



# Rocky Hill School

Small School | Big Opportunities

## Student/Parent Handbook 2016-2017

General Information for Rocky Hill School  
Students and Parents

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## HEAD OF SCHOOL'S LETTER

Dear Rocky Hill School Student and Parents,

Enclosed please find the Student/Parent Handbook for the coming academic year. On behalf of everyone at Rocky Hill School, we are delighted to have your family as part of our Rocky Hill family!

It is our hope that this Handbook helps make the year easier and more successful for you, with greater clarification about resources available to you and about expectations toward and from the school.

Our principal goals are two-fold: the fullest actualization of every individual student, within a civil and nurturing community. These individual and community goals, of course, are mutually reinforcing, and they are both reflected prominently in this Handbook.

We are all privileged to participate in the life of this great school, and I look forward to a successful year for all, individually and collectively, in these key respects and others!

With best wishes,

A handwritten signature in black ink, appearing to read "Jim Tracy". The signature is fluid and cursive, with a large initial "J" and "T".

Jim Tracy, Ph.D.  
Head of School

### **MISSION STATEMENT**

The mission of Rocky Hill School is to educate the whole child—mind, body, and spirit. As a school community, we encourage students to become good global citizens and lifelong learners, guiding them as they strive for knowledge and self-awareness.

### **COMMUNITY VALUES STATEMENT**

Rocky Hill School considers responsible citizenship, dedicated scholarship, and good sportsmanship essential to strong character. Community members act with integrity, treat others with respect and kindness, and demonstrate a commitment to learning and personal growth.

### **DIVERSITY STATEMENT**

Rocky Hill School respects and celebrates diversity. We embrace the opportunity to practice principles of civility that pertain to the human differences that constitute an individual's identity, a school's culture and a richer community.

It is the School's goal to provide an environment that is safe for and receptive to the sharing of ideas, experiences, and dialogue that will broaden the perspectives of different constituencies. To achieve this, the School continues to make an active, educated and collective commitment to work against forces of discrimination. As diversity enriches the quality of school life, it is the expectation that all members of the Rocky Hill School community will favorably contribute to their extended communities and bring new meaning to the School's motto, *Know Thyself*.

### **STATEMENT OF NON-DISCRIMINATION**

Rocky Hill School does not discriminate on the basis of race, creed, color, gender, sexual orientation, age, handicap, or national or ethnic origin in the administration of its admission, financial aid, employment, education policies or other school programs.

## DAILY SCHEDULES

### PRESCHOOL SCHEDULE

8:10	Arrival
8:10 - 11:40	Preschool Morning Program
11:40 - 11:45	Clean-up and Dismissal
11:45 - 3:15	Lunch and Preschool Extended Day Program (for those enrolled)
3:15 - 5:30	Preschool Extended Day Program

### LOWER SCHOOL SCHEDULE

7:45 - 8:10	Early Bird Program
8:10	Arrival to Classrooms, Attendance
8:15 - 8:30	Morning Meeting
8:30 - 10:10	Classroom Instruction
10:10 - 10:30	Recess
10:30 - 11:35	Classroom Instruction
11:40 - 12:30	Lunch and Recess
12:30 - 3:15	Classroom Instruction
3:15	Dismissal
3:15 - 5:30	Extended Day Program; After-School Enrichment Programs

### MIDDLE SCHOOL SCHEDULE

8:10 - 8:25	Advisory Homeroom/Attendance/Developmental Design Activities
8:25 - 10:10	Classes
10:10 - 10:30	Break/Meeting
10:30 - 12:15	Classes
12:10 - 12:45	Lunch
12:45 - 2:30	Classes
2:35 - 3:30	Athletics (with the exception of fall sailing which runs to 4:00 p.m. M-Th)

