

PRISMS

Princeton International School
of Mathematics and Science

Student Handbook

2025-26

Disclaimer

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive but rather advisory, serving only to guide the student and parent. PRISMS reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of this handbook is left up to the Co-Principals, Deputy Principals, and Assistant Principals of PRISMS.

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School Calendar – Key Dates

2025

Aug	18	<i>Mo</i>	School opens for returning faculty	
	21	<i>Th</i>	New Faculty and Staff Meetings	
	24	<i>Su</i>	Dormitory opens for 12th-graders	
	25 – 29		Faculty and Staff Meetings	
	27 – 29		College “Boot Camp”	
	30	<i>Sa</i>	Dormitory opens for 9th-, 10th-, and 11th-graders	
Sep	1	<i>Mo</i>	New Students Orientation	
	2	<i>Tu</i>	All Students Orientation	
	3	<i>We</i>	First Semester begins	
Oct	8	<i>We</i>	PSAT Day	
	13	<i>Mo</i>	“Visit PRISMS” Day	
	20	<i>Mo</i>	Fall long weekend	<i>No classes</i>
	23	<i>Th</i>	On-campus SAT for 12th-graders	
Nov	24 – 25		Student progress conferences	<i>No classes</i>
	22 – 30		Thanksgiving Break	<i>Dorm open</i>
Dec	1	<i>Mo</i>	Classes resume	
	12	<i>Fr</i>	Winter Break begins at 5p	<i>Dorm closed</i>

2026

Jan	3	<i>Sa</i>	Dormitory reopens for boarding students	
	5	<i>Mo</i>	Classes resume	
	16	<i>Fr</i>	Research Symposium Day	
	19 – 23		Exam Week	
	26	<i>Mo</i>	Professional development day	<i>No classes</i>
	27	<i>Tu</i>	Second Semester begins	
Feb	16	<i>Mo</i>	Winter long weekend	<i>No classes</i>
Mar	4	<i>We</i>	SAT Day	
	20	<i>Fr</i>	Spring Break begins at 5p	<i>Dorm closed</i>
Apr	4	<i>Sa</i>	Dormitory reopens	
	6	<i>Mo</i>	Classes resume	
	27	<i>Mo</i>	Spring long weekend	<i>No classes</i>
May	25	<i>Mo</i>	Memorial Day	<i>No classes</i>
	29	<i>Fr</i>	Research Symposium Day	
Jun	1 – 4		Exam Week	
	6	<i>Sa</i>	Commencement – Summer Break begins	
	7	<i>Su</i>	Dormitory closed	
	9 – 12		Faculty and Staff Meetings	

Important Phone Numbers

Name	Title	Extension
Adam Kemp	Co-Principal	609-454-5582
Joseph Li	Co-Principal	609-454-5582
Xiaoyu Wang	Deputy Principal	609-454-5596
Steven Chen	Deputy Principal	609-250-1034
Bradford Carpenter	Assistant Principal	609-454-5583
Steven Brownstein	STEAM Dept. Head	609-250-7015
Kenneth Jones	Director of Facilities	609-454-5592
Zachary White	Humanities Dept. Head	609-250-7010
Yang Yang	Director of Admissions	609-454-5588
Tiger Gao	Director of Student Life	609-250-7012
Sharon Zhou	School Nurse	609-454-5585
Eugene Mok	School Counselor	609-454-5597
James Qin	Director of Development	609-454-5587
Yao Ling	IT Director	609-250-7009

Welcome

Dear Students,

We are excited for you to embark on an enlightening, empowering, and rewarding educational journey at PRISMS. Our school is guided by Madam Liu's philosophy of Love and Respect, as we believe education is most powerful when each student feels seen, valued, and supported. PRISMS is dedicated to this principle and works to meet your individual needs through a student-centered approach, helping you reach your full potential.

PRISMS offers a structured and rigorous high school program grounded in science, technology, engineering, and mathematics (STEM). However, we believe a true education goes beyond subject mastery, and we challenge you to explore areas and opportunities you may not have previously considered meaningful to you. We encourage you to ask meaningful questions, investigate them deeply, find patterns and connections, and seek truths about the world around you. Our goal is to cultivate curious problem solvers and nurture young academics who possess a spirit of exploration and innovation. Through investigative research and hands-on exploration, you will tackle meaningful challenges, leading to personal breakthroughs and creative solutions. This process of inquiry, reflection, and discovery is precisely how we define a genuine education at PRISMS.

As you read and understand this handbook, you will find essential information designed to guide your experience at our school, including the School's Mission Statement, Core Beliefs, and Graduate Profile, which articulate the

values the community upholds and the qualities it strives to help each student develop. True leaders are not only defined by their talents, but by their ability to respect structure, take responsibility, and act with integrity. When you understand and follow these rules and expectations, you develop the character and discipline necessary for long-term success.

With that, we can't wait to see the ideas you explore, hear the questions you ask, and share in your growth in the year ahead!

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Kemp', with a stylized, cursive script.

Adam Kemp
Co-Principal

A handwritten signature in black ink, appearing to read 'Joseph Li', with a stylized, cursive script.

Joseph Li
Co-Principal

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Introduction

Mission Statement

Princeton International School of Mathematics and Science immerses a multi-cultural, self-motivated student body in an integrated STEAM-centered curriculum and a research program that identifies and develops each student's potential. Our approach promotes critical thinking, imagination, and deep curiosity, and enables students to ask meaningful questions and to contribute to a diverse and dynamic world.

Core Beliefs

We believe in the following:

- Respect and love are at the heart of effective teaching. The teacher-student relationship is based on teachers' respect for their students, and that respect inspires learning and creativity. Devoted teachers love their subject and their craft. Together respect and love lead to the finest and most profound education.
- Science, technology, engineering, and mathematics are crucial for the advancement of civilization.

- Humanities, world languages, and the fine arts are essential for students to understand and express themselves in the context of the world around them.
 - Research-based education shapes the adolescent brain in a beneficial way.
 - Excellent teaching ignites a sense of wonder.
 - Perseverance is an essential trait for students to develop and nurture.
 - Integrity is fundamental to a responsible and meaningful life.
 - The ethical application of knowledge improves our world.
 - Collaborative and independent learning are both essential for substantive achievement.
 - The habit of excellence can be developed.
 - Education should equip students to contribute positively to society.
 - A healthy body and mind are essential to intellectual development and a productive life.
-

Graduate Profile

PRISMS graduates excel in a complex world because during their time at School they develop the following qualities:

Ethics and Knowledge – They display ethical behavior and demonstrate deep and broad knowledge in many fields.

Integrity – They have high moral standards, empathy, and a sense of responsibility. They fulfill their duties fairly and justly. They respect others and are respected.

Fortitude and Resilience – In their quest for truth, they have ambitious goals but understand that perseverance requires hard

work and self-motivation, by which they overcome all challenges to achieving their goals.

Physical and Mental Health – They have developed good habits in everyday life, such as doing sports and consuming a healthy diet. They grow in a well-rounded way that balances the physical, mental, and emotional aspects of their lives. They strive to live in harmony with others and themselves.

Curiosity and Sense of Adventure – Their love of learning and their sense of wonder motivate them to explore the unknown. Their deep curiosity and earned confidence makes them ready to take risks.

Intelligence and Sense of Humor – They are, at once, both independent thinkers and wise. They tackle complicated problems by applying critical and innovative thinking. They also have a warm sense of humor, resisting the temptation to take themselves too seriously, which helps them cope with problems, conflicts, and negative feelings.

Reflective and Innovative Thinking Skills – They reflect, explore, and adapt continuously to develop strategies in overcoming challenges, and they seek breakthroughs by disrupting familiar paradigms.

Creativity – They can think divergently to quickly connect one idea to another. They often find unorthodox solutions to problems.

Open-mindedness and Tolerance – They are broad-minded and receptive to alternative views, and they learn from them. They can consider other people's points of view.

Communication and Collaboration Skills – They communicate well and understand and respect others. They can collaborate with others to reach their academic and personal goals.

Leadership Skills – They are able to identify the strengths and tap the energy of a group, to effectively communicate with and inspire others, and to unselfishly coordinate and lead them to accomplish more than they could as individuals.

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Community Standards & Student Conduct

Governing Community Standard

We are a small and vibrant community made up of individuals from diverse backgrounds and with distinct personalities, all united by a shared commitment to learning, growth, and mutual respect. As members of both the PRISMS campus and the broader community—including Lambert Drive, Princeton Township, and beyond—we expect all students to conduct themselves with integrity, kindness, and responsibility at all times, both on and off campus.

We encourage students to approach their education with a seriousness of purpose and a genuine enthusiasm for inquiry. We believe that strong moral character, compassion, honesty, and good judgment should guide their actions each day.

The policies and procedures outlined in this handbook are meant to support a safe, respectful, and productive school environment. They are not exhaustive, and the School reserves the right to modify or depart from them as needed and without prior notice.

Common Language at PRISMS

At PRISMS, English is our shared language. This means that in all common spaces—classrooms, hallways, the dining hall, dorm lounges—we expect everyone to speak English. Whether you're talking with teachers, classmates, staff, or administrators, English is the language that brings us together.

When you're in private spaces with others who share your native language—for example, in your dorm room with a roommate who also speaks Chinese—you are welcome to speak in your native tongue. But in shared environments, speaking English helps everyone feel included and supported.

Every strong community—whether it's a country, a school, or a team—depends on a common language. Without it, people struggle to connect, collaborate, and build trust. Throughout history and literature, there are countless stories showing how the absence of a shared language leads to confusion, division, and even collapse. A common language doesn't erase diversity; it strengthens it by allowing everyone to participate fully.

There's plenty of research—and real-life experience—to show that the fastest, most effective way to learn a language is to use it in real situations. You can study English in a book, but nothing compares to speaking it every day with native speakers in an English-speaking environment. Think of it this way: if you wanted to become fluent in French, the best place to do it would be in France—not just in a classroom, but in everyday conversations. In the same way, PRISMS offers international students a powerful opportunity to develop their English by using it regularly in a supportive, immersive setting.

Most PRISMS students plan to attend English-speaking colleges and universities, where academic success depends on being able to express yourself clearly and thoughtfully in English—both in writing and in conversation. That's why we encourage all students, regardless of background, to treat English as a shared responsibility and a shared opportunity. By choosing English in our common spaces, you're not just following a school policy—you're preparing for your future.

Rules Regarding Student Behavior

A community works best when its members comport themselves with self-respect, integrity, and kindness. It also works best when its members observe the rules that govern the community. Rule-breaking undermines the spirit of our community. Anyone witnessing a violation of rules without intervening in some way is effectively condoning the misbehavior. The rules below are based on the essential values of health and safety, integrity and trustworthiness, and kindness and respect. Violation of any of these major rules or repeated violation of other school expectations and procedures will result in disciplinary action, including possible dismissal from PRISMS.

