

2022-2023



# Hillside School

## Student Parent Handbook

## A Note About this Handbook

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of the school to deviate from the normal rules and procedures set forth in this handbook and to deal with circumstances as they arise in the manner deemed most appropriate by the school (including but not limited to with regard to student discipline), taking into consideration the best interests of the school, its faculty, employees, students, and community. The policies may also be revised or updated periodically, even during the current academic term. You will be advised of any substantive changes as they are made. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Hillside School and any parent, guardian or student affiliated with or attending the school.

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## Hillside School Mission Statement

Hillside's mission is to maximize the potential of every student in mind, body, and spirit.

## Honor Code

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.

## Code of Conduct

*I will not lie, cheat, steal, or tolerate such behavior from my Hillside brothers.*

I will respect all members of the community at all times, remembering that Hillside boys are my brothers. I shall remember that whatever hurts my brother hurts me. I will remember that the Hillside Code of Conduct requires me to be a Hillside boy twenty-four hours a day, seven days a week, both on and off campus, and on digital platforms.

## Hillside Creed

I believe in Hillside and what it represents:  
Brotherhood, Compassion, Determination, Honesty, and Respect.  
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 brotherhood, compassion, determination, honesty and respect as its guiding principles in assessing and rewarding student growth and progress. Shades of Blue strives to provide all members of the community a simple and clear message regarding expectations, as well as patient and proactive methods for attaining goals. Whether it be in the classroom, on the playing field, in the dormitories, 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 ongoing 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 ongoing 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 every other week.

## 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 dormitory, and sports. Half of the School (grades 4 – 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.

	Conduct	Performance
Royal	Student is actively engaged in class, participates appropriately on his own, does all that is asked of him and more and is always prepared for class.	88-100
Sky	Student is present in class, does what is asked of him, comes prepared and participates when prompted.	70-87
Navy	Student is late for class, does not participate appropriately, does not do what is asked of him, and is not prepared.	Below a 70

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 receive a printout regarding their advisees at lunch.
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 email (unless alternative arrangements are made) the families of the advisees who were discussed that week to update the families about their students' progress.
4. 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 ongoing consultation with faculty and families regarding both classroom management techniques and strategies for handling individual students.

## Acknowledgments

**All Royal** — This is for a boy who receives exclusively Royal ratings across the board in conduct areas during a biweekly period. At lunch on Friday, advisors of boys who have received All Royals in conduct will acknowledge the boy for his accomplishment in front of the entire community. The boy's name will be displayed on a designated bulletin board. Boys who receive a certain number of All Royal ratings during a term are also given special recognition during our awards ceremonies.

**Bulldogs of the Week** — Each week boys can be nominated for exhibiting behavior indicative of the core values of brotherhood, compassion, determination, honesty and respect. Nominations may come from other students, faculty, or staff. The names of all boys who were nominated that week will be read at morning meeting on Tuesday, 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 online on the Hillside website: [www.hillsideschool.net](http://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 will face disciplinary consequences. Anytime a student misses a class for an excused absence, it is the responsibility of his parents or guardian to contact the Program Assistant at 508-485-5240 or [attendance@hillsideschool.net](mailto:attendance@hillsideschool.net).

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 and 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 p.m., 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 and 5:00 p.m., boys must sign out with the Program Assistant 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 the Program Assistant at 508-485-5240 or [attendance@hillsideschool.net](mailto:attendance@hillsideschool.net) 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 Weekend

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.

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

**a. Term Awards Ceremonies:**

Fall – Thursday, December 15, 2022 at 11:30 a.m.

Winter – Wednesday, March 22, 2023 at 4:00 p.m.

Spring – Thursday, June 8, 2023 at 4:00 p.m.

**b. Year End Awards Ceremony:** Thursday, June 8, 2023 at 4:00 p.m.

**c. Graduation:** Friday, June 9, 2023 at 10:30 a.m.

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. Additionally, and depending on the circumstances, any deemed unexcused absences may also result in a forfeiture of awards.
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. Non-Discrimination Policy

The School admits qualified students of any race, color, national or ethnic origin, ancestry, religion, mental or physical disability, gender identity or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, ancestry, religion, mental or physical disability, gender identity or sexual orientation, or any other status protected by applicable law in the administration of its educational, admissions, financial aid, athletic and other policies and programs.

## IV. Hillside Travel Schedule and Policy

Hillside School’s Residential Life program is an integral part of the curriculum. The calendar is planned carefully to ensure 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. We recommend that students arrive on campus with a usable credit or debit card to pay for these airport fees.

**ALL transportation information MUST be forwarded to the Residential Life Office at least 10 business days prior to vacations so that travel can be arranged accordingly. Be aware that the dormitories are closed at 10:00pm nightly. Please make sure all incoming flights arrive early enough for students to arrive back at their dorms before the 10:00pm deadline. Dorms will also close on the dates posted below for long vacations (Thanksgiving, Winter and Spring Break). All students MUST leave campus on the travel dates below and any travel arrangements beyond these dates must be arranged by the family and/or guardian. Please forward any questions to Dan Moulton and/or Alex Ribeiro at [residentiallife@hillsideschool.net](mailto:residentiallife@hillsideschool.net) BEFORE booking travel. This is subject to revision.**

