2016-2017
Hillside School
Student & Parent Handbook

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HILLSIDE SCHOOL MISSION STATEMENT

Hillside School is committed to providing structured, supportive, and challenging academic opportunities for young adolescent boys, both traditional learners and those with learning differences, in preparation for secondary school. Hillside's family-oriented residential environment allows boarding and day students to develop academically, physically, spiritually, and socially while building their confidence and maturity, nurturing boys from a broad range of socio-economic and racial backgrounds and encouraging them to discover their own paths toward success.

HONOR CODE

Compassion, Determination, Honesty, Respect and Fun

I realize and understand that Hillside School is a community of students, faculty, staff, and administrators who are committed to learning and living together with mutual respect and understanding. Our Honor Code is not a collection of rules but rather a philosophy of conduct which emphasizes honesty, integrity, and acceptance of the many diverse people and beliefs we shall encounter here at Hillside and in society.

Under the Honor Code, I am expected to take full responsibility for the quality and integrity of all academic work. I am committed to trying my best in all academic endeavors and similarly committed to helping those around me to achieve as well. In return, I know the faculty and staff are committed to helping me reach my full potential.

Since we are a community, our Honor Code encompasses more than just academics. To affirm our values of mutual respect and understanding, I am expected to treat members of the Hillside community with concern and compassion. I am committed to living and working together with others in a civil and helpful manner. I will respect the rights of others and always strive to maintain the highest standard of moral character. With help from faculty, staff and family, the Honor Code obligates me to continually try my best to accept responsibility for my actions and always maintain proper standards for my own behavior.

HILLSIDE CREED

I believe in Hillside and what it represents:
Compassion, Determination, Honesty, Respect and Fun.
I shall always endeavor to be a gentleman,
having faith in God and my fellow man,
always doing my best to bring honor to
my country, my school, and myself.

I. SHADES OF HILLSIDE BLUE

"Shades of Hillside Blue" was an initiative begun in the summer of 2003 designed to enhance our approach to all facets of overseeing student conduct and achievement. Shades of Blue is designed to embrace the school's core values of compassion, determination, honesty, respect and fun as its guiding principles in assessing and rewarding student growth and progress. Shades of Blue strives to provide for all members of the community a simple and clear message regarding expectations, as well as patient and pro-active methods for attaining goals. Whether it be in the classroom, on the playing field, in the house, or in the dining room, boys will be encouraged to demonstrate an awareness and acceptance of the school's core values, and faculty will work to actively support and guide them in this endeavor. Shades of Blue embodies the school's on-going commitment to enhanced communication amongst all constituencies.

Role of the Advisor

The role of the advisor in helping to guide and to oversee a boy's progress throughout his Hillside experience is vital. Broadly viewed, the advisor's role is to help set and review personal goals on an on-going basis, and to serve as the conduit for all information regarding progress and achievement. Advisors maintain regular communication with students and colleagues. In doing so they are expected to communicate with families as frequently as necessary but are required to communicate bi-weekly.

Shades of Blue

By 8:00 a.m. on Friday, faculty will file a performance assessment and a conduct assessment for each student they have in class, the house, and sports. Half of the School (grades 5, 6 and 7) will be assessed one week and the other half (grades 8 and 9) will be assessed the next week. All conduct assessments are given as Shades of Blue reflecting our philosophy that all boys are part of the Hillside family of learners, regardless of weekly performance. The criteria for the conduct shades are as follows:

Royal - This means that a boy is fully connected to the spirit of the school's core values. He consistently meets expectations, listens, participates, follows established rules, does assigned work, demonstrates kindness, and is respectful of others.

Sky - This means that a boy is in the process of connecting with the spirit of the school's core values. He meets many of the same criteria of Royal, but needs more prompting to do so.

Navy - This means that a boy requires redirection toward connecting with the school's core values. He needs regular guidance toward meeting the criteria established for Royal and Sky.

The performance shades serve as indicators of academic achievement and are as follows:

Royal - B+ and better.

Sky - B to C-

Navy - D and lower

The shading protocol is as follows:

1. On Friday, faculty members record the information on their advisees in Rediker software. Advisors then attend a meeting of the faculty during Fifth period on Friday, during which they have the opportunity to clarify any issues regarding advisees.

2. At lunchtime on Friday, advisors sit with advisees to discuss their shades along with any other matters.

3. By the end of the day on Friday, advisors e-mail (unless alternative arrangements are made) the families of the advisees who were discussed that week to update the families about their students' progress.

4. Advisors maintain a file for each of their advisees in which they keep their meeting notes and a running log of contact with families. At the end of each term advisors will write a letter home to families summarizing progress.

Role of Teachers

One goal of Shades of Blue is to empower teachers to work with the boys in their particular arenas to problem solve "in the moment" and give as much immediate feedback as possible about a boy's performance. To aid in this endeavor, guidelines have been established outlining the kinds of behaviors and situations that teachers handle on their own (along with suggested methods for doing so), as well as indications for involving advisors, the Dean of Students, and other administrators in handling student issues.

Role of the Dean of Students

The Dean of Students oversees all student behavior, and works in conjunction with faculty, advisors, and other administrators in establishing appropriate responses to conduct issues as they arise.

For boys with shades of Navy as well as those who are helped by more frequent feedback and specific structure beyond the Shades of Blue, the Dean of Students, in collaboration with the counselors and advisors, may utilize a contract system that individualizes goals and strategies for improvement in targeted areas.

Friday evening or Saturday morning study halls and work crews may be required by the Dean of Students for boys who demonstrate a lack of compliance in adhering to behavioral expectations.

In addition, the Dean of Students is available for on-going consultation with faculty and families regarding both classroom management techniques and strategies for handling individual students.

Acknowledgements

All Royal - This is for a boy who receives exclusively Royal ratings across the board in conduct areas during a bi-weekly period. At lunch on Friday, advisors of boys who have received all Royals will acknowledge the boy for his accomplishment in front of the entire community. The boy's name and picture will be displayed on a designated bulletin board.

Other rewards and privileges may also be allotted to students who earn All Royal as determined by the Program Team. Boys who receive a certain number of All Royal ratings during a term are also given special recognition during our awards ceremonies.

Royal/Skies - This will be for boys who receive any combination of Royals and Skies across the board. Their names will be posted for recognition.

Bulldogs of the Week - Each week boys can be nominated for exhibiting behavior indicative of the core values of compassion, determination, honesty, respect and fun. Nominations may come from other students, faculty, or staff. The names of all boys who were nominated that week will be read at lunch on Friday, and the nominations for the winners will be read as their names are announced to the community.

II. HILLSIDE SCHOOL ATTENDANCE POLICY

Each year, Hillside School works very hard to construct a daily schedule and an annual calendar that will provide ample time for us to complete our curriculum. Every segment of each day, as well as our number of school days, is critical given the high standards you expect from Hillside. The calendar is published in April; it is mailed to parents with the enrollment papers, and it is mailed again in the summer mailing. The calendar is also available on-line on the Hillside website: www.hillsideschool.net. The daily schedule is announced to parents over the summer.

Unless there is a compelling family need, the School expects parents to adhere to the School calendar regarding daily school attendance.

We ask that parents adhere to the calendar dates and daily schedule times as published so that classes and other activities are not disrupted. This way, the students receive the proper message that all parts of the school day are important and that commitments to the school program are valued. Therefore, we ask that you pay careful attention to the following rules regarding attendance.

Daily Schedule

Our academic day begins at 8:30 a.m.. This is a very important time as this is when we settle the boys and make announcements for the day. It is imperative that boys be on time and seated in their first period class when this begins. With that in mind, the drop off window in the morning is 8:00 - 8:20 a.m. at the Student Center. Any student arriving after 8:30 a.m. will be marked late for school. Students who are late an excessive number of times may face disciplinary consequences. Anytime a student misses a class for an excused absence, it is the responsibility of his parent(s) or guardian(s) to contact Marian Cuikay, the Program Assistant (508-303-5727).

The academic day ends at 5:00 p.m., and sometimes later if a sports team is traveling on the road. Students should not leave school before this time without permission from the Dean of Students. Parents of day students should plan to pick their sons up from the Student Center between 5:00 to 5:30 p.m. each day, unless otherwise indicated by a special schedule for that day.

If a parent wishes to request permission for a student to miss all or some portion of any day (including any portion of athletics) for reasons other than illness (i.e. doctor's appointment, family function, etc.), they must make this request to the Dean of Students as far in advance as possible, but **a minimum of 24 hours in advance is expected whenever possible**. Depending on the circumstances of the request, permission will either be granted, not granted, or taken to the Program Team for further consideration.

If a student is granted permission to leave school before 3:00 pm, the student must come to the Program Assistant's desk in the Academic & Health Center Building at the appointed time to sign out. Between 3:00-5:00 pm, boys must sign out with the Program

Assistant office as well. Students will not be allowed to wait unattended for their ride in the pick-up circle. If a student arrives at school after 8:30 a.m., the student must sign in at the Program Assistant's desk in the Academic & Health Center.

If a student will be absent from school on a particular day due to illness, the parent must notify Marian Cuikay by 9:00 a.m. that day. Failure to notify the school that a child will be absent will mean that the absence will be considered unexcused. Furthermore, action may be taken by the Dean of Students in the event that a student has an excessive number of absences, is often tardy, or misses all or part of a school day on a consistent basis.

Student Absences Before and After Vacations and Long Weekends

Students are not allowed to miss school to go on personal family vacations during the school year. Nor may they leave school early or come back late from scheduled school vacations. Any absence due to a student going on vacation will be deemed an unexcused absence and may result in disciplinary action. Parents who feel that a child must miss school for an extended period due to unusual circumstances such as an illness or a family emergency must call the Dean of Students to discuss the situation.