Alcohol, Drugs, and Tobacco

PRISMS is a “no-use” campus and does not condone the use of any kind of such substances by its students. Possession, distribution, or use of alcoholic beverages or illegal or controlled substances of any kind, including tobacco, while under School jurisdiction is forbidden. There are no circumstances under which it is permissible to have alcoholic beverage containers or other drug paraphernalia on any part of our campus.

Repeated suspicion of drug, alcohol, or tobacco use may result in drug or alcohol screening.

Prescribed medication must be dispensed only through the School Nurse. The sharing of prescription medication(s) or the use of such medication(s) in a manner other than as prescribed will result in disciplinary action.

Misuse of over-the-counter (OTC) medications (e.g., cold medication, pain relievers) is strictly forbidden. Students are not allowed to keep any medications (prescription or OTC) in their dorm rooms or on their person; a student possessing any such medication without the School Nurse’s approval is subject to disciplinary action. Possession or use of any other medicinal substances is strictly forbidden also; this includes but is not limited to herbal supplements of any kind, diet pills and diet aids, laxatives, caffeine pills, sleeping pills, and anything deemed inappropriate or dangerous by the School Nurse.

Violation of any of the alcohol, drugs, or tobacco rules will result in suspension and may be grounds for dismissal from School depending on the circumstances of the rule infraction. Misuse of prescription medications or providing alcohol, drugs, or tobacco to others may result in immediate expulsion from School. Any repeated offense of the alcohol, drugs, or tobacco rules will result in an automatic expulsion from school. School administrators reserve the right to conduct random room searches at any time.

Stealing

Unauthorized taking or use of personal or school property is prohibited. Acts of stealing include but are not limited to borrowing items without the owner's permission, unauthorized use of a credit card, and unsanctioned removal of any school materials from academic areas. A student's acts of theft may lead to that student's dismissal from School.

To reduce incidents of theft, students should label their property to protect against loss. Further, students are required to respect and maintain dorm security by always carrying their IDs and key cards. Also, students are expected to keep books and belongings secure in their assigned lockers or dormitory rooms for safekeeping.

PRISMS is not responsible for damage to or loss of student property. If there is suspicion of theft, school administrators reserve the right to conduct random room or locker searches at any time.

Dishonesty and Deception

Misrepresentation of the truth, lying or lying by omission, and acts of deception destroy trust, can be dangerous to others, and are absolutely unacceptable, for any of them undermines the spirit of the community that we all must work to maintain.

Weapons

In accordance with the Gun-Free Schools Act of 1994, any student who is determined to have brought a weapon to campus may be expelled.

Other Behaviors

Other unacceptable behaviors include but are not limited to the following:

- Bullying and intimidation of any kind, including cyberbullying
- Hazing
- Abusive actions or speech, including physical violence and profanity
- Disrespectful treatment of others, including words, gestures, and actions
- Pervasive negativity about others or the School itself
- Spreading false information about other community members
- Accumulation of unexcused absences
- Multiple violations of school rules and expectations
- Persistent violations of the dress code

Students who engage in any of the above will be subject to disciplinary action.

In addition to being part of the school community, students also are part of the neighboring community of residents. It is important for students to interact with these neighbors in a respectful manner. Inappropriate behavior includes actions that are disrespectful, embarrassing, or potentially damaging to PRISMS. All members of the PRISMS community are ambassadors for the School and always should act and dress in a manner that upholds the principles and values of the School.

Public Displays of Affection and Sexual Activity

The School recognizes that genuine feelings of affection may exist between students. Regardless, students must refrain from demonstrations of affection on campus and at school-related events.

Displays of physical intimacy, such as holding hands, heads on shoulders, sitting on laps, prolonged hugs, etc., can make others uncomfortable.

Sexual activity of any kind is inappropriate and unacceptable on this campus. In this community, everyone should feel welcome in all school spaces and should never be made uncomfortable by others' inappropriate behavior. Outside the academic day, especially during evening study halls and weekends, classroom doors must remain open at all times, as those are public, shared spaces.

Repeated or especially inappropriate public displays of intimacy by couples may result in disciplinary consequences.

Destruction of Property

Students are expected to treat school property with care. Anyone defacing or damaging property will face disciplinary consequences and be responsible for restitution.

Inappropriate Use of Electronic Devices

Students must know, understand, and follow all legal and ethical rules regarding the use of computers, smartphones, and other networked electronic devices. Students agree to use their electronic devices in accordance with all school rules and expectations. Misuse of an electronic device will result in restricted use and disciplinary consequences. Such misuse may take the form of:

- Excessive use of an electronic device for non-academic purposes that interferes with the meeting of school responsibilities. Such behavior may lead to counseling
- Using electronic devices to harass others or place other students or the School in potential danger. This includes the sharing of passwords, as well as the improper logging off from School computers. Moreover, students are not allowed to download software onto School computers and may not misuse the PRISMS' computer network in any way
- Downloading books, articles, music, movies, games, and software through illegal means

- Visiting pornographic websites

Reliable use of the Internet and its resources is the responsibility of all students. PRISMS has a detailed Acceptable Use Policy (AUP) that all students must read and follow. This Policy is set forth in the “Appendix”. The Assistant Principal, in consultation with IT personnel, will investigate violations of this policy.

Academic Integrity

Truth, honesty, and integrity are critical components of an academic community. Academic dishonesty is a serious offense that includes, but is not limited to, falsifying or fabricating information, obtaining unauthorized access to classroom materials, cheating, and plagiarizing. These offenses are defined below:

- **Falsifying or fabricating information** refers to the act of altering, inventing, or misrepresenting information with the intent of deceiving others. This includes misrepresenting information on college applications, scholarship forms, and club memberships as well as false reporting incidents, complaints, or accusations against other students or staff.
- **Unauthorized access to classroom materials** implies that students are expected to only gain access to course materials that have been provided by their respective teachers. Materials and information in one class should not be shared or discussed between classes and grade levels.
- **Cheating** is considered in many forms, and is not limited to: allowing other students to see answers during quizzes or tests, copying a student's work with or without permission of the other student, reusing work from previous years, using unauthorized materials during exams, or receiving unauthorized assistance in any form. Students will be informed by their teachers when it is permissible to do assignments cooperatively. Unless they are told otherwise by

a classroom teacher, students are expected to do homework independently.

- **Plagiarism** is representing ideas or work that are not your own, including copying information and ideas from a published work, AI-generated material, the Internet, or any other content without citing sources correctly. Students will be given information about avoiding plagiarism in each academic discipline by their classroom teachers.

Faculty and administrators will investigate allegations of academic dishonesty to determine whether a student has violated the School's expectations for students regarding academic integrity. Academic dishonesty will result in the disciplinary consequences described below.

Level 1

For any academic integrity violation, the school will take the following actions:

- **Consultation** – The student will receive consultation from the School Counselor and the Academic Committee.
- **Grading** – The student will receive a zero (0%) for the assignment, or be required to resubmit/retake the assignment for a reduced grade as determined by the Academic Committee.
- **Parent/Guardian Contact** – The Academic Committee will formally communicate with the student's parents or guardians to discuss the incident.
- **Internal Record** – A record of the infraction will be kept in the student's internal file for the remainder of their enrollment at the school.
- **Leadership Position Disqualification** – The student may be disqualified from participating in leadership positions during the following academic year unless authorized by the School Principal(s).

Level 2

Any subsequent academic integrity violations, following a Level 1 infraction, will result in Level 1 consequences, and will either be reported to colleges and universities as part of the student's record or will result in the student's dismissal from the school.

Extracurricular Exam Proctoring Policy

PRISMS is proud to support our students' participation in a wide range of national and international academic competitions. To ensure every student has the best possible experience, we have developed a policy that provides consistent organization across all competitive exams, reduces anxiety by clearly outlining expectations and requirements, and creates an environment where each participant can perform at their best. We recognize that while participation is individual, our competitors represent the values and excellence of our school community. In support of these goals, PRISMS has adopted the following policy for extracurricular competitions that involve exams:

Required On-Campus Proctoring

Students who wish to participate in academic competitions that include exam components may be required to take these exams under official PRISMS proctoring. If so, PRISMS will provide structured proctoring, and students must adhere to our process and schedule in order to participate.

This policy currently applies to, but is not limited to, the USABO, USACO (Platinum and Gold level only), USA(J)MO, USAPhO, and USNCO.

Proctoring Requirements

PRISMS-proctored competitions will be conducted under the following conditions:

- **Approved Materials** – The school will provide the list of approved materials to each participant prior to exam administration. Proctors will inspect setups, collect unauthorized items, and oversee the full duration of the exam.
- **Monitoring** – The school will provide active proctoring and monitoring during the duration of the exam.
- **Conduct and Behavior** – The school will remind participants about the exam time, instructions, and appropriate behavior during the exam and after it has been completed.

Non-Compliance

Students who fail to follow PRISMS's required proctoring procedures will not be permitted to represent PRISMS in the associated competition. In addition, an initial instance of non-compliance will be treated as a *Level 1 Violation* under the school's Academic Integrity Policy, pending review by the Academic Integrity Committee. Repeated or deliberate non-compliance may be escalated to a *Level 2 Violation*, which could result in more serious disciplinary action, including the possibility of expulsion.

Purpose and Community Standards

This policy is designed to ensure a level playing field for all students and to uphold the values of academic honesty and personal responsibility. By aligning our competition practices with our educational mission, we create an environment that fosters both excellence and ethical conduct.

We are committed to providing meaningful opportunities for academic challenge and achievement, and we appreciate the cooperation of students, families, and faculty in maintaining a high standard of integrity and fairness.

Harassment Policy

Harassment is defined broadly to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and may relate to race, color, religion, gender, age, marital status, sexual orientation, genetic information, gender identity or expression, veteran status, physical or mental disability, national origin, ancestry, or other protected category. PRISMS is committed to being a place where all members of our community can succeed and thrive while feeling safe and accepted.

All members of the school community are expected to dedicate themselves to creating an educational environment that promotes respect, dignity, and equality, and that is free from all forms of harassment, bullying, intimidation, hazing, exploitation, discrimination, and retaliation. Such behavior is demeaning to all people involved; they constitute unacceptable conduct and will not be tolerated. Harassment can occur in person or through electronic means such as smartphones, cameras, computers, social networking, and other Internet sites. Examples of harassment include, but are not limited to, the following:

- Gossip
- Sexually suggestive or foul language
- Jokes of an ethnic, sexual, religious, or personal nature
- Conduct or comments that threaten physical violence
- Offensive remarks
- Unwelcome gestures or physical conduct
- Display or circulation of written materials, items, statements, or pictures that degrade any member of this community

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 educational environment. Examples of sexual harassment include, but are not limited to, the following:

- Demanding sexual favors
- Forcing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing, or hugging
- Restraining someone's movement in a sexual way

It is a violation of our policy for any member of the faculty or staff to make sexual advances toward, or engage in, sexual conduct with a student. Any concerns about faculty or staff sexual misconduct toward a student should be immediately reported to the Assistant Principal, the School Counselor, or the Co-Principals.