*(May be subject to change without notification)*

UPPER SCHOOL SCHEDULE

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:10-8:20 Advisory	8:10-8:20 Advisory	Delayed Start	8:10-8:20 Advisory	8:10-8:20 Advisory
<b>8:25-9:10</b> <i>Period A</i>	<b>8:25-9:10</b> <i>Period G</i>	<b>8:25-9:10</b> <i>Period F</i>	<b>8:25-9:10</b> <i>Period E</i>	<b>8:25-9:10</b> <i>Period D</i>
<b>9:15 - 10:05</b> <i>Period B</i>	<b>9:15 - 10:20</b> <i>Period A</i>	<b>9:15-10:20</b> <i>Period G</i>	<b>9:15-10:20</b> <i>Period D</i>	<b>9:15-10:20</b> <i>Period C</i>
<b>10:05-10:20</b> <i>US Meeting</i>				
<b>10:20-10:35</b> <i>Break</i>	<b>10:20-10:35</b> <i>Break</i>	<b>10:20-10:35</b> <i>Break</i>	<b>10:20-10:35</b> <i>Break</i>	<b>10:20-10:35</b> <i>Break</i>
<b>10:35-11:20</b> <i>Period C</i>	<b>10:35-11:20</b> <i>Period B</i>	<b>10:35-11:20</b> <i>Period A</i>	<b>10:35-11:20</b> <i>Period F</i>	<b>10:35-11:20</b> <i>Period E</i>
<b>11:25-12:10</b> <i>Period D</i>	<b>11:25-12:10</b> <i>Period C</i>	<b>11:25-12:10</b> <i>Period B</i>	<b>11:25-12:10</b> <i>Period A</i>	<b>11:25-12:10</b> <i>Period F</i>
<b>12:15-1:00</b> <i>Period E</i>	<b>12:15-1:00</b> <i>Period D</i>	<b>12:15-1:00</b> <i>Period C</i>	<b>12:15-1:00</b> <i>Period G</i>	<b>12:15-1:00</b> <i>Period G</i>
<b>1:00-1:30</b> <i>US Lunch</i>	<b>1:00-1:30</b> <i>US Lunch</i>	<b>1:00-1:30</b> <i>Advisory Lunch</i>	<b>1:00-1:30</b> <i>US Lunch</i>	<b>1:00-1:30</b> <i>US Lunch</i>
<b>1:30-2:35</b> <i>Period F</i>	<b>1:30-2:35</b> <i>Period E</i>	<b>1:30-1:45</b> <i>Community Period</i>	<b>1:30-2:35</b> <i>Period B</i>	<b>1:30-1:45</b> <i>US Meeting</i>
		<b>1:50-2:35</b> <i>INDEPENDENT</i>		<b>1:50-2:35</b> <i>INDEPENDENT</i>
<b>2:40-3:15</b> <i>CLASS</i>	<b>2:40-3:15</b> <i>CLUBS</i>	<b>2:35-3:00</b> <i>Tutorial</i>	<b>2:40-3:15</b> <i>CLASS</i>	<b>2:35-2:55</b> <i>Tutorial</i>
<b>3:15-3:45</b> <i>Tutorial</i>		<b>3:00-5:15</b> <i>Afternoon Activities</i>		<b>3:15-3:45</b> <i>Tutorial</i>
<b>3:45-5:15</b> <i>Afternoon Activities</i>	<b>3:45-5:15</b> <i>Afternoon Activities</i>			

(May be subject to change without notification)

## **ROCKY HILL SCHOOL ORGANIZATION**

Rocky Hill School, Inc. (Corporation) owns the School. The Corporation is a not-for-profit entity composed of all parents and graduates interested in the welfare of the School. All members are invited to the Corporation's Annual Meeting each year to receive reports on the state of the School, to elect new members/officers to the Board of Trustees, or possibly to adopt changes in by-laws.

The Board of Trustees, composed of up to 18 elected Corporation members, exercises all legal responsibilities on behalf of the Corporation and is ultimately responsible for the trust of the School. More specifically, trustee duties include appointing the Head of School, ensuring financial stability, and setting major school policies. Trustees are not involved with the day-to-day operation of the School or with operational policies and programs. As a rule, trustees will forward questions or concerns about operational matters to the School's administration.

The Head of School, appointed by the Board of Trustees, is similar to the CEO of a company. The Head of School leads and runs the School and has final authority over all operational and educational decisions, including personnel appointments, assessment, and development and student acceptance or dismissal. The Head of School provides educational vision and direction, interprets major policies stated by the Board of Trustees, and develops specific operating policies to achieve the School's goals.

The Head of School organizes and appoints an administration. The administration helps lead the School and determines, with approval, specific policies, which apply to the administrator's specific area of responsibility.

