a single obligation or an entire school day(s). Our attendance policy strives to provide flexibility for students and families to address needs that are beyond their control. Students with absences or tardies related to known or unforeseen circumstances beyond their control will be exempt from disciplinary infractions related to the absence. The following circumstances are examples of absences that would fall under the category of known or unforeseen.

- Known absences: routine medical appointments, college visits, driver education, and religious observances.
- Unforeseen absences: travel delays, illness or injury, death of a family member, immediate family illnesses, and other family emergencies.

When possible, parents and guardians should schedule routine medical appointments, family trips, and other travel outside of school hours. If a student is required to miss more than two (2) days in a row for illness or injury, they must communicate with the Health Center in advance of missed school obligations. If a student unexpectedly misses two (2) consecutive days or more of school obligations due to illness or injury, the student or guardian must provide a medical note from a licensed medical provider to our Health Center in advance of their return to school. Parents/guardians of boarding students are not permitted to excuse their child from class due to illness unless the student is home at the time.

All absences, including known or unforeseen situations, will count towards a student's eligibility to receive credit in a specific course. Students and families have 24 hours to address errors in absences. Students and families have access to their attendance records via MyKentshill and are responsible for checking their own records. Parents or Guardians of day students should contact the main office at 207-685-4914 by 8:00 A.M. if their student will be missing a day of school or a specific obligation.

Attendance Policy

- A student who incurs a tardy or absence that is not exempt from disciplinary infraction (see known or unforeseen definition above) will be assigned to mandatory attendance recoup.
 - Recoup takes place on the same academic day on which the absence occurs.
 - Recoup for absences and tardies that occur on Fridays will be observed on Sunday nights.
- A student who has three unexcused absences in a specific course or obligation per semester will have their advisor/coach and parent/guardian notified.
- A student who accumulates six unexcused absences in a specific course or obligation per semester will be required to conference with their advisor/Director of Athletics, the Coordinator of Student Accountability and Community Engagement, and/or parent(s) or guardian(s) to discuss strategies and supports needed to improve attendance.
- A student who accumulates ten or more unexcused absences in a specific course or obligation will have a conference with the Coordinator of Student Accountability and Community Engagement and/or Associate Head of School.
 - Any student who misses 25% of a single class must petition for credit in that specific course or activity.
- Students dismissed from a class for disruption or other behavioral reasons may be considered absent in that specific class.

Kents Hill recognizes the importance of college visits as students prepare for the next step beyond high school. In an effort to support students' pursuits, Juniors are granted up to two excused college visit days, and Seniors and Post Graduate students are granted up to four excused college visit days. These days must be approved by the College Counseling prior to travel.

Students should consult with the Health Center or Athletic Trainer prior to missing a school obligation related to an illness or injury presenting during the school day. The Health Center or Athletic trainer will provide the student a note; however, these tardies and absences will be counted when considering the student's overall attendance record.

Mental Health Days

In light of the increasing levels of poor mental health among high school teens, Kents Hill is instituting mental health days as a tool for students to manage stress and seek help in coping. Students are given two (2) days a year in which they can miss an entire day of classes (including their afternoon activity) to attend to their mental health. Academic recoup does not apply to a mental health day absence. Students must report a mental health day absence by 8:00 A.M. to Mrs. Michaud at amichaud@kentshill.org; or leave a message on the main office line at 207-685-4914. Below are the guidelines for the use and accounting for mental health days.

- The student (or parent/guardian) must report the mental health day for themselves.
- Mental health days must be requested in advance of an absence. Mental health days cannot be retroactively applied to a previous absence.

- Mental health days cannot be taken on consecutive school days, (e.g., Friday and Monday, Wednesday and Thursday).
- Mental health days cannot be taken on the day before or after a long weekend or break.
- Mental health days apply to the entire day even if the student chooses to attend a class or afternoon activity.
- Mental health days will count towards a student's eligibility to receive credit within a course.
- Work due on a mental health day must be submitted within 24 hours of the absence (e.g work due on a Friday must be submitted on Saturday).

Leaves of Absences

Kents Hill provides students short and long-term leaves of absence to address unforeseen personal or medical needs that create a significant disruption or barrier to their education.

A personal leave of absence must be requested in advance for approval from the Associate Head of School and Dean of Academics or their respective designees. A medical leave of absence must be approved by the Director of the Health Center.

Structured Study

Any student who is struggling academically (i.e., by earning an unexpected grade lower than a C- or multiple unexpected grades lower than a C+) will be required to attend a structured study period every school night for the next two weeks. Structured Study for boarding students will be held in the library from 7:30 to 9:30 P.M. Structured Study for Day Students will take place during faculty office hours and open periods during the academic day. Students who pay for Learning Center services will attend Structured Study in the Akin Learning Center.

Dress Code

At Kents Hill, we recognize the importance of teaching our students important life lessons, such as understanding how and why they might need to dress differently for different occasions. Our dress code, created in partnership with students and faculty, provides a learning opportunity for students and encourages them to recognize the importance of dress codes for different occasions. The Kents Hill dress code follows the basic principles of clothing covering genitals, buttocks, chest, and area of the stomach (belly button). Forms of dress, in all settings, must meet the aforementioned basic principles. Similarly, a student must wear a top, bottom, and footwear appropriate for the setting and activity.

Our dress code strives to create a standard of dress for specific occasions while encouraging personal and cultural self-expression. Kents Hill is committed to celebrating our diverse student body in all

aspects of our community life including our dress code. We recognize the importance of being inclusive and respectful of gender, sex, cultural, religious, and ethnic identity while celebrating all body types. It is our desire to allow all students from all socio-economic backgrounds to follow our dress code without experiencing financial hardship. If you feel you need to purchase your child's new wardrobe items to meet the dress code, please contact the student life team for any questions or clarification.

Must Wear During Regular Academic Day (generally 8:30 a.m. - 3:00 p.m.)

Students should dress knowing that they will be interacting with a range of adults and peers in an academic setting throughout the day

- Tops/Dresses (any style top that does not display offensive language or material or art that glamorizes violence, use of alcohol, tobacco, and illicit substances).
 - Sweatshirts and hoodies are permitted; **however, hoods of the hoodie should not worn inside school buildings** (note: scarves, durags, hair wraps, and cultural and religious headwear are allowed)
 - Tops must always cover chest, and upper torso (above belly button)
 - Dresses and jumpers must always cover genitals and buttocks
- Bottoms (denim, non-athletic pants, leggings, and non-athletic shorts are allowed)
 - Bottoms must always cover genitals and buttocks
 - Non athletic included denim, corduroy, and khaki
- Appropriate footwear (This is footwear specific to the activity or class and will be indicated by the teacher or activity director).

Athletic wear includes sweat pants and joggers made of sweat pant materials, yoga pants, work out clothing, athleisure wear, and mesh pants and shorts.

Must Wear During Formal Days

Throughout the year, the school will call a formal dress day. Students should dress as if they were attending a business or professional event

- Top (button-down collared shirt, blouse, or formal sweater)
- Bottom (dress pants or shorts, dress, or skirt)
- Appropriate footwear

The following items are not permitted to be worn on campus at any time.

- Earbuds or headphones in class, school meetings, presentations, or activities (unless given permission by a teacher or required for class/activity)
- Clothing that references alcohol, tobacco, illegal substances/activities, profanities, violence, hatred, or intolerance
- Clothing that is unlaundered, sweaty, or dirty or that has rips, holes, or tears

At Kents Hill, we recognize the importance of cultural, ethnic, and religious inclusion. If there are any conflicts in our dress code regarding the above listed or other types of identities, please contact the student life team.

Dress Code Enforcement

At Kents Hill, we believe the dress code is an educational opportunity. A student will be issued a violation when they are dressed out of code. When a student is issued a dress code violation, it is the expectation that the faculty member noting the dress code violation will engage in a conversation with the student about what violates the code at that moment.

To ensure effective and equitable enforcement of our dress code, every faculty and staff member has the authority to, and is expected to, enforce the dress code consistently. Students who have been issued more than two dress code violation notifications will be referred to the Coordinator for Student Accountability and Community Engagement who will host a disciplinary conference and determine the appropriate outcome.

*If a student feels they are being targeted for dress code violations as a result of bias or harassment, they should contact a member of the student life team, or submit a Bias Incident Report, which is located in the MyKentsHill student and family portal.

Afternoon Athletics

The Kents Hill School athletics program is designed to meet the needs of every student by promoting physical fitness and skill development while encouraging sportsmanship, discipline, leadership, and teamwork.

Requirements

Students are required to try out/audition/participate in a sport/activity each season.

Sportsmanship

Good sportsmanship is a necessary part of athletics at Kents Hill School, and failure to behave in a sportsmanlike manner while representing Kents Hill School can result in disciplinary action. Any student removed from a contest by the officials through a red card, technical foul, or ejection will not be permitted to compete in the next game.

Athletic Eligibility

Kents Hill athletes must maintain satisfactory academic achievement to be fully eligible for participation in athletic contests. Students who receive Academic Concern Reports or have been repeatedly placed in structured study will have limits placed on their athletic eligibility. Situations that place a student in structured study may include, but are not limited to, attendance concerns, receiving an unsatisfactory Academic Update or receiving a D or F for a Marking Period grade.

Placement in structured study does not impact a student's ability to be on a team, practice with the team, or participate in an afternoon activity; However, students in structured study or academic recoup

are restricted from team travel if that travel requires them to miss the course or courses in which they are struggling. Students placed in structured study consecutively will be ineligible to miss that class to participate in an athletic contest or afternoon activity for the entire two weeks of the structured study period. Students may restore their travel eligibility if they correct the matter and are cleared by the Dean of Academics.

Students who, in the opinion of the Director of Student Learning and Athletic Director, make sufficient progress in improving their academic performance may be excused from academic support and returned to full eligibility.

Students worried about a potential academic conflict and athletics/activities obligation should speak with their coach. In certain cases, the student may be granted permission to miss an athletic obligation.

Athletic Trainer

Kents Hill employs a full-time Athletic Trainer who provides preventive care, treatment, emergency care, rehabilitation, reconditioning, and education for athletic injuries and performance. The Athletic Trainer collaborates frequently with the Health Center and maintains a positive, team-oriented relationship with several physicians and surgeons at Maine General Orthopedics in Augusta.

- Athletes with known **pre-existing or chronic injuries** must provide documentation from a physician before participating in athletics at Kents Hill. The documentation should specifically identify the athlete's diagnosis and limitations, as well as a time frame for care and return to play. This documentation must be submitted to the Athletic Trainer, Jake Heeren, one week prior to the start of the athletic season at jheeren@kentshill.org,
- Students must inform the Athletic Trainer of any **new injury** as soon as possible. Attempting to participate in the next practice and/or game without evaluation or treatment may result in worsening the injury, resulting in further time loss from athletic participation. During recovery, students are expected to attend and observe practices, games, and other team functions unless the student is visiting the Athletic Trainer for treatment.
- Students must be cleared either by the Athletic Trainer or the treating physician when **returning from injury or illness**, and participate fully in the practice directly preceding the game or event in which they wish to play. In the event of a long-term recovery or a medical disqualification, an injury waiver may be issued. A student must provide the Athletic Trainer a physician note with contact information, a detailed rehabilitation and/or treatment plan, and return-to-play guidelines. Illness related to COVID-19 must comply with isolation and testing requirements in the COVID-19 policy.

Athletic Independent Sports

Students may satisfy their Activity/Athletics requirement if they are continuing their participation in an athletic activity outside Kents Hill School. Students wishing to apply for Independent Athlete status for a sport/activity may be approved for one season per year after their ninth-grade year. Students will not be approved to compete in a sport during the Kents Hill competitive season of the sport offered.

Students must be active participants in their activity for at least eight hours per week and receive approval from their advisor and the Director of Athletics to qualify.

Students who wish to participate in the Independent Athlete program must submit an [application](#) that includes the number of hours and days of training, details of past accomplishments, and contact information for their coach. Applications must be submitted each season that a student is requesting Independent Athlete status. Transportation will not be provided off campus.

If approved, the student must keep a detailed journal of their experience to be turned in at the end of the season to the Director of Athletics. Failure to meet all of the stated expectations of an approved Independent Study in Athletics will result in restricted participation in the Independent Athlete program.

Each student must submit their application on or before the deadline set for the season of participation below.