<b>Travel Date &amp; Vacation</b>	<b>Dismissal/Return Time</b>	<b>Flight Times</b>
<b>Monday, September 12 Registration Day</b>	All students on campus accompanied by parents/guardians.	
<b>Friday, October 7 Columbus Day Break begins for 4th - 9th Graders (9th Grade on Secondary School Visits)</b>	1 pm dismissal for all students. Attendance required is required until 1pm.	<b>Do not book flights that depart before 3pm from BOS</b>
<b>Tuesday, October 11 Columbus Day Break ends for 4th- 8th Graders</b>	5th- 8th Grade Boarding students return by 5pm.	<b>Flights should arrive by 5pm to BOS</b>
<b>Sunday, October 16 Columbus Day Break/Secondary School Visits ends for 9th Graders</b>	9th Grade Boarding students return by 4pm.	<b>Flights should arrive by 4pm to BOS</b>
<b>Thursday, November 17 Thanksgiving Break begins</b>	All students dismissed at 1pm.	<b>Do not book flights that depart before 3pm from BOS</b>
<b>Monday, November 28 Thanksgiving Break ends</b>	All Boarding students should arrive by 5pm.	<b>Flights should arrive by 5pm to BOS</b>

<b>Thursday, December 15 Winter Break begins</b>	All students dismissed at 4pm	<b>Do not book flights that depart before 6pm</b>
<b>Tuesday, January 3, 2023 Winter Break ends</b>	All Boarding students should arrive by 5pm.	<b>Flights should arrive by 5pm to BOS</b>
<b>Thursday, February 2 Winter Long Weekend begins</b>	Dismissal at 3pm.	<b>Do not book flights that depart Boston before 5pm</b>
<b>Monday, February 6 Winter Long Weekend ends</b>	All boarding students should arrive by 5pm.	<b>Flights should arrive by 5pm to BOS</b>
<b>Wednesday, March 1 Spring Break begins</b>	Dismissal at 1pm.	<b>Do not book flights that depart before 3pm from BOS</b>
<b>Sunday, March 19 Spring Break ends</b>	All Boarding students should arrive by 5pm.	<b>Flights should arrive by 5pm to BOS</b>
<b>Friday, April 14 Spring Long Weekend begins</b>	Dismissal at 1pm.	<b>Do not book flights that depart before 3pm from BOS</b>
<b>Monday, April 17 Spring Long Weekend Ends</b>	All boarding students should arrive by 5pm.	<b>Flights should arrive by 5pm to BOS</b>
<b>Friday, May 26 Memorial Day Long Weekend begins</b>	Dismissal at 1pm.	<b>Do not book flights that depart before 3pm from BOS</b>
<b>Monday, May 29 Memorial Day Long Weekend ends</b>	All boarding students should arrive by 5pm.	<b>Flights should arrive by 5pm to BOS</b>
<b>Friday, June 9 Dismissal for Summer Vacation</b>	All students should be off campus by 5pm.	<b>Do not book flights that depart before 3pm from BOS</b>



## V. The Academic Program

### 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 Fourth, 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.

### Grading Periods

The academic year is divided into three terms of approximately ten weeks each. Midterm notices are sent home midway through each term for any student averaging a C- or lower in any class. At the end of each term, 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 term. The grades are recorded and sent to parents on the report cards. Exam grades are counted as 20 percent of each student's term 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

## Evening Study Hall and Homework

Evening Study Hall takes place in the Academic & Health Center on Mondays through Thursdays from 6:30 to 8:00 p.m. and on Sundays from 6:30 to 8:00 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 from 8:00 – 9:00 p.m. during his free time. 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 4, 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.

## 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 parents or guardian to contact the Program Assistant at 508-485-5240 or [attendance@hillsideschool.net](mailto:attendance@hillsideschool.net). His assignments for the day will be found on Google Classroom, 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 Academics to discuss the situation. All work missed must be completed within a reasonable amount of time, as determined by the Dean of Academics in consultation with teachers. For any work missed due to an unexcused absence or for vacations that happen during the academic year, Hillside reserves the right not to accept late work and not to give work in advance.

## 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 term. 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 term awards are:

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

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

## Promotion

Advancement to the subsequent grade is accorded at the end of an academic year. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education, as exemplified by the "Ten Characteristics of the Ideal Middle School Parent/Guardian Working with Schools" included at the end of this handbook. A failing grade in one or more of the following subjects (English, Math, Science, History, Foreign Language) 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.

**Discontinued Enrollment:** a student is not invited to enroll for the following year, if the school determines that such a recommendation is in the best interest of the student and/or the School community.

The Headmaster, in his sole discretion, makes the final decision as to whether a student will be invited to return for another year.

The difficult decision to not offer re-enrollment is only reached after careful consideration. While parents are obviously involved in this process, the school will make the ultimate decision, and will assist, if possible and appropriate to the circumstances, in the process of locating an appropriate alternative school.

## Graduation

To receive a signed diploma at the conclusion of the Ninth Grade, a student must have achieved a passing grade (60 percent) in his five 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.