Bullying

Bullying is the repeated use by one or more students of written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student that does one or more of the following:

- Causes physical or emotional harm to a student or damages to a student's property
- Places the student in reasonable fear of harm to himself or herself or of damage to the student's property
- Creates a hostile environment for the student
- Substantially disrupts the education process or the orderly operation of School
- Bullying includes a variety of behaviors but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. Such behavior often is carried out by one or more of the following methods:

- Physically (e.g., hitting, kicking, pushing)
- Verbally (e.g., calling names, threatening, teasing, taunting, spreading rumors)
- Electronically a.k.a. “cyber-bullying” (e.g., posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posing as someone else)
- Other (e.g., such as leaving a person or people out of activities, not talking to them, stealing or damaging their property, making them feel uncomfortable and scared, and making faces or obscene gestures)

Hazing

Hazing is any action that recklessly or intentionally endangers the health or safety of a person for the purpose of initiation or admission into, affiliation with, or continued membership in an organization.

Reporting Violations

Any student who believes he or she has been subject to any form of harassment, bullying, hazing, or related misconduct should bring the matter to the attention of any adult in whom he has confidence or directly to the Assistant Principal.

Investigations

Complaints of harassment or related misconduct will be promptly and impartially investigated. The School will ensure, to the best of its ability, the safety and well-being of all participants at each step of the investigation and remediation process. Every effort will be made to protect the privacy of everyone involved in an investigation. As candor and honesty are essential to the investigation and remediation process, they are required of all participants, including witnesses. Failure to fully cooperate in an investigation, including making misrepresentations to the investigators or withholding relevant information, will result in disciplinary action, potentially including suspension or expulsion.

If the investigator determines harassment or related misconduct has occurred, the investigator will make a recommendation to the Co-Principals regarding an appropriate response. The Co-Principals will not be bound by the findings or recommendations, and he will make the final determination. Records of investigations will be confidential and accessible only on a need-to-know basis as determined by the Co-Principals.

Remediation

Although PRISMS's goal is to support and educate members of its community as the primary means of preventing harassment and similar misconduct, the School also has an independent responsibility to provide an environment free of such misconduct. Potential responses to findings of misconduct may be disciplinary or non-disciplinary and may lead to dismissal.

Retaliation Prohibited

Retaliation against an individual for reporting claims of harassment or related misconduct will not be tolerated. Retaliation occurs when an individual who complains about harassment or related misconduct reasonably believes he or she is being intimidated or is suffering negative consequences as a result of the complaint, whether retaliation was intended or not. Complaints of retaliation will be investigated and addressed separately from the underlying complaint. Individuals such as witnesses and investigators who themselves are not complainants but who participate in an investigation also will be protected from retaliation.

False Charges

Allegations of harassment, discrimination, bullying, and hazing are serious and can be damaging to the accused person's reputation. Therefore, any person who knowingly makes a false claim will be subject to disciplinary action.

Discipline Policy

Love and Respect are at the heart of the School's approach towards its students in all aspects of their experience while attending PRISMS. The School abides by these principles when disciplining students, and as such, the discipline policy is intentionally flexible and non-specific. In this way, faculty and staff may consider the context in which and circumstances by which a student has violated school rules.

At PRISMS, there is one fundamental rule, namely that all students at all times should behave responsibly, honorably, and courteously. Mindful of this, PRISMS students are expected to conduct themselves in a way consistent with common sense, safety, and decency, and always show respect for others and themselves, as well as for the fabric and property of the School and the rules outlined in this handbook.

All students are expected to engage positively in the learning process, to work hard to the best of their ability, to be good community members, to represent the School well in whatever capacity when chosen, and to embrace the School's expectations of them willingly and cheerfully. These expectations apply when at School, when representing the School, on School trips, and on a student's journey to and from PRISMS. We hope such good behavior will extend to other aspects of students' lives, both now and throughout the rest of their lives.

It is the responsibility of all faculty and staff to uphold the expectation of appropriate behavior from the students. When a student behaves inappropriately, the adult witnessing the behavior should immediately stop the behavior, speak with the student, and then, depending on the scope of the transgression, notify the Director of Student Life or Assistant Principal. Such notifications enable the administration to identify patterns of inappropriate behavior so they can identify and address any larger issues that might be affecting the student.

There are a few specific expectations the School believes are essential for a student to excel during their time at PRISMS:

- Students should attend all their appointments on time, such as Grade-Level or House meetings, Morning Announcements, guest speakers and required House events, academic appointments, club meetings, athletic commitments, or weekend trips.

- Students should care for the school's grounds, facilities, and equipment, including cafeteria dishes and flatware.
- Boarding students should keep their rooms in good order—floors clean, beds made, clothing stored in drawers and wardrobes, trash emptied regularly, and so on. Regular inspections will be conducted by the Residential Advisors and Heads of Grade. Boarding students who struggle to meet these expectations will be instructed how they come up short and, if necessary, taught how to clean their room to the condition expected by the School.

If a student struggles with any of the expectations listed above, members of the faculty and staff will counsel the student about the importance of meeting them. Counseling can include conversations with any or any combination of the following: the student's teacher, Advisor, or Head of Grade, as well as the Director of Student Life or Assistant Principal. Whoever speaks with the student, the goal is the same—offer counseling that will help them learn to better comport themselves while at PRISMS.

In cases where negative behaviors repeat themselves, the School will involve the parents in the conversation with the student. Through cooperative efforts, the student's behavior should be deterred and the issues resolved. In the cases where negative behavior continues, there is an escalation of responses. In addition, other restrictions may be imposed in an effort to correct inappropriate behavior.

Please note: Serious transgressions may leap steps in the escalating series and, in some cases, may lead straight to dismissal.

Level 1

The student is detained for up to 30 minutes during lunch time or after his or her last school appointment. This consequence is applied for repeated minor transgressions such as those bulleted above.

Level 2

The student receives a one-hour detention, during which period of time they will be assigned to a specific task. Level 2 is used when Level 1 consequences have not improved the student's behavior.

Level 3

When Level 2 sanctions have not resulted in the desired effect, for repeated misbehavior, or for more serious transgressions in or out of the classroom, the student may be asked to serve the community in some meaningful way for at least three hours. Parents will be notified. Such consequences are a serious matter and one step short of suspension.

Level 4

In cases of egregious and inappropriate or unruly behavior, such as extremely rude behavior, fighting, harassment, or similar actions, an investigation of the incident will be conducted, and if community safety is not a concern, the student will serve an internal suspension, whose duration will be determined by the Administrative Team in consultation with other key members of the faculty and staff. In cases where the investigation indicates community safety is a concern, the student may be suspended, asked to spend time away from the community, and prevented from entering the school premises for a period to be determined by the Administrative Team. Of course, parents will be notified and the severity of the consequence will be determined by the Co-Principals and the Head of School. Internal or external suspensions are serious and one step short of expulsion.

Level 5

For the most serious cases such as but not limited to assault, use of tobacco, alcohol, or other non-authorized drugs, or bringing a weapon to school, a student may be expelled from the School. Expulsion also may occur for repeated offenses or misbehaviors. Parents will be notified and the consequence will be at the discretion of the Co-Principals and Head of School.

3

Academics

Introduction

PRISMS students bear individual responsibility for their academic success through persistent hard work, excellent study habits, and well-honed organizational skills. In order to maximize their academic success, students should maintain good communication with their advisor, teachers, and the School Counselor on a regular and ongoing basis.

Class Registration and Dropping

Registration for classes is done through the School Counselor who assists in overseeing each student's academic schedule. During the first two weeks of each semester students may add or drop a class without penalty. Any classes dropped after two weeks of the beginning of the semester will be considered an automatic withdrawal. Exceptions may be made with administrative approval for medical reasons, academic misplacement, or adding another course to replace study hall.

Grades

Letter grades are given in all courses. The numerical equivalents are as follows:

Letter Grade	Score Range (%)
A	93–100
A-	90–92
B+	87–89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	64-66
F	63 or below

Teachers’ Office Hours

Office hours provide students with valuable opportunities to deepen their understanding of course material and to build meaningful academic relationships with their teachers. Students are encouraged to schedule appointments with their teachers if they have questions, need clarification, or find themselves falling behind in a course. Taking

initiative in these moments not only supports academic success but also fosters a stronger connection between students and faculty.

Evening Study Hall

Evening Study Hall for boarding students is held Monday through Thursday, from 7:00 p.m. to 9:30 p.m., in designated classrooms located in the main academic building (Albemarle) and in the dormitory (Ettl House). Freshmen are required to attend study hall in Albemarle 210.

Upperclassmen may choose to study in the dormitory or in the main building, provided they have received permission from the Residential Advisor on duty.

Day students who wish to participate in Evening Study Hall must have their parents contact the Director of Student Life in advance, ideally before the 7:00 p.m. start time.

Students studying in the main building who wish to remain after 9:30 p.m. must inform the Residential Advisor on duty and return to the dormitory by 10:00 p.m. at the latest.

Evening Study Hall provides not only a structured time and place to complete academic work, but also an environment that promotes focus and productivity. To maintain this atmosphere, students are expected to follow the guidelines below:

- Study Hall begins promptly at 7:00 p.m. Students must be in their assigned location and ready to work at that time.
- Classroom doors in the main building must remain open throughout the session.
- If a student needs to speak with the faculty member on duty or another student, it should be done quietly and respectfully, without disrupting others.
- All students should be mindful of those studying nearby and maintain a quiet atmosphere.

- All participants, including day students attending voluntarily, are expected to follow the same rules and expectations.
 - By committing to a quiet and focused environment, students will be better able to use this time effectively and experience the benefits of sustained, uninterrupted study.
-

Special Assemblies and Presentations

From time to time, PRISMS hosts guest speakers, performers, and special events for the community. These occasions are extraordinary opportunities for student exploration outside the classroom. During such events, students should be attentive audience members, both welcoming and polite to visitors, and follow the expectations detailed below, understanding that the guidelines of how to be a polite and respectful audience member at a live event revolve around kindness and thoughtfulness towards others.