- Fall - May 15 of the previous year or within the first week on campus for new students
- Winter - October 1
- Spring - January 15

A review process will take place once the proposal is received and approved/denied by the Athletic Director and the student's advisor.

College Counseling

Kents Hill's College Counseling program supports students and families through the college search, application, and enrollment process. Formal programming and collaboration begin in the Junior year. Through individual student/counselor or counselor/parent and/or guardian meetings, group workshops, and special programs, students and families are advised on a variety of topics including course selection, standardized testing prep, and test planning, using available resources to conduct a nuanced college search, the athletic recruitment process and NCAA eligibility, college costs, financial aid, and merit scholarships, and preparation for portfolios and auditions. All of this work lays the foundation for each senior and postgraduate to produce a well-thought-out and balanced final college list and supports them during the actual process of completing and submitting applications and essays to both U.S. and international colleges and universities.

Prior to the Junior year, the director of college counseling is available to students and families by request to provide support and advice in planning summers wisely, preparing for standardized testing, choosing courses, thinking about college costs, and beginning the athletic recruiting process.

Each year, the College Counseling Office team prepares and publishes several important documents including the "School Profile" which accompanies each student's Kents Hill transcript when college applications are submitted and the "Information" document which students and parents/guardians are asked to read and sign to acknowledge that they understand the policies and procedures by which the

Office operates. Copies of both documents are posted on the School's website and are distributed annually during Orientation.

Important Information to Note

- Electronic copies of official transcripts are only released to educational institutions, scholarship services, potential employers, and insurance companies. Transcript requests (outside of the normal college application process) must be made in writing to the School Registrar. **Students and alumni aged 18 and older must make their own requests.** Federal and state privacy regulations prevent parents/guardians from requesting transcripts for adult children.
- The "School Statement" is a comprehensive recommendation letter written by the College Counselor(s) for each member of the graduating class. These confidential letters are compiled using information gathered from academic records, the original application to Kents Hill School, student and parent/guardian surveys, teacher and advisor comments, and notes from the counselor's interactions with the student and family. The counselor does not disclose information about learning differences or health issues without written permission from the family. School Statements are not released to students or family members. They are only submitted to colleges when a student files an application.
- Students and families can trust that the College Counselor is an advocate for every student and all possible measures will be taken to support each student at every college to which they apply. Support includes the school statement, advice, additional documentation sent to colleges, and follow-up phone calls and emails as appropriate and accepted by individual colleges and universities. Support continues after applications are filed by way of financial aid advising and continued advocacy through any waitlist activity or disciplinary action.
- The official final transcript will be sent to only ONE college/university for each graduate unless they are continuing to pursue a waitlist opportunity after graduation. Graduates should communicate their matriculation plans (and waitlist activity) to the College Counseling Office when prompted and then provide the CCO with any updates if appropriate. Transcripts are submitted after the class is "graduated" by the Registrar and the Business Office releases them (after all school charges have been paid).
- In a normal year, college visits should, as much as possible, be scheduled for times when Kents Hill students are on vacation. However, by faculty agreement, juniors may request (in advance of any planned travel) two class days to be used to visit colleges and/or meet with coaches. Seniors are given four class days for similar visits.

Technology

Many of our activities, ranging from academic to entertainment, involve the appropriate use of mobile devices and computers. Kents Hill makes every effort to educate students on the benefits and risks of technology and encourages dialogue regarding our policies and procedures.

School Email and Network

Students are required to use the Kents Hill School email system and check their email regularly, as it is our primary form of communication for important messages, alerts, and updates. In addition, faculty expect student emails to originate with a Kents Hill School address.

Photos and Videos

When taking photos or videos of school events, students are urged to remember that not all students, parents/guardians, faculty members, or guests are comfortable with their images being shared or posted on the Internet. All community members must be respectful of the possible safety concerns and privacy rights of others.

Mobile Devices

Students may use mobile devices on campus to connect and share information. However, mobile devices are not to be used in academic buildings during the academic day unless a teacher has approved the use of such devices. The use of mobile devices is not allowed during school meetings and performances and special programming in the Bodman Performing Arts Center. Appropriate usage in athletic or extracurricular settings is defined and managed by the coach, advisor, or faculty member.

Cell phone use is permitted in limited circumstances. We encourage students to limit cell phone use in the Dining Commons to support healthy use and full engagement in the community. Cell phone use is not permitted during Community Dinners or Advisory Meals. When permitted, students should use their mobile devices at the dining table only. Students should not walk around the dining room or serveries while texting or talking on the phone.

Technology and Acceptable Use

The use of Kents Hill School's network services, including Internet access, telephone, and voicemail is a privilege, not a right. Students who bring a computer or other networkable devices (cell phone, etc.) to campus must understand and abide by the Acceptable Use Policy set forth by Kents Hill. Students must also understand that their failure to comply with the stated contract may result in loss of network privilege, and computers/devices being confiscated at the discretion of the Information Technology Team, Coordinator of Student Accountability and Community Engagement, or Officer of Duty (OD). A disciplinary referral will also be made to the Coordinator for Student Accountability and Community Engagement. Students should also be aware that a violation of the policy could also be a violation of federal and state law and could put them at risk for legal action.

Students should:

- Only use technology in appropriate ways at appropriate times.
- Accept responsibility for the use of their assigned accounts.
- Keep passwords of private accounts such as email, file storage, or online resources confidential. Students should never share their account passwords or share personal information online.

- Maintain the structural integrity of technology systems such as hardware, software, voice or data network devices, or cabling by protecting the systems from damage. This includes assuming responsibility for any damage caused to any device.
- Only use closed network connections provided to students by Kents Hill School. This includes refraining from plugging your device into any open network connection or changing any existing network connection in any campus building.
- Do not attempt to compromise the system performance and security of Kents Hill's networks or any other systems or networks by spreading computer viruses or hacking.
- Maintain appropriate updates and security patches for operating systems and antivirus software.
- Not deface the physical appearance of Kents Hill's technology devices.
- Use technology only to search, generate, store or distribute files, music, photographs or other material to which the student has explicit rights.
- Obey the rules of copyright.
- Access appropriate media materials by avoiding the collection or distribution of pornography, illegal, inflammatory, or other inappropriate materials.
- Only use technology for legal activities.
- Only access devices, accounts, or systems that have been authorized for your own personal use.
- Only post on platforms - electronic, web-based, or physical – information which is known, identified, or represented accurately as your own.
- Accept the rules and regulations of the Kents Hill network filter and firewall. Never use a tunnel, VPN, or Proxy server to circumvent Kents Hill's network filter or firewall.
- Only film, record, or photograph others, or material owned by others, with explicit expressed consent.
- Only post on any platforms - electronic, web-based, or physical - images, recordings, or photographs of others or material owned by others, with explicit expressed consent.
- Use technology at Kents Hill in a respectful manner in accordance with the Acceptable Use Policy and with the technology guidelines in the Student Handbook.

Students should understand the following will not be tolerated and dealt with by the Associate Head of School and/or Coordinator for Student Accountability and Community Engagement.

- Any unauthorized use of another person's technology devices or software, passwords, accounts, files, etc. may be considered theft.
- Hazing, bullying, or harassing anyone at any time using technology
- Plugging into any open network connection or changing any existing network connection in any campus building.
- Hacking system security or networks.
- Use of a tunnel, VPN, or Proxy server to circumvent Kents Hill's network filter or firewall.

Social Media Guidelines

Kents Hill supports and encourages the appropriate use of social media to connect and share with other people and entities. Members of the school community represent Kents Hill. Social media

postings should reflect well on the individual and the school, and protect the privacy and dignity of others. The school may intervene to guide a student whose postings fall short of these expectations.

Kents Hill School employees are not permitted to initiate or accept "friend" requests from any current students or former students under 18 on any social media platform. Exceptions will be reviewed on a case-by-case basis by the Human Resources Manager, but may include forums for educational purposes and communication via messaging apps. Employees must use professional discretion when initiating or accepting Social Media connections from former students over 18, parents/guardians of current students, and parents/guardians of former students.

STUDENT SUPPORT

Kents Hill offers an array of support to promote wellness and the emotional development of our students and our community. To that end, we intentionally design programming and activities that encourage students to prioritize self-care and the care for others, respect and honor differences connected to cultural and ethnic diversity and differences in ability, and recognize the societal disparities that affect historically marginalized and underrepresented groups and the entire Kents Hill community. Below are the guidelines to support the student's co-curricular experiences.

Health And Wellness

The Kents Hill School Health Center serves the physical and emotional health needs of the community. The Health Center is staffed by Registered Nurses, Licensed Mental Health Professionals, and a Physician (by appointment).

At Kents Hill, we recognize the interdependent nature of health and learning and observe the "Whole School Whole Child Whole Community" model as defined by the Center for Disease Control and Prevention (CDC) and the Association for Supervision and Curriculum Development (ASCD). This approach acknowledges the impact that physical and emotional health and wellness have on academic, athletic, and social success. Policies and processes are coordinated to ensure that each student is safe, healthy, challenged, supported, and engaged in the community.

Programs and Services

- Coordinating Health Management Plans for students with chronic health conditions including but not limited to diabetes, asthma, allergies, nutritional needs, depression, and anxiety.
- Developing Health Management Plans for students with short-term needs as in cases of illness or injury.
- Delivering community wellness promotion and prevention services.

- Collaborating with community primary care health professionals, nutritionists, mental health and dental providers, local youth and family service agencies, local and state Departments of Public Health, and emergency and urgent care providers.
- Acting as a liaison with healthcare providers/student/family/school, coordinating care, and school health plan development.
- Providing prevention and intervention counseling to support the mental, behavioral, and social-emotional health of students and promote success in the learning process.
- Collaborating with families and Kents Hill services including interdisciplinary Student Support Team, Residential Life, Learning Center, SAGE Dining Services, Athletics and Activities, Plant and Facilities, and others for the promotion of overall community wellness.

Location

The Health Center is located across from the Bibby and Harold Alfond Dining Commons at the far end of Maine Hall. Hours are Monday through Friday, 7:30 A.M.to 4:30 p.m; Saturday through Sunday, 10 A.M.to 12 p.m.

During the evenings and weekends, the school nurses are available for consultation through the On Duty staff. Routine and non-urgent visits to the Health Center should be made during the student's free time or between classes and commitments during regular Health Center hours.

Emergency On Call Services

Emergencies will be assessed by the school nurse on duty in consultation with the school mental health professionals, faculty, coaches, and the athletic trainer.

During the evenings and weekends, the mental healthcare providers are available for consultation through the On Duty staff. Students should connect with the person on-duty in their residence hall or school building. Contact the Officer on Duty (OD) if you cannot locate the adult on duty at 207-504-7272. The OD is available via cell phone on weekdays after 4:30 p.m and on weekends.

General Policy for Illness While at School

Boarding students who wake up feeling ill must report to the Health Center prior to their first-period class. If a student becomes ill during the school day, they are to report immediately to the Health Center. The Health Center will excuse students from class or commitments as needed.

Parents/guardians of boarding students are not permitted to excuse their child from class due to illness unless the student is home at the time. Any student suffering an illness or injury that is deemed beyond the scope and practice of the Kents Hill healthcare professionals, and/or the student is a danger to themselves or others the student will be transferred to the closest urgent care or emergency department as appropriate. If a student is discharged from a medical facility and requires care beyond

what can be provided at school, the parent/guardian or their designee will be required to be physically present and assume care of the student at their earliest possible availability.

Day students who become ill at school will be assessed by the school nurse. The nurse will communicate with the parents/guardians and arrangements will be made for the student to be picked up from school, if necessary. If a student drives to school, the school nurse and the parent/guardian must agree the student is safe to drive home. The nurse will excuse the student from any remaining commitments for the day. Day student parents cannot excuse their student from obligations after their student has arrived at school for the day.

Protocol for Students with Fever Greater than 100.4

The Health Center follows the CDC-recommended school guidelines for a student presenting with a flu-like illness and/or fever greater than 100.4 degrees Fahrenheit or 38 degrees Centigrade. Students will be excused from all school participation until their temperature is less than 99.5 degrees Fahrenheit or 37.5 degrees Centigrade for at least 24 hours without the use of fever-reducing medications. All students must be cleared by the Health Center prior to their return to school and community life.