## 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:

1. Copying answers from someone else's test quiz;
2. Allowing someone to copy from your test or quiz;
3. Copying all or part of someone else's homework or class work;
4. Allowing someone to copy all or part of your homework or class work;
5. 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:

1. Copying all or part of a paper/article from a book, magazine, internet source, or other published source without citation;
2. Copying images from the internet without citation;
3. Copying all or part of a homework assignment, paper or project from another student;
4. 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:

1. Notification of parents
2. Required resubmission of the assignment
3. Score of "F" on the assignment, test, quiz, etc.
4. Detention
5. Suspension (in or out of school)
6. Dismissal from school

## 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 4, 5, 6, and 7
- Pre-Algebra: grades 4, 5, 6, 7, and 8
- Introduction to Algebra: grades 4, 5, 6, 7, 8, and 9
- Algebra I: grades 7, 8, and 9
- Geometry: grades 7, 8 and 9
- Algebra II: grades 8 and 9
- Pre-Calculus: grade 9

Hillside believes in building math skills for every student. Students who are placed in an advanced level math class (Pre-algebra for grades 4, 5, 6, 7; Algebra for grades 7, 8; Geometry for grades 7, 8, Algebra II for grade 8) MUST earn an A- or better to progress to the next level of math.

### History

- Grade 4/5: Ancient Civilization
- Grade 6: Geography
- 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 4/5: 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 or English as a Second Language (ESL)
- Grade 9: Students continue their study of French, Spanish or Mandarin or 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.



**Specials** — During most years, students complete one term each of the following:

- Art
- Music
- Leadership
- iLab

## 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.

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

**Executive Function Tutorials** — The Executive Function tutorials are offered to support a broad array of organizational issues faced by students including materials management, time management, study skills and organized thinking. 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. This tutorial also supports and enhances the development of students' reading and writing across all academic disciplines.

**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.

## Accommodations

The school does not discriminate against qualified applicants or students on the basis of learning disabilities that may be reasonably accommodated. The school will discuss with families of applicants with known learning disabilities whether the school will be able to offer their children the appropriate accommodations to help them be successful at the school.

The school is committed to ensuring that students with disabilities are provided with equal access to the school's programs and services, in accordance with applicable law. For students who need additional support or curricular adjustments, the school requires documentation indicating that the student's

disability substantially limits a major life activity. Students who present the school with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student and the Headmaster and Head School Counselor. No waivers of academic graduation requirements will be granted to students.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill his or her academic requirements satisfactorily. In such instances, the student's homeroom teacher, advisor, the Headmaster and/or Head School Counselor, or other support personnel may notify the student's parents that the accommodations put into place may not suffice to ensure the student's success at the school. At that time, the Headmaster and Head School Counselor, the student (if age appropriate), and his parents will discuss whether it makes sense for the student to continue at the school. If there is a disagreement, the school will decide, in its sole discretion, whether to issue a re-enrollment contract to the student.

Although the school endeavors to provide the finest academic programs and assistance to students in helping them to achieve their academic goals and advancement, no particular student success is, or can be, guaranteed. These are primarily the result of the individual student's effort, ability and attitude.

## VI. The Residential Program

### 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.

### Parent Visits

While we welcome parents to visit the campus during the week to attend a game or performance or to take their son(s) 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 contact the Administrator on Duty at 508-868-7794 or [aod@hillsideschool.net](mailto:aod@hillsideschool.net). Students may be picked up after 5:00 p.m. showers and are expected to return in time for study hall at 6:30 p.m. Twenty-four hours notice must be given for a request to take a friend out to dinner.

## 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 house.

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.

## 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.

## 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.

## 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 email 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.

## 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 12:00 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 entrées, 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. Students may not bring outside food into the dining room.

## 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 email, **but no later than 12 p.m. on the Thursday before the weekend**. Additionally, students wishing to make such arrangements must also fill out a visitation form and return it completed and signed to the Residential Life Office no later than 12 p.m. 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 host family. All visits are at the discretion of the Director of Residential Life. The Director of Residential life can be reached at [residentiallife@hillsideschool.net](mailto:residentiallife@hillsideschool.net) or 508-303-5713.

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.

## Weekend and Vacation Return Policy for all Boarding Students

### Sunday return:

**Option 1:** The dorms open at 4:00 p.m. on Sunday. If students are returning on Sunday, they must be returned to the ATL between 4:00 and 5:30 p.m. where they will be screened by the AOD. Once screened and cleared by the AOD, they will be permitted to return to their dormitories. No exceptions to this policy will be made.

**Option 2:** For students opting to return on Monday morning, they should report directly to the ATL prior to breakfast between 7:45 - 8:15 a.m. They should return to Hillside in full school dress and may rejoin the community for breakfast once they have been screened and cleared.

### **Vacation Return:**

Students returning from vacation should follow the designated procedures as laid out by the Director of Residential Life via email prior to their return to school.

### **Ridesharing Policy**

As ridesharing services such as Uber and Lyft continue to gain popularity, Hillside does not permit students to arrange third-party transportation, nor will we, as an academic institution arrange such services. Although it is not encouraged, parents may personally arrange third-party transportation for their son(s). Parents or guardians who wish to use third-party car services must complete the Ridesharing Release of Liability form in the parent portal of Blackbaud. In addition, before each ride, you must notify the school 24 hours in advance with the car service and the name of the driver. This information must be emailed to [aod@hillsideschool.net](mailto:aod@hillsideschool.net) and [attendance@hillsideschool.net](mailto:attendance@hillsideschool.net).



## VII. 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. 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 to the Athletic Director, and is subject to review by the Program Team for approval.