- Wear appropriate clothing for the occasion.
 - Arrive in time to find a seat before the program begins.
 - Leave all food and drink outside the venue and silence smartphones.
 - Do not talk, read, text, or work during presentations.
 - Sit up straight and stay awake.
 - Respond appropriately to what is happening on stage (silence, laughter, or applause), showing your support without distracting others.
 - When asking a question of a guest speaker, stand, introduce yourself, and speak clearly.
 - Remain seated until dismissed.
-

Absences

The School recognizes religious observances, major events (e.g., weddings and funerals for immediate family), and serious illness as acceptable reasons for excused absences. Absences for family vacations are not considered excused. Absences for other reasons—independent athletic competitions, academic opportunities, or similar—need to be approved by the Administrative Team.

To avoid disruption of classes and the School's other events, routine medical and dental appointments should be arranged prior to the opening of School or during vacations. Except in extraordinary circumstances, an early departure or late return at vacation times and weekends will be considered an unexcused absence.

PRISMS firmly believes that there is no substitute for the learning opportunities students encounter every day in class through real-time interactions with their instructors and their peers. While instructors will do their best to accommodate excused absences by directing students on how to cover the missed material, the responsibility for covering any missed content or assignments falls squarely on the student.

For students whose absences are unexcused, teachers are neither expected nor required to reproduce any of the class content and experiences a student may have missed.

Procedures for Planned Absences

Routine Absences

Should the need arise to leave campus or miss School commitments, students must notify the Director of Student Life in order to leave campus or miss School commitments. Students should notify the Director of Student Life no later than seven (7) calendar days prior to a planned absence. These requests will be reviewed by either the Director of Student Life and Assistant Principal, or the

Administrative Team, depending on the nature and details of the request.

Students are expected to discuss their upcoming absences with their teachers, club advisors, and coaches in advance in order to understand what will be expected of them when they return.

Routine medical and dental appointments that take place during the school day must be cleared through the Director of Student Life and School Nurse, who will alert the appropriate faculty and administrators of such an absence.

Emergency Situations

All physical and mental health emergencies of students must be reported to the School Nurse or, if the School Nurse is unavailable, someone on the Student Life Team. Other unforeseen circumstances that prevent a student from meeting his or her school appointments should be reported to the Director of Student Life. Excuses from school commitments will be granted at the discretion of the Administrative Team.

Make-up Work

For work needing to be made up due to an unanticipated absence, students must talk to their teachers within 24 hours following the absence to determine a reasonable deadline for completing missing work.

For anticipated absences (e.g. college visits, competitions), students are expected to complete missed assignments prior to the absence whenever possible.

Response to Unexcused Absences and Tardiness

Students are expected to attend all academic appointments on time.

A student is considered absent if they are (1) not present for the class or (2) miss more than 20 minutes of the class period. All absences and tardiness are initially marked unexcused by the classroom teacher.

Absences may be excused when, for example, they are due to illness, family emergency, or other unforeseen and unavoidable events. Lateness may only be excused by the Director of Student Life, the School Nurse, or a faculty member.

A parent may excuse a student's absence or tardiness up to three times per semester. After a third excused absence or tardy, the school may require additional information to excuse a student.

Student absences and tardiness will be recorded in Veracross by faculty members and will be confirmed by the Director of Student Life and shared with school Principals, the School Counselor, and Heads of Grade. Unexcused absences will impact a student's grade consistently across all PRISMS courses.

Level 1

When a student is absent or late, the teacher will follow up with the student after class to briefly discuss the reasons for their lateness. The Head of Grade will, in similar fashion, follow up with the student as soon as possible, preferably on the same day of the infraction. The Head of Grade will suggest actions for the student to take to improve.

Additionally, the student will receive a 20% deduction for each unexcused absence or 10% deduction for each unexcused tardy from their bi-weekly attendance grade. The attendance grade will count as 10% of a student's overall semester grade (before the exam) in each course.

Level 2

After a pattern of unexcused absences or lateness appears, the student will meet with concerned members of the Student Life and Academic Teams, and the parents will be notified. In this meeting, led by the Director of Student Life, they will discuss the negative pattern of behavior and develop an action plan to prevent future violations, which will include a probationary period to begin the next school day and end upon the conclusion of the next full two-week grading cycle. Part of the action plan will include regular check-ins with the School Counselor and their Head of Grade. For their part, the Head of Grade will share a brief written report with the school administrators about the student's progress.

During this two-week probationary period, the student will receive a 40% deduction from their bi-weekly attendance grade for any unexcused absence or 20% for any unexcused lateness.

Level 3

If the student does not improve, the probationary period will be extended for another four weeks. The Principals will meet and discuss the matter with the student. During this month-long probationary period, the student must demonstrate the ability to follow the school's expectations for attendance and being on time.

During this four-week probationary period, the student will receive an 80% deduction from their bi-weekly attendance grade for each unexcused absence or 40% for each unexcused lateness.

Level 4

If the student cannot improve in these areas after six weeks of probation, the school's Administrative Team will meet to determine additional consequences, which may include suspension or expulsion from school.

4

Student Life & Residential Life

Rules for Boarding Students

Ettl House, the on-campus residence for the School's boarding students, is their home while school is in session. In order to ensure that the dormitory is a welcoming, comfortable, and safe environment in which to live and study, everyone residing in the dormitory and their visitors are expected to treat all buildings, furnishings, equipment, and residents with care and respect, especially around issues that affect the students' need for time to work and rest. We hope the following information will enable boarding students to structure their residential life in a positive manner.

Room Assignments and Roommates

All boarding students are expected to work to develop positive relationships with their roommates. Using information gleaned from a survey shared with all new boarding students, the Admissions and Student Life Offices assign roommates and dormitory rooms to new students. Returning students request their roommates and room

assignments, and whenever possible, the Student Life Team honors these when assigning rooms.

The School discourages room changes and will not consider them until after the students involved have made every effort to create a workable relationship. To that end, roommate counseling is available to students through the Student Life Team or through the School Counselor. Furthermore, no roommate changes will be made without the combined recommendation of the Residential Advisors and student's Advisor. Finally, any and all changes are dependent on the availability of space.

Dormitory Policies

Access to the Dormitory

During the academic day, underclassmen (i.e., freshmen and sophomores), both boarders and day students, must remain in the main building and may not access the dormitory during that time. During their free periods, freshmen and sophomores attend a supervised study hall in the main building. Upperclassmen (i.e., juniors and seniors), both boarding and day students, may access the dorm during their free periods. All students may access the dormitory during lunch. Any of these privileges may be revoked, individually or for a group, if students cannot meet their academic or athletic appointments on time.

Girls are not permitted in the boys' sections of the dorm, apart from the first-floor common room, the kitchen, and the study room. Boys are not permitted in the girls' sections of the dorm. Violation of these rules may result in disciplinary action.

Guest Access to the Dormitory

During the school year, parents, close relatives, guardians, or any other non-PRISMS visitor who wishes to enter the dormitory must get permission from the Director of Student Life and be chaperoned by a Residential Advisor or school administrator for the duration of

their visit. The chaperone must be female if the visitor is male and requires access to the 2nd floor of the dormitory.

Evening Study Hall Rules

All students in the dormitory must open their doors and leave them propped for the duration of the Evening Study Hall unless they have permission from the Residential Advisor on duty to leave their door closed. Also, students studying in the dormitory should work in such a way that their behaviors do not disturb or distract others. Students should always be considerate of their neighbors and make sure that their choices are not making it difficult for students in the hall to study.

If a student wants to go to the main building to work, they must have permission from the Residential Advisor on duty. A student should go to where they plan to study for the evening and remain in that location for the duration of the study hall.

Lights-out

Sunday – Thursday 11:00 p.m.

Friday & Saturday 11:30 p.m.

Common areas are closed half an hour earlier than lights-out. All dormitory rooms should quiet down at least one-half hour before lights-out. This period of time is called “Quiet Hours”.

Students who need additional time to complete their academic work after lights-out are expected to ask for permission from the Residential Advisor on duty. Students granted this permission should work in their respective common study areas of the dormitory—boys on the 1st floor and girls on the 2nd floor. Girls should not be on the 1st floor after 11 p.m.

Signing In and Out

Boarding students are not bound to campus. They are free to come and go, but it is essential they let the Residential Advisor on duty know when they leave campus, whom they are with, where they are

going, and when they expect to return. Clear, timely, proactive communication with the Residential Advisors is the standard for responsible use of this privilege.

Students in good academic and disciplinary standing may sign out from campus at the following times:

Mon. – Thurs.	5:00 p.m. – 7:00 p.m.
Friday	5:00 p.m. – 10:00 p.m.
Saturday	8:00 a.m. – 10:00 p.m.
Sunday	8:00 a.m. – 7:00 p.m.

Note: Parent permission is required to leave campus for non-school sponsored events and activities.

Definition of “Campus” and Signing Out to Downtown Princeton

“Campus” is defined as the immediate grounds of PRISMS as well as Lambert Drive. Students are welcome to walk on Lambert Drive whenever they wish but must sign out with someone from the Student Life Team or the Residential Advisor on duty before leaving the campus proper, and they should sign in with the same adult upon their return.

On the weekends, students, in groups of two or more, are welcome to walk to downtown Princeton (3K one way) any time after 8 a.m. and must be back to campus before dark. The walk takes approximately 40 minutes, and the School expects students to use the sidewalks when traveling by foot to and from downtown. Students must sign out with someone from the Student Life Team or the Residential Advisor on duty before leaving campus, and they should sign in with the same adult upon their return.

Refrigerators and Freezers

All food in the refrigerator should be labeled with a student's name. Unlabeled food and cooked food left for more than five days will be disposed of. The Deputy Director of Residential Life will organize regular cleanings of the refrigerators and freezers.

Food Deliveries

Students enjoy taking advantage of the many culinary options in the Princeton area and available via delivery services. When they order food, students should:

- Order food to arrive before 10:30 p.m.
 - Ensure delivery is made to the double doors of Albemarle (under the portico)
 - Pick up the food in a timely manner
 - Clean up after themselves promptly
-

Housekeeping and General Expectations

- Students should maintain the cleanliness and orderliness of their own rooms every day, keeping their rooms tidy with beds made, clothes put away, trash cans emptied, floors cleared, and rooms kept neat.
- Students should leave the dormitory building to be on time for their first school appointment and, at the time of their departure, ensure that their room doors are closed and locked. Failure to leave the dorm on time will lead to disciplinary consequences such as losing weekend travel privileges or detention.
- Room inspections are conducted on Tuesdays and Thursdays, and random ones are conducted at the discretion of the Residential Advisors.

