

Handbook &  
Community Directory  
2007-2008



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UPPER SCHOOL STUDENT CONDUCT

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**S**evern's School rules are based upon integrity, respect and personal responsibility. The Major School Rules and the Upper School Honor Code are the foundations of the Upper School's behavioral standards and expectations. Students are expected to comply with all School rules and rules established by faculty and administrators.

The Upper School Head is responsible for order and discipline in the Upper School as part of the school's educational focus on community, character and leadership development. The Upper School Head has empowered the Dean of Students to coordinate the Upper School's discipline system.

**UPPER SCHOOL HONOR CODE**

The Honor Code is established to create and maintain a culture of trust in the Upper School. The following section outlines the philosophy of the Honor Code and the student and faculty pledges. Definitions of honor violations and the procedures the School follows when a student has allegedly committed an honor violation appear under the Discipline Process section.

**Honor Code Philosophy**

Severn's Honor Code is written for the students, by the students, and with the goal of not only maintaining, but strengthening trust within the community. At Severn we value trust as a vital component to a student's growth and maturation. The Honor Code presents the students' unified thought that a strong community relies on respect for work, property, and one another. Therefore, as students, we pledge not to lie, cheat, or steal.

**Student Pledge**

I understand and have upheld Severn's Honor Code on this assignment.

**Faculty Pledge**

As a Severn School faculty member I understand my responsibility to uphold Severn's honor code and its guidelines.

## UPPER SCHOOL GENERAL RULES & EXPECTATIONS

In conjunction with the Major School Rules, the following definitional sections outline certain terms and situations as well as privileges of the Upper School.

### CHEATING & PLAGIARISM

Since these offenses are both considered serious violations of Severn's standards and of the Honor Code, it is important that the terms be clearly defined. Cases in which students have allegedly cheated or plagiarized will be sent to the Honor Court.

- ◆ Academic cheating is any intentional act performed for the purpose of achieving academic gain that is known to be in opposition to or in violation of the School's or a teacher's legitimate policy and requirements for academic integrity.
- ◆ Giving aid in the process of cheating is considered as serious as receiving or taking aid.
- ◆ Academic plagiarism, which is a form of cheating, is the deliberate act of taking or using all or part of another individual's work—either the phrasing or ideas—and presenting it for academic credit or personal gain as if it were one's original work, regardless of whether the original owner's permission has been given.

### RESPECT

This is a hallmark of the School, and its meaning extends beyond the prohibition against harassment (see page 9 under Major School Rules) and vandalism. It refers as well to the acts of courtesy that we pay to one another in the hallways, on the playing fields, and elsewhere. Moreover, it includes not only respect for oneself and others, but also for the community of learners here at Severn. For example:

- ◆ Students may not use iPods, Walkman, CD players, headphones, pagers, beepers, or cellular phones of any type on campus during the School day. These items will be confiscated.
- ◆ Students may not eat or drink in any school hallways, locker sections, or in the Student Commons Area in Creeden Hall. Some teachers may permit food/drink in their particular classrooms, but students may not eat unless that particular teacher is present and has granted permission.
- ◆ Students must respect the important work taking place in the classrooms and are thus asked to refrain from loud disruptions in the hallways or outside a classroom window whenever classes are in session. Groups of students are encouraged to congregate in the Student Commons Area, in Bauer Dining Hall, or outside during free periods.

- ◆ Obviously, this determination to avoid academic disruption must include a prohibition against pulling a fire alarm without evidence of a fire. This is a criminal act, and students who jeopardize the safety of others by knowingly making false alarms will be reported to the proper authorities.
- ◆ Upper School students should also refrain from intruding in Middle School areas except at the invitation of the Middle School or when they are en route to see the School Nurse.
- ◆ Severn students should demonstrate their respect for the community by wearing the proper school uniform.

