<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Numbers/Emails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office (M-F, 8 a.m. - 4:30 p.m.)</td>
<td>207-685-4914, 207-685-9529 (fax)</td>
</tr>
<tr>
<td>On Duty (OD) Cell Phone</td>
<td>207-504-7272</td>
</tr>
<tr>
<td>Head of School, Christopher Cheney</td>
<td>207-685-1636, <a href="mailto:ccheney@kentshill.org">ccheney@kentshill.org</a></td>
</tr>
<tr>
<td>Associate Head of School, Meadow Davis</td>
<td>207-685-1622, <a href="mailto:mdavis@kentshill.org">mdavis@kentshill.org</a></td>
</tr>
<tr>
<td>Dean of Student and Residential Life, Erica Chute</td>
<td>207-685-1644, <a href="mailto:echute@kentshill.org">echute@kentshill.org</a></td>
</tr>
<tr>
<td>Dean of Students, Diane Chick</td>
<td>207-685-1627, <a href="mailto:dchick@kentshill.org">dchick@kentshill.org</a></td>
</tr>
<tr>
<td>Assistant to the Dean of Students, Addie Michaud</td>
<td>207-685-4914, <a href="mailto:amichaud@kentshill.org">amichaud@kentshill.org</a></td>
</tr>
<tr>
<td>Dean of Academics, Ben Priest</td>
<td>207-685-4914, <a href="mailto:bpriest@kentshill.org">bpriest@kentshill.org</a></td>
</tr>
<tr>
<td>Registrar, Tammy Birtwell</td>
<td>207-685-1614, <a href="mailto:tbirtwell@kentshill.org">tbirtwell@kentshill.org</a></td>
</tr>
<tr>
<td>Director of Athletics, Nan Hambrose</td>
<td>207-685-1667, <a href="mailto:nhambrose@kentshill.org">nhambrose@kentshill.org</a></td>
</tr>
<tr>
<td>Director of College Counseling, Gretchen Bergill</td>
<td>207-685-1685, <a href="mailto:gbergill@kentshill.org">gbergill@kentshill.org</a></td>
</tr>
<tr>
<td>Business Office and Student Accounts, Sue Fish</td>
<td>207-685-1678, <a href="mailto:sfish@kentshill.org">sfish@kentshill.org</a></td>
</tr>
<tr>
<td>Director of the Health Center, Cathleen Samborski</td>
<td>207-685-1624, 207-685-9537 (fax), <a href="mailto:csamborski@kentshill.org">csamborski@kentshill.org</a></td>
</tr>
<tr>
<td>Dean of Enrollment Management, Matthew Crane</td>
<td>207-685-1682, <a href="mailto:mcrane@kentshill.org">mcrane@kentshill.org</a></td>
</tr>
<tr>
<td>Director of Communications and Marketing, Lara Cole</td>
<td>207-685-1684, <a href="mailto:lcole@kentshill.org">lcole@kentshill.org</a></td>
</tr>
<tr>
<td>Director of Information Technology (IT), Mike DeLisle</td>
<td>207-685-1687, <a href="mailto:mdelisle@kentshill.org">mdelisle@kentshill.org</a></td>
</tr>
<tr>
<td>Information Technology (IT) Help Desk</td>
<td><a href="mailto:helpdesk@kentshill.org">helpdesk@kentshill.org</a></td>
</tr>
<tr>
<td>Plant and Facilities Help Desk</td>
<td><a href="mailto:maintenance@kentshill.org">maintenance@kentshill.org</a></td>
</tr>
<tr>
<td>Associate Director of Advancement, Lori Putnam</td>
<td>207-685-1635, <a href="mailto:lputnam@kentshill.org">lputnam@kentshill.org</a></td>
</tr>
<tr>
<td>Chaplain, Myung Park</td>
<td>207-685-1655, <a href="mailto:mpark@kentshill.org">mpark@kentshill.org</a></td>
</tr>
</tbody>
</table>
Vision

Committed to the individual and the potential that lies within, Kents Hill School challenges students to grow into engaged, creative learners, global stewards, and compassionate leaders.

Mission

At Kents Hill School we educate our students in mind, body, and character to:

- Prepare for the challenges and opportunities of higher education;
- Accept and respect themselves and others, and work together for the common good;
- Be responsible stewards of our natural environment and Kents Hill School’s community heritage;
- Embody the ideal that one person of principle can always make a difference.

Goals

- To create a stimulating academic community where students become lifelong learners;
- To build each student’s confidence, leadership, and sense of self;
- To promote athletic competition and sportsmanship;
- To inspire creative expression and appreciation for the arts;
- To encourage the community to value diversity, to accept differences, and to embrace a global perspective.

Core Values

Leadership
Altruism
Compassion
Courage
Friendship
Honesty
Perseverance
Responsibility
Scholarship
Sportsmanship
Tolerance
Kents Hill is known for our supportive community and students play an integral role in building, maintaining, and celebrating this community. Students who choose to live, learn, and play at Kents Hill, also agree to live by our Code of Conduct.

We promote and sustain a community that:

- Is stimulating, creative, and academically focused.
- Is warm and inclusive.
- Lives by the motto “One person of principle can always make a difference.”
- Builds leaders who honor and uphold the Kents Hill School Core Values.

COMMUNITY EXPECTATIONS

- We are kind, welcoming, generous, and respectful of all members of our community.
- We do our best at all times.
- We contribute positively to our community in the classroom, residence halls, athletic fields, and in all other community situations and experiences, both on and off campus.
- We respect and follow all school rules.
- We take responsibility for our actions and we try to assist others to accept responsibility for theirs.
- We step up and help each other.
- We do not use vulgar or degrading language, gestures or actions, or inappropriate public displays of affection.
- We check mail, email, and messages at least once a day and respond in a timely fashion.
- We meet all required obligations on time including classes, athletics, meals, curfews, and other appointments.
- We model healthy and responsible lifestyles.
- We practice good personal hygiene, follow the school dress code, and do our laundry on a regular basis.
- We keep our personal and community spaces neat, clean, and organized.
- We respect all personal property and space.
- We represent ourselves and abide by the school expectations and rules both on and off campus at all times.
Located three hours from Boston and one hour from Portland, Kents Hill is an independent, coeducational boarding and day school grades 9-Academic Gap Year attracting 225 students from 18 states and 19 countries. Since 1824, we have been dedicated to providing transformative experiences rooted in the power of community, character, and core values. Students are coached through a 4-dimensional (4D) experience of leadership development, academics, athletics, arts, and extracurricular activities.