- Heads of Grade and Advisors will inspect rooms routinely as well and will counsel students whose rooms are not clean and orderly.
 - The Director of Student Life may, at his discretion, inspect rooms. If a room fails inspection, the students who reside in that room will clean it during their free time between dinner and the start of study hall.
 - Students should clean up their own food, drinks, and trash before leaving the common room. They should put away the games after playing.
 - Shared bathrooms are to be kept clean and neat at all times, with toiletries stored tidily in the bathroom cubbies.
-

Rules for Day Students

Day students are expected to honor and abide by the School's rules and expectations at all times while school is in session. Day students must carefully read and understand their responsibilities as members of the PRISMS community. While under the School's jurisdiction, day students are subject to all school rules.

General Rules and Expectations

Day students are encouraged to participate in all-school activities. Day students and their parents should check the calendar on Veracross to plan for all-school events that take place throughout the year. Additionally, parents may contact the Director of Student Life or the Assistant Principal with any questions about activities and policies.

- Day students are expected to arrive on campus in time to meet their first school appointment in the morning and to remain on campus through their last scheduled appointment.
- Day students are required to sign out at the reception desk when leaving campus during the school day.

- Day students are expected to meet the same school commitments as boarding students.

Sign-Out Policy

Day students are expected to participate in physical activities that take place between 4:15 and 5:00 p.m. If they need to leave early for any reason, their parents should inform the Director of Student Life no later than 10:00 a.m. on that day. Students should sign out at the front desk if they leave before 4:15 p.m. Day students do not need to sign out if they leave after 5:00 p.m. Day students who want to stay for Evening Study Hall should tell the Director of Student Life of their intentions to remain on campus. Day students should depart campus no later than 10:00 p.m. any evening.

If there is a regular pattern to how late parents would like their day student to stay on campus, the parents should send that schedule to the Director of Student Life. Once a schedule is approved, it is only necessary to inform the School if a student is going to deviate from that schedule.

Automobiles

The School has a firm policy on the use of automobiles by our students. Students must park in the main lot, lock their car, and not return to the car until they leave campus after their last commitment of the day. Cars may not be parked elsewhere on campus. All students' cars must be registered with the Director of Student Life.

No student may take another student—day or boarding— in their car for any reason unless a specific written request from both the driver and passenger's parents has been approved by the Director of Student Life. Any student who violates this rule will face additional restrictions or other disciplinary action.

We expect that our day students drive less than 10 MPH on school grounds to ensure safety. Parking in non-prescribed areas, reckless driving, or leaving campus without permission before the last school commitment of the day may result in the loss of driving privileges or further disciplinary action.

Dining at PRISMS

Please note: If a student has any particular dietary restrictions, they should report them to the School Nurse, who will in turn alert the kitchen staff.

Cafeterias

Meals are served at the following times:

Breakfast	Monday – Friday	7:00 a.m. – 7:50 a.m.
	Saturday & Sunday	8:30 a.m. – 10:30 a.m.
Lunch	Monday – Friday	11:15a.m. – 12:15 p.m.
	Saturday & Sunday	10:30 a.m. – 1:00 p.m.
Dinner	Monday – Sunday	5:30 p.m. – 6:30 p.m.

The rules below relating to the Cafeterias must be followed:

- Backpacks and bags should remain outside of the cafeterias.
- Behavior should be appropriate for dining spaces.
- Students should minimize food waste.
- Anything dropped or spilled must be cleaned up immediately. (For large spills, seek assistance from the kitchen staff.)
- Nothing should be left on or under the table at the end of a meal.
- No utensils, dishes, glasses, or cups may be removed from the cafeteria.
- Proper attire, including footwear, must be worn in the cafeteria.
- Students are encouraged to thank the kitchen staff before leaving the cafeteria.

- Students should push their chairs under the tables before departing from the cafeteria.

Community Service, Extracurricular Clubs, Student Government, and Other Leadership

Community Service

PRISMS encourages each student to perform community service. Students in grades 11 and 12 should aim to complete a minimum of 20 hours of service, and students in grades 9 and 10 should aim to complete a minimum of 10 hours of service in each of those respective years. Service hours may be accumulated by participating in a variety of ongoing, weekend, and independent projects (including summer projects). All independent projects are subject to the approval of the Student Life Office and the College Counseling Office. Community service hours are kept by the Director of Student Life.

We expect all students to be responsible citizens. Therefore, if a student cannot participate in the community service he or she has signed up for, it is the student's responsibility to find a replacement and inform the Director of Student Life as far in advance as possible.

Clubs

Clubs provide opportunities for students to try new things, deepen their interests in a particular area, or otherwise contribute to the school community. Students are expected to participate in clubs and contribute actively to them. Students who have questions about clubs should speak with the Director of Student Life.

Clubs meet from 3:20–4:00 p.m., Tuesdays through Fridays. Students participate in at least one club, which meets twice weekly, during this time. Students are encouraged to participate in two clubs.

Student Government

The Student Government has four primary functions:

1. provide a leadership forum for discussion of student and School community issues,
2. propose to the School's administration new school policies or modifications to existing ones,
3. act as a general conduit for information flow between the School's administration and the student body, and
4. organize activities and Spirit Weeks for the student body.

To ensure this, the School President meets regularly with the Assistant Principal and Director of Student Life.

Other Leadership

Students may also learn important leadership skills by participating in other leadership roles, such as:

- The Admissions Office's Ambassadors, who offer tours and other such experiences for prospective students and their families
- The Student Life Office's Big Siblings, who help new students as they navigate the challenges of their first year
- Team Captains, who lead their teammates through their season's practices and games
- Prefects, who support the Student Life Team and especially the Residential Advisors in maintaining and running the dorm effectively
- House Leaders, who lead their intramural House through activities, events, and competitions, as well as rallying them at regularly scheduled meetings and school functions
- Teaching Assistants (TAs), who support faculty and their peers in academic areas of their interest and expertise

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Health & Safety

Student Health

School Nurse Office

A Registered Nurse staffs the School Nurse Office Monday through Friday from 8:00 a.m. to 5:00 p.m.

- For acute care or emergencies, the School Nurse can be contacted by a Residential Advisor or faculty member. Parents can email the School Nurse at school.nurse@prismsus.org or call the School Nurse Office during clinic hours at 609-454-5585. For urgent matters after hours, parents can contact the Director of Student Life or the Residential Advisor on duty.
- Parents are responsible for giving medication(s), both prescription and non-prescription, directly to the School Nurse, in original containers or packages. Medications sent to school with students need to be given to the School Nurse upon arrival to campus. Any change in prescription medication must have new written instructions from the physician. Parents must notify the School Nurse about any changes in over-the-counter medications.
- No medication, prescribed or non-prescribed, is to be kept in any student's room or distributed by any student, except as approved by the School Nurse on an individual basis. Any

medications taken outside of the School Nurse Office must be approved by the School Nurse.

- The School Nurse is the custodian of all student medications, and these will be properly stored securely in the School Nurse Office unless approved by the School Nurse to be kept in the dormitory.
- All students must undergo a medical examination within three hundred sixty-five (365) days prior to the start of school. The medical examination must be given by a licensed physician.
- At the end of the school year, the School Nurse will return any unused medications to the parent or legal guardian.

There may be times when a student's physical or mental health must take precedence over the student's school responsibilities. PRISMS administrators must intervene when a physical or emotional illness does one of the following:

- Impacts the student directly, rendering the student incapable of meeting commitments
- Impacts others within the School community directly and detrimentally

Health Insurance

All PRISMS students must have health insurance. A copy of a current medical insurance card and of a prescription card, if any, must be kept on file in the School Nurse Office. Please update the School Nurse or Director of Student Life by email with this information.

Serious Health Issues

In cases of serious health issues, the School will place the student on a medical leave of absence in order to ensure the student receives specialized help. Often medical leave is misunderstood and perceived as a punishment when it actually is a caring response and an attempt to help

a student get well. Illnesses which may warrant medical leave can include severe depression, attempted or threatened suicide, other types of self-injurious behavior, behavior that may be hazardous to others, alcohol or drug addiction, eating disorders, emergency surgery, or other serious medical illnesses, or any situation requiring extended medical care or more acute care than is available from our School Nurse. In such cases, the School will work to formulate with the cooperation of the family a plan of intervention, evaluation, and treatment for their child.

Self-Injurious Behavior

Students who engage in any kind of physically or emotionally self-destructive behavior, including a suicide gesture or attempt, or other self-harming behaviors, need support that is beyond the scope of what PRISMS can offer. Self-destructive behavior is defined as including suicide attempts, direct written or oral threats, or self-inflicted physical harm (e.g., cutting, ingestion of toxic substances, self-administered burns, etc.). Under these circumstances a student may need to be separated from the PRISMS community in order to receive adequate treatment. In some cases, the separation may be permanent.

When health concerns regarding a student are brought to the School's attention, the following takes place:

- The School Counselor receives, gathers, and validates information from other members of the community (e.g., Residential Advisor, Advisor, faculty member, student).
- If intervention is determined to be necessary, appropriate administrators and staff will have a discussion with the student and the student's parents.
- A determination will be made as to whether the student can continue with school requirements and commitments or if the student must be placed on a medical leave of absence.
- A request for a physical or emotional evaluation may take place to determine the level of wellness and safety of the student, as well as to ensure that the situation is not disruptive or potentially

dangerous to others within the dormitory or the PRISMS community. Any further action will be based on the results of the evaluation. Treatment may take place on campus, at home, or in a medical facility, depending on the severity of the illness and what best meets the needs of the student and the PRISMS community. The School strives to protect the privacy of students coping with an illness. Information regarding the student's health is not made public unless the illness negatively impacts others in the school community. If a student's treatment is likely to interfere with other school responsibilities, then the relevant faculty will be informed. Student athletes are not prohibited from participation in their sports unless their health is at risk.

- Students who have concerns regarding a fellow student are encouraged to tell an adult within our community who will ensure the fellow student receives proper help. Individual students who have questions about a fellow student's situation should ask the School Nurse, the School Counselor, or the Assistant Principal for advice.
-

Procedure for Medical Leave of Absence

When a medical leave of absence is requested by a student or parent, the following procedures will be followed:

- A recommendation for a medical (physical or psychological) leave of absence can be made by the School Nurse or School Counselor to the Assistant Principal.
- The Assistant Principal will alert the Administrative Team about a family's request for a medical leave of absence.
- The Administrative Team will make a decision and inform the parents.
- The Deputy Principal for Academics will inform the student's teachers of the leave and will assist the student in receiving the academic information they need to keep up with their studies.

- The Administrative Team will communicate with the parents explaining the conditions of the leave.
- When the parent believes the student is ready to return to school, the Administrative Team will hear the request and gather any necessary information to make a decision regarding the conditions of the student's return to school.

While the School supports brief medical leaves for emergency reasons, the length of an absence can negatively impact a student's academic work. In such cases, alternative academic plans must be explored; these may include summer work, repeating a class, repeating a grade, or withdrawing from school. The School will take into consideration the academic, physical, and emotional needs of the student when determining an academic plan.