Attendance at Special Functions

Attendance is required for various school functions throughout the year beyond the regular class day requirements. These special functions fall into, but are not limited to, two major categories:

i. Special Weekends:

A. Fall Family Weekend (October 7-8, 2016)

B. Spring Fling Weekend (May 5-6, 2017)

The Dean of Students communicates the specific schedule for each weekend in advance. However, in general, there are three components that always remain the same:

All Boarders (5-day and 7-day) are required to stay over on Friday evening.

All Students (including day students) are required to participate in activities on Saturday.

All Parents are encouraged to join in those activities on Friday and Saturday.

If a family foresees a conflict that would prevent their son from attending any portion of these weekends, they must request an exception from the Dean of Students, **at least 1 week in advance**. Depending on the circumstances of the request, permission to miss that portion of the weekend will be granted, denied, or taken into consideration and evaluation by the Program Team.

ii. Awards Ceremonies: Please note that formal dress (gray pants, white shirt, blue blazer, tie, dress shoes, socks, and belt) is required for each of these functions. Non-compliance will result in disciplinary action as determined by the Dean of Students.

A. Term Awards Ceremonies:
   a. Fall (Thursday, December 15, 2016 at 4:00pm),
   b. Winter (Sunday, March 26, 2017 at 4:00pm)
   c. Spring (Friday, June 2, 2017 at 4:00pm)

B. Year End Awards Ceremony: (Friday, June 2, 2017 at 5:00pm)

C. Graduation: (Saturday, June 3, 2017 at 10:30am)

The School's ceremonies are an important and integral part of each term, and of the school year in general. Therefore, please note the consequences for missing these:

1. If a student is not in attendance for the Fall, Winter, or Spring Awards Ceremony, he may receive an incomplete for the term. He will then be required to complete his term under the direction of the Dean of Students.

2. If a student misses the Year End Awards Ceremony or Graduation, he may receive an incomplete for the year. He will then be required to complete the year under the direction of the Dean of Students.

3. Exceptions to the above may only be granted by the Dean of Students.

III. HILLSIDE TRAVEL SCHEDULE AND POLICY

Hillside School's Residential Life program is an integral part of the curriculum. The calendar is planned carefully to insure an adequate amount of time at school and appropriate time for vacations. Given the extended transit and wait times at airports along with increased cost of parking, gas and tolls, excess baggage and unaccompanied minor fees, Hillside School will bill families accordingly to cover costs. In lieu of Hillside transportation, we utilize a car service – Commonwealth Limo. This service will carry a surcharge that will be billed on a case-by-case basis. This is the only car service that we use given our history with them and their reliability. Families wishing to make their own transportation arrangements do so at their own risk and at their own cost. Hillside will not be responsible for transportation that is arranged outside of Hillside policy. All expenses incurred at the airport (change fees, baggage fees, unaccompanied minor fees, etc.), will be billed to families.

ALL transportation information MUST be forwarded to the Director of Residential Life at least 1 week prior to vacations so that travel can be arranged accordingly. Please forward any questions to the Director of Residential Life BEFORE booking travel.

Travel Date and Vacation	Dismissal/Return Time	Flight Times
Sunday, September 11 Registration Day	All students on campus accompanied by parents/guardians.	**Flights should arrive by 11am to JFK** **Flights should arrive by 11am to BOS**
Saturday, October 8 Columbus Day Break begins for 5th-9th Graders (9th Grade on Secondary School Visits)	2pm dismissal for all students. Attendance required until 2pm.	**Do not book flights that depart before 4pm from BOS**
Tuesday, October 11 Columbus Day Break ends for 5th-8th Graders	5th-8th Grade Boarding students return by 5pm.	**Flights should arrive by 5pm to BOS**
Sunday, October 16 Columbus Day Break/Secondary School Visits ends for 9th Graders	9th Grade Boarding students return by 4pm.	**Flights should arrive by 4pm to BOS**
Thursday, November 17 Thanksgiving Break begins	All students dismissed at 3pm.	**Do not book flights that depart before 4pm from BOS**

Monday, November 28 **Thanksgiving Break ends**	All Boarding students should arrive by 5pm.	**Flights should arrive by 5pm to BOS**
Thursday, December 15 **Winter Break begins**	Mandatory attendance at awards ceremony from 4-5:30pm, dismissal after 5:30pm.	**JFK Bus departs after awards ceremony.** **Do not book flights that depart before 8pm from BOS.** **Flights can depart December 16 before 12pm from BOS.**
Tuesday, January 3, 2017 **Winter Break ends**	All Boarding students should arrive by 5pm.	**Flights should arrive by 11am to JFK** **OR** **Flights should arrive by 5pm to BOS**
Friday, February 17 **President's Day Long Weekend begins**	Dismissal at 1pm.	**Do not book flights that depart before 4pm from BOS**
Monday, February 20 **President's Day Long Weekend ends**	All boarding students should arrive by 5pm.	**Flights should arrive by 5pm to BOS**
Thursday, March 9 **Spring Break begins**	Dismissal at 3pm.	**Do not book flights that depart before 4pm from BOS** **OR** **JFK Bus departs at 5pm**
Sunday, March 26 **Spring Break ends**	Mandatory attendance at awards ceremony at 4pm. ALL students should arrive on campus by 3:30pm.	**Flights should arrive by 11am to JFK** **OR** **Flights should arrive by 3pm to BOS**
Friday, April 14 **Spring Long Weekend begins**	Dismissal at 1pm.	**Do not book flights that depart before 4pm from BOS**
Monday, April 17 **Spring Long Weekend Ends**	All boarding students should arrive by 5pm.	**Flights should arrive by 5pm to BOS**
Friday, May 26	Dismissal at 1pm.	**Do not book flights that**

Memorial Day Long Weekend begins		**depart before 4pm from BOS**
Monday, May 29 Memorial Day Long Weekend ends	All boarding students should arrive by 5pm.	**Flights should arrive by 5pm to BOS**
Saturday, June 3 Dismissal for Summer Vacation	All students should be off campus by 5pm.	**Do not book flights that depart before 3pm from BOS** **OR** **JFK Bus departs 5pm**

If your son needs to travel outside these travel guidelines, it will be approved on a case-by-case basis. Please contact the Director of Residential Life as soon as possible in this situation.

IV. THE ACADEMIC PROGRAM

A. Overview and Goals of the Program

The goal of the academic program at Hillside is to develop in each student a love of learning and to prepare each boy for the challenges of the high school years. To accomplish this, the academic program concentrates not only on improving each boy's basic skills, but also on the development of higher order thinking skills. With an emphasis on small class sizes, Hillside provides individualized help for each student. Reading, writing, and study skills are stressed in each class. Teachers are encouraged to be creative in the classroom and provide students with as much hands-on learning experience as possible. The goal is for students to not only improve upon their academic skills, but to also acquire an appreciation for learning.

The Fifth and Sixth Grade classes are self-contained units in which students have the same teacher and the same classroom for most subjects. The Seventh, Eighth and Ninth Grades are departmentalized and each period is 45-50 minutes in length. The classes in these grades are divided into sections of 10 to 12 students for most subjects.

B. Grading Periods

The academic year is divided into three trimesters of approximately ten weeks each. Mid-term notices are sent home midway through each trimester for any student averaging a C- or lower in any class. At the end of each trimester, the students' academic grades are recorded on report cards and mailed home. Written comments on all students are also sent home at this time.

Exams or projects are assigned to the Seventh, Eighth, and Ninth Graders at the end of each trimester. The grades are recorded and sent to parents on the report cards. Exam grades are counted as 20% of each student's trimester average. A three-day review period is scheduled prior to exams at the end of the fall and spring terms. Most teachers assign projects in the winter term, so classes that opt for exams will provide their own review days within the regular class schedule. During the exam review periods, students receive study guides from their teachers to help them break the material into manageable chunks to prepare effectively for the exams.

Grades are recorded as letters and have the following correspondence to number grades:

100-97	A+	89-87	B+	79-77	C+	69-67	D+
96-93	A	86-83	B	76-73	C	66-60	D
92-90	A-	82-80	B-	72-70	C-	Below 60	F

C. Evening Study Hall and Homework

Evening Study Hall takes place in the Academic & Health Center on Mondays through Thursdays from 6:30 p.m. to 8:00 p.m and on Sundays from 4:30 p.m to 6:00 p.m. Students are expected to complete their homework during this time. If all work is completed prior to the end of Study Hall, students may read or write silently at their desk. During Study Hall, students are expected to prioritize their work and to work to push themselves rather than merely to complete assignments.

If a student does not finish all of his homework in Study Hall, he is still expected to have assignments completed by the time that they are due. This may mean completing them in the house that night or working in the Library from 8:00 – 9:00 p.m. Day students and their parents are strongly encouraged to create an appropriate atmosphere for studying at home each night. Homework assignments from each class should range from 15 to 25 minutes in length each night, depending upon the grade level. In general, students in grades 5 and 6 should have about one hour of homework each night and students in grades 7-9 should have approximately one and a half hours of homework each night.

D. Work Missed Due to Absences

In accordance with the Hillside Attendance Policy outlined at the beginning of this handbook, any time a student misses a class for an excused absence, it is the responsibility of his parent(s) or guardian(s) to contact Marian Cuikay, the Program Administrative Assistant at (508) 303-5727 or mcuikay@hillsideschool.net. His assignments for the day will be found on Schoology, and are due at the assigned time unless special circumstances prevent this. If illness or special circumstances should make this impossible, parents should contact the Dean of Faculty to discuss the situation. All work missed must be completed within a reasonable amount of time, as determined by the Dean of Faculty in consultation with teachers. For any work missed due to an unexcused absence, Hillside reserves the right not to accept late work and not to give work in advance.