In accordance with our athletic policy, this means the following:

1. Hillside Athletics take precedence over any outside team, regardless of the sport or level.
2. Permission to miss any Hillside athletic commitment must be granted by the Athletic Director in consultation with the Program Team, and should be requested a minimum of 24-hours in advance.
3. Regardless of the sport or level, we expect that Hillside boys be committed to their Hillside teams. Depending on the circumstances, multiple unexcused absences from Hillside athletics could lead to disciplinary action, including game suspensions, dismissal from the team, or an incomplete for the term.

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](http://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

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

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



## VIII. 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 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.

## IX. 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.

## Health Center

The Lebovitz Health Center is staffed by nurses Monday through Friday from 7:00 a.m. to 9:00 p.m. A nurse is always available for phone triage during off hours. Hillside utilizes UMass Hospital as well as AFC Doctors Express, both located in Marlborough, for emergent and urgent 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.

As a condition of enrollment, parents are asked to provide the school with information about the student's physical and emotional health. In part, this information is obtained to comply with state law; it is also needed to keep the school well-informed of the health of all students. The school is sensitive to the privacy of this information and is committed to protecting the confidentiality of students and their families as indicated in the "Confidentiality and Privacy" section of this Handbook.

## 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 Director of School Counseling, 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 Director of School Counseling.

## Policies

### 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.

### 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.

## 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 [babdou@hillsideschool.net](mailto:babdou@hillsideschool.net).

## 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 the Director of Counseling 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 support can be put in place.

## 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, vitamins 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 medication is started, anytime there is a dose change, or anytime a medication is discontinued. Over-the-counter medications forms will be given to the parents and guardians, to sign or not as they choose. The medications listed on that form and only that form could then be given to the students on an as needed basis at the discretion of the nurse. All medications other than those listed, including vitamins, supplements, herbal blends, protein powders, cold medicine, and allergy medications will all require signed doctor's orders. 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. 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 meds for weekend visits to other students' homes.

Parents are responsible to arrange co-payment of any regularly scheduled medications delivered to, or provided by, local pharmacies.

### 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.

1. The Head Nurse will supervise the medication administration program in the school.
2. **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.
3. **Medication Deviations:** Any medication deviation (such as medication given at the incorrect time, via an incorrect route, in an 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.
4. **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.
5. **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:
  - a. All medication must be in its original pharmacy container.
  - b. The nursing staff receiving controlled medications shall document the quantity received.
  - c. All prescription medications shall be stored in a manner as to render them safe and effective.
  - d. 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.

- e. Access to the keys to the medication closet will be limited to nursing staff and on-duty administrative staff.
  - f. Parents or guardians may retrieve their child's prescription medications from school at any reasonable time.
  - g. No more than a 30-day school supply of the prescription medication may be stored at school.
  - h. 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.
  - i. 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.
6. **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.
7. **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, fax, email 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, in English:**

- a. The student's name
- b. The name and signature of the licensed prescriber, as well as business and emergency numbers
- c. The name, route and dosage of medication
- d. The frequency and time of medication administration

- e. The date of the order
- f. 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:**

- a. The parent/guardian signature and a home and emergency phone number.
- b. A list of all medications 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.
- c. Approval to have the school nurse, or school personnel designated by the school nurse, administer the prescribed medication.
- d. 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 Students to resolve medication issues. All medication information and all information in the student's health record will be kept confidential.

### **Head Lice**

It is the position of the American Academy of Pediatrics, the Harvard School of Public Policy, and the National Association of School Nurses that the management of head lice should not disrupt the educational process. Lice are not a major health problem since they do not transmit diseases or cause permanent problems. Nonetheless, the school understands the unpleasantness of the condition and the desirability of limiting its spread across the school community. The school therefore has a "no nit" policy.

Students with any nits may be asked to remain in their dorm rooms or sent home. The parent will be contacted by phone. It will be at the discretion of the School Nurse whether to check other students.

In all cases where nits have been found, the student must be treated before returning to the classroom or to other activities where the student will be in close proximity with others. The school Nurse must evaluate the student and the School Nurse will determine, in his/her sole discretion, whether the student is free of nits and thus able to resume classroom and extra-curricular activities.

## Confidentiality and Privacy

Members of the school community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. If sensitive information, including but not limited to medical information, about a student has to be shared, it will be done on a need-to-know basis and in compliance with applicable law. However, confidential information may be disclosed to the Headmaster, appropriate administrators, outside professionals, law enforcement officers, parents/guardians and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual's ability to function academically, emotionally, physically, and/or mentally within the School environment, or when legal requirements demand that confidential information be revealed.

# X. 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. 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 fundraisers we hold
- He causes damage to school property
- He loses school property issued to him such as locks, textbooks, etc.
- He buys an item from the school store
- He does not comply with Hillside 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
- Dress shirt\*
- 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
- Joggers
- 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 Deans)
- 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 Deans.



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 to be worn indoors.

### **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
- Khaki pants
- Solid colored dress shirt
- 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 Deans 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 closet 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 healthy 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). 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 healthy 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 book bags and sports clothes. Each student will be given a combination for their locker during 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

### Philosophy

Hillside expects that all student behavior is guided by the School's Code of Conduct and five core values of Brotherhood, Compassion, Determination, Honesty and Respect. When a Hillside student's actions deviate from the School's Code of Conduct, 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 its students to become the best they can be.