### OFF-LIMITS

The following places are off limits to Upper School students:

- ◆ The faculty workroom, conference room, and lounge in Teel Academic Center and the faculty dining room in Bauer Dining Hall.
- ◆ The parking areas during School hours.
- ◆ Gym locker rooms of the opposite sex.
- ◆ The roofs of all buildings.
- ◆ The Olde Severna Park beach and the wooded area behind the Academic Center (unless students are accompanied by a teacher).
- ◆ Other people's lockers and all locker areas during class periods.
- ◆ The Dining Hall during Middle School lunch.
- ◆ Any school building during non-school hours, unless accompanied by a teacher.

### DRUGS & ALCOHOL

The School's first concern is for the health and welfare of our students, and we are committed to educating students to the dangers of drugs and alcohol. Our final Major School Rule requires little explanation, though an additional definition may be helpful. For the purpose of this policy, the term non-prescribed drug includes illegal uses of substances such as inhalants as well as the use of another student's prescription. Specifics of the School's alcohol and drug policy can be found in the pamphlet entitled "A Parent's Guide for the Prevention of Alcohol and Drug Use."

**OBLIGATIONS AT SOCIAL EVENTS**

This expectation encompasses behavior at social events or on special trips. In these instances, students are responsible for abiding all School Rules and expectations outlined by the chaperones. Students who attend School dances, for instance, agree to the following:

- ◆ No student may enter a dance more than one hour after the official starting time. Anyone who does enter the dance must remain until one half hour remains in the dance's official timeframe. A student or guest who leaves the building in which the dance is being held will not be permitted to return.
- ◆ Chaperones may ask anyone who is unusually disruptive or disrespectful to leave. Parents may be called to pick the disruptive student up at the dance.
- ◆ Any Severn student is permitted to bring one guest (from outside of Severn) into a School sponsored dance or social event. Students are responsible for their guest's behavior at School functions. Severn students and their guests must complete a guest permission form prior to the School event.
- ◆ All School Rules apply at any School function.

**UPPER SCHOOL PRIVILEGES**

There are a variety of privileges offered to Severn students by virtue of achievement or seniority, but students are reminded that these are not unqualified rights and may be suspended at the discretion of the class dean, dean of students, the Upper School Head, or the Headmaster. Students who exercise their privileges are reminded of their obligation to abide by the rules associated with them. Privileges will be reviewed annually by the Upper School Head, Dean of Students, and Class Deans.

**CARS ON CAMPUS**

Having a car on campus is a privilege for members of the Senior class only. While all Seniors are granted this privilege, it may be suspended for a breach of our expectations, such as:

- ◆ Excessive or repeated tardiness
- ◆ Reckless driving
- ◆ Failure to abide by on-campus parking restrictions

All students who drive must register all automobiles they intend to use with the Dean of Students and obtain parking permits. See "Parking on Campus" on page 15 of this Handbook-Directory. Students shall only park in the area designated for their use. Cars parked improperly will be towed at the owner's expense.

After arriving at School, no student may drive his/her car again (without permission of the Upper School Head or Dean of Students) until leaving at the end of the School day. Students may not sit in their cars or loiter in the parking lots during the School day.

**EXEMPTION FROM STUDY HALL**

The exemption from Study Hall is also a privilege that may be revoked.

**OTHER PRIVILEGES**

In addition to a liberal Study Hall policy and driving privileges, seniors also enjoy two other privileges.

- ◆ Seniors with parental permission on file may leave campus **on foot** during their free periods, provided they sign out and in with the Upper School Administrative Assistant. Seniors must remember that School Rules apply while they are temporarily signed out off-campus. In addition, any senior on either academic or disciplinary probation is not allowed to leave campus during their free periods.
- ◆ Finally, the Senior Area is reserved for members of that class.

## UPPER SCHOOL DISCIPLINARY PROCESS

In cases involving Honor Violations, the Honor Court process will be followed. In all other cases the Disciplinary Review Board process will be followed. In cases in which Honor Violations have occurred along with violations of other school rules, the Upper School Dean of Students or the Upper School Head, at their sole discretion, may divide the case and refer the appropriate violations to the appropriate process or they may allow the entire case to proceed to the Disciplinary Review Board process.