Here, a student’s success is not measured solely by test scores or college acceptances, but by the relationships that they build and the opportunities that they have to experience, develop, and live by a set of Core Values. Our preparatory program focuses on the individual and supporting young people in reaching their fullest potential. Illustrative of this commitment is our Dirigo LEADS Leadership Development program, Four-Dimensional (4D) Academic Curriculum, and Academic Coaching program where teachers trained in academic coaching deliver personal, empathetic, and innovative learning experiences.

Founding

Kents Hill School was founded by Luther Sampson, a Revolutionary War veteran who settled in Readfield, Maine in the early 1800s. Sampson was a devoutly religious person with an interest in providing educational training for young men and women in the rural area. Accompanied by his wife, Lydia, he worked the land, assisted in the conference work of the Methodist Church, and quietly influenced the members of his community to create a fertile intellectual and religious environment by founding the Readfield Religious and Charitable Society, which was incorporated under one of the first acts of the State of Maine in 1821.

In 1824, Sampson partnered with Elihu Robinson to found an apprenticeship school called the Maine Wesleyan Seminary. The new school’s first endowment consisted of a building, 140 acres of land, livestock and farm equipment, and about $4,000 in money and securities, given by Sampson. One of the early buildings still stands across the road from the school at the home of Nancy Russell, a descendant of Luther Sampson.

On February 24, 1824, the Maine Wesleyan Seminary formally opened its doors in the “New House” (now known as the 1821 House), which was later enlarged and named “Wesleyan Mansion.” In 1837, the Wesleyan Mansion became the first residence hall for girls with accommodations for 35 students. Since those early days various buildings and facilities have been added to the campus – Sampson Hall in 1860, Blethen House in 1884, Bearce Hall in 1890, Ricker Hall in 1893, Newton Gymnasium in 1931, Wesleyan Hall in 1960, Davis Hall in 1964, Dunn Hall in 1965, Masterman Union in 1970, Jacobs Hall in 1982, Liz Cross Mellen Ski Lodge in 1998, Alfond Athletics Center in 2001, Reed Hall and Williams Woodworking Studio in 2006, Harold Alfond Athletics Fields in 2008, Bodman Center for Performing Arts at Newton Hall and Buster Potter Maintenance Center in 2009, Akin Learning Center in 2012, and Bibby and Harold Alfond Dining Commons in 2016.
The Bearce Hall Bell

In constant use for over 100 years, the Bearce Hall bell can be seen from nearly every location across campus and is heard loud and clear to celebrate a variety of school happenings. In addition to announcing school athletic victories, the ringing of the bell heralds the start of school, the beginning of reunions, the announcement of a new Head of School, and new additions to faculty families. It was cast in Boston, Mass., in 1871 and presented to the school by the Honorable James G. Blaine, three-time U.S. Secretary of State and a close contender for the presidency in 1884.

STUDENT EXPERIENCE

Kents Hill's Four-Dimensional (4D) Academic Curriculum extends far beyond the classroom. By placing equal importance on knowledge, skills, character, and reflection throughout all aspects of a student's life at Kents Hill, we are taking steps to build an experience that is balanced, purposeful, and impactful.

Students are challenged to learn about themselves and others, their talents and strengths, and how they can make a difference. They become part of a family that celebrates the accomplishments of each individual and the time-honored values that have made Kents Hill strong for nearly 200 years. What we do at Kents Hill, from our time together in the classroom to social events on the weekends, is shaped by our core values.

Advisory Program

Our advisory program is about making connections that last a lifetime. Each student is paired with a faculty advisor who is dedicated to providing support and guidance, both in formal gatherings and impromptu meetings. Whether a student is seeking advice on academics, athletics, social issues, or simply needs to know that someone is rooting for them, advisors are there.

Typically, each faculty advisor works with several advisees and meets with them regularly both as a group and individually. Some meetings will have a scripted agenda, while others will be less formal. In addition, advisors meet with their advisees outside of the school day for gatherings in advisor homes and outings off campus.

Students new to the school are paired with an advisor based on information gathered during the admissions and enrollment process. While most students have the same advisor throughout their time at Kents Hill, students have the option to switch advisors with approval from the Dean of Student and Residential Life.
Student Leadership and Character Development

Kents Hill is dedicated to helping students build strong leadership skills through opportunities that both challenge and support their growth. In addition to engaging in structured leadership and character development through the Dirigo LEADS program, students are encouraged to find leadership opportunities on campus. Some examples of formal leadership roles include Admissions Tour Guides, Student Council, Class Officers, Peer Educators, Student Ambassadors, Athletic Team Captains, and Residential and Day Proctors.

Clubs and Activities

We believe involvement in clubs and activities outside of the classroom enriches a student’s school experience. These opportunities give students the chance to discover and pursue passions while practicing important life skills including leadership, communication, collaboration, and problem-solving. Time is set aside during the week for clubs and activities to meet. Some examples of recent clubs include LGBTQ+, The Group (Diversity and Inclusion), Scary Movie Club, Yearbook, Rocketry Club, Math Team, Green Team, Peer Tutoring, and Go Global. While there are several clubs already established on campus, students are encouraged to create new clubs and activities based on their interests.

Service Learning

Community engagement and service learning provides all students with the opportunity to explore the core values of altruism and responsibility, develop a strong work ethic, and support the community around our campus. All Kents Hill students and faculty volunteer off-campus in the community twice a year, providing a variety of ways for students to be in service to local residents and nonprofit organizations. Students also have a regular Campus Community Service responsibility that improves the community experience and the opportunity to select service learning as their afternoon activity.

Spiritual Life

Students are encouraged to continue exploring and practicing their faith and to learn about the beliefs and practices of others. We make every effort possible to connect interested students with a local faith community and provide transportation to places of worship. The neighboring Readfield United Methodist Church provides chaplain services and students are always welcome to attend worship and programs there.