### 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.

## Major Infractions / Violations of Code of Conduct or 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 or possession of tobacco, alcohol, or other
- Possession of paraphernalia including electronic smoking devices
- Bullying, cyberbullying, or hazing
- Sexual misconduct

## Contraband Items

**Items not allowed at the school include, but are not limited to:**

- Laser pointers
- Pocket knives
- Lighters or matches
- Fireworks and firearms (and imitation firearms)

Students who choose to remain present when other students are engaging in major infractions, including possession of contraband, may be subject to disciplinary action.

## 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. There may be instances when the Head of School and/or other school administrator may be involved in a student's disciplinary situation with or without the Dean of Students.

## Behavioral Expectations While Away From School

Students should be aware that they represent the school community at all times, both on and away from campus. While it is not the school's intention to monitor students in all of their off-campus activities, the school may take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring outside of campus as long as the student is enrolled in the school.

## **Parent Involvement**

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through the Dean of Students. Please speak to the Dean of Students for guidance with respect to any questions about contacting another student or parent about a school-related matter.

## **Disclosure to Next Schools**

If a student applying to secondary school, or has recently been accepted to attend a different school, is suspended or expelled, or experiences any significant change in status at the school after the student's applications have been submitted to secondary or other schools, it is the obligation of the student and the student's parents to contact all such secondary or other schools to inform them of the incident. The school may, in its sole discretion, also communicate with each secondary or other school regarding the situation. The school will generally work closely with students and families to support the honest reporting of disciplinary matters, in order to support student success at next schools.

## **Dean's Leave**

Students and parents understand and accept that a student may be required to go on a Dean's Leave such as during the pendency of an investigation. Dean's Leave is considered a non-disciplinary leave and should not be considered a conclusion by the school of any wrongdoing. During a Dean's Leave, the school will work with students to continue their educational experience to the extent possible such as through tutoring, online learning and other methods.

## **Investigations**

After a complaint has been brought to the attention of the school, an impartial, fact-finding investigation of the complaint may be conducted by the Headmaster or designee. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target, witnesses to the incident, the person or persons against whom the complaint was made, and any other parties who witnessed or may otherwise have information relevant to the alleged incident. The investigator may consult with teachers, school counselors, staff, the parents/guardians of the student or students who were allegedly targeted, and/or the parents/guardians of the student or students alleged to have been the aggressors, or any other person whom the investigator(s) deem to have knowledge about, or circumstances surrounding, the complaint. The school, in its sole discretion, may also deem it appropriate to use external investigators to review a complaint. In certain circumstances, the school may be obligated, or deem it appropriate, to report misconduct to external authorities, such as to law enforcement or the child welfare agency. The school cooperates with external agencies and may therefore postpone its own investigation into misconduct as appropriate.

## **Cooperation with Investigations**

Students are expected to cooperate in investigations and be honest when doing so. Failure to cooperate with an investigation may itself be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason including, but not limited to, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from the school.

### **Publicizing Disciplinary Responses**

The entire school may be informed about any aspect of a disciplinary matter when, in the sole judgment of the Headmaster, it is deemed appropriate to help further the educational or learning experience of the school community.

### **Reapplication**

After dismissal or withdrawal from the school, students may apply for readmission. Normally readmission is considered only after a six month period of time and the student has demonstrated significant growth and is not guaranteed.

### **Withdrawal**

If parents decide to withdraw a student for any reason, they must notify the Headmaster and Dean of Students in writing of their decision. The official date of withdrawal will be the date of written notification or the date the student actually departs from the school, whichever comes later. A withdrawn student may not return to campus until after all current students have graduated, except by permission of the Dean of Students or the Headmaster.

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## **Hillside School Bullying Prevention And Intervention Plan**

### **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.

## 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 or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional 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. Cyber-bullying also includes (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates anything defined as bullying under this policy.

### **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.

## 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. The school's efforts to enhance its protection of students in no way expands an individual's rights under the law.

## 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.**

## 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 schoolmates 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.

## 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 online. 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.

## 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 and/or the Department of Children and Families (DCF).

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 or designee (which may be an external resource) 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 or designee 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 or an external investigator, 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, as outlined in the Discipline section of this handbook. If necessary, the Dean of Students or designee may consult with legal counsel about the investigation.

The school cannot promise absolute confidentiality to those reporting bullying, as there may be a need to share information during an investigation or otherwise; however, the school will disclose such information with discretion, on a need-to-know basis.

### **Non-Retaliation**

No adverse action will be taken against a student for making a good faith report of misconduct. A student may violate this anti-retaliation provision regardless of whether the original complaint turns out to be true or the retaliation was not intended to be harmful (“it was just a joke”). Retaliation may include behaviors such as being ostracized, having rumors or misinformation spread about the reporter, or the reporter being given extra cleaning or other onerous student life assignments, within the purview of student leaders to assign. Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses, will also be protected from retaliation under this policy.

## **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:

- a. determine what remedial action is required, if any, and
- b. determine what responsive actions and/or disciplinary action 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
- such other disciplinary consequence as deemed appropriate by the school

Depending upon the circumstances, the Dean of Students may choose to consult with the student's teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issues 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 (child abuse), 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.

## 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.

## Anti-Hazing Policy

Hazing is the practice of group rituals and other activities involving harassment or humiliation as a way of initiating a person into a group. It can involve subjecting a student to a physical or mental health injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any athletic team or other similar group.