The administration guides and supports the faculty and staff to achieve the School's educational objectives. Department chairs provide direction and leadership within their particular curricular areas. Some faculty members also serve as homeroom teachers (Lower School) or advisers (Middle and Upper School).

## **HANDLING QUESTIONS OR CONCERNS**

The School wants students and parents to have a happy and rewarding year. If you have questions or concerns, you should contact the appropriate person to discuss the issue before small problems become larger. No one will hold parents' concerns against their children. A good conference achieves positive results by developing solutions rather than assigning blame. Proper channels are as follows, preferably in this order:

- Teacher, adviser or coach
- Head of Division or Director of Athletics
- Head of School

If you are unsure of whom to call, please request assistance from the Head of School's Administrative Assistant in the main office (884-9070, ext. 110).

Faculty and staff are expected to respond to families' phone calls and emails within 48 hours, even if just to acknowledge receipt of an inquiry. Teachers are expected to return routine assignments within 3 days and longer assignments (essays, projects, etc.) within two weeks, allowing the best opportunity for students to reflect on their progress and to implement feedback into their next assignments.

## PARENT TEACHER LEAGUE

**Mission Statement:** The primary purpose of the Parent Teacher League (PTL) is to support the Rocky Hill School community (administration, faculty, staff, students, and parents) in building a dynamic learning environment through community and program enrichment.

**Objectives & Initiatives:** As the PTL seeks to achieve this mission, it will recognize and honor faculty; serve as a liaison among the faculty, administration, and families; encourage parent participation and involvement in their children's education; promote activities that enhance community spirit and enrich the curriculum; provide funds to assist with the School's logistical needs; and offer support as requested by the administration. The PTL will also provide a forum to connect faculty, administration and families by way of all-school/divisional meetings, community events, and through the sharing of information via PTL communications.

### **Community Enrichment Initiatives**

#### Social

- Orientation (August)
- Homecoming (October) \*
- Faculty and Staff Appreciation Programs (throughout school year) \*
- Faculty and Staff Appreciation Lunch (May) \*

#### Fiscal

- Box Tops for Education
- Online Book Fair
- Biennial Gala (May 2017)

#### Parent Relations

- Mentor Program \*
- Behind the Scenes – parent information series
- Admission Open House Tour Guides and Parent Advocates (October, January and May)
- Parent Coffees with Faculty & Division Heads
- Nominating Committee – recruit new volunteers
- Timely, informative and relevant communications via website, emails, meetings etc.

#### Program Support

- Lower School: Holiday Celebrations, World Cultures Week, Community Family Events, Field Day
- Middle School: World Cultures Week, MS Dances
- Upper School: Senior Seminar Dinner\*

*\*Denotes PTL planning committee is necessary*

### **PTL Board Positions** (serve in positions for two years)

- **Executive Board:** President, Vice President, Secretary, Treasurer, Division Representatives, Administrative Liaison, Head of School (ex-officio member)
  - Officers guide and support the PTL throughout the year regarding PTL by-laws, annual goals and objectives.

- Board meets periodically with Head of School, Division Heads and administration to define goals and objectives for the school year.
- *Division Representatives:*
  - Representatives act as critical liaisons to the PTL Executive Board, Division Heads, Classroom Representatives, Committee Chairs, the administration and parents.
- *Executive Committee:* Executive Board, and all Chairpersons of PTL committees. Chairpersons serve for one year.

***PTL Volunteer Positions*** (serve in positions for 1 year)

- *Classroom Representatives:*
  - Classroom Representatives act as liaisons to faculty and are the primary communication source for parents in their classroom/grade.
- *Classroom Parents:*
  - Generous donors of time, talent, and resources

***Meetings:*** The PTL will meet at all-school meetings, and divisional meetings. In an attempt to best serve division-specific issues and concerns, parents are invited and encouraged to attend divisional meetings/events. All meetings are open forums for any parent to attend.

All-school PTL Meetings

- Run by PTL Board
- PTL budgets and votes
- All-school and PTL business
- Summaries by Division Heads
- Active committee reports

Division PTL Meetings

- Run by PTL Division Representatives
- Division-specific news, updates, topics, feedback
- Committee reports as needed
- Coordination of volunteer needs as related to the division/classroom

## SCHOOL CALENDAR

A detailed calendar of school events can be accessed at [www.rockyhill.org/calendar](http://www.rockyhill.org/calendar). Rocky Hill School expects parents to take this schedule into account and to make every effort to avoid conflicts with events on the school calendar. Parents should check online regularly for updates and additions to the calendar.