School Meeting

Weekly school meetings are an important community-building tradition at Kents Hill. Students sit with their advisory groups and participate in activities and conversations geared towards individual and collective growth. School meetings are generally student-led and take place in Bodman Performing Arts Center.
Student Center

The Student Center is open seven days a week and is located on the lower level of Ricker Hall. Snacks, food, and Kents Hill items are available for purchase. Statements regarding student charges in the Student Center (if applicable) will be sent via email through MyKidsSpending on a regular basis. Student IDs, cash, and credit cards are welcome when purchasing items.

Bibby and Harold Alfond Dining Commons

The Dining Commons is the center of community life at Kents Hill. Students and faculty are expected to exhibit appropriate table manners, courtesy, and neatness when eating in the Dining Commons. Meal times are designed “technology free” to encourage conversation and engagement. Hats are not permitted to be worn inside the building.

FOUR-DIMENSIONAL (4D) ACADEMIC CURRICULUM

Kents Hill’s innovative Four-Dimensional (4D) Academic Curriculum places equal importance on knowledge, skills, character, and reflection. Our 100+ courses allow students to explore ideas and topics that they are passionate about while developing the skills of creativity, collaboration, communication, and critical thinking. For our most motivated students, we have partnered with a number of Maine colleges and universities to offer Dual-Enrollment courses. Students will work with Kents Hill School teachers in-person and on-campus during the academic day with the ability to earn transferable college credits in 12+ disciplines including business, entrepreneurship, physics, chemistry, writing, and music theory. Please refer to the Course Prospectus for information regarding academic guidelines, special programs, and course descriptions.

RESIDENTIAL LIFE

The residential life program at Kents Hill is dedicated to providing a safe, nurturing, supportive, inclusive, and fun environment for all students. We have five residential dorms and everyone, including day students, belongs to a dorm community. Every dorm generates its own culture, flurry of social events, improvised traditions, random outings, and overall spirit. All are intended to feel like a home away from home with two or more dorm parents living in each dorm to provide a family-like feeling. From helping with homework and giving advice, to hosting movie or game nights in the common rooms, dorm parents build strong and formative relationships with their students.
Quiet Hours

Each dorm observes quiet hours during the academic day and from 7:30 p.m. to 7:30 a.m. to allow students time to study, rest, and recharge. Students are able to play music, movies, host gatherings, etc., in their room as long as the noise level is appropriate.

Evening Study Hours

Evening study hours take place from 7:30 - 9:30 p.m. Sunday through Thursday. Study spaces include dorm rooms, dorm lounges, the Akin Learning Center and the Cochrane Library. Seniors and Academic Gap Year students, as well as underclassmen on Honor Roll, are also allowed to go to the Student Center and Alfond Athletic Center after signing out of their dorms.

Curfew and Lights Out

Freshmen and sophomores have a dorm curfew of 9:40 p.m., a room curfew of 10 p.m., and observe lights out at 10:30 p.m. Juniors, seniors, and Academic Gap Year students have a dorm curfew of 10 p.m., a room curfew of 10:30 p.m, and observe lights out at 11 p.m. Students may request “late lights” from dorm parents if they need extra study time. In the mornings, students may leave the dorms anytime after 6 a.m.

Signing Out of the Dorm

During evening study hours and on weekends it is a student’s responsibility to sign out of their dorm as a way to inform the dorm parents or faculty members on duty of their whereabouts. Whenever a student leaves campus, they must sign out in the dorm and obtain permission from the On Duty (OD) faculty or Dean of Students.

Dorm Visitation

When we ask our students what they love most about Kents Hill, we often hear about the chance to socialize with their friends and classmates in informal and formal settings. Students wishing to have another student or students visit their dorm or room must first have a face-to-face check in with a faculty member. If the visit is approved, all student hosts and visitors agree to follow the below guidelines.

Dorm-to-Dorm Visitation

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

Room-to-Room Visitation Within Dorm

- The door remains open and unlocked if a student other than the roommate visits.
- Students may sit on beds together, but may not share a blanket and may not lie down on the bed.
Please note that no dorm-to-dorm visitation may occur during the academic day or before brunch on the weekends. Failure to follow visitation rules will result in loss of visitation privileges for both parties for a calendar week. A second violation will result in the loss of visitation privileges for both parties for a semester.

**Room Inspection**

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

**Room Decorations**

Students are encouraged to decorate their room according to their own preferences and style. However, no alcohol-related, drug-related, or pornographic articles, posters, or items are allowed to be displayed. Decorations should not interfere with the fire safety system (i.e., no tapestries hanging from the sprinklers), block doors, or block windows.

**Room Furniture**

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

**Electrical Appliances**

Due to safety and fire regulations students are not allowed to have televisions, large computer monitors, refrigerators, sun lamps, coffee makers, hot plates, lamps over 100 watts, toasters, irons, electric blankets, steamers, hot pots, heaters, other high electrical usage items, candles, incense, matches, lighters, or any other items producing an open flame.

**Overnight Guests**

Students who wish to have an overnight guest on the weekends must first obtain permission from the Dean of Students by the Wednesday before the guest’s planned arrival. The parents or guardians of the guest must contact the Dean of Students by noon on Thursday.

**Pets**

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

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

Laundry

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

Senior and Academic Gap Year Privileges

- Seniors and Academic Gap Year students are allowed to use the Cochrane Library, the Student Center and the Alfond Athletic Center during evening study hall hours. They must sign out of the dorm and let the faculty on duty know of their whereabouts.
- Seniors and Academic Gap Year students may return by 10 p.m. on Sunday night.
- Seniors and Academic Gap Year boarding students are permitted to stay at a Senior or Academic Gap Year students' house once each week. The student will request this privilege at least 24-hours in advance of the visit.
- Seniors and Academic Gap Year boarding students are allowed to have compact refrigerators (not exceeding four cubic feet) in their rooms with the understanding that misuse can lead to it being taken away.

Packages and Mail

Packages sent to the main Kents Hill address will be received at Bearce Hall and can be picked up by students at designated times. We reserve the right to have students open packages in the presence of a faculty member in order to keep our campus safe and secure.
Weekends at Kents Hill allow students to rest, recharge, have fun, and experience new things. A full slate of events are planned for each weekend that provide the opportunity for students to share cultural, athletic, social, and recreational activities together. Students are also permitted to enjoy time with their family and friends. If students wish to leave campus on the weekend, they must follow the below procedures in order to have their plans approved by the Dean of Students. Students are not permitted to stay in a hotel except when accompanied by a parent or guardian or on an approved college visit.