E. Academic Awards

In an effort to encourage and reward academic achievement, Hillside gives special recognition and awards to those who have done well during each trimester. Academic awards are presented at the three Awards Ceremonies to which parents are invited throughout the year. Special awards are given at the end of the year to students whose work has met high standards throughout the entire year in various subject areas. The trimester awards are:

> ***High Honors***: Students who have an overall average of an A or A+ and no grade below a B receive a certificate and a High Honors pin.
>
> ***Honors:*** Students who receive an overall average of B+ or A- and no grade

below a B- receive a certificate and an Honors pin.

Headmaster's Club: Students who receive an A- or better on three or more trimester exams receive a certificate.

Most Improved Grades: In the winter and spring trimesters, those students who improve their overall grade point average by 5 points or more over the previous trimester receive a certificate and a Most Improved Grades pin.

F. Promotion

Advancement to the subsequent grade is accorded at the end of an academic year. A failing grade in one or more of the following subjects (English, Math, Science, History, Foreign Language, Specials) results in consideration for retention. After all facts are presented in a Program Team meeting, the Dean of Faculty makes a final recommendation to the Headmaster. The options include:

Promotion: advancement to the next grade with no condition attached.
Conditional Promotion: advancement to the next grade with the provision that certain conditions are fulfilled. Conditions usually include, but are not limited to, one or more of the following: summer school or psycho-educational testing.
Retention: the student repeats the current grade in order to successfully master the skills needed for success at the next level.

G. Graduation

To receive a signed diploma at the conclusion of the Ninth Grade, a student must have achieved a passing grade (60%) in his six major subjects. A student who has failed one course may still participate in the graduation ceremony but will receive an unsigned diploma. Such a diploma will be signed after successful completion of a summer school course in the subject he failed.

Students who have failed more than one course will have their situation evaluated by the Headmaster who will render the final decision on the matter.

H. Academic Dishonesty and Plagiarism Policy

Academic Dishonesty Definition – Academic Dishonesty is the giving or receiving of information or answers on a test, quiz, or any school related assignment from another person or any written sources without the teacher's permission. Examples of academic dishonesty include, but are not limited to:

i. Copying answers from someone else's test quiz;

ii. Allowing someone to copy from your test or quiz;

iii. Copying all or part of someone else's homework or class work;

iv. Allowing someone to copy all or part of your homework or class work;

v. Using a "cheat sheet," book, electronic, or other source to look up answers while taking a test or quiz.

Plagiarism Definition - Plagiarism is taking someone else's ideas, writings, etc. and passing it off as one's own. Examples of plagiarism include, but are not limited to:

i. Copying all or part of a paper/article from a book, magazine, internet source, or other published source without citation;

ii. Copying images from the internet without citation;

iii. Copying all or part of a homework assignment, paper or project from another student;

iv. Submitting the same paper or project to more than one class without the teacher's permission.

Penalties for academic dishonesty or plagiarism will be handled on a case by case basis depending on the circumstances of each case. Consequences are determined jointly between the Dean of Faculty and the Dean of Students. Possible consequences include but are not limited to:

i. Notification of parents

ii. Required resubmission of the assignment

iii. Score of "F" on the assignment, test, quiz, etc.

iv. Detention

v. Suspension (in or out of school)

vi. Dismissal from school

I. Course Offerings

English

Students in all grades take English. The topics covered include literature, writing, grammar, and vocabulary.

Math - Students are placed according to ability in the following classes:

General Math: grades 5, 6, and 7
Pre-Algebra: grades 6, 7, and 8
Introduction to Algebra: grades 8 and 9
Algebra I: grades 7, 8, and 9
Geometry: grades 8 and 9
Algebra II: grade 9

History

Grade 5: Ancient Civilizations
Grade 6: Geography (focusing on Asia and Africa)
Grade 7: U.S. History from colonization to the Civil War
Grade 8: U.S. History from the Civil War to the present
Grade 9: Current World Issues

Science

Grade 5 - Environmental Science
Grade 6 - Cells and Heredity; Human Biology and Health
Grade 7 - Bacteria, Plants, and Earth's Waters
Grade 8 - Inside Earth; Weather and Climate; and Motion, Forces and Energy
Grade 9 - Biology

Foreign Languages

Grade 7 - Introduction to languages (students take one term each of French, Mandarin, and Spanish)
Grade 8 - Students begin a two year course of study of one of the following languages: French, Spanish or Mandarin
Grade 9 - Students continue their study of French, Spanish or Mandarin

Specials – During most years, students complete one term each of the following:
Art
Music
Leadership

iLab
English as a Second Language (ESL)

This class is offered to those students for whom English is not their first language. The common goal for ESL is to develop and enhance individual language skills, in effect making students more comfortable, confident, and successful in the general classroom as well as in their new environment. Points of emphasis include speaking, writing, reading, listening, vocabulary, grammar, and American culture.

Tutorials

The Tutorial Program is available for students who would benefit from additional support in either the academic or the social realm. In this program, students meet in small groups, usually 3-5 students, up to 4 times a week. The students are grouped according to their needs and ability levels to work on specific skills that need to be addressed. Tutorial instructors work closely with the core classroom teachers to keep abreast of their students' progress and areas of need. There is an additional fee to participate in this program. We offer the following tutorials:

Foundations of Language (FOL) - For those students whose learning needs preclude them from taking a foreign language, we offer Foundations of Language. This is a language arts based tutorial which meets four times per week in place of foreign language class.

Language Arts Tutorials - The overarching goal of the Language Arts Tutorials are to support and enhance the development of students' reading and writing abilities across all academic disciplines.

Math Tutorials - These tutorials focus on improving students' math skills. Emphasis is placed both on basic math facts as well as mathematical concepts.

Organizational Tutorials - The Organizational Tutorials are offered to support a broad array of organizational issues faced by students including materials maintenance, time management, and study skills. The primary goal is for students to understand their own abilities and tendencies, and to compensate for areas of weakness, such that they might become more effective, responsible, and independent students.

Social Skills Tutorials - The primary goal of the Social Skills Tutorials is to help students to more successfully navigate the social realm. The Social Skills Tutorials focus on the development of the following skills: communication, cooperation, assertiveness, responsibility, empathy, engagement, and self-control. Social Skills Tutorials utilize a variety of instructional approaches to assist students in mastering the various aforementioned skills. These instructional

approaches include: coaching, modeling, role-playing, problem-solving, and rehearsing.

V. RESIDENTIAL PROGRAM

a. Philosophy

The residential program is a significant component of our educational experience. The broad mission of our school is to provide a safe, structured, and nurturing environment for our students. A guiding principle of our residential program is that our students must learn to live with other people in a community, and appreciate each other's social, economic, and cultural differences.

Boarding students are responsible for their own behavior in the houses, for their own personal space in their own room (which they share with other students), and for the house as a whole (the house community). Beyond community responsibilities, students experience a sense of "home" and nurturing in this environment. House life is safe, comforting, and pleasant.

b. Parent Visits

While we welcome parents to visit the campus during the week to attend a game or performance or to take their child out to dinner, we do not believe that visiting during the school day, the sports period, or during the evening study hall is helpful in allowing a boy to stay focused on his work and his responsibilities. Of course, a scheduled meeting with a teacher, an advisor, or an administrator would be an exception to that rule. We do ask that when parents do want to schedule a meeting that they contact the school at least one day in advance.

Any student wishing to go to dinner with his family each week (usually Wednesday) may do so. Please e-mail or phone the Dean of Students regarding your plans. Pick-up is after 5:00 p.m. showers and return is by 6:20 p.m. for study hall. Twenty-four hours notice must be given for a request to take a friend out to dinner.

c. House Parents

The Hillside School residential program is overseen by the Director of Residential Life and the Dean of Students. House parents are directly supervised by the Deans and these parents reside in faculty apartments that are part of the six houses.

The house parents supervise the students to ensure the general safety of all students under their charge. House parents will also inform the administrator-on-duty (AOD) of any concerns or problems when the administrator makes the nightly rounds. House parents communicate on a regular basis with the advisors of the students residing in their houses. In addition, house parents lead a weekly house meeting to discuss house concerns with students. All house parents coordinate with the Deans to provide consistency in our program.

House parents are responsible for reporting any health or safety issues within their house directly to the Dean of Students, who will address the concern appropriately.

d. **House Behavior**

House parents monitor house behavior and report to the faculty as a whole and advisors through Shades of Blue. The duties and responsibilities of residential students are outlined in the house guidelines listed below. Privileges and/or consequences in the house are determined on a daily basis based on students' performance and Shades.

The house parents will complete a House Report each night they are on duty. It will be used to monitor a student's progress in the residential community. A copy will be kept with the Dean of Students.

House Guidelines

In upholding the Hillside Core Values, students will show respect for fellow students and staff at all times. Behavior and attitude in the house community will directly affect evening privileges. Any major rules violations within the house will be reported to the Dean of Students, who will address the report directly.

Cleanliness of the house is the responsibility of all who reside there. House chores will include taking out the trash, keeping one's room clean and tidy, properly preparing clothes for the laundry, vacuuming, and keeping all common areas clean. Other necessary chores will be assigned as needed.

e. **House/Room Assignments**

House/Room assignments (and any subsequent changes) are determined by the Director of Residential Life in collaboration with the Program Team, and any other appropriate personnel. Assignments are based on the age of the student, space available, and group chemistry.

f. **Phone Calls**

Each boy is permitted to call home at least once a week on the house phones. The phone calls are generally made between the end of study hall and bedtime. Individual house parents will give more specific guidelines regarding phone calls. Permission for a student to receive calls from friends (or place calls to friends) must be communicated via e-mail to the Dean of Students. Students that abuse their phone privileges are subject to disciplinary action from the Dean's office and loss of phone privilege. Additionally, seven-day boarders will have phone time each weekend.

g. **Dining Room/Mealtime Guidelines**

Hillside School employs "family-style" dining. Students will be assigned to a particular faculty or staff member's table on a rotating basis. Students, faculty, and staff will share all their meals together. The consistent and close interaction with the students at these meals is yet another way that faculty and staff members stay abreast of the issues that are important in all Hillside students' lives.