Community Health Protocols

On March 1, 2024, the Centers of Disease Control (CDC) released updated Respiratory Virus Guidance to address guidance for the flu, RSV, and COVID-19. The protocols below are based on the newly updated guidance to ensure student health and community safety. These protocols may be adjusted as policies and recommendations are updated. (Updated 3/6/24: BC & AG)

Daily Protocols

- Masking is optional for all community members and visitors. Surgical masks are available upon request.
- Any students who report not feeling well should follow up with the School Nurse for evaluation.
- Members of the Student Life Team will check in with boarding students throughout the day, asking about their general wellness.
- Hand washing or sanitizing between classes, before/after meals, and before/after using the restroom is encouraged.

Protocols for Boarding Students

- If a boarding student develops symptoms consistent with a respiratory virus, he or she will be evaluated by the School Nurse.
- If the School Nurse determines that a student has a respiratory virus, she will advise the student to rest in the dorm. Such a determination is informed by a number of factors, such as fever above 100.4 and other symptoms such as cough, muscle aches, and the student's overall presentation of their general health.
- The student will stay in the dorm until the symptoms improve overall for 24 hours and fever is resolved (if one was initially diagnosed) without the use of fever-reducing medications for 24 hours. At that time, the student can return to school taking added precautions (i.e., frequent hand washing or sanitizing, limiting physical contact with others, and optionally masking) for five (5) additional days.

Protocols for Day Students

- If a day student develops symptoms consistent with a respiratory virus, he or she will be evaluated by the School Nurse, and if the School Nurse thinks it is prudent or necessary for the student to leave campus, their parent or guardian will be informed and asked to pick up the student as soon as possible and within one hour.
- The student will stay away from campus until the symptoms improve overall for 24 hours and fever is resolved (if one was initially diagnosed) without the use of fever-reducing medications for 24 hours. At that time, the student can return to campus taking added precautions (i.e., frequent hand washing or sanitizing, limiting physical contact with others, and optionally masking) for five (5) additional days.

Protocols for Faculty and Staff

- If a staff or faculty member develops symptoms consistent with a respiratory virus the staff member will self-monitor and, depending on the severity of symptoms, stay away from campus until such time the symptoms improve overall for 24 hours and

the fever is resolved (if one was initially self- or physician-diagnosed) without the use of fever-reducing medications for 24 hours. At that time, the faculty member can return to campus taking added precautions (i.e., frequent hand washing or sanitizing, limiting physical contact with others, and optionally masking) for five (5) additional days.

Safety and Security

Fire Drill Procedures

The Facilities Office will conduct fire drills; instructions must be followed without delay. Upon hearing the fire evacuation alarm, all students in the building must immediately stop what they are doing and exit the building as quickly and safely as possible, assembling at the predetermined location (usu. the field north of the main parking lot) to check in with their Head of Grade. Once the drill has been completed, someone from the Facilities Office or one of the Co-Principals will advise students when they may return to the buildings.

Lockdown Procedures

In addition to fire drills and campus evacuation when everyone is expected to leave school buildings or the entire campus as soon as possible, there may be other times when PRISMS must be locked down in order to prohibit unwanted entrance to school buildings. Everyone will be advised of a lockdown via the campus loudspeaker system or verbally at the assembly area. Please obey the following rules:

- Remain quiet in order to hear instructions.
- Remain in the room where you are.
- If outside, get into the nearest building and classroom as quickly as possible.

- Usually, students will be in a room with an adult when a lockdown order is issued. If students find themselves in a room without an adult, however, they should follow the procedures below:
 - If possible, lock the doors to the room. Close and lock the windows and pull down the shades.
 - Remain quiet and stay calm.
 - Do not open the door for anyone once it is closed.
 - Do not evacuate the building if fire alarms are sounding unless you have first-hand knowledge that there is a fire in the building, you are in imminent danger, or you have been given instructions to do so.
 - Keep away from windows and doors.
 - Leave phone lines free (classroom, dorm, office, or cellular).
 - Remain where they are until the “all-clear” is given.

Campus Evacuation Procedures

There may be a time when it is necessary to evacuate the entire campus. If such a circumstance occurs, students will be informed via the loudspeaker system. When students are instructed to evacuate, they should obey the following rules:

- Remain calm.
- Remain quiet in order to hear instructions.
- Do not use phones.
- Calmly and quietly proceed to the announced meeting location.
- Report to the adult(s) taking attendance.
- Stay with the group.
- Do not return to your dorm or classroom to retrieve items.
- Remain at the meeting place until the Facilities Office has announced the all-clear.

Dormitory Room Safety

Each room is furnished with a bed, desk, and closet for each occupant in the room. A student's personal items are expected to be stored within these pieces of furniture. In order to maintain student health and safety in the dorm building, students must adhere to the following rules. Infractions of any of these rules may lead to disciplinary consequences.

Only a removable adhesive approved by a Residential Advisor is allowed for hanging posters. No nails or tacks are allowed on walls and/or woodwork. Nothing may be hung from the sprinkler pipes. All wall hangings (cloth tapestries or other similar decorations) must be hung flat to the wall and are subject to fire-safety approval. Any wall hanging or poster that displays content that contradicts PRISMS standards or philosophy (e.g., those promoting use of alcohol or drugs, or displaying offensive or obscene graphics or words, or depicting rule-violating behavior) will be subject for removal by a Residential Advisor or the Director of Student Life.

- Ceiling fixtures, smoke detectors, and hardware enabling the WiFi network are not to be tampered with or removed. Students will be charged for the time and materials necessary for repair as well as a \$100 fine if these items are missing or destroyed.
- Only UL-approved power strips with surge protectors and built-in breakers may be used in the dormitory.
- For safety and emergency reasons, the room number on each door must be visible at all times, and there must be a direct and clear path of egress from the beds to the door, as required by the Princeton Fire Department.
- Candles, incense, matches, lighters, or open flames of any kind are not allowed in dormitory rooms.
- Hair care appliances with an automatic shut-off, computers, tablets, phones, desk lamps, video gaming systems, and UL-approved fans are the appliances permitted in dormitory rooms.

- Personal refrigerators, electric blankets, coffee pots (including single-serving coffee/espresso makers and similar devices), hot pots, rice cookers, toasters, space heaters, kettles, irons, and heating pads are not allowed. (If you have any of these items, please let the Residential Advisors know and they will hold them for you until you can bring them back home.)
 - When using any appliances in the dormitory kitchen, students should stay in the kitchen to ensure their correct and safe use.
 - Food that does not require refrigeration and is kept in rooms must be stored in tightly sealed containers.
 - Alcoholic beverage containers or drug paraphernalia are not allowed in the dormitories for decoration or any other purpose.
 - Pets are not allowed.
-

Campus Security

PRISMS responds seriously to any behavior that jeopardizes the safety of anyone on campus. The School uses a key card system and combination locks for maintaining campus security. Key cards enable students to unlock doors on campus. Students should carry their key cards at all times, and all students must realize that they create security risks through violation of campus security procedures. Door locks may not be disabled in any way, nor should any doors be propped open. No students, under any circumstances, should change their assigned door codes. A student should alert a Residential Advisor if he or she would like to have the door code changed out of security concerns.

Students should report immediately any security concerns or incidents (including mechanical lock problems) to a Residential Advisor or to someone in Facilities. Sharing or lending key cards and changing of assigned door codes are forbidden. To replace a lost or broken key card, a student should report the loss to a Residential Advisor or the Director of Student Life. Students will be charged \$25 for a replacement card.

Use of fire or open-flame appliances in the dormitory is strictly forbidden. Students may not smoke, light matches, use lighters, burn incense, or have candles, any type of fire, or open flame in dorm buildings. Use of unauthorized electrical appliances, tampering with fire-safety equipment, or any other such reckless behavior also is forbidden. Creation of a fire hazard may result in loss of boarding privileges and immediate suspension or dismissal from PRISMS.

6

Technology & Communications

Smartphones

At PRISMS, we believe that face-to-face interactions within our community create the richest and most meaningful learning experiences. When students limit themselves to interactions mediated by smartphones or similar devices, they miss opportunities to engage with others—or to be present with their own thoughts. In this sense, smartphones often serve more as sources of distraction than tools for enrichment. We encourage all members of the PRISMS community to limit smartphone use to what is truly necessary.

In academic settings, students are expected to follow the specific guidelines set by their classroom teachers. In every case, smartphone use during class should be minimal and purpose-driven.

Smartphones are not permitted during schoolwide gatherings such as Morning Announcements, guest speaker events, or other all-school programs, where full attention and shared focus are essential.

Acceptable Use Policy (AUP) for Network Access

PRISMS provides students access to digital tools, school-owned devices, cloud services, and a secure wireless network to support academic learning, research, and communication. These resources are to be used in alignment with the School's mission and values. Use of PRISMS technology is a privilege, not a right, and carries responsibilities. Students and families are expected to review and understand the following expectations for appropriate and ethical use.

The School reserves the right to restrict, monitor, or revoke access at any time to maintain security, support operations, and uphold community standards. Inappropriate use of technology may result in disciplinary action and/or loss of access privileges.

PRISMS expects all students and families to partner with the School in creating a safe, respectful, and academically honest digital environment. Questions about this policy may be directed to the Assistant Principal or the IT Director.

Respect for Others

Digital citizenship at PRISMS requires a commitment to respect the rights and learning environment of others. Students must:

- Use electronic devices only when permitted by a faculty or staff member.
- Be considerate when using shared resources, such as internet bandwidth, printers, or lab computers.
- Avoid interfering with others' work or attempting to disrupt the network in any way.
- Leave school-owned devices clean, organized, and ready for the next user or class.

Ethical and Secure Use

All students are expected to act with integrity and protect both their own privacy and that of others. Students must:

- Use only their own PRISMS account credentials; sharing passwords is not permitted.
- Connect only to the student-designated wireless network: PRISMS_Student.
- Report any suspicious digital activity or security concerns to a faculty or staff member, or the IT Director.
- Never send anonymous or misleading messages or attempt to deceive others online.
- Always cite sources and avoid plagiarism when using online or AI-generated content.
- Respect the privacy and intellectual property of others by not opening, altering, or deleting another user's files.
- Limit use of school technology to academic, school-related, or approved purposes.
- Refrain from attempting to access or tamper with external systems, websites, or data.

Respect for Property

Technology equipment and digital systems are school property and must be handled responsibly. Students must:

- Use only software and digital tools that are legally licensed or approved by the School.
- Never download, copy, or share copyrighted material—such as music, books, apps, or videos—without permission.
- Avoid damaging or modifying hardware, including keyboards, monitors, printers, or other peripherals.
- Leave all technology in its designated location and in working order.