In order to leave campus for the weekend, students must:

- Fill out a weekend form and obtain all appropriate signatures.
- Return the form and have a parent or guardian confirm plans with the Dean of Students by 11 a.m. on Friday.
- If students wish to host a boarding student in their home for an overnight or a weekend, parents must also contact the Dean of Students to issue an invitation by 11:00 a.m. on Friday.
- Return to campus on Sunday by 7:00 p.m. unless otherwise specified.

Failure to follow any of the above steps before leaving campus may result in disciplinary consequences. Students who are restricted for the weekend are not permitted to leave campus, which includes scheduled weekend trips and activities coordinated by the school. However, students are required to attend any scheduled athletic and academic obligations.

During the course of the year, some weekends are designated as “closed” weekends. Boarding students will be required to stay on campus on those weekends and day students are strongly encouraged to stay without cost.

**Vacations**

The Kents Hill calendar features a number of vacations where all students leave campus. Students are expected to return to campus by 10 p.m. the night before classes resume. If a student returns late without prior permission and is absent from class, they will be required to meet with the Dean of Students and may experience disciplinary consequences.
SAFETY AND SECURITY

The safety and security of our students is our most important priority. In addition to following our safety procedures and protocols, students are responsible for any damages that occur in their dorm room or common spaces. Dorm parents will complete a room condition form at the start of each school year to assess the condition of the student’s room. The starting condition will be compared to the condition of the room when a student departs campus at the end of the year. Any damage that occurs during the school year will be repaired and the student will be charged through MyKidsSpending.

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

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<th>Item</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Desk</td>
<td>$450</td>
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<tr>
<td>Mattress</td>
<td>$150</td>
</tr>
<tr>
<td>Dresser</td>
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<tr>
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<tr>
<td>Blinds</td>
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<tr>
<td>Chair</td>
<td>$140</td>
</tr>
<tr>
<td>Lost Key</td>
<td>$50</td>
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A cleaning fee ($25 - $200) may be added if rooms are not cleaned prior to departure.

The cost to repair damage that occurs to common areas within a dorm (hallways, bathrooms, laundry rooms, stairwells, etc.) will be assigned to the student(s) who are responsible. If, after investigation, no one takes responsibility for such damages and responsibility cannot be reasonably determined, the cost will be shared among all the dorm members.

Room Access and Keys

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

Room Searches

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

**Personal Property**

Valuables should be kept in locked storage and all property should be clearly labeled. Students are discouraged from bringing expensive and/or valuable items to school, and sums of money over $100 must be deposited in the student bank. Kents Hill School is not responsible for lost or stolen personal property.

**Campus Bounds**

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

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

Students are expected to remain on campus unless they have obtained permission to leave campus from the Dean of Students or On Duty (OD) faculty. This includes leaving campus bounds in order to use the campus trail network, fish, or bicycle on off campus roads or trails.

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

**Cars on Campus**

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

Students who would like to request permission to have a car on campus must contact the Dean of Students. All keys will be kept with the Dean of Students and vehicles can only be used for the approved purpose.
Kents Hill offers a unique opportunity for local students to participate in a vibrant independent school experience while living at home. Day students are as part of the daily life at school as any other student and are welcome to participate in all activities and events just as a boarding student would. While their overall experience may be a little different, all of our day students are engaged in and connected to the school community and have close, supportive relationships with their peers and teachers.

**Attendance**

Parents should notify the school by calling the Front Office (207-685-4914) if a day student will be absent from any school responsibility for any reason.

**Cars On Campus**

Day students who use a car to travel to and/or from school must register the car with the Dean of Students, which includes a photocopy of their license and registration documents. Cars are to be used only as a means of transportation to and from home and school and must be parked at the Alfond Athletics Center parking lot.

Day students may not use their car during the academic day or drive on campus at any time. In addition, day students are not permitted to transport other students, unless the other student has specific permission on file and has permission from the Dean of Students or On Duty (OD) faculty.

**Housing Policy**

Day students are encouraged to be fully involved in all aspects of residential life, including dorm activities and events. They are assigned to a specific dorm on campus and may keep a small number of personal belongings in a designated area. Due to the variety of floor and room plans in the different dorms, accommodations may not be exactly the same from dorm to dorm, but, at a minimum, every day student will be provided a sleeping space.

**Overnights**

Day students who wish to stay for dinner, evening study hall, or overnight must complete a form and submit it to the On Duty Faculty (OD) on the evening of the stay. A charge of $40 will be added to the student’s MyKidsSpending account for each overnight, which includes dinner and breakfast.

A day student may stay overnight on campus free of charge:
● When an away sporting event returns to campus after 8 p.m.
● When an evening event requires students to be on campus after 8 p.m.
● When there is a significant weather event that makes travel to and from campus difficult.
● When students miss scheduled school-provided transportation due to a required event.

If day students are on campus after 5:30 p.m. they are required to check in at dinner. If they are on campus after 7:30 p.m. they are required to observe regular evening study hours rules. Day students are not allowed on campus after curfew unless they are staying overnight.

School Transportation

Day student transportation is available for an additional fee. If you are interested in this service, please contact Sue Fish, Business Office Assistant, at sfish@kentshill.org.

ATTENDANCE

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

Attendance Policies

If a student misses 10 meetings of any year-long academic course or five meetings in a single semester course they must petition for credit in that affected course or activity. If a student misses six meetings in a year-long academic course, or three meetings in a single semester course, regardless of the absence being excused, they will have a mandatory meeting with the Dean of Students, Dean of Academics, and their advisor to determine a plan for completion of course requirements.

Students who miss class due to an off-campus, school mandated absence (athletics, field trips, etc.) will be responsible for completing any academic work that was missed and the absence will not be counted against a student’s attendance record. If a student has missed a large number of classes, they may be required to stay on campus instead of attending the off-campus activity.