Required Report of Annual Physical Exam

All students must have a current physical examination report (completed in English) on file in the Health Center for athletic and academic participation. Parents/guardians who are medical providers can not complete a physical exam report on their own child for submission. Physical Examination reports expire 18 months from the date of the exam, unless otherwise dictated by the provider and must be updated any time the student has a major injury or illness.

Immunization Requirements

The School-Aged Immunization Assessment is conducted annually pursuant of Maine law, 20A MRSA 6352-6358 requiring students K-12 to show proof of immunization against measles, mumps, rubella, diphtheria, pertussis, tetanus, polio, varicella, and meningococcal meningitis for grades 7 and 12. It also requires that all Maine schools submit a summary report on the immunization status of their students to the Maine Centers for Disease Control. Maine school-age children are not legally able to attend a public or private school in Maine without having a complete record.

Public Law, Ch. 154 (introduced as LD798): "An Act to Protect Maine Children and Students from Preventable Disease by Repealing Certain Exemptions from the Laws Governing Immunization Requirements takes effect on September 1, 2021. It will remove the allowance of both religious and philosophical exemptions, and require that all students provide a complete immunization record or a signed medical exemption to attend a public or private school in Maine. For more information

regarding Public Law, Ch. 154, please visit the Maine Immunization Program website at www.immunize.org. Notes from families claiming a religious or a philosophical will be accepted as the law allows until September 1, 2021. A separate note must be provided for each vaccine being exempted by the parent/guardian.

COVID-19

Kents Hill also requires all medically eligible employees and students to be vaccinated against COVID-19, including the completion of an initial series (e.g. two doses of Pfizer or Moderna vaccine or one dose of Johnson & Johnson vaccine) as well as one additional or a booster dose as medically eligible. Students must upload proof of vaccination or vaccine exemption to their Magnus immunization record by August 1st. Kents Hill follows limited medical exemptions permitted by the State of Maine [\[PL 2019, c. 154, §1 \(AMD\)\]](#). Students who are eligible but cannot obtain an approved vaccine should contact the Health Center for assistance.

In addition, students and families should anticipate periods of masking and unmasking in our prevention and intervention efforts.

Tuberculosis Testing

Mantoux TB skin test within three months prior to arrival at school is required for all international students who are from countries with endemic Tuberculosis. Mantoux testing greater than 10 mm requires results of QuantiFERON Gold or TSpot blood test. A history of BCG vaccination does not eliminate this requirement. Countries with endemic Tuberculosis: China, Nigeria, Pakistan, So Africa, Bangladesh, Philippines, DR Congo, Ethiopia, Myanmar, UR Tanzania, Mozambique, Viet Nam, Russia Federation, Thailand, Kenya, Brazil, Uganda, Afghanistan, Cambodia, Zimbabwe.

Management of Student Medication

Maine state law requires appropriate management of medication in the school setting. Please notify the Health Center of all student medications, including prescribed, over-the-counter (OTC), herbal, dietary supplements, vitamins and minerals, performance enhancers, or other medications. All medication labels must be in English.

- “Permission for Prescribed Medication” forms are located on the Magnus student electronic medical records portal. The form must be completed by both parent/guardian and prescribing provider annually and updated whenever there is a medication order change..
- Prescription medication must be delivered in a pharmacy-labeled container and state the following information in English: Student Name, Name of Medication, Strength of Medication, Dosage and Route, Time, and Frequency of Dose. Any medication not labeled appropriate, will not be accepted. For convenience, we recommend that families request that a pharmacy provides a separate labeled bottle, one for school and one for home.
- Over-the-counter (OTC) medication must be in its original container.

- Students may not self-administer or self-carry (other than to transport to and from school) prescription medication that is classified as controlled substances, such as stimulants or prescription pain medication.
- Students must carry emergency medications such as asthma inhalers, epinephrine auto-injectors, and medications for the treatment of chronic conditions such as diabetes.
- Boarding students may keep and self-administer the following medications: topical prescribed medications and certain oral prescribed medications for the treatment of acne and other skin conditions, daily allergy medications, and oral contraceptives as well as any medications individually approved by the school nurse, parent/guardian and approved for self-administration by the prescribing provider.
- All dorms have a locked medication box containing OTC and select prescribed student medication. The Health Center is authorized to dispense OTC medication, per the permission form completed annually and electronically signed by the parent/guardian on the Magnus EMR.
- The Health Center reserves the right to revoke a student's right to self-administer medication when, in the professional judgment of the medical professionals, the student has demonstrated an inability to self-medicate safely.

Medication Compliance

Students will be expected to adhere to medication compliance in accordance with the specifics of the medication order.

If a student misses or refuses their medication and the missed dose presents a critical health risk (i.e., seizure medication), the health center nurse will locate the student and ensure that they receive the medication as soon as possible. The nurse will discuss the situation with the student and counsel them regarding the importance of medication compliance.

If a student continues to demonstrate non-compliance with their prescribed medication, the health center nurse will contact the student's parent/guardian to discuss the medication non-compliance situation and related health risks. There will be a coordinated effort with the student, parent, Health Center staff, and prescriber to address any impediments to medication compliance and to review the plan of care.

If a student demonstrates ongoing medication non-compliance (following the plan of care established by the group above) then a meeting will be arranged with the student, their parents, nursing staff, the Director of the Health Center, and the Associate Head of School. The goal of this meeting will be to understand and rectify any impediments to the student's compliance with their medications and ultimately underscore the student's health and safety as related to medication management.

If it is determined that the student's lack of medication compliance places the student in a health-risk situation that is best managed under the care of their parents, the student may be asked to leave campus until their medication compliance is under control.

Prescription Refills

The parent/guardian is responsible for providing prescription medication to the Health Center by one of the following means:

- The Health Center partners with the local Walgreens in Manchester, Maine, to fill prescriptions locally. A student's prescribing health provider should contact Walgreens with the prescription information and order, and families should sign up for an Express Pay account online at www.walgreens.com. Mail pharmacy services can be sent to Kents Hill School Health Center.
- The nurses will make every effort to contact families when prescription medications are getting low to ensure adequate time to have it filled and/or shipped to avoid missed doses.
- We ask that families do not address packages containing medication to students, even if they are over the age of 18. All prescription medications must be sent to the Health Center before being dispensed.

Health Insurance

Out of concern for the health and welfare of all our students, Kents Hill requires that every student be covered by a comprehensive injury and sickness plan. All international students who do not have coverage with a United States-based company (as a dependent on their parent's/guardian's plan) will be enrolled in the UnitedHealthCare Global comprehensive health plan.

- Kents Hill School will not accept medical insurance policies issued from a country outside the United States.
- Enrollment will be completed for students by the Business Office prior to the start of the academic year. Comprehensive health insurance will cover the entirety of the academic year. The fee is included in the enrollment agreement.
- In the event that students need health insurance for a summer program in the United States, additional insurance may be purchased to cover that commitment. This can be coordinated through the business office.
- International students attending Kents Hill as exchange students are also required to purchase UnitedHealthCare Global Health Insurance for the length of their stay. Fees are prorated, depending on the length of stay.
- Parents/guardians of out-of-state students should confirm with their student's individual health plans that services will be covered, if needed, for the care and treatment of their students while away at school. Any uncovered medical expenses are the responsibility of the parent/guardian listed as the guarantor.
- Kents Hill does not offer a health insurance rider for injuries sustained during athletics. Responsibility for all copayments and deductibles is that of the parent/guardian.

Management of Student Health Records

Student Medical Records (SMR) are managed by the Health Center via the online database Magnus Health, a web-based system where parents/guardians have continuous access to their student's health records and the ability to make updates as needed.

- Individual Magnus Health SMR accounts for every student are accessed through the Kents Hill website.
- Parents/guardians are required to upload a current physical exam report when due every 18 months of enrollment unless the provider requires an exam sooner.
- Complete other documents for each academic year by August 1.
- If a student is 18+ years of age, they will be required to sign additional release forms.
- All health information in the Health Center is confidential and is shared on a need-to-know basis, except in the case of an emergency or life-threatening condition.
- Kents Hill is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and therefore requires the annual completion of the HIPAA compliance for exchange of information form, The Authorization for Release of Health Information, for each student annually.
- Additional Authorization for Release of Health Information may be requested by the Health Center nurses or mental health providers for students with health issues that impact their functioning at Kents Hill, such as but not limited to; class attendance, academic and athletic participation, and as part of the student re-entry process following a Medical/Psychological leave of absence.

Concussion Policy

Kents Hill has an established Concussion Policy that is in compliance with the Maine Department of Education (DOE) regulations on head injuries and concussions. The purpose of this protocol is the health and safety of Kents Hill students and to provide education to students, their families, coaches, school personnel, and faculty.

- All students will be bound by the Concussion Policy, whether or not the head injury occurred during a Kents Hill-sponsored activity.
- In the event a student is dealing with long-term symptoms requiring academic accommodations for more than 3 weeks, the student's parent/guardian will be advised to seek the consultation of a healthcare provider that specializes in head injury and concussion management (typically a physician or neuropsychologist). Authorization to share healthcare information must be given to the Health Center.

Student Leave and Re-Entry Policy

We believe a student's mental and physical health and wellness are of utmost importance and necessary for their continued success as a student. Because of this, when a significant mental or physical health concern arises for a student, we partner with families and students to get the assistance they require. The school or parent/guardian may initiate the process of a leave.

- Kents Hill reserves the right to make decisions regarding any student who needs to separate from school for a specific length of time. This decision is made in consultation with our on-campus professionals, including but not limited to; the Head of School, Associate Head of School, and Director of Health Services.
- A leave is indicated if the level of care required surpasses the scope and practice of the Kents Hill professionals, including health and counseling professionals, faculty, and residential staff.
 - Additionally, a student may temporarily separate from school if the student's mental or physical health compromises their own or their peers' ability to function within the school community.
 - Finally, the intent of a leave of absence is to allow the student necessary medical, psychological, or other treatment where appropriate.
- Kents Hill School requires all students to have a parent/guardian or emergency contact to assume care of the student off-campus within 48-hours, if necessary. If students do not have an emergency contact that is able to travel to Kents Hill within 48-hours, we will work with families to determine an alternative plan, which may include partnering with a concierge service, at the family's expense, that can help with transportation and homestays.
- The Dean of Academics and the student's advisor will work with the student and their family to make sure the student has appropriate academic assignments and support. Academic participation may be a condition of the leave of absence. The student may return to campus in consultation with our on-campus professionals, including but not limited to; the Head of School, Associate Head of School, and Director of Health Services.

Re-Entry Policy from Medical/Psychological Leave

Whenever possible, the student and parent/guardian will meet with the Associate Head of School, on-campus healthcare professionals, and the student's advisor before the leave of absence begins to delineate the request for and requirements of leave and the conditions of re-entry.

- The student will receive a letter clearly outlining the terms of the approved Leave of Absence and conditions that must be met prior to the student's return to campus. Conditions will include:
 - A current Authorization for Release of Health Information must be completed and on file in the Health Center.
 - The duration of leave is dependent on recommendations from off-campus providers. A letter of clearance to return to school must be submitted to the Health Center.
 - Continued academic involvement to the extent possible will be stipulated by the Associate Head of School in collaboration with on-campus professionals.
- Upon re-entry, the level of care must be within the scope and practice of Kents Hill School professionals. Boarding students must be able to function within the basic expectations of living independently in a residential community.
- Kents Hill School reserves the right to withdraw admission at any point if the student is not able to meet the conditions described above. The Associate Head of School, in consultation with the

Head of School and other appropriate personnel, will have the final decision on the student's return.

Counseling Services

A Clinical Psychologist and a Licensed Clinical Social Worker are available for confidential emotional support throughout the academic year. Those services include short-term, solution-focused therapy, crisis intervention, advocacy, and referral, when necessary. Counseling operates through scheduled appointments and walk-in support during the school day.

- Counseling services are provided to students who want help with personal problems or help with obstacles to personal and academic growth.
- Students may contact the Health Center personally or be referred by faculty members, parents/guardians.
- Content of the counseling sessions is confidential; however, students are urged to inform parents if ongoing counseling is needed.
- These services are supportive and not intended to treat serious psychological disturbances, substance use disorders, or other concerns requiring extensive or long-term attention. Students requiring additional services will be referred to appropriate services off campus, and the Health Center will continue to offer supportive services to students working as needed with parents/guardians and consulting mental health providers and programs.
- There are times when students may need to return home for either short or long-term evaluation/treatment as their needs indicate if the services available are unable to meet their particular needs, or when student safety is a concern. Refer to Re-Entry Policy from Medical/Psychological Leave for further information.