## EXTENDED DAY PROGRAM

The Extended Day program provides supervision for Lower School children from regular dismissal until 5:30 p.m., for an added fee. **Contracts are available in the Business Office.** Extended Day meets in the Lower School when in session, except when there is an emergency closing or dismissal for bad weather. Extended Day does not meet on early dismissal days or Moving Up Day. For more information, contact the Director of Auxiliary Programs and Facilities Use (ext. 171).

## ROCKY HILL ENRICHMENT ACADEMY

Rocky Hill Enrichment Academy (RHEA) is an after-school program that provides academic, artistic and athletic opportunities for students in the community, for an added fee. A variety of engaging courses are offered Monday through Friday afternoons and are led by highly qualified and talented Rocky Hill School faculty members and other professionals in the area.

Running on a trimester schedule (approximately 8-10 weeks), enrichment offerings are available in fall, winter, and spring sessions. Different experiences are available to students during each session and can include: rocketry, soccer, chess, quilting, field hockey, puppetry, cooking/crafts, and improvisational theater. Families interested in enrolling their children into one or more of these classes should visit [www.rockyhill.org](http://www.rockyhill.org) or contact the Director of Auxiliary Programs and Facilities Use (ext. 171).

## ABSENCE AND TARDY POLICIES

In order to meet their goals of learning and teaching, students and teachers have an obligation to meet all appointments. Regular and prompt class attendance fosters community among the members of the class by showing that both students and teachers are dedicated to their work.

<b>Tardy:</b>	arrival on campus after 8:10 a.m., unexcused
<b>Absent/Late Arrival:</b>	arrival on campus after 10:00 a.m., unexcused
<b>Absent:</b>	not in attendance

3 Tardies to school = 1 unexcused absence

3 Unexcused Absences = School communicates with parents

## LATE ARRIVALS

**Lower and Middle Schools:** Students arriving after 8:10 a.m. should go directly to the Divisional Administrative Assistant's office (located in the US) for a late slip. Lower School students must be accompanied to the Upper School and then to their respective classroom by an adult.

**Upper School:** Students arriving between 8:10 – 8:25 a.m. should report directly to their advisers. Students arriving after 8:25 a.m. should go directly to the Divisional Administrative Assistant's office (located in the US) for a late slip.

## LATE DEPARTURES

At 3:25 p.m., any Lower School student still waiting for his/her ride home will be taken to the Extended Day program for supervision. Parents will be charged according to the published fee schedule. **Lower School students are not allowed to remain on campus unsupervised after dismissal.**

After 3:30 p.m., Middle School students not participating in a school-sponsored activity are considered to be under the supervision of their parents or guardian. Students waiting for late rides, including after athletic practices and games, will be supervised in Hale for pick-ups after 4:00 p.m.

After 3:30 p.m., Upper School students not participating in a school-sponsored activity are considered to be under the supervision of their parents or guardian. Students waiting for late rides, including after athletic practices and games, should remain at the Hopelands carpool bench, in the Flynn nautilus area, or in the gymnasium (side entrance lobby) during inclement weather. It is expected that Upper School students are mature enough to conduct themselves responsibly while they wait.

## ABSENCE POLICY

A student who is listed as absent or absent/late arrival should expect that he/she may forfeit all eligibility to participate in any type of co-curricular activity for the day, **including participation in the athletic, drama and music programs.**

**If a student is ill and unable to attend school, parents must notify the Divisional Administrative Assistant prior to the start of the school day. If a parent or guardian would like to provide confidential information about a student's illness, s/he should contact the School Nurse.** All other requests for excused absence must be made through the appropriate Division Head at least two days in advance of the absence, except in the case of family emergencies. Students in the Middle and Upper School are asked to accompany these requests with a completed Absence Release Form. Copies of this form may be found online at [www.rockyhill.org](http://www.rockyhill.org), or obtained from the Divisional Administrative Assistant, the School Nurse, or Division Heads.