Boarding students are served breakfast and dinner at 7:45 a.m. and 5:45 p.m., respectively. All students are provided lunch in the dining room each day at 12:30 p.m. Faculty members ensure that students continue to implement proper behavior and "table manners" while at all meals. Students are expected to perform waiter duties at their table during the week. As well, a chosen number of students work in the kitchen during meals. Kitchen duty is considered a privilege and must be earned. Those students receive special recognition as well as an additional stipend in their allowance each week.

Students are offered a variety of healthy entrees, salad bar, juices and milk each week. Faculty will monitor a student's eating habits and alert the Dean of Students and Head Nurse should they have any concerns. Every effort is made to satisfy the dietary needs of our student body. Meals are nutritious, fresh, and superbly prepared by our chefs. Students may not bring outside food into the dining room.

h. **Off Campus Visits**

Seven-day boarders who would like to leave for the weekend must make arrangements in advance. The Director of Residential Life must be informed, by parents, of any such arrangements as far in advance as possible by e-mail, but no later than 12pm on the Thursday before the weekend. Before leaving campus for an evening, weekend, or for vacations, the adult taking the student off campus must checkout with the Administrator on Duty. When returning, the student must check-in with the Administrator on Duty. If a student is going to be late returning, he or the family must notify the school at (508) 868-7794 -- the administrator-on-duty (AOD) cell phone.

Students are encouraged to visit other students' homes. The Director of Residential Life must have permission from both the family of the boy visiting and from the family of the boy being visited. All visits are at the discretion of the Director of Residential Life. Should a visit require travel by a student or early dismissal/late return please refer to the Hillside Travel Policy and the Hillside School Attendance Policy.

i. **Weekend and Vacation Return Policy for all Boarding Students**

Sunday return:

Option 1:
Sunday study hall begins at 4:30 pm. The dorms are open for returns at 4:00pm. If a student intends to use the supervised study hall, he must return by 4:00pm to his dorm. Study hall runs from 4:30-6:00pm.

Option 2:
Dinner begins at 6:00pm. If a student does not want to return for study hall (as in option 1), then he should return to the ATL by 6:00pm for dinner, where he will check in with the Administrator on Duty. Please note that the dorms will not be open for returns between 4:30 and 6:00pm. (It will be expected that students who do not return for study hall, will have completed all their assignments at home during the weekend).

Vacation Return:

Students returning from vacations or long weekends should return to school between 5:00 and 5:45pm., and check in immediately at their dorm. Dinner is at 6:00pm.

VI. ATHLETICS

Philosophy

Athletics play an integral role in the growth, development, and education of each boy at Hillside School. Athletics serve a number of purposes and promote group cooperation, socialization, self-confidence, school spirit, and play as well as good physical, mental, and emotional health, all of which are essential components of a child's development.

The Hillside Athletic Program emphasizes fair play (sportsmanship), integrity, and effort through student participation. With the coaches' guidance, value development will also be stressed. Hillside athletics will not be, however, disassociated from the educational benefits of competition, which deals with successes and failures, particularly on the varsity level.

As Hillside's athletic offerings have grown and developed over the last few years, so has the need to align teams and their make-up in a more developmentally sound way. With this in mind, there are several athletic options provided to students that enable them to participate more fully in the athletic program. It is understood that all varsity teams will be selected first in each season with the intention of providing the best experience possible for the boys that possess a greater degree of skill and passion for a particular sport. Students not selected for a varsity sport will be given the option to play Junior Varsity or select an alternate activity. The individual needs of all students are considered prior to the selection of a team.

All students are required to participate in one of the athletic offerings each term. Additionally, all students are expected to participate in at least one interscholastic sport each school year. **Hillside requires that the Hillside Athletic Program take precedence over any outside activity.** Exceptions to this policy may be requested of the Director of Athletics and will then be reviewed by the Program Team for approval.

All students who are excused from sports by their doctor **must** have a note sent to the nurse. This note should include information as to when the student can return to sports.

Please refer to the Hillside website (www.hillsideschool.net), as updates to schedules and highlights of the season are made often.

Athletic Programs

Students must choose one of the following programs each term. Students may not

be a member of more than one team/program in the same term.

Fall Term

Cross Country
Eco Team
Golf
Intramurals
Sailing
iLab
Soccer – Varsity, Junior Varsity, Thirds

Winter Term

Band
Basketball - Varsity, Junior Varsity
Eco Team
Ice Hockey - Varsity, Junior Varsity
Skiing & Snowboarding (Recreational)
iLab
Wrestling

Spring Term

Adventure
Baseball - Varsity, Junior Varsity
Drama
Eco Team
Lacrosse - Varsity, Junior Varsity
Tennis - Varsity and Recreational
iLab
Track & Field

Athletic awards are presented at the conclusion of each season during the end of term awards ceremony.

VII. SENIOR CLASS SECONDARY SCHOOL PLACEMENT

The goal of the Ninth Grade secondary school placement program is to help parents/guardians find the most appropriate secondary school for their son. Because secondary schools vary in academic rigor, size, structure, and program, the Director of Secondary School Placement works in collaboration with Ninth Grade families to find schools that best meet the individual needs of each boy. Finding a proper "fit" is of paramount importance, knowing that no one school is the "right" school for all students. Through individual conversations with parents and boys, Hillside's goal is to find a wide range of schools that are a good match for each student.

The Director of Secondary School Placement oversees many aspects of the search process in support of Hillside's Ninth Graders. He arranges for written recommendations from teachers or administrators to be sent to schools, administers SSAT testing, and organizes students to have lunch with Admission representatives at Hillside. He also advises families throughout the entire application process and advocates for boys with secondary school Admission offices.

Students and parents/guardians also become actively involved in the placement process. Families are responsible for researching individual schools and completing and submitting applications, parent essays, and student essays. Families must also register their son for the SSAT (Secondary School Admissions Test) and arrange for proper preparation for this test. All Ninth Grade students and their parents are also expected to participate in tours and interviews the week after Columbus Day weekend (in 2016, these dates are October 10th-14th) when Ninth Graders do not have any classes.

Hillside's website has a complete timeline of the secondary school search process for its Ninth Grade families. If there are questions regarding the secondary school search process, please visit the Secondary School Placement page.

VIII. HEALTH AND WELLNESS SERVICES

Hillside provides comprehensive health services that address the holistic health and well being of growing adolescent boys. In addition to providing on-campus nursing and other coordinated medical and counseling services as needed, the health and wellness program features health education instruction in topics such as hygiene and self-care, nutrition, fitness, healthy decision-making, puberty, reproduction, and physical and social-emotional development. Special attention is given to incorporating health and wellness into all aspects of our students' experience at Hillside.

a. Health Center

The Lebovitz Health Center is staffed by nurses Monday through Friday from 7:00am to 9:00pm. A nurse is always available for phone triage during off hours. Hillside utilizes UMass Hospital in Marlborough for emergency medical care. In the event of a medical emergency, a nurse or another adult will accompany the student to a medical facility. Hillside also maintains relationships with various area medical and psychiatric treatment providers, to whom students can be referred to address non-emergent health care needs.

If any boarding student is ill in the morning and unable to attend classes, he is to notify his house parent immediately. The school reserves the right to send home boarders who become ill and require treatment. This is especially important when students have a contagious illness. All students who are excused from sports by their doctor **must** have a note sent to the nurse. This note should include information as to when the student can return to sports.

b. Counseling Services

As part of Hillside's comprehensive health services program, students are provided with access to on-site counselors. Counselors provide support to students requiring assistance in addressing social, emotional, and/or developmental concerns or difficulties.

Students and/or parents may contact the Head School Counselor, Susan Gustofson, at (508-303-5724) if interested in pursuing counseling services.

Student counseling referrals can also be made by faculty members, again, by contacting the Head School Counselor.

c. Policies

1. Medical Registration Policy

Yearly updated medical registration forms, including signed permission to treat, are required before students are allowed to register, attend classes, or participate in athletic events. These records are kept confidential and are

prohibited from release unless specific written permission is given. Parents should inform the Health Center promptly of any new or changed medical treatment at home during the academic year, particularly if such treatment includes prescribed medications.

2. **Immunization Policy**

Under the Massachusetts Department of Public Health statutes and Hillside School's requirements, all students are required to have a completed record of immunizations against certain vaccine preventable diseases as a condition of enrollment. If documentation is not available, re-immunization or blood titer immunity determination will be required. Students may not enroll, attend classes, or participate in school programs unless immunizations are complete.

3. **Health Insurance Policy**

All students must have health insurance while in attendance at Hillside School. A copy of a current medical insurance card and, if applicable, prescription card must be kept on file in the Health Center. Changes in medical insurance information must be updated immediately by contacting the Health Center (508-303-5721) or via notification in writing or fax (508-303-5732). Any questions or concerns regarding health insurance should be directed to Head Nurse at 508-303-5721.

4. **Medical Leave Policy**

The treatment for certain significant medical and psychological conditions and behaviors is best handled outside the boarding school setting. Severe depression, eating disorders, suicide attempts, and substance abuse are examples of such conditions that generally require more treatment, support, supervision, and guidance than the boarding school can provide. In some situations, these conditions and behaviors may also create undue disruption in the classroom and within the residential life of the school. Should such a situation arise, Hillside reserves the right to require a medical leave of absence. A voluntary or mandated medical leave of absence may be authorized by the Headmaster, upon the recommendation of the Dean of Students, to address physical or emotional illnesses that in their judgment cannot be adequately treated within the School setting. These same officials will determine whether and under what conditions that student should return to the School.