Gender Support Plan

All community members have a right to live as their true identity in all facets of their experience at Kents Hill School. Students who are looking for support with their gender identity or expression may work with the Coordinator of Diversity and Inclusion Programming to create an individualized Gender Support Plan. We recognize that bringing your authentic self into a diverse community can simultaneously be exciting and overwhelming. We are committed to providing students with information and support that will allow them to have the most identity-affirming experience possible.

Names and Pronouns

Kents Hill affirms members of our community who may identify with a name or pronouns that differ from those assigned to them at birth. For this reason, community members may change their names and pronouns to reflect their true identities. In order to provide the safest and most identity-affirming experience possible, students changing their name and pronouns can speak with the Coordinator of

Diversity and Inclusion Programming or utilize our “Identified Name and Pronoun Request Form,” linked [here](#).

It is expected that, upon being notified, Kents Hill community members will refer to individuals by the name and pronouns indicated to the best of their ability. While mistakes and inadvertent slips may occur, any blatant, malicious, or purposeful refusal to comply with using one’s identified name or pronouns will not be tolerated. Concerns with Gender-bias should be reported to the Associate Head of School.

If an individual desires to change their legal name, they must pursue this endeavor in compliance with the process within their state or country of residence. Unless an individual’s identified name matches their legal name, there are legal limitations and restrictions on the usage of identified names on certain documentation. We are able to honor a student’s identified name on the following documents and accounts:

- Student ID card
- Grade Reports and Comments
- Grade and Class Rosters
- Kents Hill Portal and Email Account
- Unofficial Transcripts

We are unable to use a student’s identified name and must use their legal name on the following documents and accounts:

- Student Accounts
- Official Transcripts
- Official Health Records
- Financial Aid Documents
- Kents Hill School Diploma

Restroom Access

All students have the right to use the restroom which best aligns with their identified gender. There are multiple single-occupancy, all-gender restrooms located throughout our campus, which all students are able to access. In the circumstance that an academic building, dorm, or other campus space does not have an all-gender restroom, students should use the restroom which best aligns with their gender identity.

Dorms and Residential Life

Kents Hill supports boarding students in obtaining suitable, safe housing. Students can choose to live in a dormitory that corresponds with their gender identity or best meets their needs. The granting of

housing requests is determined solely by the school and based upon availability. Parents or legal guardians may be consulted, in some cases.

Athletics and Afternoon Activities

Every student has the right to participate in activities and athletics that they are passionate about. Kents Hill participates in leagues provided by the Maine Association of Independent Schools (MAISAD) and The New England Preparatory School Athletic Council (NEPSAC). These groups have specific bylaws and rules governing athletic participation. Students should contact the Director of Athletics to review athletics options and participation that aligns with their gender identity.

Religious Observances

Traditions of faith are vital and valued aspects of the community. We strive to cultivate interfaith dialogue and to provide opportunities to celebrate major religious holidays on campus. Students are encouraged to continue to practice their faith and to deepen their understanding of religious traditions different from their own.

Faculty are asked to be flexible in their course design to support students engaging in faith-based practices that may impact their academic performance. Students should speak with their faculty members directly should a conflict arise. Students can receive accommodations, such as deadline extension, the ability to miss a course or afternoon activity, or curfew extension to participate in a faith-based tradition. The school Chaplain is a resource for students needing support in practicing their faith on campus or who are interested in connecting to local faith communities and offering transportation.

Acknowledging major religious holidays in our community deepens our understanding of what it means to live in this pluralistic world as a global citizen and promotes a sense of belonging in our community members.

Students should contact the Coordinator of Diversity and Inclusion Programming should they need support in following religious practices or faith-based traditions while attending Kents Hill.

FINANCES AND STUDENT CONTRACTS

MyKidsSpending

MyKidsSpending is a portal for managing and funding a student's on-campus spending at Kents Hill. Using the MyKidsSpending.com secure login system, parents/guardians can view account activity, add money to school spending accounts, request PDF statements, and register accounts for student(s)..

Questions related to MyKidsSpending accounts should be directed toward Destiny Clough, Accounting Associate, at dclough@kentshill.org.

Expected Fees

Kents Hill utilizes MyKidsSpending for expected fees, which may include academic courses, transportation, athletics, activities, residential life, and more. Expected fees may include, but are not limited to:

- Estimated Dual-Enrollment courses range from \$300-\$450 per course depending on college and course selected. Please consult the teacher and course syllabus for more details.
- Art and Woodworking classes range from \$25 - \$250 per course. Please consult the teacher and course syllabus for more details.
- Costs for testing may include AP Exams (\$96/exam), PSAT (\$18/test), ACT (\$63/test), SAT (\$55/test), TOEFL (\$235/test).
- Textbooks range from \$150 - \$500+ per academic year, dependent on course selection.
- The equestrian program is approximately \$2,250/season.
- The skiing and snowboarding program fees vary depending on competition and equipment needs.
- Student ID replacement is \$25 after the first replacement.
- Room Key replacement is \$50
- The estimated Yearbook fee is approximately \$75.
- A commencement fee will appear on the account statement in May and will include a cap, gown, diploma, and brick for the Alumni Walkway. These charges amount to approximately \$135.

These reflect the majority of charges that students may incur during an academic year. If you have any questions, please contact the Business Office. Financial capability should not limit or shape a student's experience at Kents Hill. **Students should contact the Coordinator of Diversity and Inclusion Programming and/or the Associate Head of School should financial means limit their participation in a program or activity.**

TRANSPORTATION

Please note that due to guidelines and policies associated with COVID-19, the transportation services that Kents Hill School is permitted to offer may change at any time, and that space may be limited. Alternative transportation may be necessary for school breaks and vacations.

Scheduling Transportation: School Breaks and Vacations

To reserve a space on Kents Hill-provided transportation for school breaks and vacations, students or parents/guardians must provide a full travel itinerary to Addie Michaud, Assistant to the Associate Head of School, at amichaud@kentshill.org at least two weeks prior to departure. Student travel needs that do not comply with scheduled times provided by the school become the responsibility of the student's

parent/guardian. Except for emergencies, students may not leave early or arrive back late from vacations.

Departure

All students leaving campus on designated travel days will depart after school has been officially dismissed. To schedule flights appropriately, please use the following approximate drive times from Kents Hill School.

- Augusta, Maine – 30 min.
- Portland, Maine – 1.25 hrs.
- Boston, Massachusetts – 3.5 hrs.

Return

All students using school transportation to return to school must be at the designated pick-up location at least 30 minutes prior to planned departure. Please note that school transportation to and from Boston is only available on designated travel days and within the travel time.

Charges

Kents Hill to Portland, ME

1 student	\$140
2 students	\$70
3 or more students	\$45
Charter Bus	\$45

Kents Hill to Boston, MA

1 student	\$350
2 students	\$175
3 students	\$120
4 or more students	\$90
Charter Bus	\$75

Kents Hill to Fairfield, Lewiston, or Waterville, ME

1 student	\$60
2 or more students	\$30

Kents Hill to Augusta, Farmingdale, Farmington, Manchester, or Winthrop, ME

1 student	\$50
2 or more students	\$25

Kents Hill also provides limited transportation for students to a variety of off-campus locations for appointments, events, etc.

STUDENT AND RESIDENTIAL LIFE

Day Students

Kents Hill offers a unique opportunity for local students to participate in a vibrant independent school experience while living at home. Day students are as part of the daily life at school as any other student. While their overall experience differs from the boarding program, day students are engaged in and connected to the school community and have close, supportive relationships with their peers and teachers.

Attendance Guidelines for Day Students

Parents should notify the school by calling the Front Office (207-685-4914) by 8:00 A.M. if a day student will be absent or tardy from any school responsibility for any reason. [See attendance policy](#) for full details.

Day students remaining on campus after 5:30 P.M. must check in with the Officer on Duty (OD) in the Dining Commons. Day students are required to check out at 9:30 P.M. (Sunday - Thursday) and 11:00 P.M. (Friday and Saturday). Day students must check out with the OD via text at 207-504-7272 or in person.

Day students on campus after 5:30 P.M. must follow the evening schedule that all boarding students follow.

- Sunday through Thursday, day students must check in at the Library at 7:00 pm for evening study.
 - Ninth grade, sophomore, and junior day students will participate in study hall in the library until 8:30 or parent pick up (whichever is earlier).
 - Senior and Postgraduate Graduate day students will be allowed to go to the Alford or stay in the library to study after the 7:00 P.M. check-in.
 - At 8:30, all students may go to the Alford, participate in dorm visitation, or be in lit spaces on campus.

Day students are welcome at any weekend activity or event. Day students are permitted on campus after brunch (12:00 P.M.) on Saturdays and Sundays and must leave at the appropriate check-in time (11:00 P.M. on Saturday and 9:30 P.M. on Sunday). Day students must check-in with the OD on weekends. They can check in with the OD via cell phone at 207-504-7272.

Meals

Day students are encouraged to take part in many aspects of the community, including meals.

- Lunch in the Dining Commons is available to day students free of charge.
- Dinner is available in the Dining Commons at the rate of \$6.00, with the exception of Community Dinners or dinner on Friday and Saturday nights, which are free of charge.

- Dinner is also free of charge for Day students with school obligations during or after dinner. Examples of these obligations would be a student leader meeting, a rehearsal, a practice after dinner, etc.

Day students staying for dinner, regardless of the reason, must check in at the OD table and sign the Day Student Dinner Attendance Form. If charged, the charge will be reflected on their student account.

Cars On Campus

Day students who drive themselves to and from campus must seek permission from the Associate Head of School or Coordinator of Student Accountability and Community Engagement. Students given permission must register their car with the Assistant to the Associate Head of School. Registration requires students to provide a photocopy of their license and car registration. Cars are to be used only as a means of transportation to and from home and school and must be parked in the designated student parking location.

Day students may not use their car during the academic day or drive on campus at any time. In addition, day students are not permitted to transport other students, unless the other student has specific permission from the Coordinator for Student Accountability and Community Engagement.

Dorm Visitation

When we ask our students what they love most about Kents Hill, we often hear about the chance to socialize with their friends and classmates in informal and formal settings. Day students wishing to visit a friend's dorm or room must first have a face-to-face check-in with the dorm faculty member on duty. Students should connect with the Coordinator of Student Accountability and Community engagement when no duty person is in the residence hall. Please note that ***no*** dorm visitation may occur during the school day (7:15 A.M.- 3:30 p.m.) or before brunch on the weekends. Failure to follow visitation rules will result in loss of visitation privileges for both parties.

If visitation is approved, the student host and visitor agree to follow the guidelines below.

- The door remains open.
- Students may sit on beds together, but may not share a blanket and may not lie down on the bed.

Overnights

Boarding students may request to have a day students "sleepover" in their room. The gender of the visiting guest must match the gender designation of the residence halls. Sleepovers are only permitted on Friday and Saturday evenings. Hosts should anticipate the visitor sleeping in their residential space. Hosts with roommates must come to a consensus with their roommate before requesting overnight guests. Students interested in a sleepover should make the request to the Dean of Community Life at least 24 hours in advance.

In a limited number of circumstances, the school may provide a day student overnight housing. Day student overnights are free of charge and only permitted in the following circumstances.

- A. When an away sporting event returns to campus after 9:30 P.M. and the student is unable to drive home or parents are unable to provide transportation.
- B. When an evening event requires students to be on campus after 9:30 p.m and the student is unable to drive home or parents are unable to provide transportation.
- C. When there is a significant weather event that makes travel to and from campus dangerous.

The option of overnight housing is not guaranteed and is available as space permits. Day students permitted an overnight stay will be assigned to a vacant room and must provide their own linens and toiletries. Parents of the students in situations A. and B. above should contact the Dean of Community Life a minimum of 48 hours in advance to request an overnight.

Structured Study

Day students who meet the criteria for Structured Study must attend Office Hours with the faculty member of the class in which they are struggling. Day students may be dismissed from mandatory Office Hours pending the approval of the supervising faculty member.