Attendance Guidelines

● Three tardies to the same class during one semester constitutes one unexcused absence.
● Unexcused absences from class have academic consequences that may affect a student’s grade point average.
• If a student misses a significant amount of time in other required activities (i.e. CCS, Dirigo, Sports, etc.) consequences will be assigned by the Dean of Students.
• In the event of illness or injury, boarding students (or day students while on campus), must be excused by the Health Center or Athletic Trainer prior to missing a school obligation.
• Students have access to their attendance record via the Kents Hill School website and are responsible for checking their own records. Students have 24 hours to clear an unexcused absence.
• Whenever possible, family trips and medical appointments should be made outside of school obligations.

In some cases, students pursuing learning experiences off campus may be exempt from Kents Hill’s attendance policy. These exceptions include, but may not be limited to:

• **Experiential Learning Opportunities:** From time to time, students have opportunities to leave campus for real-world learning experiences. Kents Hill excuses students from campus for up to two weeks to complete these experiences. Interested students must submit a proposal to the Dean of Academics for approval and, upon returning to campus, deliver a presentation at a school meeting describing what they learned. Students may complete one of these opportunities per school year.

• **Academic and Cultural Exchanges:** Kents Hill partners with several schools around the world to allow qualified sophomores and juniors to participate in Academic and Cultural Exchanges, which typically span the final quarter of the school year. Students may complete one Academic or Cultural Exchange during their time at Kents Hill without violating the school’s attendance policy or forfeiting course credit.

• **Internships:** Kents Hill encourages qualified juniors, seniors, and Academic Gap Year students to participate in internship experiences both on and off campus. Students may substitute an internship for one of their afternoon activities per school year without violating the school’s attendance policy.

**Consequences for Unexcused Absences**

• Students who have an unexcused absence during the academic day will report to the Learning Center from 6:30 - 7:30 p.m. for academic recoup time. Unexcused absences on Fridays will serve academic recoup time on Sunday evening from 6 - 7 p.m.
• Students who have three unexcused absences will have a letter sent home and may have grade consequences in the missed classes.
• Students who have six unexcused absences will be restricted to campus for two weekends and another letter will be sent home.
• Students who have ten or more unexcused absences will appear before the Honor Board.

**Leaves of Absence**

Leaves of Absence may be considered for family emergencies or major events, medical purposes, or approved college visits. When possible, all leaves of absence must be requested in advance for approval from the Dean of Students and Dean of Academics. Days missed will count towards the total of missed obligations.
All community members are expected to dress in a manner that reflects the Kents Hill School values and our role as an educational institution. The goal of our dress code is to create an environment of learning and respect for self and others.

Community members will wear attire that is clean, in good repair, and free from rips or tears. Clothes, jewelry, or other accessories should not have messages that advocate drugs, alcohol, tobacco, or have language that is racist, sexist, or has otherwise offensive messages, symbols, or pictures. Any visible tattoos must adhere to the same standards mentioned above. Any piercings will be well maintained and should be covered or removed, if required, for athletic or activity participation. Clothing will fit well and cover torsos, hips, upper thighs, and underclothes at all times. Footwear that is appropriate and safe will be worn in all campus buildings and/or during activities. Students are encouraged to dress appropriately for the climate.

Hats, caps, and hoods, aside from those required by a student’s culture or religion, are removed upon entering any school building, except dorms, Alfond Athletics Center, Student Center, and Alpine Center. Mobile devices and headphones will not be used in the Bibby and Harold Alfond Dining Commons during scheduled meal times or at Bodman Performing Arts Center during school meetings and performances.

**Academic Day Dress Code**

Academic dress code must be worn throughout the class day, including all lunches and free periods. During the academic day, community members will wear collared shirts, blouses, sweaters, or turtlenecks. Sweatshirts, t-shirts, and hoodies are not appropriate for academic dress day. Sleeveless blouses or dresses will have straps at least one inch wide. Appropriate bottom clothing includes dress pants, dress shorts, corduroys, khakis, dresses, or skirts of appropriate length (at or below the fingertips with arms at the side). No blue jeans are permitted. Leggings may be worn only with a tunic length top or under a dress or skirt.

**Casual Dress Code**

Casual dress after the academic day or formal school events may be comfortable, but should still maintain respect for community standards. Sleepwear is not to be worn outside of dormitories.

**Formal Dress Code**

During formal school functions community members are expected to wear one of the following: suit coat or blazer, dress pants with a belt (knee-length dress shorts may be substituted in warm weather), a blouse or a full
button-down collared shirt that is tucked in neatly and worn with a tie; a dress or a skirt of appropriate length (at or below the fingertips with arms at the side) with a blouse or a full button-down collared shirt; or formal attire representing a student’s international and/or cultural identity.

The expectation is that community members will follow the dress code at all times. Students not following the dress code will be asked by a faculty or staff member to change their clothing.

VIOLATIONS OF EXPECTATIONS

We believe that every student has a role in upholding our Code of Conduct and Community Expectations. Violations of school rules are dealt with on a case-by-case basis with regard to both specific circumstances and the welfare of the school community. Because students are representing Kents Hill at all times, expectations and rules apply for all school-sponsored activities, including outings and trips that take place off campus.

The following behaviors are not tolerated within our community. Due to the high level of negative community impact, these behaviors will likely result in an Honor Board hearing or administrative action by the Head of School or their designee.

- Theft
- Sexual harassment.
- Fighting, hazing, harassment, bullying, or other examples of gross disrespect of any individual or group.
- Possession of weapons, including but not limited to pellet guns, BB guns, paintball guns, or non-camping knives.
- Creation of a fire hazard, use of an open flame, smoking inside or near a school building, discharging a fire extinguisher, or setting off a false alarm.

The following behaviors are considered major violations of community expectations and will result in serious consequences.

- Use, possession, or staying in the presence of alcohol, drugs, or mind-altering substances.*
- Possession of empty alcoholic beverage containers, or drug paraphernalia.*
- Use, possession, or knowingly being in the presence of tobacco/nicotine including, but not limited to, e-cigarettes, e-juice, or vaporizers.*
- Unauthorized possession of keys.
- Violation of dormitory curfew.
- Violation of the visitation policy.
- Vandalism or trespassing.
● Cheating, plagiarism, lying, or other deceitful behavior.
● Misuse of technology.
● Unauthorized absence from campus.
● Unauthorized use of a motor vehicle.
● Gambling for material gain.
● Excessive unexcused absences.