While the Dean generally operates as the point person for inquiries into disciplinary matters, both individual faculty members and Class Deans are vested with wide authority to impose penalties. Most offenses will be handled at the teacher and/or Class Dean level. Others may require the intervention of the Dean of Students, the Upper School Head and/or the Headmaster. In all disciplinary matters, the Headmaster shall have the ultimate decision-making authority.

## THE HONOR COURT PROCESS

Discipline cases involving violations of the Upper School Honor Code will be sent to the Honor Court.

### Definition of an Honor Violation

Honor violations are to include all infractions pertaining to lying, cheating, and stealing. For the purposes of this section, lying is defined as speaking falsely or uttering untruths knowingly, as with intent to deceive; cheating/plagiarism is presenting the ideas or words of another as one's own or giving inappropriate aid to another student; and stealing is taking the property of another or others without permission or right.

### Notification of Honor Violations

Students are encouraged to report all honor violations to the Dean of Students and Upper School Head. Following an investigation, the Dean of Students and/or Upper School Head will then present the case to the Student Council President and Vice President. The three will then collectively decide whether the case should reach the Honor Court. The student and his or her advisor are notified by the Dean of Students or Upper School Head of the allegations against him or her.

### Jurisdiction

The Honor Court will hear cases involving lying, cheating, or stealing. However, when a conduct violation entails lying, cheating, or stealing, the case will be referred to the Honor Court rather than the Conduct Review Board. This will be under the discretion of the Upper School Head and/or Dean of Students.

If a student under review of the Conduct Review Board is found guilty of lying, the student will not then go before the Honor Court. Rather, this will be taken into account when his or her punishment is decided by the Conduct Review Board.

## Composition of the Honor Court

Permanent members of the Honor Court include the Student Council President, Student Council Vice President, the junior and senior class presidents, and one Senior Prefect, appointed at the beginning of the school year.

For a trial concerning a member of the junior or senior class, the Vice President of the appropriate class will be present. For a trial concerning a freshman or sophomore student, the President of the appropriate class will be present. In an effort to maintain consistency, as well as to keep a record of trials, there will be an Honor Court Advisor who will be present at every hearing to serve as the institutional memory for the court.

The Dean of Students will always be present, but is a non-voting member. All members of the court have the right to excuse themselves from hearing a case and will then be replaced by a member nominated by the remainder of the court. Parents and lawyers are not permitted at Honor Court hearings.

Members of the Honor Court must maintain absolute confidentiality. If a member of the Honor Council breaks confidentiality, that member will be dismissed from the court and will not serve on future Honor Courts.

## Honor Court Hearings and Disposition

When the Dean of Students desires to convene the Honor Court to determine the existence of an Honor Violation and the disposition he shall notify the Honor Court that an alleged violation has occurred. The Court will then convene at its earliest opportunity.

The Dean of Students will present the case to the Honor Court and present the testimony of witness and any appropriate documentary evidence. Following the presentation of the case, the accused student will be given the opportunity to testify and be represented by a faculty advocate. The faculty advocate may speak on the accused student's behalf. The members of the Honor Court may question any witness, question the accused and review all documentary evidence presented to it in making its decision as to guilt or innocence and as to any relevant disposition.

If two-thirds of the Honor Court believe that the accused student is guilty, then the board will consider the appropriate disposition relating to the offense. A vote of two-thirds of the Honor Court is required to recommend a disposition to the Upper School Head.

Dispositions include, but are not limited to, detention, suspension, expulsion, and relevant remedial academic assignments (resubmission of previously submitted assignments or additional assignments).

The Upper School Head may accept, amend or reject the recommendation of the Honor Court. The Headmaster may, in his/her sole discretion revise any disposition in the Honor Court process.

**THE CONDUCT REVIEW PROCESS**

Cases that involve violations of non-honor rules (excessive tardies, minor disrespect, drug or alcohol use, skipping classes, etc.) will be handled through the offices of the Dean of Students and/or Upper School Head.