In the event of an absence, it is expected that arrangements will be made concerning homework and missed class work. Students absent for two or more consecutive days due to an illness will visit the nurse upon returning to school for a nursing assessment. In addition, students absent for five or more consecutive days will provide the School Nurse with a physician note.

In cases such as traumatic injury, serious illness, or complication with a disease, the School Nurse may contact the appropriate health care professionals for the health and safety of the student(s).

Parents are encouraged to schedule doctor's appointments after the child's daily school commitment has been completed or during school vacations. If a student must miss all or any part of a school day for a doctor's appointment, the parent/guardian will notify the School Nurse of the appointment.

Parents/guardians are encouraged to share new medical information with the School Nurse in order for the nurse to make adjustments to a student's plan of care. Parents/guardians can provide written health information in a sealed envelope addressed to the School Nurse.

Parents or guardians who must be out of town while school is in session must notify the School Nurse as to who will be responsible for their child in their absence and how that person may be reached should that become necessary.

Students are expected to attend all assigned classes, sports, activities, study halls and lunch. Students with excessive tardies, late arrivals and unexcused absences may be subject to disciplinary action in addition to the negative effect such absences will have on their class performance and academic growth.

### LEAVING SCHOOL EARLY

Faculty confirms the attendance of students throughout the school day. It is important that parents communicate the need for an early dismissal to both the Divisional Administrative Assistant and the appropriate Division Head with a note or in an email at the start of the school day. **Requests for early dismissal should be for unavoidable appointments or emergencies only.** If the reason for early dismissal involves health information, a separate communication can be sent to the School Nurse. Parents/guardians can provide written health information in a sealed envelope addressed to the School Nurse.

Lower School students who need to leave campus before dismissal (for other than illness or emergency) must be picked up in their respective classrooms or in the Head of Lower School's office in Perkins, unless otherwise arranged.

Middle and Upper School students who need to leave campus before dismissal (for other than illness or emergency) must sign out at the Divisional Administrative Assistant's office and sign in upon return. **Students who neglect to sign out will be subject to disciplinary action.**

If any student becomes ill during the school day, he/she must ask the classroom teacher for permission to go to the School Nurse. The School Nurse will determine whether the student should go home or return to class, and will contact the parents when necessary. Students leaving due to illness will be picked up at the School Nurse's Office. No student is to leave campus without following this procedure.

### VISITORS ON CAMPUS

Rocky Hill School welcomes visitors to campus. If a student would like to bring a friend who is interested in attending Rocky Hill School, he/she is required to clear the visit with the Admission Office and the appropriate Division Head. **A visitor's parents must contact the Admission Office (ext. 107) to provide permission for the visit.** If a visitor has any medical issues, the School Nurse must be contacted prior to the child's visit.

For the safety of the school community, all visitors must check in at the main office in Hopelands before entering other buildings during the school day. Current parents are also required to check in, unless they are dropping off their children before school begins or picking them up after dismissal.

## SCHOOL OFFICE

Main office telephone: 401-884-9070

The main school reception area is in Hopelands, as are most of the administrative offices. The main office is open from 8:00 a.m. - 4:30 p.m. on weekdays and closed on weekends and holidays. Voice mail and email are in effect when the office is closed. The printed and online phone directories list faculty and staff voicemail extensions and email addresses.

After-hours emergency numbers are as follows:

Extended Day (Perkins Hall): 401-374-7452 (Patty Pontarelli)

Information regarding student absences should be directed to the School Nurse (ext. 112). **Parents who need to deliver a message to their children should call the Divisional Coordinator (ext. 136).**

If you change your residence, home/cell/work phone numbers, or email address, please promptly notify the Head of School's Administrative Assistant in the main office (ext. 110).

## STUDENT HEALTH & WELLNESS

### HEALTH FORMS

Rocky Hill School will receive all medically required student information from parents via a HIPAA compliant online program called Magnus Health SMR (Student Medical Record).

There are many benefits to using Magnus Health SMR such as parents having continuous access to their child's medical record, as well as less paperwork for parents to complete each year. The data is securely stored, so going forward parents will simply provide updates to the record as needed.

New parents will receive an email with the username and password to access their child's Magnus SMR account(s). Annually, reminders will be sent to parents for form and health requirement renewal.