Boarding Students

The residential life program at Kents Hill is dedicated to providing a safe, nurturing, and fun environment for all students. Every dorm generates its own culture, social events, traditions, and overall spirit. All are intended to feel like a home away from home, with two or more dorm parents living in each dorm to provide a family-like feeling. From helping with homework and giving advice, to hosting movie or game nights in the common rooms, dorm parents build strong and formative relationships with their students.

Quiet Hours

Each dorm observes quiet hours during the academic day, during evening study (7:30 P.M. - 8:30 P.M), and after weekday and weeknight curfew. Students are able to play music, movies, host gatherings, etc., in their room as long as the noise level is appropriate.

Evening Study

Ensuring that students receive the time, space, and support they need to continue learning outside the classroom is one of Kents Hill's most important responsibilities. All Grade 9-11 students begin each evening with a one-hour quiet study period in the dorms. The quiet study period will run from 7:30 to 8:30. When this period elapses, students may check out of their dorms pending approval of dorm faculty; they may then spend time in the library, the Alford Athletic Center, or the Student Center. Dorm faculty are expected to review student progress in completing homework, etc., before giving students permission to leave. Please note that all dorms will remain quiet study spaces until 8:30 regardless of the residents' ages and that dorm visitation is not allowed during Evening Study

Structured Study

Structured Study for boarding students will be held in the library from 7:30 P.M. to 9:30 P.M. Students who pay for Learning Center services will attend Structured Study in the Akin Learning Center. When the first hour elapses, students may check out of the library pending approval of the supervising faculty member, who will review their progress in completing homework and preparing for upcoming assessments; they may then return to their dorms or spend time in the Alfond or the Student Center.

Academic Recoup

Boarding students who accrue unexcused absences or tardies during the regular academic day will be required to attend Structured Study next weeknight. Students who miss classes on Friday will be required to attend Structured Study on Sunday night, etc.

Curfew and Lights Out

During the academic week (Sunday night through Thursday night), 9th and 10th graders have dorm curfew at 9:30 P.M., room curfew at 10:00 P.M., and lights out at 10:30 P.M. 11th and 12th graders and PG students have dorm curfew at 10:00 P.M., room curfew at 10:30 P.M., and observe lights out at 11:00 P.M. Students may request “late lights” from dorm parents if they need extra study time. In the mornings, students may leave the dorms anytime after 6:00 A.M.

On the weekends (Friday and Saturday nights), all Kents Hill students have dorm curfew at 11:00 P.M. In the mornings, students may leave the dorms anytime after 6:00 A.M.

Signing Out of the Dorm

During evening study hours and on weekends, it is a student’s responsibility to sign out of their dorm, using REACH, as a way to inform the dorm parents or faculty members on duty of their whereabouts.

Dorm Visitation

Students wishing to have a day student or students from another dorm visit their dorm or room must first have a face-to-face check-in with a faculty member. Please note that no dorm visitation may occur during the academic day (7:15 A.M.- 3:30 P.M.), or before brunch on the weekends. If the visit is approved, the host and visitor agree to follow the below guidelines.

- The door remains open.
- Students may sit on beds together, but may not share a blanket and may not lie down on the bed.

Failure to follow visitation rules will result in loss of visitation privileges for both parties.

Room Inspection

Room inspection ensures that students are keeping their individual and shared spaces clean and organized. Any student who fails room inspection will not be able to take part in other activities until their room passes inspection.

Room Decorations

Students are encouraged to decorate their rooms according to their own preferences and style. However, no decorations or items that reference alcohol, tobacco, illegal substances/activities, profanities, violence, hatred, or intolerance are allowed to be displayed. Decorations should not interfere with the fire safety system (i.e., no tapestries hanging from the sprinklers), block doors, or block windows. See [Residential Life packing list](#) for suggested and prohibited room furnishings.

Room Furniture

All dorm rooms contain a standard set of furniture, including a desk and bed. Each piece of furniture must remain in the room at all times and no outside furniture is allowed. If screens are in place on windows, they must be left secured at all times.

Electrical Appliances

Due to safety and fire regulations, students are not allowed to have televisions, large computer monitors, sun lamps, coffee makers, hot plates, lamps over 100 watts, toasters, irons, electric blankets, steamers, hot pots, heaters, other high electrical usage items, candles, incense, matches, lighters, or any other items producing an open flame. For a list of suggested items to bring to Kents Hill, see our [Packing List](#) on the [Family Resource Hub](#).

Overnight Guests/Sleepovers

Boarding students may request to have a boarding student from another hall or day students “sleepover” in their room. The gender of the visiting guest must match the gender designation of the residence halls. Sleepovers are only permitted on Friday and Saturday evenings. Hosts should anticipate the visitor sleeping in their residential space. Hosts with roommates must come to a consensus with their roommate before requesting an overnight guest. Students interested in a sleepover should make the request to the Dean of Community Life at least 24 hours in advance.

Pets

Boarding students are not allowed to have pets of any kind, including fish.

Room Changes

A great deal of time and effort is put into creating the best possible roommate pairings. Information from the Admissions process and student advisory and residential surveys are used to identify commonalities and create rooms and dorms where students have the opportunity to learn to live with other people their same age, sometimes for the first time. While we recognize that conflicts are likely to arise in any rooming situation, we work hard to teach students the skills to navigate conflicts and encourage students to try and work through challenges before requesting a room change. If a student is unable to resolve the conflict with their roommate, they should request a room change from the Dean of Community Life. No room changes will be made without their permission.

Laundry

Convenient on-campus laundry facilities are provided in all residence halls. Laundry cards can be purchased at the Student Center. An off-campus commercial laundry service is available to students for an additional fee.

Packages and Mail

Packages sent to the main Kents Hill address will be received at Bearce Hall and can be picked up by students at designated times. Below is the format for sending packages:

Student Name
Kents Hill School
1614 Main Street
Kents Hill, ME 04349

We reserve the right to have students open packages in the presence of a faculty member in order to keep our campus safe and secure.

Residential Damages

Students are responsible for any damages that occur in their dorm room or common spaces. Dorm parents will complete a room condition form at the start of each school year to assess the condition of the student's room. The starting condition will be compared to the condition of the room when a student departs campus at the end of the year. Any damage that occurs during the school year will be repaired, and the student will be charged through MyKidsSpending.

The following fees are assessed for cleaning fees and/or missing or damaged items at the end of the school year:

Desk	\$450
Mattress	\$150
Dresser	\$400
Holes in Wall	\$50 each
Screen	\$100
Blinds	\$25
Chair	\$140
Lost Key	\$50
Cleaning fee	\$25 - \$200 may be added if rooms are not cleaned prior to departure.

The cost to repair the damage that occurs to common areas within a dorm (hallways, bathrooms, laundry rooms, stairwells, etc.) will be assigned to the student(s) who are responsible. If, after investigation, no one takes responsibility for such damages and responsibility cannot be reasonably determined, the cost will be shared among all the dorm members. In addition, if it is necessary for housekeeping to spend additional time cleaning a common space or room during the school year a student or students may be charged. Cleaning fees for these common areas will reflect actual costs

which often range between \$25 and \$200 depending on the extent of the damage. Parents will be contacted in advance of the clearing or repair in instances in which the cost estimate will exceed \$200.

Room Access and Keys

Students are not permitted in another student's room unless the occupant is present. If a student finds that they have locked themselves out of their room, they should seek out a dorm parent or faculty member to let them into their room. Dorm room doors should be locked when not in use and, as a safety measure, they must remain unlocked when occupied.

Room Searches

When it is deemed appropriate by the Dean of Community Life, Coordinator for Student Accountability and Community Engagement, or their designee, a student's room (including locked trunks, safes, and other items that are locked), refrigerator, or vehicle can be searched at any time. Every effort will be made to have the student involved present while faculty members conduct the search. If the student involved is not available, an additional third party (student or faculty member) will be present.

Personal Property

Valuables should be kept in locked storage and all property should be clearly labeled. Students are discouraged from bringing expensive and/or valuable items to school or from keeping large amounts of money in their rooms. Kents Hill School is not responsible for lost or stolen personal property.

Campus Bounds

The campus is defined as the area bounded on three sides by woods and on the north by faculty residences. The Apple Shed Bakery and the Kents Hill Post Office are considered part of the campus. Lighted areas on campus are considered in-bounds after sunset, while unlit areas are considered out of bounds.

After the close of the academic day, students should not be in classrooms, art and music rooms, computer center, or theater unless visiting/working with a teacher or unless they have received prior faculty permission.

Students are expected to remain on campus unless they have obtained permission to leave campus from the Coordinator for Student Accountability and Community Engagement, Assistant to the Associate Head of School, or OD. This includes leaving campus bounds in order to use the campus trail network, fish, or bicycle on off campus roads or trails.

In order for students to be in the water, including swimming, fishing, or using any watercraft, a certified lifeguard must be on duty. During the winter, a faculty member must supervise any student who wishes to ski or skate on the ice.

Cars on Campus

In general, boarding students are not allowed to have cars on campus or store cars in the local area at a day student's house. Seniors and Postgraduate students have the option to request permission to have a car on campus for a designated period of time if they have an identified need connected to their experience at Kents Hill.

Students who would need access to a car on campus must seek permission from the Associate Head of School or Coordinator of Student Accountability and Community Engagement. Students given permission must register their car with the Assistant to the Associate Head of School. Registration requires students to provide a photocopy of their license and car registration. Cars are to be used only as a means of transportation to and from home and school and must be parked in the designated student parking location.

COMMUNITY EXPECTATIONS

As members of the Kents Hill School community, each student agrees to make decisions that promote safety for themselves and others, fosters equity and belonging, and balances their individual needs with the well-being of the entire community.

We all commit to promoting and sustaining a community that:

- Is welcoming and inclusive.
- Lives by the motto "One person of principle can always make a difference."
- Builds thoughtful citizens who honor and uphold the Kents Hill School Core Values.

Individuals who choose to live, learn, and play at Kents Hill, also agree to live by the following expectations.

- We are kind, welcoming, inclusive, and respectful to all members of our community.
- We recognize that we are representing both Kents Hill and ourselves at all times and therefore abide by the school expectations and rules both on and off campus.
- We take responsibility for our actions and work to assist others in accepting responsibility for theirs.
- We are willing to step up and step in when we see or experience behavior that is harmful to any member of our community.
- We do not use offensive, vulgar, or degrading language, gestures, or actions.
- We recognize that our actions have repercussions and when we fail to live up to community expectations, we accept the consequences.
- We stay in regular communication with our teachers, dorm parents, coaches, and Kents Hill faculty and respond in a timely manner.
- We meet all required obligations on time, including classes, athletics, activities, meals, and curfews.

- We respect personal property and space, both our own and others, and work together to keep personal and community spaces clean and neat.
- We demonstrate and uphold the highest integrity and honesty in all academic work. This means that we do our own work, do not cheat, and do not present the work of others as our own.

Honor Code

Kents Hill School's core values provide the foundation for both academic and social honor. As a member of the Kents Hill community, you pledge to uphold the core values by completing all academic work with integrity and treating yourself and others with respect.

Honor Board

The Honor Board may be convened when a student commits a violation of the honor code or an infraction to the Code of Conduct and/or Community Expectations, and that infraction warrants a disciplinary response. A student may also appear before the Honor Board at the discretion of the school administration.

When convened at a hearing, the Honor Board is composed of the Chair of the Honor Board and five Honor Board members (two faculty members and three students). The Chair of the Honor Board does not vote nor participate in the deliberations.

The Honor Board's objectives are twofold - to review the facts of the case and determine whether or not a student has broken the Honor Code, and to make a fair and reasonable response to the infraction.

In making a determination as to whether a rule violation has occurred, the Honor Board will meet with the student, ask questions, listen thoughtfully to responses, and review relevant information from the student's school record, including but not limited to grades, attendance, incident reports, and any previous schoolwide infractions. If the Honor Board determines that the student has violated the Honor Code, the Board will determine appropriate steps to move forward. These steps range from letters of reflection to recommendations for community service, to recommendations for time away from Kents Hill up to and including expulsion.

Any student appearing before the Honor Board will have at least 48 hours' advance notice of the hearing. A student's advisor will always attend the Honor Board, as well as any meetings with the Chair of the Honor Board or the Coordinator for Student Accountability and Community Engagement regarding their case, to support them throughout the process. In addition to having their advisor attend the hearing, students may also ask another community member to speak before the Honor Board on their behalf.