When, in the judgment of the Upper School Head or the Dean of Students, a student has violated a rule or has exhibited a pattern of minor rule violations, the student may be required to meet with the Conduct Review Board.

**Composition of the Conduct Review Board**

The Conduct Review Board is comprised of two Upper School faculty members appointed by the Upper School Head, two senior prefects elected by all of the senior prefects, and the Student Council President or Vice President. The Dean of Students convenes and administers the Conduct Review Board. If any member must recuse him or herself, he/she shall be replaced by the Dean of Students in consultation with the remaining members of the Conduct Review Board.

Parents and lawyers are not permitted at Conduct Review Board Hearings.

Members of the Conduct Review Board must maintain absolute confidentiality. If a member of the Conduct Review Board breaks confidentiality, that member will be dismissed from the board and withheld from all future Honor Councils in their time at Severn.

**Conduct Review Board Hearings/Disposition**

The Dean of Students will present the case to the Conduct Review Board and present any relevant testimony of witness and any appropriate documentary evidence. Following the presentation of the case, the accused student will be given the opportunity to testify and be represented by a faculty advocate. The faculty advocate may speak on the accused student's behalf. The members of the Conduct Review Board may question any witness, question the accused and review all documentary evidence presented to it in making its decision as to guilt or innocence and as to any relevant disposition.

The Conduct Review Board will consider all of the evidence presented to it in private session. If a majority of the Conduct Review Board believes that the accused student is guilty, then the board will consider the appropriate disposition relating to the offense. A majority of the Conduct Review Board is required to recommend a disposition to the Upper School Head.

Dispositions include, but are not limited to, detention, suspension, expulsion, relevant remedial academic assignments, counseling, loss of privilege, etc.

The Upper School Head may accept, amend or reject the recommendation of the Conduct Review Board. The Headmaster may, in his/her sole discretion revise any disposition in the Conduct Review Board Process.

**DISCIPLINE GENERALLY**

In any disciplinary process the possible dispositions include but are not limited to:

- ◆ Counseling
- ◆ Detention
- ◆ Loss of privileges
- ◆ Removal from leadership positions in the Student Council or Class offices
- ◆ Removal or prohibition from serving as a Senior Prefect
- ◆ Prohibition from participation in sports or school sponsored trips or activities
- ◆ Suspension
- ◆ Dismissal

**Detention**

Detentions are scheduled at the discretion of the administrator or faculty member ordering detention, and they take precedence over other School commitments. Detentions can be scheduled certain days before the academic day, after the academic day, and on Saturday mornings. Unexcused absences from detention may result in further disciplinary action. As part of detention a student may be required to sit quietly for a set amount of time, serve a set number of hours in service to the Severn community, write on an appropriate topic, or perform other services or duties.

**Probation**

Probation serves as a warning that continued academic or disciplinary problems could result in more severe consequences, including suspension, dismissal, or a decision not to let the student reenroll the following academic year. Probation may be accompanied by other penalties, including restrictions on a student's activities or requirements that he/she complete certain specified duties. (Please be aware, a student does not necessarily have to be placed on probation as a precondition for any punishment, including suspension, dismissal, or not being invited to reenroll.) Once a student finishes probation, the student's record is not "wiped clean." If a student commits another offense, then his/her past actions will be considered as part of the disciplinary process.

**Suspension & Dismissal**

Behaviors that commonly result in suspension or dismissal include, but are not limited to:

- ◆ Lying
- ◆ Cheating or plagiarism
- ◆ Fighting
- ◆ Harassment
- ◆ Possession of weapons
- ◆ Disrespect to School employees or students

- ◆ Stealing
- ◆ Abusing prescribed medication
- ◆ Using, possessing, or being under the influence of any illegal drug or any alcoholic beverage on campus or during any School function or activity
- ◆ Expressed or evident antagonism to the School and to its spirit, purpose or procedures
- ◆ Conduct that tends to bring gross discredit to the School or its members
- ◆ Repeated minor transgressions or misconduct.