The Commonwealth of Massachusetts requires secondary schools to provide students and families enrolled at the school with a copy of the state law defining and prohibiting hazing. All members of the school community are reminded that these laws include a requirement to report promptly any alleged incidents of hazing. Students are briefed on this matter during assemblies and team meetings.

Massachusetts General Laws, Chapter 269, §§17-19 are provided below.

### Section 17

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

## **Section 18**

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

## **Section 19**

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

## **Sexual Harassment**

Our policy seeks to educate members of the community about the nature of sexual harassment, do whatever we can to prevent it from occurring, and appropriately respond when it is found to have occurred.

Sexual harassment is defined as sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature which affects a student's emotional well-being or interferes with a student's academic performance or participation in co-curricular or extracurricular activities, or which has the purpose or effect of creating an intimidating, hostile, or offensive learning or social environment. Sexual harassment may take place student to student, adult to student or student to adult.

By the same token, harassment of an adult by a student may have legal implications. Sexual harassment of an adult occurs under the law when submission to such conduct is either an explicit or implicit term or condition of employment or any employment decision (e.g., promotion, training, timekeeping or overtime assignments, etc.); or the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

The school is unequivocally committed to ensuring the safety and integrity of student growth. We endeavor to provide instruction to all members of the school community about the proper roles and relationships that comprise community life. We focus on the importance of maintaining appropriate boundaries. We expect that the life experience of adults at the school will enrich the student's learning experience. We place the student's best interests above all other considerations.

## Identifying Sexual Harassment

Sexual harassment can take various forms, many of which violate state or federal laws. Not all forms of sexual harassment may be readily apparent to every member of the community. It may be direct and overt, or it may be subtle and ambiguous. It may be behavior that is repeated, or it may be behavior that occurs only once. It is not social or courting behavior between equals, but rather the assertion of power over another individual that puts that individual at a disadvantage.

Individuals might unintentionally act in a manner that others experience as sexually harassing. It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify such behavior as a "prank" or "joke" do not change its harassing nature if the object of the joke is not a willing participant. Whatever the basis for the harassment, it is prohibited.

When trying to identify whether behavior is "harassing," it is crucial to distinguish student-to-student interactions from sexual intimacy between students and adults, which is always prohibited. Physical contact between students that is intended and perceived by those involved as positive, healthy, and appropriate to their age and experience is likely to occur. However, inappropriate physical relationships between students are described and prohibited in the school's policy on Sexuality.

When these behaviors occur between an adult and a student, it is irrelevant whether the behavior is welcome or unwelcome. There is no circumstance in which these behaviors between adults and students are permissible. The following behaviors are examples of harassing behaviors. The list is suggestive rather than exhaustive, and members of the community should seek advice and assistance in any circumstance in which they are made to feel uncomfortable by the behaviors of another.

Some examples of behavior that may constitute sexual harassment (whether or not the intent or consequence of the behavior is to make the offended person feel uncomfortable):

- body language like staring and/or leering at a person's body, or standing or brushing too close;
- unwanted sexual comments, abuse, jokes, insults, delivered orally, in writing, or electronically;
- derogatory or pornographic posters, cartoons, or drawings;
- pressure for sexual activity (including threats, but also repeated requests after earlier rejections);
- offering favors or benefits for engaging in sexual acts or threatening mistreatment if one does not engage;
- inquiries into one's sexual experiences or activities or discussion of one's own sexual experiences or activities;
- audiotaping or videotaping others in sexual or other potentially embarrassing circumstances and/or forwarding or threatening to forward the taped material to others

- the open display of sexually offensive objects, pictures, and messages
- physical advances that are unwelcome: kissing, hugging, pinching, grabbing, groping, or “playful” slapping; and/or
- physical assault, including rape or any coerced or non-consensual sexual relations.

Sexual harassment will likely lead to investigation, as outlined in the policy on Discipline.

### **Where to Go for Help**

Students are encouraged to speak with a school counselor, health educator or the school nurse if they have questions about sexual behaviors and/or sexual health. Students are encouraged to seek help immediately from a trusted adult, dean, counselor, administrator or adviser in the event they are victims of sexual violence or misconduct. The school can assist a student to obtain emergency medical care. Of course, any student in an emergency should immediately call 911.

### **Sanctuary**

To encourage reports to the school regarding sexual misconduct, the school will not discipline student victims of sexual misconduct, or bystanders who provide information in order to help student victims, for violations of school rules that may have taken place at the time of the sexual misconduct they are reporting.

### **Public Displays of Affection**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. The expression of feelings of affection toward others is a personal concern between individuals and not of others surrounding them. Even though unintended, public displays of affection and friendship involving physical touch may make others feel uncomfortable and excluded. Students are expected to show good taste and conduct themselves respectfully at all times.

### **Sexual Intimacy**

Students who would like to talk about the meaning of sexual intimacy in a relationship, or students who are in a situation where sexual activity has taken place and who want to report or discuss the situation, should talk with a trusted adult, the School Nurse, or an advisor so that appropriate support may be given. Sexual behavior in the school or at school-related events will not be tolerated.

Students found engaging in sexual intimacy will be required to see a school health care professional and their parents will be contacted. Additionally, students may face disciplinary consequences including visiting restrictions, suspension, and probation. Repeated disregard of the school’s Sexual Intimacy policy may be grounds for dismissal.