Parents/guardians will receive advance notification that their student is appearing before the Honor Board, but will not be permitted to attend the meeting. This is done to encourage students to take

responsibility for their own actions and to ensure that no student is advantaged or disadvantaged by a parent's/guardian's presence or absence.

The committee members are chosen through a nomination and application process based on their ability to thoughtfully hear disciplinary cases and are trained by the Chair and the Coordinator for Student Accountability and Community Engagement to ensure proper procedures are followed throughout the hearing process.

Policy Violations

Students at Kents Hill School play an active role in the development of school culture and are integral in creating and developing programs that create a welcoming, inclusive, and safe environment for all students. Whenever possible, **Kents Hill follows a discipline model that embeds restorative practices** that encourages students to take responsibility for their actions, identify harm they may have done to others, and do the work necessary to repair that harm. Restorative practices are an educational form of behavioral intervention that focuses on strengthening relationships before harm is done and identifying ways each member can hold themselves accountable when harm has occurred. Education, cultural competency, and self-reflection are central components of the Kents Hill disciplinary system. Students will always have the opportunity to understand the impact of their actions and to identify alternatives to prevent harm from reoccurring.

Violations of school rules are evaluated on a case-by-case basis that considers the impact on the person at the center of the action and the larger community. Because students are representing Kents Hill at all times, expectations and rules apply for all school-sponsored activities, including outings and trips that take place off campus.

The following behaviors are not tolerated within our community. Due to the high level of negative community impact, these behaviors will likely result in an Honor Board hearing or administrative conference by the Coordinator of Student Accountability and Community Engagement.

- Creation of a fire hazard, use of an open flame, discharging a fire extinguisher or setting off a false alarm
- Hazing, bullying, and or other examples of gross disrespect towards any individual or group
- Harassment and discrimination
- Physical Violence
- Possession of weapons, including but not limited to pellet guns, BB guns, paintball guns, or knives
- Selling or distributing drugs or alcohol
- Sexual misconduct
- Theft

The following behaviors are considered major violations of community expectations and will likely result in an administrative conference by the Coordinator for Student Accountability and Community Engagement or Associate Head of School.

- Use, possession, or staying in the presence of alcohol, drugs, or illegal substances*
- Possession of empty alcoholic beverage containers or drug paraphernalia*
- Use, possession, or knowingly being in the presence of tobacco/nicotine including, but not limited to, e-cigarettes and vaporizers*
- Unauthorized possession of keys or building access
- Repeated violation of dormitory curfew
- Repeated violation of the visitation policy
- Vandalism or trespassing
- Cheating, plagiarism, lying, or other deceitful behavior
- Misuse of technology
- Unauthorized absence from campus
- Unauthorized use of a motor vehicle
- Excessive unexcused absences
- Failure to comply with the directives of faculty and staff

*Any reasonable suspicion of the use of alcohol, drugs, or nicotine will likely result in a mandatory substance test.

The following behaviors are considered violations of our community expectations and will likely result in a conversation with the Coordinator of Student Accountability and Community Engagement with the expectation that students will change their behavior moving forward.

- Initial unexcused absences from scheduled classes and activities
- Repeated dress code violations

Amnesty

Kents Hill strives to create an open and honest relationship with students where students can seek support in navigating difficult situations, including behaviors that may be considered a violation of policy, honor code, or community expectations. We have developed an amnesty policy to encourage students to reach out to a trusted adult for help without fear of disciplinary repercussions. Amnesty means the student would not receive a disciplinary notation in their student record; however, the student may be required to participate in an educational intervention to reduce the likelihood that the behavior will reoccur.

Amnesty can be granted by the Associate Head of School, Dean of Community Life, Coordinator of Student Accountability and Community Engagement, or Head of School. Below are the circumstances in which a student would be eligible for disciplinary amnesty.

- A. In the course of seeking help for themselves or others. For example, a student seeks medical help for a student who is intoxicated;
- B. In the course of making a report of a serious violation of policy such as bullying, harassment, and discrimination, hazing, sexual violence, or distribution of illicit substances. For example, a student discloses they consumed alcohol when seeking support for non-consensual sexual contact or a hate crime; or
- C. In the course of addressing a serious violation of policy or community standards, we learn that a minor infraction has occurred, the school will not adjudicate the additional information. For example, if a person discloses a part of an investigation or administrative conference about hazing, a student reveals they were out of the hall after curfew, the Kents Hill School will forgo a curfew violation.

Students wishing to voluntarily surrender alcohol, drugs, or other prohibited substances, drug paraphernalia, or other restricted items can do this by bringing them to the Coordinator of Student Accountability and Community Engagement during their open office hours. The open office hours for the Coordinator for Students Accountability and Community Engagement is a standing time for students to submit paraphernalia to an amnesty bag.

Amnesty does not apply in instances where 1.) we learn of behavior that puts the community at risk, such as distributing alcohol or other drugs, acts of physical violence, the threat of violence or other forms of intimidation, etc., 2.) the school is in the process of engaging in a room search, or 3.) the school has initiated a meeting with a student to discuss a suspected violation of policy.

Alcohol And Drug Policy

As a community, student safety, well-being, and health are important components. The State of Maine law requires people to be 21 years old or older to purchase and consume mind-altering substances including nicotine products, THC, alcohol, vaporizers, e-cigarettes, or their evolving derivatives. Similarly, Students are not permitted to drink nonalcoholic beer at school.

Students are not allowed to be in possession of prescription medications. All medications must be kept at the Health Center unless the student has specific permission to keep the medication in their dorm room. Below are the protocols for suspected substance use or confirmed substance use at Kents Hill.

- If a faculty member has suspicion that a student is either under the influence of a substance or has been using substances, they will inform the Coordinator for Student Accountability and Community Engagement and a substance test will be administered.
 - Parental permission is not necessary for the administration of the test.
 - Refusal to take the test will have the same results as if the test results were positive.
- If the test results are positive, the student will participate in an educational intervention to develop a wellness plan and strategies to find healthier outlets.

- If the student does not wish to participate in the education program, they will serve an off campus suspension. The length of the suspension will be determined at the discretion of the Coordinator for Student Accountability and Community Engagement.
- Students who are found responsible for a second violation of the alcohol and drug policy will be assigned to routine substance testing. Routine testing will take place for a minimum of a semester to a maximum of a full academic year.
 - If the results of the routine testing show increased use of the same substance, the student may be subject to additional alcohol and drug violation and additional outcomes.
 - If the results of the routine test show increase the use of additional drugs or alcohol, the student will be required to participate in additional wellness and educational interventions. For example, if a student is participating in required substance testing for THC and tests positive for nicotine, the Kents Hill School will not impose disciplinary action for the nicotine violation. Rather, we would consider educational programs for nicotine use.
- School rules are in effect both on and off campus. Consuming substances, even in the company of parents, will put the student in jeopardy of violating this rule as it is difficult to differentiate use at home from use on campus.

Non-Harassment Policy

Kents Hill strives to uphold an environment that promotes respect, dignity, and safety for all members of the community. We are committed to maintaining a culture free from discrimination, harassment, intimidation, exploitation, retaliation, and any other action that may negatively impact the social or educational experience of another community member. Bullying, discrimination, hazing, and harassment, like other disruptive or violent behaviors, are forms of conduct that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment. Because students learn by example, school administrators, faculty, staff, and volunteers must model appropriate behavior, treat others with civility and respect, refuse to tolerate bullying and harassment, and step in to stop bullying and harassment whenever they see or hear about it.

Kents Hill is committed to acting promptly in reaction to any allegations of bullying, discrimination, hazing, and harassment. Actions will focus on the goal of eliminating the problematic conduct, identifying the harm to the community and individual, repairing the harm, and ensuring that the behavior will not continue.

Recognizing the importance of educating our whole community, Kents Hill will dedicate time and resources throughout the year to create a shared understanding of diversity, equity, and belonging, raise visibility and support for students from historically underrepresented and oppressed groups, train all students, staff, and faculty about their obligation to create an educational environment free from harassment, discrimination, bullying, and hazing.

Kents Hill takes reports of harassment seriously. Support and access to disciplinary procedures are available to all students equally with no regard to age, ability/disability status, ethnicity, gender or gender expression, immigration status, race, or socioeconomic class.

Members of the community are encouraged to report each and every incident of bias, bullying, discrimination, harassment, or microaggression immediately. Reports can be made online through our bias incident reporting form (available through the MyKentsHill) in person to the following individuals:

- Rene Davis, Associate Head of School (rdavis@kentshill.org)
- Reve Tortel, Coordinator of Student Accountability and Community Engagement (rtortel@kentshill.org)

These individuals can be reached via email or in their offices in Bearce Hall (2nd Floor). Reports can also be mailed to their attention at 1614 Main St, KentsHill, ME 04349.

Harassment Defined

Harassment is defined as written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent, or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics as defined by applicable law.

Harassment also includes sexual assault, dating violence, stalking, pregnancy discrimination, and gender-based stereotyping,

Harassment can take many forms and can take place in person or through electronic means such as cell phones, cameras, computers, social networks, and other internet sites. Below is a definition of the various forms of prohibited conduct.

Harassment Based on Disability

Harassment on the basis of a person's actual or perceived physical and/or mental disability includes but is not limited to name-calling, making derogatory references to the disabling condition, imitating manners or speech and/or movement associated with the disability, or interfering with access to or use of necessary adaptive equipment or aids.

Harassment Based on Gender Identity or Expression

Harassment based on the basis of a person's gender identity, as well as on the person's gender-related appearance and behavior includes, but is not limited to, name-calling, purposely calling someone by the wrong pronoun or name, derogatory comments about the person's gender, or any conduct directed towards the person's gender identity.

Any harassing behavior from members of the Kents Hill community should be referred immediately to the Associate Head of School or the Coordinator for Student Accountability and Community

Engagement, who will investigate the situation and offer support for the student(s) impacted by the harassment.

Harassment Based on Race, Color, Ethnicity, and Citizenship

Harassment on the basis of a person's actual or perceived race, color, ethnicity, or citizenship (national origin) includes, but is not limited to, the use of nicknames emphasizing racial stereotypes, racial slurs, and derogatory comments or conduct directed at an individual's manner of speaking, national customs, surname, ethnic characteristics, or language.

Harassment Based on Religion

Harassment on the basis of a person's actual or perceived religion or creed includes but is not limited to the use of nicknames emphasizing religious stereotypes, religious slurs, derogatory comments, or conduct directed at an individual's religion, religious traditions, religious symbols, or religious clothing.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience by creating an intimidating, hostile, humiliating, or sexually offensive environment. Examples of sexual harassment include but are not limited to demanding sexual favors, displaying or sending obscene or sexually suggestive pictures or objects, or spreading rumors (whether true or not) about sexual activity, sexual orientation, or gender identity.

It is a violation of this policy, and a criminal offense, for any member of the faculty or staff to make sexual advances toward or engage in sexual conduct with a student, regardless of the age of the student. Any concerns about faculty or staff sexual misconduct toward a student should be immediately reported to the Associate Head of School or the Director of Human Resources.

Harassment Based on Sexual Orientation

Harassment on the basis of a person's actual or perceived sexual orientation includes but is not limited to name-calling, using nicknames emphasizing sexual stereotypes, imitating physical characteristics or mannerisms associated with a person's sexual orientation, or repeated lewd or derogatory comments about people whose sexual orientation is asexual, bi-sexual, gay, lesbian, or questioning.

Bullying

Bullying is characterized by a power differential and involves aggressive behavior that is repeated and intended to cause harm. Bullying is defined as written, verbal, or physical conduct that creates a hostile environment or adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical, emotional, or mental harm to themselves or their belongings. This includes conduct that is

based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics that as defined by federal law.

Cyber-bullying is defined as the use of any electronic communication technology to bully or harass, as defined above, one or more students, regardless of location or the type of electronic communication used.

Examples of bullying include, but are not limited to:

- Any type of physical contact (hitting, slapping, pushing, etc.) that causes bodily harm.
- Threatening someone's emotional, physical, or mental safety in person or online.
- Forwarding, threatening to forward, or posting private emails, instant messages, images, pictures, videos, or text messages in order to embarrass or intimidate another.
- Deliberately excluding someone as a way to humiliate or demean them.
- Spreading hurtful rumors online or in person about another person.

Hazing

Hazing is defined as conduct or a method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person, regardless of the consent of the individuals involved.