If a student is dismissed, s/he is asked to leave School permanently.

Suspension is the most serious penalty that Severn imposes short of dismissal, and it should send the message that the individual has violated School standards and that the community must exclude him/her for a set period. Decisions involving suspension or dismissal are automatically reviewed by the Headmaster.

If a student has been suspended, he/she will not be allowed to return to Severn after the suspension period until he/she agrees to abide by the School's rules, policies and standards. A suspended student is required to have completed all academic work upon returning to School. Parents of suspended students should ensure that the student does not use this period simply as some "free time."

In some cases, the School will impose an in-house suspension; the student must come to School, but is not allowed to participate in class or activities. During an in-house suspension a student may be required to complete overdue work or to perform other services or duties. As with any suspension, a student suspended in-house must have completed all academic work upon returning to School.

#### **Disclosure Policy**

Severn School does not volunteer information to colleges about minor infractions for which a student may have been suspended or placed on probation. If asked, the School will report those disciplinary actions imposed for violations significant enough to warrant a college's attention. The School will notify the appropriate colleges of a student's separation from Severn if that student has already submitted applications to those colleges.

#### **The Role of the Headmaster**

The Headmaster retains the ultimate authority to discipline students. The Headmaster will make every effort to use the disciplinary processes herein, but retains the ultimate authority to waive these processes as in his/her sole discretion is appropriate.

### **UPPER SCHOOL UNIFORM DRESS CODE**

The uniform dress code in the Upper School is just one example of the high standards we expect from our students. The goals of the uniform dress code are as follows:

- ◆ Help students distinguish between dress for school and dress for informal activities.
- ◆ Prevent excessive competition over expensive clothes.
- ◆ Decrease the time spent pondering what individuals should wear.
- ◆ Decrease the time spent on enforcement in order to concentrate on the core matters of learning and teaching.
- ◆ Provide a neat and comfortable uniform dress code.
- ◆ Increase pride in appearance and in Severn School.
- ◆ Promote modesty in appearance.

Students must be in uniform from arrival at school until the end of the school day. Students must remain in uniform if attending extra help or meeting other academic requirements after school. The responsibility of adhering to the guidelines that follow rests with students and their parents; however, members of the faculty and the Dean of Students will respond to students who violate the guidelines. Responses include but are not limited to the following:

- ◆ detention(s)
- ◆ confiscation of item of clothing
- ◆ requirement to check with a member of the faculty each morning
- ◆ phone call to parents
- ◆ student sent home to change

On free dress days, students must wear clothing that is reasonable and appropriate for an academic day. In addition, Severn School reserves the right to change the uniform dress code during the academic year.

**GIRLS DAILY UNIFORM****Tops**

A white or maroon polo shirt (long or short sleeve)

- ◆ Short sleeves must cover at least ½ of the upper arm.
- ◆ No logos; no designs of any kind.
- ◆ Polo shirts must have buttons.
- ◆ Polo shirts must be a modest cut, not skin-tight.
- ◆ Shirrtails may be un-tucked with kilts or skorts; however, shirrtails must be tucked into pants. Polo shirts must be an appropriate length so that normal activity during the day does not expose bare midriffs.
- ◆ Undershirts must be white – no logo or design may show through the polo shirt.

**Bottoms**

Girls have three options (one is seasonal)

1. Pants
  - ◆ khaki or stone in color with an appropriate belt in the belt loops of the pants.
  - ◆ No corduroys, denim pants, jean-style pants, Capri's, low-risers, stretch or stretch-pocket pants, pants with designs, pants with pockets on the sides, carpenter pants, or painter's pants. Pants must be a modest cut, not skin-tight.
2. Kilt
  - ◆ plaid, navy or gray in color with black or navy blue tights (solid, no fishnets, no holes, no patterns). Kilts must be no more than three inches above the knee.
3. Skort
  - ◆ khaki in color; tights not required. In the fall, the last day to wear skorts is October 31. In the spring, the first day to wear skorts is April 1.