The school expects that any student who is present, witnesses or has knowledge that sexual misconduct is occurring or has occurred (also known as a “bystander”), will take reasonable steps to stop any sexual assault or misconduct from occurring or prevent it from going any further. Students are expected to report knowledge of any sexual assault or misconduct to a responsible adult at the school. Every effort will be made to maintain confidentiality.

It is important to note that some sexually intimate behaviors violate state laws and school personnel



are required to report such instances to state or local authorities. Students should note that the age of consent in Massachusetts is 16.

## **Student Records**

A student and/or parent (or guardian) shall, upon request, be entitled to receipt a copy of the student's official school record. A student's official school record shall include the student's transcript, academic records, advisor reports, and medical records created and maintained by the school. A student's record does not include email communications to or about the student, records of disciplinary actions, investigation records of any kind (such as disciplinary, harassment, hazing, bullying etc. except for any record placed in the student file such as a letter home to parent, etc.), recommendations provided to the school regarding the student's admission, or any other record deemed by the school to be confidential records of the school, which have not been printed and placed or electronically filed in a student's official institutional record.

## 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. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled at the school, whether linked to the school's network from in school or from a remote location or not at all, or using their own personal computer or communication device on or off campus, students are expected to comply with this Acceptable Use Policy and any applicable policies and procedures as long as they are enrolled at the school. 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 (8:30 a.m. to 8 p.m.)
- Failing or refusing to turn in technology to dorm parents at 9 p.m.
- 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.
- Students are not permitted to use cell phones or Apple watches while on campus.
- Being “friends” with, or otherwise directly connected to, any school employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a school employee via non-school channels for non-educational purposes, the student should immediately notify his or her advisor and/or the Dean of Students.

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.

### [Hillside Student Technology Policy](#)

### **A Note About Sexting**

The school prohibits students from using technology devices (whether owned by the student or the school, and whether through use of the school’s network or outside of the school’s network, and whether used on or off campus) to request, send, or receive any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as “sexting”). The law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the school may contact law enforcement should any student violate this policy.

Any student with questions or concerns about sexting, such as being the unwitting recipient of a sexual image, should speak with the Dean of students or other school administrator.

### **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 three weeks. Exceptions can be made for special projects and situations. Students may use the self-checkout form for circulating books if the librarian is busy.
- Books and magazines from the lending libraries located in the ATL and Blue Couch area may be borrowed at anytime. Patrons may keep these books or bring books of their own to donate to these libraries.
- Project materials are available at the library. Reference books and archival materials must remain in the library.
- Daily overdue fines are not charged. However, over 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. Charges for damaged materials will vary according to the extent of the damage.
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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 during the school day. Students welcome to sit at tables or chairs to read or work, or use the floor pillows provided for recreational reading. The furniture is not to be moved without permission.

## Background Checks

With student safety as a priority at the school, the school conducts state and national criminal history and sex offender registry checks on all current and prospective faculty and staff of the school who may have “direct and unmonitored access to children,” including any individual who regularly provides school-related transportation to students.

The school requires any volunteers who will work independently with students to undergo a state criminal background check or “CORI” (Criminal Offender Record Information) and a state sex offender registry check or “SORI” (Sexual Offender Registry Information) (SORI). It is also School policy to require that volunteers with direct and unmonitored access to students undergo a fingerprint-based check, which is run through the Federal Bureau of Investigation, and provides access to national criminal history databases. Examples of the types of volunteer activities requiring a background check include, but are not limited to, field trips and tutoring students one-on-one. A background check is typically not necessary for parent volunteers involved with larger school functions at which many adults are typically present or in instances where there is only the potential for incidental unsupervised contact with students in commonly used areas of the school grounds.

These background checks require the completion of a brief application form and verification of a government-issued photographic identification, and are only conducted with the consent of an individual employee or volunteer. A volunteer’s service, and an individual’s employment, is contingent upon successful completion of the checks, which may take several days or weeks to process.

Completed CORI and fingerprint-based check forms must be returned to the Business Office at least two weeks in advance of volunteering.

## Child Abuse and Neglect Reporting

The school is committed to the highest standards of care for its students. The school has a policy in place that is intended to ensure that students are protected from any inappropriate or hurtful actions by adults responsible for their care. In addition, under Massachusetts law, all professionals responsible for the care of children are required to report suspected abuse or neglect of children under the age of eighteen (18).

We ask that families understand that a teacher or staff member is required to make a report to the Department of Children and Families (DCF) immediately when there is reasonable cause to believe that a student has suffered abuse or neglect. In addition, school personnel are expected to consult with the Headmaster or designee about the situation, so that appropriate action can be taken to protect the student and timely reports can be made to DCF or local law enforcement, as appropriate; however, responsibility to report rests with the individual professional. The Headmaster (or designee) will review the situation and may consult with the school’s physician or mental health consultant, and, if appropriate, the student’s family. If appropriate, legal counsel and/or a consultant specializing in the care and protection of children may be involved in these reviews. The confidentiality of the student and his or her family will be protected to the extent appropriate.

## 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 term. 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.

## Current Family Contact Information

Parents are expected to keep the school informed of contact information for emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergency.

## 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, 10A, 11, and 19 are to exit via the hallway that passes the locker room.
4. Students in rooms 12 through 14 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.