For your convenience, the School's website has more information about Magnus, Rocky Hill School health requirements, and a link to the Magnus Health SMR account: [www.rockyhill.org/healthservices](http://www.rockyhill.org/healthservices) All required annual health information must be completed and submitted within your Magnus Health SMR account, for each child attending Rocky Hill School, no later than August 1.

Timely submission is vital so that health information can be reviewed and preparations made before the first day of school, **and prior to preseason athletic practice, field trips, and overnight events.**

### PHYSICAL HEALTH

**According to the RI Rules and Regulations for School Health Programs, the School Nurse will receive proof of medical history and physical examination performed in the state of RI within the 12 months prior to enrolling school.** If a parent/guardian cannot provide proof of the exam, they must contact the School Nurse for assistance. In addition, proof of a second health examination upon entry to the seventh grade will be submitted to the School Nurse. The exam may be performed during sixth grade, but no later than six months after entry into the seventh grade.

Rocky Hill School requires proof of an annual physical examination for the students that will participate in the Middle and Upper School athletic program. The exam will be performed within 12 months prior to the first day of athletic practice. If the physical is expected to expire during the athletic season, an updated physical must be submitted in order to remain eligible for sports participation. Therefore, it is recommended to schedule physicals during the months of June and July to avoid a disruption in athletic enrollment.

In addition to the physical exam requirements, a completed Rocky Hill School Health Form will be submitted through Magnus Health SMR before the start of each school year. The Rocky Hill School Health Form along with the proof of annual physical exam must be submitted before the first day of practice. The health form provides the opportunity for students, parents, and guardians to report any preexisting conditions that may affect athletic participation. Also, the Rocky Hill School Health Form provides staff with emergency contact information and authorization for emergency medical treatment if parents/guardians are unavailable.

As required by the RI Rules and Regulations for School Health Programs, the School Nurse will conduct an annual immunization audit. Parents/guardians will be notified if their child does not have proof of a state required immunization.

**A written licensed provider's order along with written parental consent is needed for the student to take prescribed medication during the school day.** All prescribed medication will be stored in a prescription labeled container. A written licensed provider's order and written parental written consent will be renewed annually and with medication changes during the school year. For safety reasons, parents must deliver medication to the School Nurse. If a student needs to self-carry medication, parents will contact the School Nurse to make the appropriate arrangements. The arrangement includes written documentation from the licensed provider and parent stating that the student needs to self-carry medication.

Students who become ill during the school day will report to the nurse to receive a nursing assessment prior to contacting parents.

The School Nurse is responsible for keeping school attendance records. Parents/guardians will report student absences and tardiness to the nurse at the start of the day (see *Absence and Tardy Policies*). The nurse will notify parents that a student has not arrived to school if his/her parents have not called.

#### EMOTIONAL SUPPORT & WELL-BEING

The Director of Counseling & Wellness (ext. 133) is available to all students for individual, confidential support and provides referrals to families if further support for their child is needed outside of school. The Director of Counseling & Wellness also works closely with the School Nurse, Division Heads, classroom teachers and advisers regarding individual student needs.

#### SOCIAL & PERSONAL RELATIONS

Part of growing up is developing appropriate social relationships with other individuals. As students mature, relationship which would have been developmentally inappropriate at a younger age (such as dating in elementary school) will become more appropriate. The natural empathy and respect Rocky Hill School seeks to instill in all its students can also grow appropriately into a personal affection between two students of a similar age. Care has to be exercised by both parties to such a relationship not to embarrass, harass, coerce, or in any way hurt the other person. Should such negative actions

occur, the injured party should seek help from an adult member of the school community and his or her parents. Negative social behavior can have disciplinary consequences applied by the School, up to and including expulsion.

It should be recognized that in Rhode Island the definition of sexual contact is not limited to sexual intercourse. Touching another person, on top of or under his/her clothes, on the buttocks, groin area, thigh, or, for a female, on the chest is also regarded as sexual contact, and when non-consensual, can result in charges of sexual assault or child molestation. Since a child under the age of 14 cannot give consent to sexual contact, such contact is assumed to be non-consensual.