**Shoes & Socks**

All students must wear "dirty bucs" style shoes (light brown suede lace-tops with pink soles). Girls are not required to wear socks.

**Outerwear**

During the school day (8 a.m. - 2:45 p.m.) students may ONLY wear one of two choices:

1. Their navy blazer
2. Black Severn fleece sold through Severn's Admiral's Collection. **Only seniors** may wear the black, gray, or maroon Severn fleece sold through Severn's Admiral's Collection.

**General Appearance**

- ◆ No visible piercings (other than the ear) and no visible body art or tattoos.
- ◆ Hairstyles and hair color must be neat and not be extreme.
- ◆ No hats inside buildings.

**GIRLS ASSEMBLY/DRESS UNIFORM**

- ◆ A navy blazer.
- ◆ A white button-down Oxford shirt (short or long sleeve). The shirt must have sleeves, must remain tucked in during the day, and must not be a tapered shirt. The shirt also must be a modest cut, not skin-tight.
- ◆ The plaid kilt with navy tights or pants (as described in the daily dress) with an appropriate belt in the belt loop of the pants.
- ◆ 'Dirty bucs' as described in the daily dress.

**BOYS DAILY UNIFORM****Tops**

- ◆ A white or blue button-down Oxford shirt (short or long sleeve).
- ◆ Shirrtails must be tucked into pants.
- ◆ Any shirt worn underneath cannot have a collar and must be the same color of the button-down Oxford shirt. No long sleeve shirts under short sleeve button-down Oxford shirts.
- ◆ An appropriate tie (neckties or bowties; no bola-style), pulled up.
- ◆ Undershirts must be white – no logo or design may show through the Oxford shirt.

**Bottoms**

Boys have two options (one is seasonal).

1. Pants
  - ◆ khaki or stone in color with an appropriate belt in the belt loops of the pants.
  - ◆ No corduroys, denim pants, jean-style pants, Capri's, low-risers, stretch or stretch-pocket pants, pants with designs, pants with pockets on the sides, carpenter pants, or painter's pants.
2. Shorts
  - ◆ khaki or stone in color with an appropriate belt. In the fall, the last day to wear shorts is October 31. In the spring, the first day to wear shorts is April 1.

**Shoes and Socks**

**All students** must wear "dirty bucs" style shoes (light brown suede lace-tops with pink soles). Boys are required to wear socks.

## UPPER SCHOOL STUDENT CONDUCT

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### Outerwear

During the school day (8 a.m. - 2:45 p.m.) students may ONLY wear one of two choices:

1. Their navy blazer
2. Black Severn fleece sold through Severn's Admiral's Collection. **Only seniors** may wear the black, gray, or maroon Severn fleece sold through Severn's Admiral's Collection.

### General Appearance

- ◆ No visible piercings (other than the ear) and no visible body art or tattoos.
- ◆ Hairstyles and hair color must be neat and not be extreme. A student who has long hair must keep it in a ponytail.
- ◆ No facial hair, except for religious or medical reasons. Sideburns must not extend below the earlobe.
- ◆ No hats inside buildings.

### BOYS ASSEMBLY/DRESS UNIFORM

- ◆ A navy blazer.
- ◆ A white button-down Oxford shirt (short or long sleeve).
- ◆ The school tie.
- ◆ Pants with an appropriate belt in the belt loop of the pants.
- ◆ 'Dirty bucs' and socks as described in the daily dress.

### THE OCCASIONS FOR THE DRESS UNIFORM

In addition to field trips and announced special occasions, students must wear the dress uniform on the following occasions:

- ◆ The Honor Code Assembly
- ◆ NHS/Cum Laude Society Induction Assembly
- ◆ Fall Athletic Awards Assembly
- ◆ Winter Athletic Awards Assembly
- ◆ Founders Day Assembly
- ◆ Fine Arts Awards Assembly
- ◆ Activities/Service Awards Assembly
- ◆ Spring Athletic Awards Assembly
- ◆ Academic Awards Assembly