Return from Medical Leave Prior to a student's return to school, the Headmaster will determine the exact timing of that return. The student and his parents must provide the Head Nurse and/or Head School Counselor with information and access to the treating professionals. The decision regarding

return to school will be communicated to the student's parents by the Dean of Students.

Parents of students who are taking a medical leave of absence from school for whatever reason (e.g., surgery, illness, injury) should contact the Dean of Students so proper supports can be put in place.

5. **Pharmacy Policy**

Hillside has selected Bouvier Pharmacy of Marlborough as the recommended medication supplier for all Hillside boarding students. Through this plan, students' medication will be pre-packaged by Bouvier pharmacists, sealed in bubble packaging, and then hand delivered to Hillside on a routine and as needed basis. Please contact the Head Nurse at 508-303-5721 with any questions about this policy. Bouvier Pharmacy can also be reached directly via phone at 508-485-0432 or via fax at 508-485-8777.

6. **Medication Policy**

Hillside's Medication Policy requires that the Hillside Nursing Staff be notified of all prescription and over-the-counter (OTC) medications for all boarding and day students. Students may not possess, deliver, or self-administer medication unless authorized by a school nurse. Prescription or OTC medications, including cold medication and nutritional supplements, may not be mailed directly to students, but must be mailed or delivered directly to the Health Center. Medications given to students during school vacation breaks must be delivered to the Health Center upon arrival back on campus.

Hillside may not give medications without a signed doctor's order and parental consent. Doctor's orders, therefore, **must** be provided any time a medications is started, anytime there is a dose change, or anytime a medication is discontinued. Over-the-counter medications may be dispensed as appropriate only if parents or guardians have submitted a signed and authorized over-the-counter consent form. School nurses will supervise the storage and administration of all medications and follow Massachusetts Department of Public Health guidelines for delegating medication administration to non-nursing personnel (e.g. administrators, teachers, house parents, coaches).

Only a 30-day supply of medications, including vitamins and supplements, may be stored at school per the Department of Public Health. Hillside may not accept or store large containers of medications (as when purchased by mail order or in bulk). Parents and guardians are responsible for keeping track of when medications need to be refilled or mailed. School nurses may make courtesy calls in some instances, but these calls will not be routine.

Medication sent to school from Bouvier Pharmacy is for on-campus use. Please keep a supply of medication at home for your sons' weekend or vacation use, especially for 5-day boarders. School nurses will, however, package medications for weekend visits to other students' homes.

7. **Medication Administration Policies**

The medication policies are established by the School Nursing Staff in consultation with the School Administration and shall be reviewed as needed or at least every two years.

a) The Head Nurse will supervise the medication administration program in the school.

b) Documentation: The administration of all medication will be documented in a daily log in black ink and the log will contain the name and dose of medication, the date, and time and route of administration. In addition, in the case that a scheduled medication is omitted, the reason for omission will be documented. The prescribing clinician's medication order and parental consent will be on file as part of the medication administration plan.

c) Medication Deviations: Any medication deviation (such as medication given at the incorrect time, via an incorrect route, in incorrect dose, or if the wrong medication is administered) will be documented and kept on file and reviewed routinely. All medication deviations will be reported promptly to the child's parent or guardian and, if necessary, to the child's prescribing clinician.

d) Response to Medical Emergencies: In a true emergency the nurse or house parent/administrator will call 911. If a house parent initiates a 911 call, he/she will notify the nurse and/or administrator as soon as possible. The administrator has access to all parents' phone numbers (home, work, emergency, cell), as well as emergency treatment consent forms, immunization information, and allergy information. All house parents, coaches, and administrators are instructed and certified in CPR and First Aid.

e) Storage and Delivery of Medication: A licensed pharmacy, parent, guardian or parent/guardian designated responsible adult shall deliver all prescription medications to be administered by school personnel to the nursing staff or to the Administrator-on Duty. Guidelines are as follows:

i. All medication must be in its original pharmacy container.

ii. The nursing staff receiving controlled medications shall document the quantity received.

iii. All prescription medications shall be stored in a manner as to render them safe and effective.

iv. All prescription medications shall be kept in a securely locked cabinet used exclusively for medications. Prescription medications that need to be refrigerated will be kept in a locked box in the refrigerator or in a locked refrigerator. All controlled substances shall be double locked.

v. Access to the keys to the medication closet will be limited to nursing staff and on-duty administrative staff.

vi. Parent or guardians may retrieve their child's prescription medications from school at any reasonable time.

vii. No more than a 30-day school supply of the prescription medication may be stored at school.

viii. Medication sent to school is for school use. Please calculate the correct number of doses needed at home prior to delivering the medications to school. Also, please note that 5-day boarders need to keep a supply at home for the weekend and 7-day boarders need to keep a supply at home for vacations.

ix. Whenever possible, unused, discontinued, or outdated medication will be returned to the parent or guardian. All medications will be destroyed in accordance with State Department of Public Health regulations if not picked up by the last day of the school year.

f) Delegation of Prescription Medications: When the School Nurse is off duty or not present with a student, an administrator will administer medications that have been set up in advance and delivered to them by the nursing staff in envelopes labeled with the student's name as well as the medication name, dose, route, and time to be administered. Teachers may be asked to administer medication using the envelope system during field trips or away games. **No student at Hillside School is allowed to possess, deliver to Hillside, or self-administer any medication.** The only exception is a student traveling alone. Medication must then be transported in the appropriate prescription container and sealed in a secondary carrying case (i.e. paper bag stapled closed). The Head Nurse must be notified prior to the student's

arrival that medication is arriving, including specific dosage of medication and the amount being transported with the student. A Hillside School administrator or the school nurse will then retrieve it from the student's luggage.

g) Medication Orders: The School Nurse must ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary and at the beginning of each academic year as mandated by law. A telephone order, fax, or verbal order from a prescribing clinician for any change in prescription medication or verbal order must be followed up by a written order from the prescribing clinician provided to the School Nurse within three days. Whenever possible, the medication administration plan shall be developed between parents, guardians, and the School Nurse before the student enters or re-enters school. Discontinuation of medication also requires a written order from a prescribing clinician. No medication will be administered prior to meeting the above criteria.

A medication order shall contain:

i. The student's name

ii. The name and signature of the licensed prescriber, as well as business and emergency numbers

iii. The name, route and dosage of medication

iv. The frequency and time of medication administration

v. The date of the order

vi. A diagnosis and any other medical condition, if not a breach of confidentiality. If necessary, additional information should be obtained, including notable side effects, contraindications, adverse reactions to be observed, any other medications taken by the student, and the date of return medical visit, if applicable.

The School Nurse shall ensure that there is written authorization by the parent or guardian, which contains:

i. The parent/guardian signature and a home and emergency phone number.

ii. A list of all medication the student is currently receiving if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication not be

documented or a written statement that the parent or guardian declines to reveal medication.

iii. Approval to have the school nurse, or school personnel designated by the school nurse, administer the prescribed medication.

iv. Persons to be notified in case of a medication emergency in addition to the parent or guardian and prescribing clinician.

Over-the-counter medications: Over-the-counter medication will be administered judiciously when provided with a completed medication administration form signed by the parent/guardian. When appropriate, the parent will be notified.

The Medication Policies will be available to the parents and guardians upon request. Parents or guardians may meet with the Head Nurse and/or the Dean of Student Life to resolve medication issues. All medication information and all information in the student's health record will be kept confidential.

IX. MISCELLANEOUS POLICIES, PROGRAMS & PROCEDURES

Advisor/Advisee Program

All students at Hillside School are assigned a faculty advisor. Each faculty advisor will have between 3 and 5 advisees. The role of the advisor is one of the most important duties that each faculty member carries at Hillside. The advisor should be the first point of contact for parents when they want to know how their son is doing in school. It is also part of the advisor's role to keep the parents posted about their son's progress. Therefore it is vital to the success of the program that parents establish a good relationship with their son's advisor.

Advisors work to establish a good relationship with their advisees and become someone that the advisees turn to for advice and counsel. Advisors become very knowledgeable of their advisees and serve as advocates for them throughout the school year. In general, a student keeps the same advisor throughout his career at Hillside.

More details regarding the advisor's role is listed under "Shades of Hillside Blue."

Allowance

Students receive allowance every other week (each week for 7-day boarders) in accordance with their performance on the Shades of Blue System. For students who work on the kitchen crew, their stipend is added to their allowance. Payment of the allowance bill is explained in the Student Enrollment Contract. Allowance is given to students at lunch on the Friday of the week after they are shaded. Portions of a student's allowance can be withheld for a variety of reasons. These include, but are not limited to:

- He voluntarily donates part of his allowance to charity or other fund raisers we hold
- He causes damage to school property
- He loses school property issued to him such as locks, text-books, etc.
- He buys an item from the school store
- He does not comply with School dress code policies
- He receives Sky or Navy Shades

Animals

One of the first things you might notice upon your arrival at Hillside is the number of animals we have at the school. These animals are here for the enjoyment of everybody. They are not to be mistreated or abused. Animals are not to be brought into any of the school buildings. Students are not allowed to have pets in the houses.

Appearance and Dress Code

Hillside students are expected to be neat and clean at all times. This includes, but is not limited to, clean clothes, proper personal hygiene, and neatly cut hair (see below). Students will be clean-shaven at all times. This includes mustaches and sideburns. Body piercings are not allowed and excessive jewelry may not be worn. The Dean of Students will use his discretion at determining what is excessive. Nail polish is not allowed, nor are students allowed to draw or write on their skin or clothing.