Examples of hazing include, but are not limited to:

- Whipping, beating, branding, forced calisthenics, exposure to the weather.
- Forced consumption of any food, liquor, beverage, drug, or other substance.
- Any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of a student or other person or activity that subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Hazing is predicated on inclusion and can sometimes be overlooked because it can appear as neither particularly aggressive or as intended to harm. In addition, hazing can sometimes be confusing for students to understand because they might consent to the behavior.

Reporting Bias, Discrimination, Harassment, and Insensitivity

Students who believe they have been a target of bias, discrimination, and harassment (incl. bullying and hazing) should report the behavior as soon as they can. Support services are available to all students, this includes medical and clinical support through the Health Center Staff and academic and activities accommodations.

We know that anyone can be the subject or perpetuate harassment; however, communities from historically underrepresented groups experience bias and harassment at higher rates. We encourage community members of all racial groups, religious backgrounds, immigration status, abilities, genders, socioeconomic classes, and sexual orientations to report instances of bias, discrimination, and harassment regardless of the identity or authority of the alleged harasser. We bring an equity lens to our actions. The School will take reasonable steps to maintain the privacy of the report, prevent retaliation, and remedy the effects of harassment to the extent that we can.

Kents Hill provides several pathways to make a report.

- **Online reporting:** Current members of the Kents Hill community can report incidents of any type of bias, harassment, and discrimination, including sexual misconduct, through the Bias Incident Reporting Form. The form is available through myKENTSHILL student and family portal.
- **In-person:** Any person, inside or outside of the Kents Hill community, can submit a report of harassment or discrimination involving a current or former student to the Coordinator of Student Accountability or Associate Head of School. Reports about faculty and staff can go to the Human Resources Manager or Dean of Faculty. After hours and on weekends, students can make reports to the Officer of Duty (OD) by calling 207-504-7272.
- **Confidential Reporting for Students:** Students can make a confidential report to the Director of the Health Center, School Nurses, School Counselor, or School Chaplain

Making a report does not obligate the reporting party to engage in a conduct process. However, the school must investigate reports when 1.) the alleged harasser is a trusted adult on campus or school employee, 2.) the alleged conduct involves physical violence or threat of physical violence, or 3.) the report indicates a pattern of behavior (i.e., 2 or more incidents naming the same alleged harasser).

With every report, Kents Hill will take prompt steps to end the harassing behavior, promote the safety of the student making the report and the community, and take reasonable and appropriate action to remedy the impact of the harm caused.

What happens when a report is received?

The Coordinator of Student Accountability and Community Engagement and Associate Head of School receive and review all reports of bias, discrimination, harassment, and insensitivity. Upon receipt, they will reach out to the reporting party to provide support and review campus disciplinary and accountability options available. They will also periodically convene the Bias Incident Response Team, who will meet to identify themes within reporting and develop a plan for community intervention.

Sexual Intimacy

Students should exercise thoughtful and appropriate discretion in all of their relationships. Consensual sexual intimacy is a complex issue, and it is additionally complicated in a community of students who may range in age from 13 to 20, and who hail from a range of cultures, beliefs, and values. While we recognize that romantic relationships may involve consensual sexual intimacy and that sexual curiosity during adolescence is common, we are committed to creating a learning and residential environment characterized by safety, trust, and dignity for all. Therefore, the school cannot condone or make judgments about individual students' private sexual conduct but must be concerned about the safety and appropriateness of a student's sexual behavior.

Consent

Kents Hill defines consent as an agreement between two parties. Consent applies to many situations ranging from the sharing of personal belongings to engaging in conversation about sensitive topics to sexual and non-sexual touch, and sexual intimacy. Kents Hills encourages students to engage in consent in everyday interactions.

Consent should be clearly and freely communicated through mutually understood words and/or actions. Consent, particularly in a sexual situation, must be connected to a specific act and for a specific moment of time. Consent for one time of behavior does not imply that other actions are welcome or agreed upon. Consent given once does not give universal or ongoing consent for the same or different actions. This is especially true in instances of sexual intimacy, and it is expected that students will obtain consent for different sexual actions even if they occur during the same encounter.

A person cannot consent when they are incapacitated, and the other party knew or should have known of that incapacitation. In the context of sexual activity, incapacitation means that a person lacks the ability or capacity to make rational, reasonable judgments about whether to consent. Incapacitation exists when a person is asleep or unconscious and can also exist because of a temporary mental or physical health condition or when a person is so impaired by alcohol or drugs (*i.e.* beyond being merely drunk or intoxicated).

A person does not consent when their agreement results from force, violence, threats, intimidation, or coercion.

Consent can be withdrawn at any point and must be withdrawn through mutually understood words or actions.

Consent and Minors

It is against Maine State law to engage in any sexual activity with a student who is a.) under the age of 12, b.) either 14 or 15 years old, and the initiator is at least 5 years older than the student, or c.) the student is 16 or 17 years old, and the initiator is at least 21 years of age or older.

Although consent between a minor and a student that is 5 years older is lawful, we caution students from engaging in these types of relationships. The power dynamics embedded in the difference in age may make it difficult for a younger student to provide or remove consent. **It is incumbent upon the initiator and the older student, if different, to make sure consent is connected to a specific action(s), time specific, freely given, and that it is understood that consent can be withdrawn at any time without negative repercussions.**

Intimate Relationships between Employees and Students

Faculty, staff, administrators and all trusted adults are expected to maintain healthy and respectful boundaries with students at all times. **Romantic relationships between employees and students are strictly prohibited, regardless of the age of the student.** Any behavior by an employee of Kents Hill that violates any of our harassment or sexual misconduct policies should be immediately reported to the Associate Head of School, Human Resources Managers, or Dean of Faculty. Investigations will be overseen by the Associate Head of School and/or Human Resources Manager, with the fact-finding conducted by an impartial, trained, outside investigator.

Sexual Misconduct

Kents Hill School believes that all students have the right to learn in a safe and inclusive environment. Sexual misconduct includes a range of non-consensual sexual contact, including but not limited to rape, incest, fondling, dating violence, and stalking. Sexual misconduct is a direct contradiction to this belief and will not be tolerated on our campus.

Sexual misconduct encompasses a wide range of behaviors including, but not limited to:

- Unwanted physical contact of a sexual nature without consent (see [Consent definition](#)), usually involving the breasts, buttocks, and genitals (fondling)
- Forcing sexual intercourse by physical violence or the threat of punishment (rape)
- Electronically recording, photographing, or disseminating images of intimate body parts or intimate acts without the consent of the parties
- Oral sex committed under force, intimidation, threat, or coercion
- Sending, sharing, viewing, or merely possessing sexually explicit images and messages of another student without their prior knowledge and consent
- Repeated, unwanted attention and contact by a current or former partner that causes fear or safety concern for oneself or others (stalking)
- Physical abuse, threats of abuse, or psychological aggression committed by a dating partner with the intent to harm a partner mentally or emotionally and exert control over a partner (dating violence)

This policy applies to alleged sexual misconduct that occurs on campus or at any school-related events or activities. Kents Hill reserve the right to address sexual misconduct that takes place off campus and outside the school year in cases where such conduct causes a substantial disruption to or endangers the safety of the campus community or any of its members upon return to campus.

Reporting Sexual Misconduct

Students who believe they have been a target of sexual misconduct or know of another student who has been harmed should report the behavior immediately. Kents Hill provides several pathways to make a report.

- **Online reporting:** Current members of the Kents Hill community can report incidents of any type of bias, harassment, and discrimination, including sexual misconduct, through the Bias Incident Reporting Form. The form is available through myKENTSHILL student and family portal.
- **In-person to a coach, advisor, or dorm parent:** Students are encouraged to make a report to any trusted adult on campus. While the trusted adult cannot investigate or make disciplinary decisions, they can make sure the reporting party is safe and free from continued harm. Any disclosure made to a trusted adult on campus is viewed as a report and notice to the school. A trusted adult who receives a report, even when asked to keep the report private, must share the knowledge of the report to the Coordinator of Student Accountability and Community Engagement and the Associate Head of School.
- **In-Person (self-report):** Any person, inside or outside of the Kents Hill community, can submit a report of harassment or discrimination involving a current or former student to the Coordinator of Student Accountability and Community Engagement and/or the Associate Head of School. Reports about faculty and staff can go to the Human Resources Manager and/or the Dean of Faculty.
- **In-person (after hours/weekend):** Any person, inside or outside of the Kents Hill community, can submit a report of harassment or discrimination involving a current student after hours and on weekends by calling the Officer of Duty (OD) at 207-504-7272.
- **Confidential Reporting for Students:** Students can make a confidential report to the Director of the Health Center, School Counselor, or School Chaplain.

Making a report does not obligate the reporting party to engage in a conduct process. However, the school must investigate reports when 1.) the alleged harasser is a trusted adult on campus or school employee, 2.) the alleged conduct involves physical violence or threat of physical violence, or 3.) the report indicates a pattern of behavior (i.e. a 2 or more incidents naming the same alleged harasser).

With every report, Kents Hill will take prompt steps to end the harassing behavior, promote the safety of

the student making the report and the community, and take reasonable and appropriate action to remedy the impact of the harm caused.

Mandatory Reporting

Employees of the School who do not have a legal mandate for confidentiality must, when they become aware of any form of sexual misconduct, report the information to the Associate Head of School and the Coordinator of Student Accountability and Community Engagement (for student-involved reports) Human Resources Manager (for reports involving employees and trusted adults). Depending on the circumstances, Maine law may require that school officials report sexual misconduct with respect to a student to the Maine Department of Health and Human Services. In addition, certain forms of sexual misconduct may also necessitate a report to local law enforcement, which may launch a criminal investigation.

Responding to Reports of Sexual Misconduct

Regardless of the action of law enforcement and child protective agencies, upon learning of possible sexual misconduct, the School will initiate its own inquiry and assessment to enforce its policies and to ensure the safety of the entire community. The School's inquiry and assessment is separate from any disciplinary investigation or criminal investigation by law enforcement.

A member of the Sexual Assault Response Team may choose to put interim measures in place (see Interim Measures below) if they decide that there is any risk to the safety of any student on our campus.

Students are expected to cooperate fully in an investigation conducted by the School; failure to demonstrate such cooperation may lead to disciplinary action.

The Sexual Assault Response Team

The Sexual Assault Response Team, Investigators, and the Decision Maker receive special training in trauma-informed response and impartiality in an investigation process.

Rene Davis, Associate Head of School

The Associate Head of School is responsible for the following:

- Oversees all strategies related to prevention and response.
- Provides guidance to all sexual misconduct investigations.
- Answers questions related to policy and procedure.
- If necessary contract with outside investigators.
- Oversees the investigation process.

You can reach The Associate Head via

- Telephone at 207-865-1622
- Email at rdavis@kentshill.
- Office walk-in in Bearce Hall
- Mail at P.O. Box 257, Kents Hill, ME 04349

Cindy Dixon, Human Resource Manager

Cindy Dixon, Human Resources Manager, oversees the sexual misconduct reports and investigations involving faculty and staff and student reports when the alleged harasser is an employee or, for any reason, the Associate Head of School is unable to serve their functions. In addition, the Human Resource Manager oversees the implementation of interim support measures for employees.

You can reach the Human Resource Manager

Telephone at 207-685-1686

Email at cdixon@kentshill.

Office walk-in in Advancement Office

Mail at P.O. Box 257, Kents Hill, ME 04349

Reve Tortel, Coordinator of Student Accountability and Community Engagement

The Coordinator of Student Accountability and Community Engagement oversees the sexual misconduct reports and investigations involving when the alleged harasser is a student. In addition, they oversee the implementation of interim support measures for students.

You can reach the Coordinator of Student Accountability and Community Engagement.

Telephone at 207-685-1652

Email at rtortel@kentshill.

Bearce Hall, Second floor

Mail at P.O. Box 257, Kents Hill, ME 04349

Sexual Misconduct Decision-Makers

The Head of School adjudicates sexual misconduct cases. The Head of School will review the investigation report, including the recommendations from the Investigator, and make the final decision on responsibility and outcome.

Interim Measures

Upon receipt of a report of student-to-student sexual misconduct, including harassment, Kents Hill will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the school community. Interim measures are implemented by the Coordinator of Student Accountability and Community Engagement, Human Resources Manager, or Associate Head of School. . Interim measures may be imposed regardless of whether formal disciplinary action is sought by the complainant or the School.