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

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

● Initial unexcused absences from scheduled classes and activities.
● Dress code violations.

**DISCIPLINARY CONSEQUENCES**

We recognize that young people will make mistakes as they are navigating life at an independent school. Kents Hill views discipline as an opportunity for students to learn, grow, and take responsibility for their actions and decisions. Consequences for violating community expectations are determined on a case-by-case basis with regard to the individual situation and overall community impact. Possible consequences include, but are not limited to:

**Dorm Warnings**

Dorm warnings are issued when a student fails to live up to the expectations of the dorm community. Possible situations where a dorm warning would be issued include, but are not limited to: being late to check-in, failing room inspection, or disturbing the peace. Students are allowed to work off dorm warnings by performing a job assigned by a dorm head or dorm parent that improves the dorm experience. When a student reaches three dorm warnings, they are reported to the Dean of Students and Dean of Student and Residential Life for a conversation and possible additional consequences. All dorm warnings are cleared at the end of a semester.

**Weekend Detention**

A student may be placed in weekend detention by the Dean of Students for a violation of school rules and expectations. They are expected to arrive promptly, and have enough work to last the length of detention, and
refrain from using any electronics. Selecting to not attend weekend detention will result in further disciplinary consequences.

**Campus Restrictions**

A student may be placed on weekend restriction by the Dean of Students for a violation of school rules and expectations. When on restriction boarding students are not permitted to leave campus and day students are not permitted to be on campus except for required events.

**Dean’s Warning**

When a school rule has been violated the Dean of Students may choose to meet with the student and issue a written Dean’s Warning. This letter will be sent to the student, their advisor, and their parents and will outline what was discussed in the meeting and any outcomes or expectations moving forward. If students continue to violate school rules, subsequent actions may include weekend detention, restricted to/from campus, appearing before the Honor Board, probation, suspension, or expulsion.

**Disciplinary Probation**

Major school violations will often result in a student being placed on disciplinary probation for a length of time determined by the Dean of Students. Additional violations, regardless of how minor, may result in a student appearing before the Honor Board or a consequence may be determined through administrative action.

**Suspensions**

When a student is placed on suspension, either by the Honor Board or decision by the Head of School or their designee, they lose the privilege of remaining on the Kents Hill campus for a determined amount of time. It is the responsibility of the family to arrange for transportation from campus to where the student will be staying during their suspension. Students on suspension are held accountable for all academic work missed when they are away from campus.

**Expulsions**

When the actions of a student are deemed to be particularly damaging to either the school community as a whole or individuals within the community, the Head of School or their designee, either by recommendation of the Honor Board or through administrative decision, may decide that the best course of action is for the student to be removed from the school community. Any student who is expelled from Kents Hill may not return to campus until after their respective class has graduated, unless specific permission has been obtained from the Head of School or Dean of Students. Students wishing to appeal an expulsion may submit a letter to the Head of School.
Administrative Dismissals

The Head of School, or their designee, reserves the right to dismiss any student for particularly egregious violations of the Kents Hill School community expectations or core values without convening an Honor Board.

Withdrawals

Students who withdraw from school for any reason must leave campus immediately.

Returning to Campus

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

HONOR BOARD

The Honor Board may be convened when a student commits a major infraction to the Code of Conduct and/or Community Expectations and that infraction warrants a serious disciplinary response. A student may also appear before the Honor Board at the discretion of the Head of School, Associate Head of School, or Dean of Students.

The Honor Board is comprised of the Assistant Dean of Students (who chairs the meetings of the committee), six Honor Board members, three faculty members, and three students. The Assistant Dean of Students does not vote, nor participate in the deliberations.

The Honor Board’s objectives are twofold - to review the facts of the case and determine whether or not a student has broken the Honor Code and to recommend a fair and reasonable response to the infraction. The recommendation goes to the Head of School or their designee, who makes a final determination.

In making a determination as to whether a rule violation has occurred, the Honor Board will meet with the student, ask questions, listen thoughtfully to responses, review the student’s school record including, but not limited to: grades, attendance, incident reports, and any previous schoolwide infractions. If the Honor Board determines that the student has violated the Honor Code, the Board will determine appropriate sanctions. Sanctions range from recommendations for community service to recommendations for expulsions.
Any student appearing before the Honor Board will have at least 48 hours advance notice of the hearing and will have their advisor present during their meeting. Students may also ask another community member to speak before the Honor Board on their behalf.

Parents/guardians will receive advance notification that their child is appearing before the Honor Board, but will not be permitted to attend the meeting. This is done to encourage students to take responsibility for their own actions and to ensure that no student is advantaged or disadvantaged by a parent’s/guardian’s presence or absence.

The committee members are chosen through a nomination and application process based on their ability to thoughtfully hear disciplinary cases and are trained by the Associate Head of School and the Assistant Dean of Students to ensure proper procedures are followed throughout the hearing process.

The Honor Board is comprised of ten students and ten faculty members. Three students and three faculty members will serve at each convening. The members of the Honor Board are determined through nominations by the student body, applications, and interviews. New members of the Honor Board will be determined in May for the following year, to replace outgoing seniors and any members who choose to step down.

**HARASSMENT, BULLYING, AND HAZING**

Kents Hill firmly believes that all students have the right to participate fully in the educational process, free from bullying and harassment as a safe and civil environment at school is necessary for students to learn and grow. Bullying and harassment, like other disruptive or violent behaviors, are forms of conduct that disrupt both a student’s ability to learn and a school’s ability to educate its students in a safe environment. Because students learn by example, school administrators, faculty, staff, and volunteers should be expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying and harassment.

**Bullying** means written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics that as defined by federal law.

**Harassment** is defined as written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities because the conduct is so severe, persistent, or pervasive. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics as defined by federal law.
Cyber-bullying is defined as the use of any electronic communication technology to bully or harass, as defined above, one or more students, regardless of location or the type of electronic communication used.