Haircuts:

Razor cuts, designs, mohawks, coloring of hair, etc. are not allowed. Hair may not extend below the end of the earlobe and must be out of the face, and above the shirt collar. Students are not allowed to give each other haircuts. Questions about haircuts should be directed to the Dean of Students before a haircut occurs. The school reserves the right to require a student to get a haircut consistent with good grooming as determined by the Dean of Students.

School Clothes:

Dress code during the school day is as follows:

- **dress pants (blue, gray, brown or shades of brown such as tan or khaki)**
- **dress shirt* (only solid colors of white, blue, pink or yellow)**
- tie
- belt
- dress shoes
- socks

* must button down the entire front.

Prohibited dress items during the school day are as follows:

- Denim jeans
- Cargo pants/shorts
- Sweat pants
- Polo-Type shirts (non-button-down collared shirts)
- Sneakers or their equivalents

- Construction style boots (may be worn in the Winter Term with the permission of the Headmaster)
- Metal Accessories (such as wallet chains or studded belts, exception being religious or medical jewelry)
- Any clothing that displays alcohol, drugs, violence, or has sexual or racist connotations, as interpreted by the Dean of Students or the Headmaster.

Students must have their shoes tied, shirts tucked in, tie pulled-up, top button buttoned, and pants pulled up to the waist. Baseball caps are not allowed to be worn indoors during the academic hours.

Formal Dress:

Every boarding student is required to have a blazer or sports jacket at school. There are several occasions throughout the year when boys must wear formal dress. This entails wearing:

- Blue blazer
- White shirt
- Grey pants
- Belt
- Dress Shoes
- Socks

These occasions include, but are not limited to, Thanksgiving Dinner, Award Ceremonies, and Commencement.

Weekend Dress Code:

The weekend begins Friday at 5:00 p.m. and continues through Sunday evening. The dress code at that time consists of comfortable, casual clothes. Jeans, sweatshirts and sneakers are allowed. Clothes are not allowed to be torn or damaged in any way. Any clothing that displays alcohol, drugs, cigarettes, violence, or has sexual or racist connotations, as interpreted by the Dean of Students or Headmaster, will not be allowed.

Food

Because Hillside provides three meals a day to boarding students, lunch to day students, and morning and afternoon snacks, students are not allowed to bring their own food into the classroom building or dining room. No food other than snack at recess is to be taken out of the dining room, and no food, including snack, is to be brought into the Academic & Health Center or to the adjacent Stevens Wing. Therefore, day students should not bring any of their own food to school. Boarding students may have food in the house, but it must be stored in the food closet and only

eaten in the common room. Access to the food is subject to the boys' behavior. Exceptions may be made by the Head Nurse for medical conditions.

Food Closet Policy:

In addition to our commitment to serving nutritious meals within the dining hall, we at Hillside are also committed to encouraging healthful eating habits within the dorms. As a complement to this policy, we will be providing ongoing nutritional education to students throughout the year in an attempt to foster a greater understanding and appreciation of the importance of healthful eating.

The goal of this healthy snacking initiative is not to punish the boys or impose harsh restrictions, but to educate and encourage all of our boys to make healthy and informed nutrition decisions. There will certainly be many occasions throughout the year when students are provided with opportunities to indulge in some of the less healthy snack options (e.g., students are provided with desserts at almost every lunch and dinner). It is our hope that this policy will serve to foster in each of our students an appreciation for healthy snack foods as well as an appreciation for the value of healthful eating.

Below is a list of unhealthy snacks that are not permitted in students' food closets:

- candy of any type
- donuts
- potato chips and similar snacks
- any food items that contain trans fats
- soda of any type
- sports drinks (sugar-free drinks will be permitted)
- juice that contains added sugar
- energy drinks

Examples of healthy snack options:

- yogurt (low sugar)
- fruit - dried or fresh
- vegetables (baby carrots, celery, etc)
- dip -- hummus, bean, low-fat dressing
- cheeses (individual serving)
- peanut butter (if no peanut allergies present in student's dorm)
- pudding cups (low sugar)
- applesauce cups
- salsa
- mac & cheese (single serve; whole grain is optimal)
- rice bowls (whole grain is optimal)
- jello cups
- soups (single serving; low sodium is optimal)
- seeds (pumpkin, sunflower, etc)
- noodle bowls (low sodium is optimal)

- oatmeal (single serving, low sugar is optimal)
- trail mix (candy-free)
- granola bars (options with whole grain and minimal added sugar/corn syrup are optimal)
- fruit bars
- cereals (single serving, low sugar)
- popcorn
- whole grain pretzels
- mini whole grain bagels
- whole grain crackers
- baked pita chips
- baked tortilla chips
- 100-calorie pack cookies
- whole grain fig bars
- vanilla wafers
- graham crackers
- dried vegetable chips
- whole grain english muffins
- 100% fruit juice
- sparkling water
- sugar-free drinks

Lockers

All students will receive a locker for their bookbags and sports clothes. Each student will be given a combination for their locker by the Dean of Students on the first day of school.

Mail

Each student will have a combination lock mailbox in the Student Services Building from which they can retrieve their mail. "Care packages" are always welcome but please limit excessive "junk food" or money. These packages will be distributed and checked by the student's respective dorm parent.

Discipline

1. *Philosophy*

   Hillside expects that all student behavior is guided by the School's five core values of Honesty, Determination, Compassion, Respect and Fun. When a Hillside student's actions deviate from the School's core values, mission statement, honor code or creed, the administration reserves the right to respond as it deems appropriate. The School's goal is to help students learn both responsibility and accountability, and to foster greater connections to the Hillside community.

It is important to remember that good people can make mistakes. It is Hillside's belief that the manner in which faculty address and respond to transgressions helps to define the character of the community and the individuals within the community.

At Hillside, infractions are seen as teachable moments. After a small mistake, most boys benefit from an opportunity to talk with a faculty member about the choice he has made and to make a plan for better behavior. More serious infractions call for more significant consequences, but members of Hillside's faculty and administration always have the goal of helping the boys to learn that they do, indeed, possess the ability within themselves to make positive changes in their own lives.

Through clearly defined expectations and consistent responses to positive and negative behaviors, it is the Hillside's goal to help it's students to become the best they can be.

2. *Minor infractions:*

The following infractions are examples of less severe discipline situations, and can be dealt with by any faculty member. It is the expectation that students respect the faculty's authority and serve the consequence. Though the following infractions are deemed minor ones, it is important to understand that a pattern of inappropriate behavior would, in all likelihood, result in a Dean's action.

- Tardiness
- Possession of food, gum, candy, drink, etc., at unauthorized times.
- Dress code violations
- Minor misuse of technology
- Not doing homework
- Leaving belongings in inappropriate places
- Not wearing a helmet when bike riding, roller-blading, etc.

3. *Major Infractions / Violations of Core Values:*

All major infractions will be directed to the Dean of Students for evaluation and consequences.

Including but not limited to:
- Stealing
- Vandalism
- Endangering self or others
- Fighting
- Skipping class
- Major or repeated misuse of technology

- Leaving campus without permission
- Physically or verbally intimidating others
- Cheating or Plagiarism
- Possession of electronics such as iPods, iPads, cell phones, etc. after lights out.
- Substance Use (tobacco, alcohol, or other)
- Cyberbullying

4. *Contraband Items*

   Items not allowed at the school include, but are not limited to:
   -Laser pointers
   -Pocket knives
   -Lighters or matches
   -Fireworks and firearms

5. *Consequences Available to the Dean of Students*

   The Dean of Students has many options for addressing consequences for various infractions of school rules. The consequences imposed by the Dean will depend on the severity of the infraction, the circumstances surrounding the infraction, and the disciplinary record of those who committed the infraction. The Dean also reserves the right to solicit other opinions as to what consequences should be imposed. Hillside School reserves the right to suspend or expel a student for violations of the School's honor code or for behavior that is unbecoming to a Hillside boy or poses a threat to any community member's safety.

HILLSIDE SCHOOL BULLYING PREVENTION AND INTERVENTION PLAN

I. Introduction

Hillside School expects that all members of the school community will treat each other in a civil manner and with respect, following our Core Values.

Hillside is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate any behavior that can impede the learning process.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school- related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community.

Hillside's Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying and cyberbullying, and Hillside is committed to working with students, teachers, staff, parents, guardians, volunteers, administrators, community representatives, professional support personnel, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. The Dean of Students is responsible for the implementation and oversight of the Plan.

II. Definitions Under The Law

The following Definitions are taken (or adapted with minor changes) from the Massachusetts law against bullying and are used here as a framework for the Plan. In some cases, alternative defined terms have been used; For example, the terms "aggressor" and "target" are used in place of the Massachusetts defined terms "perpetrator" and "victim."

Aggressor:
Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

Target :
Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Bullying:
Bullying, as defined, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

i. causes physical or emotional harm to the target or damage to the target's property;
ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
iii. creates a hostile environment at school for the target;
iv. infringes on the rights of the target at school; or
v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying:
Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings, whether on a webpage, in a blog, or otherwise.

Hostile Environment:
A Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation:
Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff:
Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cooks, facilities workers, athletic coaches, advisors to extracurricular activities, and support staff.

III. Legal Definitions and School Policy

It is important to bear in mind that stricter standards of behavior may apply under Hillside School's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying or harassment as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture if the School determines that it warrants disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might result in bullying as defined under the law.

IV. Policy Against Bullying and Retaliation

Acts of bullying, which include cyberbullying, are prohibited:

(i) on school grounds and property immediately adjacent to school grounds, at a school- sponsored or school-related activity, function, or program whether on or off school grounds, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by Hillside, and

(ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by Hillside School, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of school.

Acts of retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, is also prohibited.