- Kents Hill may impose a “no-contact” order, which typically will instruct the parties to refrain from having contact with one another, directly or through intermediaries, whether in person or via electronic means, pending the investigation and, if applicable, the reporting of events to police and/or Department of Human Services.
- Kents Hill may also take any further protective action that it decides is appropriate concerning the interaction of the parties pending resolution of the matter, including, without limitation,

changing a complainant's or respondent's academic and/or living situation if those changes are appropriate and reasonably available. For example, students may be sent home, placed on administrative hold in a campus location until a family member can collect them, or placed on a Leave of Absence.

Failure to comply with any interim measures is a violation of community expectations and may lead to additional disciplinary measures.

Emergency Removal

If the Associate Head of School decides at any point that the safety or well-being of a student or of any member of the school community is at stake, or that the best interests of the School community so require, a leave of absence may be imposed on a student who is suspected of violating any rules, regulations, or procedures of the School, until the time a review of the case and/or a disciplinary action or a hearing can be completed. This action assumes no determination of responsibility, and the student disciplinary process will be held as soon as possible. The Head of School (or designee) hears appeals to emergency removal, interim suspensions, or other actions that would restrict the respondent's movement on campus.

Until all procedures have concluded, the reporting party and the accused student must avoid all unnecessary contact. Both parties will be advised, in individual meetings, of opportunities for support and care, both on and off campus.

Investigation

Whenever the school receives a complaint of sexual misconduct, they will immediately meet with the person bringing the complaint to identify, support, and explain the adjudication process at Kents Hill School. If a disciplinary investigation is undertaken, the reporting party must submit a written statement that outlines the details of the complaint, including a detailed description of the alleged behavior, date, time, and location of the event. The accused student will receive a copy of the written complaint statement.

The investigator is usually an internally trained faculty or staff person, though Kents Hill does reserve the right to involve an external professional investigator when deemed necessary. The school will initiate an investigation into the facts of the case. The investigator may have one or more meetings with the parties involved and witnesses to ascertain the facts and understand the evidence submitted. The school will attempt to complete the investigation and adjudication within 30 business days. However, there may be circumstances in which the process will take longer due to the absence of witnesses, difficulties in obtaining evidence, and other reasonable considerations.

Due to the nature of investigations, the identity of the reporting party, witnesses, and accused students will be shared with the parties of the case, investigator, and decision maker.

When the investigation is concluded, the investigators will submit a written investigative report to the respective member of the Sexual Assault Response Team, who will review the report, then share it

simultaneously with the reporting party (and their parents/guardians if they are under 18), the accused student (and their parents/guardians if they are under 18). The parties will have an opportunity to review the report, name additional witnesses, submit additional evidence, or pose questions to the other parties or witnesses. The investigator will only gather and submit the information that directly relates to the allegation. Information or questions that are determined by the investigator and/or respective member of the Sexual Assault Response Team to be not relevant to the investigation will not be included in the final investigation report. If the investigator declines to pose certain questions or excludes certain information as not relevant, they will share their decision with the relevant party.

Once a report has been reviewed and finalized by the investigator, it will be shared with the Head of School for a decision.

Decision Making

The Head of School (or designee) adjudicates sexual misconduct cases. They will determine if the accused student is “responsible” for violating school policy or “not responsible” for violating school policy. Kents Hill uses the preponderance of the evidence standard, meaning the decision-maker will determine whether it is more likely than not that the accused violated school policy.

The Head of School will review the investigation report, including the recommendations from the Investigator, and make the final decision on responsibility and outcome (if appropriate). It is at the discretion of the Head of School whether they will meet with the parties and or witnesses prior to making a decision.

The decision of responsibility and outcomes(if appropriate) will be sent to the parties (and their parents/guardians if under the age of 18) simultaneously via email.

Appeals

Appeals to the decision of the Head of School are only accepted on the grounds of new information that was not known or available at the time of the investigation becomes available and could have a substantial effect on the finding or outcomes of the case. Appeals must be submitted within 30 calendar days from the date on which the outcome letter is sent to the parties.

An appeal can be submitted by one or both parties (and their parents if they are under 18). Appeals must be submitted in writing to the Associate Head of School. The appeal request should include the new evidence. The Associate Head of School will review the request and determine if the appeal should go to the Head of School for reconsideration. An appeal will not result in a new investigation; however, the Head of School may, at their discretion, meet with the parties and/or witness in order to make a decision.

Outcomes from an appeal can be one of two options:

- An appeal is denied, meaning that upon review, the evidence submitted does not change the original decision; or

- An appeal is granted, and the Head of School changes the original finding (i.e. responsible or not responsible) or amends the outcome (i.e. sanctions)

Report Resolution

Sexual misconduct complaints are completed and closed when:

1. The 30 calendar day appeal deadlines elapse with no appeal submitted. In this case, the original finding and outcome (if any) stands; or
2. The Head of School reviews an appeal and amends the finding or outcome. The amended outcome is the full and final decision and is not subject to further appeal.

Retaliation

Retaliation related to reporting sexual misconduct or participating in an investigation or disciplinary proceeding is prohibited. Any student engaging in retaliation, including through electronic means or through social media, will face serious disciplinary repercussions.

Abuse of Process/False Complaints

Because allegations of sexual misconduct are serious and can have damaging long-standing repercussions, any person who knowingly makes a false complaint, intentionally withholds evidence in an investigation, or lies to the investigator will be subject to discipline.

Please note that finding responsible or not responsible does not mean that one or more individuals abused the process or were deceitful in the investigation. Anyone with evidence of false complaint or abuse of process should send that information to the Associate Head of School.

Resources for Students

Confidential Counseling is available to all Kents Hill students, free of charge. Students may want to speak with adults outside of Kents Hill for support regarding sexual harassment/misconduct. There are several resources in the area for victims of sexual misconduct listed below.

- Maine Sexual Assault Helpline: 1-800-871-7741
- Sexual Assault Crisis and Support Center (Kennebec County): 1-800-871-7741
- Maine Coalition Against Sexual Assault: mecasa.org
- Maine Coalition to End Domestic Violence: 1-866-83-4HELP or mced.org
- National Stalking Resource Center: victimsofcrime.org

Disciplinary Consequences

We recognize that young people will make mistakes as they are navigating life at an independent school. Kents Hill views discipline as an opportunity for students to learn, grow, and take responsibility for their actions and decisions. Consequences for violating community expectations are determined on

a case-by-case basis with regard to the individual situation and overall community impact. Possible consequences include, but are not limited to:

Educational Task

Educational tasks are issued when a lack of knowledge, skill, or context if known at the time when the violation occurred, would have prevented the incident from happening. Educational tasks can include one or more of the following, letters of reflection, educational posterboard or virtual assignment, readings, online course, or required meeting with a specialist (on or off campus).

Dorm Warnings

Dorm warnings are issued when a student fails to live up to the expectations of the dorm community. Possible situations where a dorm warning would be issued include, but are not limited to: being late to check-in, noise concerns, or cleanliness. Students are allowed to work off dorm warnings by performing a job assigned by a dorm head or dorm parent that improves the dorm experience. When a student reaches three dorm warnings, they must meet with the Coordinator for Student Accountability and Community Engagement and Dean of Community Life for a conversation and possible additional consequences. All dorm warnings are cleared at the end of a semester to offer each student an opportunity for a fresh start.

Campus Restrictions

A student may be placed on weeknight or weekend restriction by the Coordinator for Student Accountability and Community Engagement for a violation of school rules and expectations. When on restriction, boarding students are not permitted to leave campus, and day students are not permitted to be on campus except for required events.

Written Warning

A written warning is a notation in the student's record that they have violated school policy. Written warnings may be accompanied by additional tasks and outcomes for the student to remedy the impact, intentional or unintentional, of their behavior. When a written warning is issued, the warning letter will be sent to the student, their advisor, and their parents/guardians. The letter will outline what was discussed in the meeting and any outcomes or expectations moving forward. If the student continues to violate school rules, subsequent actions may include restriction to/from campus, appearing before the Honor Board, probation, suspension, dismissal, or expulsion.

Probation

Probation is a specified period of time a student is given to demonstrate that they can engage within the community, with or without restrictions, and without repeating problematic behavior. Probation may be accompanied by additional tasks and outcomes for the student to remedy the impact, intentional or unintentional, of their behavior.

The length of time of probation is determined by the adjudicating body (Honor Board or Conduct officer) and based on the nature and severity of the infraction(s). While on probation, a student is not in good social standing and would not be eligible for a new leadership position or non-academic awards

while on probation. Names of students on probation will be shared with the school's National Honor Society Committee, College Counseling Office, Director of Athletics, and the Dean of Community Life.

Additional violations, regardless of how minor, incurred while a student is on probation may result in more serious consequences, including campus restrictions, suspensions, dismissal, or expulsion.

Suspensions

Suspension is the loss of the privilege of remaining on the Kents Hill campus for a specific amount of time. Suspension can range from 1 week up to an academic semester. While on suspension, students can engage in their academic work (when feasible) and must turn in work according to the dates and deadlines established for the course. If a student is unable to keep pace with the work while on suspension, they can opt to withdraw from a course. Do note that a withdrawal from a course may impact a student's ability to meet their graduation requirements and/or may require a student to repeat the course in question. Absences that occurred while on suspension will count towards a student's eligibility to obtain credit for a course.

Students who are suspended must leave campus within forty-eight (48) hours they receive notice of the suspension. It is the responsibility of the family to arrange for transportation from campus to where the student will be staying during their suspension. Suspensions are a permanent part of a student's educational record and will be shared with colleges and universities upon their request.

Dismissal

Dismissal is the loss of the privilege to remain on the Kents Hill campus and the inability to complete their academic work during their time away. Dismissals will result in an administrative withdrawal from academic classes. Students who are dismissed must leave campus within forty-eight (48) hours they receive notice of the suspension. It is the responsibility of the family to arrange for transportation from campus.

Any student who is dismissed may not return to campus under any circumstance and is restricted from participating in a Kents Hill program, virtual event, or activity off-campus. Students who are dismissed are eligible to return to Kents Hill the following academic year, and must apply through the regular admissions process. Students returning from a dismissal must also meet with the Coordinator of Student Accountability and Community Engagement and or the Associate Head of School, to discuss the terms and conditions of their return. Dismissals are a permanent part of a student's educational record.

Expulsions

Similar to a Dismissal, Expulsion is the loss of privilege to remain on the Kents Hill campus and the inability to complete outstanding work while away. Students who are expelled are ineligible to return to Kents Hill to complete their education. Any student who is expelled from Kents Hill will be trespassed from campus and will be prohibited from attending any Kents Hill event or function (virtual or in person). Expulsions are a permanent part of a student's educational record.

Administrative Dismissal

The Head of School, or their designee, reserves the right to suspend or dismiss any student for particularly egregious violations of the Kents Hill School community expectations or core values. Administrative dismissals are a part of a student's permanent educational record.

Administrative Withdrawal

The Head of School, or their designee, reserves the right to administratively withdraw a student from an academic course or activity at any time for particularly egregious allegations or patterns of problematic behavior, or chronic performance concerns such as absenteeism.

Returning to Campus subsequent to a suspension, dismissal, or other required leave of absence

Kents Hill reserves the right to require that, as a condition of continued attendance or re-enrollment, any student submit to a medical examination or drug/psychological/psychiatric assessment in order to assist Kents Hill School in its determination of the appropriateness of continued attendance or re-enrollment.

Policy on Reporting Disciplinary Issues

Believing in the fundamental goodness of our student body, the merits of restorative practices, and the value of lessons learned from mistakes and poor decisions, Kents Hill discloses violations that result in expulsion to colleges, universities, employers, and other outside groups (i.e. military background check, etc).

Upon request, Kents Hill will provide information about other disciplinary infractions provided that the requestor has the appropriate release of information from the student or family.

Kents Hill School encourages its students to be forthright in reporting disciplinary issues as requested by colleges and universities during the application process.

DISCLAIMER

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at school. The rules, policies, and procedures set forth in this Student Handbook are intended to apply under most circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. Nothing in this handbook should be construed as a limitation on the authority of Kents Hill to deviate from the rules and procedures set forth herein, or to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the school, its students, faculty, employees, or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or

parent with a question about any handbook policy or statement should feel free to speak with the Associate Head of School.