Any incident of harassment, bullying, or hazing should be referred immediately to the Dean of Students, who will investigate the situation. Any substantiated allegations of harassment, bullying or hazing will likely result in an Honor Board hearing or immediate administrative action by the Head of School or their designee. Anyone who retaliates against a complaint of harassment, bullying or hazing is in violation of community expectations and will be subject to serious disciplinary consequences.

Sexual Harassment is unwelcome behavior or communication that is sexual in nature and (1) leads a student to believe they must submit to the unwelcome sexual conduct or communication to gain something in return, or (2) the conduct substantially interferes with a student’s educational performance, or (3) creates a hostile environment.

Any student or school employee can be the target of sexual harassment, regardless of sex, sexual orientation, gender identity, or gender expression. Examples of sexual harassment include, but are not limited to:

- Pressuring a person for sexual favors.
- Unwelcome touching of a sexual nature.
- Distributing sexually explicit texts, emails, or pictures.
- Making sexual jokes, rumors, or suggestive remarks.
- Physical violence, including rape and sexual assault.

Harassment creates a hostile environment when the conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities. A hostile environment could impact a student’s school life in many ways. Physical illness, anxiety about going to school, or a decline in grades or attendance could signal a hostile environment.

Any incident of sexual harassment or creation of a hostile environment should be referred immediately to the Associate Head of School, the Dean of Students, or the Human Resources Manager. These staff members currently serve as the Title IX Coordinators at Kents Hill. Any harassment or creation of a hostile environment is the most serious kind of violation and will likely result in an Honor Board hearing or immediate administrative action by the Head of School or their designee.
ANTI-DISCRIMINATION POLICY

Kents Hill School strives to uphold an environment that promotes respect, dignity, and safety for all members of the community. The school is committed to maintaining a culture free from discrimination, harassment, intimidation, exploitation, retaliation, and any other action that may negatively impact the social or educational experience of another community member. Therefore, Kents Hill will not tolerate any form of discrimination on the basis of actual or perceived age, sex, race, color, physical or mental disability, religion, national origin, marital status, sexual orientation, gender identity or expression, or any other status protected by applicable law.

Any discriminatory actions or behavior from members of the Kents Hill community should be referred immediately to the Dean of Students, who will investigate the situation. Any substantiated allegations of discrimination will likely result in an Honor Board hearing or immediate administrative action by the Head of School or their designee.

ATHLETICS

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

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* Learn To Play is an introduction to sports that Kents Hill currently offers. Rosters are limited.
** Open to returning juniors, seniors, and Academic Gap Year students. These programs are limited to one season per year. Students must apply and be admitted into the program. Rosters are limited.
Requirements

Freshmen, sophomores and newly enrolled juniors are required to tryout/audition for a program each season while returning juniors, seniors, and Academic Gap Year students may tryout/audition for a program or apply for Community Service/Volunteerism, Internship, or Elite Fitness one time per academic year.

Sportsmanship

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

Eligibility

Kents Hill athletes must maintain satisfactory academic achievement to be fully eligible for participation in athletic contests. Students who receive Academic Concern Reports or who earn at least one quarter or semester grade below a C- will be placed in academic support and will be unable to participate in any athletic contest that necessitates missing class. Situations that place a student in academic support may include, but are not limited to, receiving an unsatisfactory Academic Update or receiving a D or F for a Marking Period grade.

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

Athletic Trainer

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

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

**INDEPENDENT SPORTS AND ACTIVITIES**

Freshman and sophomore students who arrive at Kents Hill with a prior program or team affiliation in a sport/program not offered by Kents Hill are eligible for participation in an independent sport one trimester per academic year. In addition, juniors, seniors, and Academic Gap Year students are eligible for participation in an independent sport one trimester per academic year. Please note that students who aspire to play on a Kents Hill Varsity and/or Junior Varsity team must yield any travel team/club team obligations to those of our athletic teams.

Students wishing to submit an independent sports proposal must first meet with the Athletic Director to discuss participation. At that time, they will start a proposal that includes:

- **Personal Statement** on why the independent sport is important, their personal history in the sport/activity, and what they hope to gain by participation.
- **Calendar** that identifies all training details (location, time, activity, etc) for the athletics season. A plan for transportation, if applicable, must also be provided.
- **Adult Coach/Supervisor** name, affiliation, and contact information.
- **Parental Consent** statement and signature.
- **Culminating Event** (i.e. complete a Half Marathon) including location, date, etc.

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

- Fall - May 15 of the previous year or within the first four weeks of classes for new students
- Winter - October 1
- Spring - January 15

A review process will take place once the proposal is received by the Athletic Director.
The Health Center is located in Jacobs Hall and serves the medical and emotional needs of Kents Hill students and staff. It is staffed by two registered nurses and two school counselors during the academic day with both a nurse and a counselor on call 24/7 during evenings and weekends. A physician assistant is on campus once per week for student appointments and is also on call for consultations through the school nurses. While there is no fee for general nursing services or counseling services, parents will be billed for physician and physician assistant appointments through their insurance. Insurance information should be provided to all outside health care providers for billing purposes. Kents Hill is not responsible for a copay or deductible amounts.

A physical exam performed within the last 12 months is required for all new students prior to the start of school. Returning students are required to have a physical exam every two years. Students who do not have a current exam on file by September 30 of the current school year will be ineligible for athletics and extracurricular activities. Kents Hill School also requires documentation of up-to-date immunizations. If immunizations are waived, a letter documenting this is required.

If a student feels unable to attend class due to physical or psychological issues, the student must report directly to the nurse and/or counselor for an evaluation. Parents of a boarding student may not excuse a student from class for illness. If excused by Health Center staff, boarding students are expected to stay in the Health Center for the duration of their illness during the academic and athletic day. Parents of day students should call the Main Office at 207-685-4914 and report an absence or lateness. Day students who become ill during the school day will be sent home and may rest in the Health Center until they can be picked up. Students also need written permission from either the Nurses or Athletic Trainer to be excused from athletic obligations.

Kents Hill School nurses keep and administer student prescription medications with the exception of the following: birth control pills, inhalers, EpiPens, creams/ointments/lotions, eye drops, nasal sprays, and vitamins. The medications listed above are the only prescription medications allowed in student rooms. All others must be turned in to the nurses. Students may keep over-the-counter medications with labels written in English in their rooms. Any questions regarding prescription renewals, pharmacy information, or medication policy should be directed to the school nurses.