- Promptly report any hardware or software issues to a teacher or the IT support team.

Appropriate Online Conduct and Content

All use of technology should reflect the values of the PRISMS community. The following are not permitted:

- Use of offensive, obscene, threatening, or harassing language.
- Sharing or posting material that:
 - Violates another person's privacy,
 - Is discriminatory, libelous, or otherwise harmful,
 - Jeopardizes safety or security,
 - Disrupts school operations,
 - Promotes illegal activity or commercial interests,
 - Is inconsistent with school values or academic expectations.
- Publishing or distributing any student-created websites, videos, or online content without review and approval from the Administrative Team.
- Providing personal information (e.g., last name, home address, phone number) to unknown parties or platforms online.

Use of Artificial Intelligence (AI) Tools

Generative AI tools (such as ChatGPT or image generators) may be used only with teacher permission and within the bounds of PRISMS' academic integrity policies. Students must:

- Clearly and proactively distinguish between original work and AI-assisted work.
- Avoid using AI tools in any way that misrepresents their own understanding or authorship.

Legal and Financial Responsibility

Downloading or sharing copyrighted materials without appropriate licensing—also known as piracy—is illegal under U.S. law. Students and their families are financially responsible for any violation, including the full retail cost of any copyrighted material downloaded to a student's device while on the school network.

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Emergency Response Guide

Emergency Phone Numbers

Service	Emergency	Non-Emergency
Police	911	609-921-2100
Fire	911	609-497-7632
Emergency Medical Services	911	609-924-3335
Poison Control	911	800-222-1222
Homeland Security	911	866-472-3365
Dept. of Health		609-278-7924
Office of Emergency Mgmt.		609-497-7632
Gas	911	800-427-5325
Water		800-652-6987
Dept. of Envir. Protection		877-927-6337
Dept. of Public Works		609-497-7639

Fire or Smoke

1. Activate the fire alarm, call 911, and notify the Principal.
2. The Principal and/or Facilities Director will determine the alert level and coordinate school personnel accordingly.
3. Evacuate students IMMEDIATELY under staff supervision to designated emergency assembly areas, the grassy area north of the Parking Lot 1 (the large parking lot).
4. Follow the posted exit signs.
5. Heads of Grade report their students' attendance to the Director of Student Life, who is in charge of recording attendance. If it's a false alarm or a drill, the Principal will give the "all-clear" that it is safe to return to the buildings.
6. In the event of an actual fire, the Principal and Facilities Director, in coordination with the fire department, will decide whether students should remain at their assembly area or move. All students must remain with their Head of Grade until directed otherwise by the Principal.

Suicide Attempt

In the case of a suicide attempt, the physical and mental health and safety of the student are paramount.

Always Follow These Steps First

1. First responder: Remain with the student or designate one or more adults to remain with the student. Never leave the student alone.
2. Call 911.
3. Call for the School Nurse to administer any necessary first aid and call for the School Counselor to help stabilize the student's psyche. Stay with the student until the arrival of the local Police and EMS.

In-School Suicide Attempt

1. After Steps 1–3, notify the Suicide Response Coordinator (SRC).

2. The SRC will notify and coordinate the response of the remaining crisis team members: the School Principal, the Assistant Principals, the Academic Director, and the House Parents.
3. Responding staff must immediately clear the area of all students.
4. Parents must be notified.
5. Domestic parents should be contacted immediately to inform them of the situation and either confirm treatment or retrieve their child.
6. International parents are to be contacted as soon as possible.
7. SRC and responding staff will cooperate fully with the Police and EMS, providing all necessary information regarding the incident.
8. The student will be transported to the nearest hospital. Inquire with EMS about the destination hospital for the individual.
9. If an individual is a boarding student, set up a plan for supervision at the hospital until the parent's arrival.
10. After an immediate emergency, the Crisis Response Team (CRT) will discuss the following steps to ensure student safety, including those who may have had emotional or physical proximity to the student.
11. SRC will complete the incident report and submit it to the Principal.

Medical Emergency

1. Call 911 if necessary. Contact the School Nurse immediately.
2. The School Nurse or medically trained personnel will assess the situation and administer first aid if needed. (Unnecessary personnel should move away from the treatment area.)
3. He or she will determine the appropriate action, which may include:

- a. Returning the individual to the classroom/office
 - b. Observing the individual in the Health Office
 - c. Arranging transportation home
 - d. Referring the individual for evaluation by a healthcare provider
 - e. Activating EMS (Emergency Medical Services)
 - f. Informing the Principal and Facilities of the emergency
4. The School Nurse or Principal will inform the parents of the student or family of a staff member, including:
 - a. Informing the family of the nature of the medical emergency
 - b. Providing the family with information on the steps taken and the location of the ill/injured individual.
5. Staff personnel treating individuals should complete an incident report and submit it to the Principal and Facilities.

If the school nurse is unavailable or off campus, the first responder—faculty or staff—should call 911 if unsure of the event’s severity. Do not wait for a medical professional to contact Emergency Medical Services.

Hostage Situation

1. Call 911 and inform them of the hostage situation, and request the police respond without sirens.
2. Notify the Principal and Facilities personnel.
3. Do not attempt to defuse the situation.
4. The Principal and Facilities personnel are responsible for assessing—not negotiating—the situation until the police arrive.
5. Continue holding classes if they are in session.
6. If “Lock Down – Stay in Place” is announced, close and secure doors and windows, and close the blinds.

7. Follow the directives of the police concerning holding or dismissing students.
8. The Principal or Head of Facilities should have staff available with the building's floor plans.
9. The Principal or Head of Facilities should designate a person to meet with the police and medical personnel, guide them to where the situation occurs, and provide the necessary keys and access cards to the police for building and room entry.
10. If the situation is not quickly resolved, the Principal and Head of Facilities will discuss information flow options with the police to minimize panic among families and students.
11. Once the situation is resolved, all staff and faculty involved should complete an incident report.

Natural Gas Leak

No matter how small, all gas leaks should be treated as potential explosion hazards. Most buildings have natural gas service, and the pungent odor of natural gas typically detects leaks. If a staff member reports a gas odor, investigate with building Facilities personnel.

1. Call 911 to contact the fire department, the gas company, the Head of Facilities, and the Principal.
2. Head of Facilities and Principal will determine if initiating a fire alarm is necessary.
3. The Principal, Head of Facilities, and Fire Department will determine if an evacuation is necessary.
4. *Do not operate any light switches or electrical outlets!*
5. Open windows in the immediate area to disperse any gas concentration.
6. The Head of Facilities will dispatch any required personnel to the location. Other Facilities personnel should go to the School's entrance and await the fire department's arrival to direct them to the site where the gas odor was discovered.
7. If evacuation is ordered, wait to re-enter the building until fire officials declare it safe.

Emergency Early Dismissal

Day Students

The Director of Student Life will contact parents of day students to inform them of the need for early pickup.

Boarding Students

The Director of Student Life will inform the parents of boarding students of the current situation and, if necessary, the requirement for students to either relocate or be picked up from school.

Faculty

1. Faculty and staff must remain at the school and supervise students until all day students have been picked up.
2. In cases of inclement weather, faculty and staff members with the longest distance to travel home and who have other family members dependent on them will be dismissed first. Faculty and staff living on or near campus will be asked to stay until the emergency is resolved.

For any Students Left at School

1. Notify the Principal.
2. Only transport students in personal vehicles if authorized by the Principal. Verify each student's contact information and call their emergency contact.
3. Stay with the student until the transportation or lodging arrangements have been made and verified, and the student has left the campus.

Weather-Related Emergency: Hurricane or Tornado

1. The Principal or Administration will promptly communicate an emergency evacuation to all faculty and students due to weather and provide clear directions to each group on where they need to go.

2. In the event of a hurricane or tornado, students, faculty, and staff will move to the nearest basement in either the main building (Albemarle) or Hobler.
3. If the event occurs during the school day, faculty members should accompany their students.
4. Wait for an “all-clear” signal before leaving the basement and returning to classrooms or the dormitory.

Building Evacuation

1. Responsible for releasing students, the Principal or Facilities personnel managing the dismissal process should keep a written record of the dismissed students.
2. When evacuating the building, teachers and administrators should have access to the day’s attendance information and communicate it promptly to the administrator overseeing the dismissal.
3. If relocating to another site, the Principal or Administrator must make arrangements and notify the receiving location of the students’ impending arrival.
4. Follow standard fire drill procedures, walking to assigned positions on the property. Supervised groups must evacuate the campus quickly if this procedure poses a potential danger.
5. In such cases requiring relocation to another site, the Principal or Administrator must ensure that there are supervisors along the route to maintain order and assist students in safely crossing public streets.

Weapon(s)

Weapon(s) Found on Property

A weapon discovered on school property is a criminal offense. Weapons include firearms, knives, or any objects that can cause harm. The presence of a weapon on school property constitutes evidence of a serious matter.

If a weapon is found on school property, follow these steps:

1. Do not handle the weapon.
2. Ensure a staff member remains with the weapon. Never leave unattended weapons alone.
3. Notify the Principal, Head of Facilities, or an administrator, providing them with the description and location of the weapon.
4. The Principal, Head of Facilities, or administrator should contact the police.
5. The Principal or administrator should remain with the weapon.
6. If a waste basket is nearby, empty it and carefully place it over the weapon without making physical contact with the weapon.
7. Restrict student access to the area where the weapon was found.
8. Await the arrival of the police.
9. The Principal and administration members involved should complete an incident report.

Weapon(s) Suspected on Person

Treat all reports of weapons on individuals as credible and respond accordingly. Possession of a weapon on school property is a criminal matter that should be addressed by law enforcement authorities. The safety of students and faculty takes precedence over all else.

Apprehending violators and securing the weapon follows as a secondary priority. Avoid placing anyone in harm's way.

1. Notify the Principal/administration with the following details:
 - a. Name and location.
 - b. Name of the suspect or description.
 - c. Any available information regarding the weapon.
2. The Principal or administrator should call 911.

3. Do not attempt to intercept the suspect if they try to leave the building. Do not engage in any heroic actions.
4. Treat all firearms as if they are loaded.
5. If and only if it is safe, maintain visual contact with the person.
6. Avoid confrontation and any actions that could escalate the situation.
7. Consider initiating “Lock Down” procedures.

Missing Student

Any student confirmed as having arrived at school but cannot be located is considered missing.