V. Prevention of Bullying

From the beginning of their Hillside careers, students learn that, as members of our community, they have a right to be treated with civility and respect. The School's curriculum emphasizes respect for differences, and teachers are clear in their expectations for student behavior. Our approach is intended to build on our standard expectations of respectful, fair and compassionate behavior and to empower our students over time to recognize, internalize and act on the basis of those values. In "range of normal" instances of inappropriate treatment of one student by another therefore, our goal is to have the mistreated student feel empowered to tell the instigator to stop. Often, this requires education and support. In the event that inappropriate behavior rises to the level of bullying or harassment, it is particularly likely that the mistreated student cannot take the first step alone. The School strives to ensure that reasonable adult supervision is provided on School premises, including in the corridors and locker rooms, at meals, during recess, and on school-provided transportation throughout the school day as well as at school-sponsored events.

In addition to these general programs, the School offers several specific offerings to guide student decision-making and maintain an atmosphere of respect and civility in our community:

- **New student orientation:** Each fall, new students at Hillside receive a comprehensive orientation program, including a module focusing on diversity, inclusion and acceptance. This module helps prepare students to live together as a community, respecting each student's background and lifestyle. Through this work, all new students come to appreciate their fellow school mates and others in the community.

- **Community Life meetings:** Each year the School community holds between six and eight community life meetings. Each meeting focuses on a different aspect of life in a residential community. The topics of the meetings in past years have included: respect, friendship, inclusion and acceptance, kindness, acceptable use of technology and cyber-bullying. Each of these topics engages students and adults in conversations about the values of respect and decency in our community.

- **Counseling Team:** The School's Counseling Team holds a weekly meeting to discuss students who may be struggling with adjustments to school life, and develop action plans to help them.

VI. Reporting bullying or retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. Staff are required to report immediately to the Dean of Students any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not staff members, may be made anonymously.

At the beginning of each school year, Hillside will provide the entire school community with written notice of its policies for reporting acts of bullying and retaliation through the publication of the Hillside School Student Handbook on-line. Any updates to this policy will also be available through our Handbook and on the Hillside School Website.

1. A staff member will report immediately to the Dean of Students when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the Dean of Students does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school Hillside policies and procedures for behavior management and discipline.

2. Hillside expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the Dean of Students as soon as possible. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. While anonymous reports are accepted, students are encouraged to file reports with their names attached to make investigations clearer, faster, and more accurate. Staff may not make reports under this policy anonymously.

VII. Responding to a report of bullying or retaliation.

1. Preliminary Considerations

Before fully investigating the allegations of bullying or retaliation, the Dean of Students will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. The Dean of Students will take additional steps to promote safety during the course of and after the investigation, as necessary.

2. Obligations to Notify Others

a. **Notice to parents or guardians.** Upon making an initial determination that bullying or retaliation has or may have occurred (i.e., upon determining that the allegation or reported activity are not clearly untrue or without basis, and if true would constitute bullying or retaliation), the Dean of Students will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Dean of Students contacts parents or guardians prior to any investigation.

b. **Notice to Law Enforcement.** At any point after receiving a report of bullying or retaliation, including after an investigation, if the Dean of Students, in consultation with the School's Administration, has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Dean of Students will notify the local law enforcement agency.

In making this determination, the Headmaster will, consistent with the Plan and with applicable school policies and procedures, consult with school Counsel if any, and other individuals the Headmaster or Dean of Students deem appropriate.

3. Investigation of Reports

The Dean of Students will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known,

including the nature of the allegation(s) and the ages of the students involved.

During the investigation, the Dean of Students will, among other things, interview the alleged target and aggressor, and any other students, staff, witnesses, parents or guardians, or other individuals who may have relevant information or input, as necessary. The Dean of Students will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. Interviews may be conducted by the Dean of Students, possibly together with other staff members as determined by the Dean of Students, and in consultation with the Head School Counselor, as appropriate. The Dean of Students will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with Hillside policies and procedures for investigations. If necessary, the Dean of Students will consult with legal counsel about the investigation.

4. Determinations, Resolution, Follow-Up and Counseling Availability

The Dean of Students, in consultation with the Headmaster, will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Dean of Students will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The Dean of Students will:

1) determine what remedial action is required, if any, and
2) determine what responsive actions and/or disciplinary action is necessary.

The possible disciplinary sanctions that may be imposed for bullying or retaliation, or for making of false accusations of bullying or retaliation, include the following. The factors to be considered in determining the appropriate sanction or discipline include the nature of the activity, the harm to the subject, the degree of malice involved, the degree to which the aggressor is working to take responsibility and make amends, and the number and nature of prior offenses:

- reprimand
- detention
- community service
- apology and reparations
- suspension
- expulsion

Depending upon the circumstances, the Dean of Students may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

At any point after receiving a report of bullying or retaliation, including after an investigation, in appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or other appropriate government agencies may be notified.

Upon completion of the investigation, the Dean of Students who conducted the investigation will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made and their parents to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student records.

If the reported incident involves students from more than one school, the Dean of Students will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with applicable state and federal privacy laws and regulations.

Follow-up contacts will be made with any student found to have been targeted in violation of this policy and his/her parents to inquire as to whether there have been any further incidents and whether additional supportive measures are needed. If so, the Dean of Students will work with appropriate School staff to implement them immediately.

Hillside provides student support through its advisor program, supported by the Head School Counselor and the Dean of Students. In the event that a target, aggressor or others would benefit from professional counseling, it is the School's practice to recommend outside counseling. The School maintains a current list of professionals and provides options depending on the nature of the issue and the location of the family. Should bilingual counseling be necessary, the School will identify professionals with that capability. Under certain circumstances a student might be required to work with a counselor in order to remain at Hillside. Based on the findings of the investigation and after consultation with appropriate personnel at Hillside, the Headmaster determines the need for counseling, whether or not it is a requirement, and meets with the family to communicate next steps.

VIII. Conclusion

This plan is intended (1) to prevent bullying and harassment among our students, (2) to encourage students and their parents to have confidence in the School's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

Technology Policy

Acceptable Use of Technology

It is the policy of Hillside School that computers, iPads, network services and other information resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of the school. Users of the Hillside School technology infrastructure must acknowledge their understanding of the general policy and guidelines as a condition of using these systems. All users are responsible for adhering to the policies of Hillside School and to the procedures for use.

Use of technology is a privilege, not a right. Failure to act in accordance of acceptable use of the systems may result in loss of access or disciplinary action. Information on observed or reported violations will be turned over to the Dean of Students for review.

Acceptable use of the Hillside School Technology Infrastructure includes activities which support and enhance learning, teaching, school business and communication.

Unacceptable use of the infrastructure includes, but is not limited to:

- Violating the rights to privacy of students or employees of Hillside School.
- Using profane or obscene language that may be offensive to another user.
- Plagiarism or copying of materials.
- Using the network for financial gain or for commercial or illegal activity.
- Attempting to disrupt system performance.
- Destruction of computer systems or files.
- Using technology recreationally during the Hillside academic day (8:30AM to 8PM)
- Failing or refusing to turn in technology to dorm parents at 9PM
- Re-posting personal communications without the author's consent.
- Accessing, downloading, storing or printing files that are illegal, obscene, or that offend others.
- Gaining, or attempting to gain, unauthorized access to any computer or computer system.
- Tampering with any files or data stored on an individual computer or on the network, especially when this impedes the academic work of others.
- Vandalism of computer hardware including theft, damage or disfigurement, and manipulation of computer software, especially when this impedes the academic work of others.
- Sharing accounts, passwords, security codes or other types of authorization.
- Using technology resources in any way that causes congestion or interference or damages school resources.
- Using network devices or services that conflict or interfere with the School's services. Including virtual private networks, web proxies, and personal hotspots.
- Downloading or making available to others, audio and video files without the permission of the copyright owner.

- Copying intellectual property, including software, in violation of state and federal laws.
- Installing any software or utility on Public Access Computers.
- Using school resources to insult, demean, distress, or intimidate another member of the community or making false emergency reports

The school reserves the right to search any computer if they suspect that a student has been abusing or misusing these policies.

Questions regarding the Hillside School's Acceptable Use of Technology Policy can be addressed with the Dean of Students or Director of Technology.

Library

The Messman-Saran Library welcomes Hillside students, parents, faculty, staff, and their families as patrons of the library. All patrons are subject to the library rules as follows:

- Books from the circulating collection may be borrowed for two weeks and renewed for an additional two weeks. Exceptions can be made for special projects and situations.

- Digital cameras may be borrowed for academic use and returned the same day. Kindles may also be checked out. Back issues of magazines may be borrowed for three days, but current issues must remain in the library. Reference books and archival materials also remain in the library.

- Daily overdue fines are not charged. However, once materials are overdue at the end of the school year, patrons will be billed for the replacement cost of the item, as determined by the librarian. There will also be a non-refundable $5 processing fee. Replacement items will not be accepted in lieu of payment. Charges for damaged materials will vary according to the extent of the damage.

Access to the campus Intranet, the student server, the Internet, and ALEXANDRIA, the library's electronic catalog, are available through the library's wireless network.

An academic atmosphere is maintained in the library at all times. Students are required to enter and exit the library quietly. Students may sit at a table, on the chairs and sofa in the Warwick Reading Room, or on the floor pillows provided for recreational reading. The furniture is not to be moved without permission.

Community Service

The overall goal of the Community Service Program is the development of socially responsible citizens. The primary component of the program involves students

engaging in service projects, for at least one day each trimester. Such projects will take place either on the Hillside campus or off in neighboring communities. Together with their advisors, students head off in small groups to service site destinations. Sites have included Marlborough Food Pantry, Boy's and Girl's Clubs, nursing homes, Friends of the Hudson Library, and the Conservation Commission.