## International Students

Students enrolled at the school from countries outside of the United States are required to ensure that their visas, health insurance coverage, and all other requirements applicable to domestic students (including vaccinations and completion of all enrollment and orientation forms) are in order prior to arriving on campus at the beginning of the school year. International students are also responsible for ensuring that their travel arrangements coincide with the school calendar. The school is not responsible for housing international (or domestic) students outside of the published school calendar.

## Money

**Students are not permitted to have money other than their allowance in their possession, or in excess of \$20.** 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.

## Multiple Households

In order for the school to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in multiple households. Please be sure to communicate to the school about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips or other issues, please include the school in the communication loop. These situations can be stressful for parents and confusing for students, and assistance in minimizing the school's phone calls for clarification is very important. Unless otherwise specified, each parent for whom the school has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

The school also understands that significant others may live in or be affiliated with the household who are unrelated to a parent or student and who are also involved in the student's life. If a parent wishes to designate such an adult as someone who is permitted to receive information about the student, pick up a student from school or otherwise participate in school events, the school requires that a parent provide that information in writing to the school. If there is disagreement between parents about such a designation, the school will not permit the additional adult to have access to the school until the dispute is resolved—absent input from the school.

## 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 including electronic devices and computers as well as students' possessions, including, but not limited to, locked trunks, backpacks, purses, mobile devices, personal computers and vehicles, 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 students and other members of the school community. The school may also seize such items or other items that jeopardize the safety of the students or the building or constitute health hazards.

## Religious and Cultural Observances

Various holidays are recognized and discussed with stories, plays and special foods that convey the cultural significance of the holiday. The school recognizes, but does not celebrate, holidays from a religious perspective. If a particular holiday or its traditions are important to a parent's heritage, and the parent would like to share information with students at the school, the parent is invited to contact the teacher to make arrangements for a presentation about the holiday and its traditions.

## 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). 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 - 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 8:30 a.m., the boy must go to the Academic & Health Center and sign in at the Program Assistant's desk.

## Student Media Information

The school makes a concerted effort to highlight the accomplishments of our students and faculty, as well as to publicize the strength of the entire program offered by the school, in a variety of media formats. Student Media Information--including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of students' voices, video recordings of students and/or reproductions of students' work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the school magazine, marketing materials, the school website, newsletters, and local newspapers. The School adheres to the following general guidelines when using Student Media Information:



- Photographs or references to Student Media Information in traditional, print publications, distributed internally to the school community, such as our yearbook and school publications, may include the first and/or last names of students and community members.
- Photographs or references to Student Media Information on the public portion of our website will not include last names.

Parents are asked to contact the school if they would like to opt out of the use of Student Media Information.

## Substance Abuse Policy

Hillside School takes a strong stand against the use and/or possession of drugs or alcohol on this campus. This policy extends to the use or possession of e-cigarettes and vaping devices, and any paraphernalia associated with the use of controlled drugs or alcohol. Students are also prohibited from using medications, both prescription and over-the-counter, in any manner other than as prescribed or intended by the manufacturer. 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

### [Juuling and Vaping Parent Letter](#)

## Sanctuary Policy

The school's Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process. The use and abuse of alcohol and drugs can lead to serious health consequences; as a way of letting students know that their health and safety are of paramount concern, the school encourages students to ask for help should they find themselves impaired, ill, or struggling with substance abuse. Any student may invoke this policy on his or her own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff, or administration at the school and using the term "Sanctuary." Sanctuary may be invoked due to the ill-effects of recent ingestion of a banned substance, chronic substance use or abuse, or past use or abuse that may be impairing functioning at school. If a student is already involved in the disciplinary process because of alcohol or substance abuse, this Sanctuary Policy may not be invoked.

If a student invokes Sanctuary, it will immediately be determined whether medical attention is warranted, and the student's parents, his advisor, the School Nurse, the School Counselor, and the Dean of Students will be notified. Subsequently, it will be determined whether any follow-up evaluation or counseling is needed in an off-campus medical or substance abuse treatment program. In a case with such follow-up evaluation or counseling, the student's advisor, the School Nurse, the School Counselor, and the Dean of Students will be kept informed as appropriate. If lengthy follow-up is needed, the student may be allowed or required to take a medical leave of absence.

The school may notify parents if, in the school's sole judgment, the student's condition poses a physical threat to his own well-being or the health and safety of others; this threat may be mitigated by parental notification (by, for example, parents' supplying necessary medical history or information about the student); and/or the student lacks the capacity to make a rational decision in this regard.

This Sanctuary provision will not apply if any faculty member or other school employee has already observed or has obtained material evidence of a violation of school policy or the law prior to any student seeking sanctuary.

Students and parents/guardians should also be aware that although this Sanctuary Policy may provide sanctuary from school discipline, it does not override any legal obligation the school may have to report to authorities such as regarding the possession or distribution of controlled substances.

### **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.

### **Guardianship**

As of 2020, all boarding students that live more than four hours from school are required to have a guardian who can pick them up in the event of an illness. Guardians can also provide your son with a place to stay on long weekends or vacations, can help to provide transportation to and from school, and can also serve as representatives when making certain decisions, signing forms and attending parents' meetings.

### **Asbestos Hazard Emergency Response Act**

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the school. These plans are available and accessible to the public at the school's Physical Plant Office.

This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.

## 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.