It is important to recognize that inappropriate sexual contact can have legal ramifications. Sexual contact by a person 18 years of age or older with a child younger than 14 is defined in Rhode Island as First Degree Child Molestation Sexual Assault with very serious consequences. Sexual contact, even if it is consensual, by a person over 18 years of age with a child between the years of 14 and up to 16 is defined as Third Degree Sexual Assault (statutory rape) with penalties up to 5 years in prison. Should an individual over the age of 18 have non-consensual sexual relations with any individual 16 or older, he/she could be found guilty of rape with all the attendant consequence. This Parent/Student outline of the consequences in Rhode Island of inappropriate sexual relations does not constitute legal advice but is intended as an introduction for students to the possible consequences of some of their actions which might be illegal behavior.

In a high school where dating students may be anywhere between 14 and 19, the complicated legal consequences of sexual intimacy can catch students unaware. A boy and girl two years apart (for example 15 and 17) in age may suddenly find on one child's 18 birthday that physical contact that has been legally sanctioned now puts the older individual in the position of being charged with a criminal offense. Because the 15 year old child is not of the age of consent (16 in Rhode Island), even consensual sex will subject the now 18 year old adult to charges of statutory rape.

Sexual intimacy of teenagers presents them and parents and schools with many challenges. We want our children and students to be safe and to engage in emotionally and physically healthy activities. And yet, as they mature they experience physical and emotional changes which confront them with choices for which they are often unprepared. They make mistakes because which can be hurtful in many ways to themselves and others. Mixed expectations and maturities can lead to disappointment, misunderstanding, and conflict. It is for parents and educators to provide the guidance and information to best prepare our children for adulthood. An emphasis on values, safety and self-regulation are key to healthy adjustment during adolescence. Unconditional love at home may not always ensure good choices, but it provides the basis for healing when things do not go as we might wish. Being a good parent (and school) means both developing a child's strengths of self-reliance and decision making and also living with the anxiety that those skills and values may sometime not be enough.

When relations between students go awry, we will need to provide comfort even as we may need to support consequences for their actions. Despite the legal system, age does not ultimately define an adult; behavior does. In partnership, Rocky Hill School parents and faculty can educate and support our students as they grow into and undertake the responsibilities of adulthood.

## INFORMATION KIOSK

Notices for Upper School students will be posted on the information kiosk in the nautilus area in Flynn Academic Center. Students should pay special attention to any last-minute notices and updates.

## ATHLETIC PROGRAM

*(please see the Divisional Supplements for specific athletic requirements)*

### ATHLETIC HOTLINE

The Athletic Hotline (401-471-6287) is available to families 24 hours a day. Changes in the athletic schedule are updated, if necessary, after 1:00 p.m. The athletic schedule and updates are also posted on the School's website and calendar.

### GYMNASIUM

School rules are in effect in the gym at all times. Students must be supervised by a faculty member when using the gym. Students are also asked to respect other students, their belongings, and school property in the gym and locker rooms. The School expects students not to leave their valuables unattended and to use combination locks provided by the School to secure lockers if valuables must be left in the gym. The School assumes no liability for the theft of any item not secured in this manner.

In order to protect the gym floor and keep it clean, the Athletic Department does not allow food, drink, wet or muddy shoes, or dark-soled sneakers inside the gym. Whenever possible, individuals traveling through the gym are asked to walk around the perimeter of the court.

Any items left in the gym not locked up in the student lockers in locker rooms will be placed in the gymnasium *Lost and Found Box* in the locker rooms for student pick-up. Unclaimed items will be donated to a charity at the end of the school year.

### HEALTH FORMS

**Students will not be permitted to take part in any athletic activities, including preseason practices, until they have completed an up-to-date physical and submitted a completed a health form to the School Nurse.** Please see "Student Health & Wellness."

### ATHLETIC UNIFORMS

Uniforms are issued at the beginning of each season to team members in the Middle and Upper Schools. Each student is responsible for his/her uniform throughout the season. **If the uniform is not returned at the end of the season, parents will be charged for full replacement.** A single uniform could cost anywhere from \$100–\$200 to replace.

Students are responsible for keeping their own uniforms clean. They are encouraged to wash out stains before they set to avoid permanent damage to the uniform.

## LIBRARY

The Garry Campbell House Library is located on the first floor of the Carriage House. The general rules of the School are in effect in the library at all times.