Additionally, ongoing service projects are organized periodically such as Cradles to Crayons, providing children with essential items; Pennies For Patients, a fundraiser for childhood leukemia and lymphoma; Hoops for Heart, a cancer awareness fundraiser; and numerous others that are often student led such as the "Katrina" fundraiser of 2005. Whenever possible hands-on learning experiences complement curricular goals that teachers have established. For instance, in Pennies For Patients students graphed coins collected as a way of reinforcing a math unit on graphing.

Students are taught that, through their participation and effort, they can make a meaningful difference within their individual family, their Hillside community and the larger global community.

Field Trips

Parents will receive a general permission slip form in the beginning of the academic year allowing a student to participate in all off-campus field trips (including athletic events). Should a parent not want their son to attend a specific field trip, notice must be given to the Dean of Faculty at least twenty-four hours in advance of the scheduled trip.

Fire Drills

The health and safety of all Hillside students is of highest concern. Adherence to the following fire regulations is therefore considered to be of crucial importance to all members of the Hillside community.

Upon leaving through the appropriate exit as noted below, students should congregate with their grade on the lawn on the west side of the Stevens Wing of the Academic and Health Center.

1) Students in classrooms 1 through 3 are to exit through the door located at the east end of the building.

2) Students in classes 4 through 9 are to exit via the vestibule near the Health Center.

3) Students in rooms 10, 11, and 19 are to exit via the hallway that passes the locker room.

4) Students in rooms 12 through14 are to exit via the fire doors in each of their classrooms.

5) Students in room 16 should exit via the northern exit in the Stevens lobby.

6) Students in rooms 17 and 18 should exit via the door in the hallway between the rooms.

7) Students in room 20 are to exit via the fire door in their classroom.

Fire drills will be conducted in the houses, coordinated by the Dean of Students and the Director of Residential Life. The fire department makes quarterly inspections of the campus each year and may ask for a fire drill at any time. The Academic & Health Center Building has a fire horn with three pull stations located throughout the building. All the houses have updated systems which are monitored 24 hours per day. They will notify the fire department if an alarm should go off in one of these buildings.

In the case of a fire or fire drill, students in Williams, Whittemore and Mack Houses are to exit through the nearest door and assemble on the library steps. Students in the Farm House are to exit through the nearest door and assemble at the sheep corral. Students in Matthies and Maher Houses are to exit through the nearest door and assemble on the front lawn of the school.

Money

Students are strongly discouraged from having money other than their allowance in their possession. It has been our experience that excessive money can easily be lost and is very difficult to recover. In addition, if students have too much money on their person it can lead to poor judgments regarding how to spend it. Therefore parents are strongly discouraged from sending their sons to school with money, or sending money to their sons at school. If parents feel that certain circumstances should warrant an exception to these guidelines, they are encouraged to call the Dean of Students to discuss this. We expect parents to support us in this endeavor. Hillside is not responsible for money that is lost or stolen. In addition, Hillside will not require a student to return money that is borrowed from another student.

Pool

Specific guidelines for use of the pool will be covered with students when they use the pool. However, the most important rule, which is in effect at all times, is that no student may be inside the fence without a lifeguard present under any circumstances.

Property, Vandalism, Borrowing, & Searches

Property refers to the items in and around the school. Some property, such as books and clothing, belong to other students or teachers. Other property, such as buildings, desks, cars, and trucks, belong to the School. This means they have been bought by the school because they are needed for our students' education. If any of this property is damaged or broken, it has to be repaired or replaced. All damages must be reported immediately to the Dean of Students. He will inform the Maintenance Department and the Business Manager. The cost of the repair or replacement will be made known and the student who will be informed as to what he has to do to make amends for his actions. With respect to students' own property, every item is to be clearly marked at all times with each student's name. Hillside is not responsible for students' lost or stolen property.

It is important that all members of the Hillside community take pride in the property and appearance of Hillside School. Any vandalism to the School's property or to the property of members of the Hillside community will be taken very seriously. Action will be taken to determine who is responsible for the vandalism by asking the whole community to help in this process.

The borrowing policy at Hillside School among students is as follows: students are discouraged from lending out, swapping, or borrowing belongings. It is not, however, forbidden to do so. If a student lends out their belongings, he does so with the full knowledge that he, the loanee, is responsible for any damage to or loss of any borrowed belongings. For example, if a student loans their headphones to another student and he loses them, he is not liable under school policy to replace it. He may want to do so of his own accord, but Hillside School will not mandate him to do so. If a student has a belonging that is of value to him, it is highly recommended that he does not loan it to anybody. Hillside School is not responsible for a student's personal property.

With respect to school or individual searches, Hillside School reserves the right to conduct announced or unannounced searches of any and all items on the School premises that belong either to a student or the School. Although typically unnecessary, the purpose of such searches will be to preserve the health and/or safety of the students, faculty, and staff and to preserve the integrity of the Honor Code.

Snow Day Policy

Hillside School reserves the right to call a "snow day" or call for a "delayed opening" (i.e. no school will occur on that day or school will be opening one or two hours beyond its normal time) for inclement weather. A listing of the Hillside closing will be on television channels 4, 5, 7, NECN, and 25. These stations should be checked by parents/guardians during inclement weather for the notification of Hillside's closing (and when possible the School's website). The "snow day" standard used by Hillside School will not be the same as local public schools. It will only happen in cases of more severe weather situations. Parents are reminded that as a boarding school, we

are effectively never "closed." Even on snow days, the majority of our school is here and active.

Student Pick-Up

Standard Pick-up (after sports): Parent pick-up time is from 5:00 p.m.- 5:30 p.m. Students will be picked up from the Student Center (ATL). A faculty member is on duty with the students during the Parent/Family pick-up time. Any parent or guardian who arrives later than 5:45 p.m. can expect to pick-up their student from inside the dining room.

Non-standard Pick-up (before 5:00 p.m.): If parents need to pick their son up early from school (i.e. before 5:00 p.m.), students will not be allowed to wait unattended for their ride in the Student Center or by the pick-up circle. Parents/guardians must receive permission from the Dean of Students in order to pick their son up before 5:00 p.m.

Student Drop-off

Standard Drop-off (before school): Parents/guardians must drop off their sons at the circle by the Student Center between 8:00 and 8:20 a.m. each morning.

Non-standard Drop-off (after 8:30 a.m.): If a student arrives after 8:00 a.m., the boy must go to the Academic & Health Center and sign in at the administrative assistant's desk.

Substance Abuse Policy

Hillside School takes a strong stand against the use and/or possession of drugs or alcohol on this campus. As with other major disciplinary incidents, the ultimate decision regarding consequences for the use and/or possession of drugs, alcohol or tobacco on this campus rests with the Headmaster. The Headmaster will consider all circumstances involved in instances of substance abuse in rendering his decision. In general, the consequences that he will choose from include, but are not limited to:

- Notification of parents/guardian
- Referral for possible drug treatment or other forms of counseling
- Probation
- In-house suspension
- Out-of-school suspension
- Expulsion from school

Wheeled Vehicles (including bikes, skateboards, scooters, etc.)

Students are allowed to keep bikes and other self-propelled wheeled vehicles on campus. Students are not allowed to possess or operate motorized vehicles, i.e.

skateboards, scooters, Segways, etc. A helmet must be worn any time a student rides a wheeled vehicle. The vehicle will be taken away if proper guidelines are not followed. Wheeled vehicles are permitted on sidewalks throughout the campus. After dark, vehicles may only be ridden in the area of the lighted residential quad.

Ten Characteristics of the Ideal Middle School Parent/Guardian Working with Schools

1. Ideal parents communicate enthusiasm for learning and education in general, and for their child's school in particular.

2. Ideal parents trust and value their relationship with the school, and they understand that by working in partnership with the school their child will more readily achieve his potential.

3. Ideal parents express positive comments and constructive criticisms to the appropriate school officials and understand that immediate responses are not always possible except in emergency situations.

4. Middle school children test parameters and thus commit mistakes as a general course of development. Ideal parents understand that this is part of the maturation process. Additionally ideal parents understand that schools are not perfect either and will from time to time make a mistake. Ideal parents understand this and work in partnership with the school to improve its performance.

5. Ideal parents are people who support the development of their child's sense of responsibility, understanding that a mistake without a consequence is a lost learning opportunity.

6. Ideal parents are equally concerned about their child's moral/ethical/character development as they are about their academic progress.

7. Ideal parents are clear about what are parental decisions, what are school decisions, and what are child decisions.

8. Ideal parents enrich their child's life by reading to him, by developing thinking skills and encouraging creative thought through age appropriate conversation.

9. Ideal parents understand that all children think, learn and develop differently.

10. Ideal parents should enjoy their children including spending an appropriate level of time volunteering at their school.

Ten Characteristics of the Ideal Middle School Educator Working with Families

1. The ideal middle school educator communicates enthusiasm for learning and education in general, and for our school in particular.

2. The ideal educator trusts and values their relationships with their students' families and they work to forge a partnership with the parents/guardians in order to optimize each student's development.

3. The ideal educator communicates positive comments and constructive criticisms in a timely and appropriate manner with the student and the School's best interests in mind. The ideal educator can count on a similar commitment in return from each student's family.

4. The ideal educator understands that mistakes are part of a student's development, and that parents and schools make mistakes in their quest for what is best for the child.

5. The ideal educator is someone who works to develop each student's sense of responsibility.

6. The ideal educator is equally concerned about each student's academic progress as well as their moral/ethical/character development.

7. The ideal educator is clear about what are parental decisions, child decisions, and school decisions.

8. The ideal educator is committed to enriching each student's life through reading skill development, thinking skills development, and by encouraging creative thought.

9. The ideal educator understands that all children learn and develop differently.

10. The ideal educator enjoys each child for what makes that child unique.