Medications scheduled for breakfast, lunch, and dinner will be dispensed by a school nurse in the Health Center. Scheduled bedtime medications are placed in a locked medication box in the student’s dorm and are distributed by a dorm parent each night. Parents may be notified if the student is failing to retrieve their prescribed medication from the nurse and/or dorm parent at the designated time.
Medical Leave

A student may be granted medical leave if there are significant medical or emotional concerns that prevent that student from fully participating in the daily activities and requirements at Kents Hill. There are two types of medical leaves, each based on the amount of time the student is absent from school: Short-Term Leave (up to 2 weeks) and Extended Leave (2-6 weeks). The decision to require or approve a medical leave and the length of the leave may vary according to the nature of the problem and will be determined jointly by the Health Center staff and school administrators. Parents and the student’s primary care physician will be consulted throughout the process and will serve as important partners in the gathering of relevant information. In the event that a student is required to take a medical leave of absence, or a family’s request for a medical leave of absence is approved, the student will be expected to leave campus with a parent or guardian as soon as possible. In an emergency situation, the student will be taken by ambulance to a nearby hospital for examination. Parents will be responsible for taking custody of their child from that point until the school can determine the next course of action.

While on leave, the student’s advisor and teachers will make every effort to provide assignments and other materials so that they can remain in good academic standing. In the case of extended leave or an inability to complete work, the student’s academic standing will be reviewed and a plan will be made in conjunction with the family.

Prior to returning from medical leave, documentation from a physician that the student is able to safely participate in the daily activities of the school must be provided to the Health Center staff. The Health Center staff will then consult with appropriate administrators to develop a plan for return that will include strategies to maintain their physical and/or mental health and any academic or athletic accommodations that will be required.

An extension of leave may be carefully considered when extenuating circumstances exist. A medical leave beyond 6 weeks may result in a student’s need to withdraw from school. The School reserves the right to deny the request for leave, and multiple medical leave requests during a student’s enrollment at Kents Hill School will warrant discussion of withdrawal.

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

TECHNOLOGY

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

Students who bring a computer or other networkable devices (cell phone, etc.) to campus must register their computer or device with the IT Department and review and sign the Acceptable Use Policy prior to any attempt to connect to the network or Internet services. It is the student’s responsibility to maintain appropriate updates and security patches for operating systems and antivirus software. Consequences for inappropriate use could include computers being confiscated at the discretion of a faculty member or disciplinary consequences through the Dean of Students.

School Email and Network

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

Photos and Videos

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

Mobile Devices

Students may use mobile devices on campus to connect and share information. However, mobile devices are not to be used in academic buildings during the academic day unless a teacher has approved the use of such devices, during mealtimes in the Dining Commons, nor during school meetings or performances in the Bodman Performing Arts Center. Appropriate usage in athletic or extracurricular settings is defined and managed by the coach, advisor, or faculty member responsible.

MyKidsSpending

MyKidsSpending is a portal for managing and funding a student’s on-campus spending at Kents Hill. Using the MyKidsSpending.com secure login system, parents and students can view account activity, add money to school spending accounts, and request PDF statements. Parents can register accounts for a single child, or multiple
children, whether they're attending the same school or different schools. For directions on how to access and fund your account, please click here.

**Student Bank**

Kents Hill offers limited banking facilities for the convenience and safety of students. Students may withdraw cash from their MyKidsSpending account or make deposits during student banking hours at the Student Center. Any student who wishes to withdraw more than $100 will need written permission from the Dean of Students.

**Expected Fees**

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

- **Senior and Academic Gap Year** charges will appear on the account statement in May and will include cap and gown, diploma, 10 announcements, and brick for the Alumni Walkway. These charges amount to approximately $175.
- **Dual-Enrollment courses** range from $100 - $200 per course depending on college and course selected. Please consult the teacher and course syllabus for more details.
- **Art classes** range from $25 - $200 per course. See Course Prospectus for specific details.
- **Woodworking class fees** range from $25 - $150 per course. See Course Prospectus for specific details.
- **Testing** may include AP Exams ($94/exam), PSAT ($16/test), ACT ($51/test), SAT ($48/test), TOEFL ($205/test).
- **Yearbook** fee is $86 unless a student chooses to opt-out (March).
- **Student ID replacement** is $25 after the first replacement.
- **Textbooks** range from $150 - $500+ per academic year.
- The **equestrian** program is approximately $1640/season.
- The **fencing, skiing, and snowboarding** program fees vary depending on competition and equipment needs.

These reflect the majority of charges that students may incur during an academic year. If you have any questions please contact Sue Fish, Business Office Assistant, at sfish@kentshill.org.

**TRANSPORTATION**

Kents Hill provides students with transportation during all school breaks and vacations according to the published travel schedule. To reserve a space, students or parents must provide a full travel itinerary to the Assistant to the Dean of Students at amichaud@kentshill.org at least two weeks prior to departure. Student travel needs that do not
comply with scheduled times provided by the school become the responsibility of the student’s parent and/or guardian. Except for emergencies, students may not leave early or arrive back late from vacations. Any unexcused absences may result in disciplinary consequences.

**Departure**

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


**Return**

All students using school transportation to return to school must be at the designated pick up location at least 30 minutes prior to planned departure. Please note that school transportation to and from Boston is only available on designated travel days and within the travel times. For the 2019-20 school year, pick up at Logan International Airport and South Station is scheduled for 6:00 p.m.

**Charges**

Kents Hill to Portland, ME
1 student $143
2 students $72
3 or more students $48

Kents Hill to Boston, MA
1 student $369
2 students $185
3 students $135
4 or more students $93
Charter Bus $63

Kents Hill to Lewiston, ME
1 student $60
2 or more students $30

Kents Hill to Augusta or Winthrop, ME
1 student $54
2 or more students $27
Kents Hill also provides transportation for students to a variety of off-campus locations for appointments, events, etc. For specific fees and charges please contact Sue Fish, Business Office Assistant, at sfish@kentshill.org.

NOTICE

Kents Hill School reserves the right to make changes to this handbook at any time without prior notice. We provide this information solely for the convenience of the reader and, to the extent permissible by law, expressly disclaim any liability that may otherwise be incurred.