1. Contact the Director of Student Life, who will check attendance records and email correspondence to confirm what is known about the student’s whereabouts.
2. Call Emergency Services or 911 if necessary.
3. Notify the Principal or an administrator and inform them of the situation.
4. Obtain the student’s contact and health information, including any medical conditions, allergies, diabetes, heart conditions, etc.
5. The Principal or an administrator should appoint search teams and define search areas. Each search team should have a designated leader to coordinate the search.
6. Thoroughly search the entire area for the missing student (e.g., closets, under desks, etc.). Interview the student’s friends to gather information that might help locate the student.
7. The Principal or administration team should provide the police or 911 with the following information:
 - a. Student’s name
 - b. Address

- c. Physical and clothing description
 - d. Medical status if applicable
 - e. Time the student was last seen
8. If a student goes missing during a field trip, the teacher should enlist the help of all available adults to search for the student. Designate search teams with leaders and geographic boundaries. If the student is not found within 15 minutes, contact the Principal, who will notify the parents and the Police.
 9. The Principal or an administrator will complete an incident report.

Bus/Transportation Emergency: Accident, Emergency, Mechanical Breakdown On or Off Campus

1. Stay calm. The driver or other adult on the bus should immediately call 911 to report the accident.
2. If the vehicle is deemed unsafe, remove the students, take attendance, and call an ambulance if necessary. Determine the hospital destination before the ambulance departs and relay this information to the Principal or an administrator to alert parents.
3. The driver or other adult should promptly notify the Transportation Coordinator and report the situation. If the Transportation Coordinator is unavailable, get in touch with the Principal.
4. In case of injuries, the Transportation Coordinator should contact the Principal and members of the Administration Team as soon as possible.
5. The Principal and Administrative Team should confer to determine if additional personnel should go to the scene.
6. A designated Crisis Team or administrator may assist parents by contacting hospitals to ascertain where injured students have been taken.

7. All media inquiries should be referred to the Principal.
8. Immediately after the event, any adults involved should complete and submit an accident/incident report.
9. The Transportation Coordinator should arrange to transport students and the driver back to PRISMS.

Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are foreshocks, and a more significant earthquake might follow. Minimize your movements to a few steps to a nearby safe place. If you are indoors, stay there until the shaking has stopped and you are sure it's safe to exit. Wait to evacuate **AFTER** the shaking has stopped.

If Indoors

1. Drop to the ground.
2. Take cover by getting under a sturdy table or other piece of furniture.
3. Hold on until the shaking has stopped.
4. If there isn't a table or desk nearby, cover your face and head with your arms and crouch in an inside corner of the building.
5. Stay away from glass, windows, outside doors, and walls.
6. Avoid anything that could fall, such as lighting fixtures or furniture.
7. Use strongly supported, load-bearing doorways for shelter only if they are close by.
8. Stay inside until the shaking stops, and it's safe to go outside.
9. Most injuries occur when people inside the building attempt to move to a different location or try to leave.
10. Be aware that electricity may go out, and sprinkler systems or fire alarms may activate.

If Outdoors

1. Stay where you are.
2. Move away from buildings, streetlights, utility poles, and wires.
3. Once in the open, stay there until the shaking stops.
4. The greatest danger exists directly outside buildings, exits, and along exterior walls.
5. Ground movement during an earthquake is seldom the direct cause of death or injury.
6. Most casualties result from collapsing walls, flying glass, and falling objects.

If In a Car or Bus

1. Stop as quickly as safety permits and remain inside the vehicle.
2. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
3. Proceed cautiously once the earthquake has stopped.
4. Listen to the radio for updates and avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If Trapped Under Debris

1. Do not light a match.
2. Do not move about or kick up dust.
3. Cover your mouth with a handkerchief or clothing.
4. Tap a pipe or wall so rescuers can locate you.
5. Use a whistle if one is available.
6. Shout as a last resort, but be cautious, as shouting can cause you to inhale dangerous dust.

After the Earthquake has Stopped

1. Evacuate the building immediately. Faculty and students should assemble in the field north of Parking Lot 1 (the large parking lot).

2. The Principal will contact all faculty and students regarding the assembly point.
3. Facilities staff will check the buildings and communicate with administrators as necessary.

Lockdown & Stay-in-Place Procedures

1. The Principal or an administrator will announce the need to initiate a lockdown. The announcement will clearly state that the school is in lockdown, and individuals are to stay in place.
2. Building occupants should be relocated to areas within the school that can be locked and have minimal glass or where reduced visibility is possible.
3. Individuals outside the building, such as in parking lots or fields, should be moved further away or to locations that ensure the safety of students. No visitors or delivery personnel are allowed inside the building during a lockdown.
4. In the event of a lockdown drill, the drill will be identified, and designated personnel will carry out the review.
5. To conclude the drill, the Principal or an administrator will give the “all clear” signal.

Incident Procedures

1. The Principal or an administrator will announce the need to initiate a lockdown. The announcement will clearly state that the school is in lockdown, and individuals are to stay in place. Notifications will be sent to all staff and students, instructing them that the school is in lockdown and that they are to remain in place.
2. The Principal or an administrator should call 911, remain on the line, and, if possible, meet the police with a master key and door codes.
3. Teachers should quickly check the hallways for students and usher them into any available classroom.
4. Administrators and Facilities personnel will inspect all other areas.

Someone from the administration will notify parents that the school is in lockdown.

5. Any teachers who are outside at the time must gather their students and either lead them off campus or seek to enter the building quickly.
6. The transportation coordinator should be informed to coordinate students off-campus or in transit during the lockdown.
7. Teachers and staff should close all windows, blinds, and shades, and classroom doors should be locked.
8. Lockdown classrooms and offices.
9. Move students toward the wall near classroom doors to minimize visibility from outside.
10. Instruct students to proceed to a designated area and sit on the floor. Avoid windows and doors with glass, and turn off their cell phones.
11. Students and personnel unable to lock down and stay in place in other areas, such as the library or cafeteria, should be moved to areas with limited visibility, close blinds, and lock doors.
12. Turn off classroom lights.
13. Students and staff should not open the door to anyone. The police will have a key if they need to enter.
14. Maintenance staff must lock any exterior doors that are scheduled to be open.
15. Teachers and staff should remain with students until notified by the police.
16. The police will conduct a controlled release and escort all occupants from the building or coordinate an emergency dismissal. Only the police are authorized to release from lockdown, and a lockdown release will occur when a police officer opens the door.

Hazardous Material Incident

1. Notify the Principal, an administrator, or the Head of Facilities Director.
2. Facilities or science staff (in the event of a science classroom incident) should attempt to stop the flow of the hazardous material if it can be done safely.
3. The Principal should call 911 and describe the condition and type of hazardous material if known.
4. The Principal or an administrator team should announce alternative evacuation routes if needed.
5. Do not shake, move, or attempt to clean up the material.
6. If the material is in a package or envelope, place it in a container.
7. Identify the material, quantity, and characteristics of the material, if possible.
8. Wash hands and eyes or use showers. Change clothing if necessary and store it in plastic bags.
9. Leave the room and close the door or section to prevent others from entering.
10. Maintenance staff should stand by to shut down the ventilation system if appropriate.
11. If necessary, the Principal or an administrator should evacuate the building using standard fire emergency procedures.
12. The Principal or a member of the Administrative Team should have the following available for Emergency services on their arrival:
 - a. Person(s) with knowledge of the location and type of hazardous material
 - b. Knowledge and location of anyone remaining in the building
 - c. The Head of Facilities
 - d. Floor plans and internal systems information

If someone comes in direct contact with suspected hazardous material, follow safety precautions posted on-site or listed on the container or obtain guidance from emergency services.

Suspicious Letter or Package

1. Contact the Principal immediately.
2. Once the Principal determines that the package is a threat, call 911.
3. Do not pour out the contents of the package.
4. Place the suspicious envelope or package in a plastic bag or another container.
5. Leave the room and close the door or section to prevent others from entering.
6. Wash hands. Change clothes if necessary and store them in plastic bags.
7. Follow recommendations from law enforcement or medical authorities.

Mail Envelope with Powdery Substance

1. Contact 911, the Principal, and the administration immediately.
2. Advise everyone to leave the area or close the door or section of the area to prevent others from entering.
3. Do not try to clean up the powder. Cover the spilled content immediately, and do not remove it!
4. Wash your hands with soap and water to prevent spreading any powder.
5. Remove contaminated clothing as soon as possible and place it in a plastic bag or another container that can be sealed. Give this container to the emergency responders for proper handling.
6. Shower with soap and water as soon as possible.
7. Provide a list of everyone in the room or area to the Public Health Department.

Contamination by Aerosol

1. Leave the area immediately.
2. Contact the Principal.
3. Contact the Head of Facilities.
4. Call 911.
5. Maintenance will turn off local fans or ventilation units in the area.
6. Maintenance will shut down air handling systems in the building if possible.
7. Activate the fire alarm.
8. Evacuate the school.
9. Follow the evacuation procedures for a fire drill.
10. Provide a list of all people in the room or area, especially those with actual contact with the substance, to the Public Health Department.

Bomb Threats or Suspicious Package

In the event of a bomb threat, obtaining information is crucial. The primary responsibility in this situation lies with the person taking the phone call. Please follow the checklist provided in this guide.

1. Check the caller ID if applicable.
2. Pay attention to any unusual background noise that might indicate the call's origin.
3. Notify the Principal and the Administrative Team.
4. Contact the local police department immediately.
5. The Principal and the administration team will assess whether to evacuate the buildings or initiate a lockdown. Evacuation will be signaled through the fire alarm system, and all students and parents will be alerted to the situation.

6. Remember that many bomb threats are hoaxes, but treating them as real is essential. Follow the guidance of the police officials on the scene to avoid unnecessary alarm or panic.
7. If the Principal and the Administration Team order an evacuation, staff members will be advised to leave their premises. After evacuating and ensuring that all staff and visitors have left offices, storage areas, restrooms, etc., exit the premises and close the doors to the building. Door closure indicates to building maintenance that the area is clear and may be searched if necessary. Doors should be left unlocked to permit entrance.
8. Heads of Grade should take attendance and report absent students to the Director of Student Life or the Principal.
9. All searches must be conducted under the guidance and supervision of the police department. Facilities staff and other designated persons may assist the police with the search if directed by the police department.

Suspecting a Letter, Object, or Package to Be a Bomb

It is crucial to instruct personnel involved in the search that their mission is solely to search and report suspicious objects. When a suspicious object is found, immediately notify the Police and the Emergency Response team.

1. Call 911 and wait for the Police and/or Fire Department.
2. Do not open, touch, squeeze, pull, shake, or handle the device, letter, or package. Avoid touching anything attached to the device.
3. Do not turn lights on or off or use transmitting devices such as cell phones, computers, or walkie-talkies.
4. Do not transmit radio signals in the area of the device.
5. Keep all doors and windows open.
6. Use caution tape to secure the area and move people away from the suspected package.