**Students in Grades 3 – 12 are required to have a CLAN card from their local public library.** They will be using this card on campus and at home to access online reference resources at their public library. A major component of the Rocky Hill School library instructional program is learning to access information at other libraries. Middle and Upper School students can access online resources with passwords and user IDs via Google Classroom.

A database of materials in the Rocky Hill School Library is available at [www.rockyhill.org](http://www.rockyhill.org).

The most recent issue of a magazine is restricted to library use only. Back issues of magazines may be checked out overnight. Students are expected to access online periodical databases at Rocky Hill School and at their public libraries.

Students may arrange their own interlibrary loan requests. Using their CLAN cards, students can access via the Internet books at any public library in the state and have these titles sent to their local library. Books usually arrive in four to five days.

Students are encouraged to check out books for the summer.

The library hours are decided in consultation with the Division Heads.

Books may be borrowed for a period of three weeks. All books may be renewed unless another student has requested the book. The book must be returned to the circulation desk for renewal. **Students should return all books to the circulation desk when finished.**

*Reserve* is a procedure by which a teacher restricts the use of specific materials for his/her class. Materials selected by the teacher from the library's collection are housed on the *Reserve Shelf*, located on the bookcase directly in front of the circulation counter. These materials may be used only in the library, unless the subject teacher specifically authorizes overnight loan.

## TECHNOLOGY

The mission of Rocky Hill School's Technology Department is to help create a rich learning environment by providing technological resources and facilitating fluency in technology among the student body and faculty.

Both the Lower and Middle Schools have a classroom teacher who serves as a Technology Mentor for the other teachers in the division: Charlie Laurent (Lower School) and Sarah Gower (Middle School). These Technology Mentors are charged with supporting technology integration efforts in their respective divisions. They will also represent their division in the K-12 Technology Department to assure coordination and collaboration between the divisions, as well as equitable distribution of school resources. In the Upper School, Darshell Silva will be working with the faculty to ensure that technology is integrated into the Upper School curriculum.

All students in Grades 6 – 12 have local area network accounts, Google accounts with email, and Internet access throughout the day. Students in grades 3-5 have network and Google accounts with no email. Internet access for students in grades K-5 is available only under the supervision and direction of a faculty member. Use of these resources must support the School's educational program; student Internet use shall only be for educational purposes, and devices issued by the School should be used to create and store School-related documents and files only. During class, students should not use a

computing device or the network in any way that interferes with the teaching and learning process (e.g. email, instant messaging, random surfing of the Internet, online games). **If a student misuses his/her computing device, he/she is subject to standard disciplinary actions as set forth by Rocky Hill School and also risks losing access to his/her device for the remainder of the class day or longer.** Students are reminded that all digital communication tools (email, Google docs, Google Classroom posts, etc.) should be used for the exchange of appropriate information only. A good rule of thumb is not to send anything in email or other electronic means that one would not be able to say face-to-face.

Rocky Hill School expects that its students will use technology for educational purposes only and in a responsible, appropriate, socially acceptable, and legal manner. Regulations pertaining to the use of technology have been outlined in division-specific *Acceptable Use Policies*. Each Lower (Grade 3 through 5), Middle, and Upper School student, as well as his/her parents, will be asked to agree in writing to the guidelines specified. Please refer to divisional supplements for these individual policies.

The same mandate applies with regard to personal electronic devices used, in whole or in part, for entertainment purposes. Such items can be distractions to students' academic pursuits and are, therefore, not allowed during the class day. In specific and limited instances, Upper School students may be permitted to use personal music devices and/or their laptops for entertainment purposes as long as they meet the following requirements: the student has earned open campus privileges; he/she uses the device for these purposes only during an open campus period or break; he/she uses headphones; and the device does not require the School's Internet connection in order to function. Otherwise, students will be permitted to use these devices only after classes have concluded for the day.

Please see the "Digital Citizenship" section of *The Student/Parent Handbook* and the *Acceptable Use Policies* for more detailed descriptions of restrictions on the use of student laptops during school.

## DIGITAL CITIZENSHIP

Rocky Hill School provides and uses a variety of technology tools and resources to support learning and to enhance instruction. Students, faculty and staff are expected to use these resources, both personal and those shared by the entire community, in a responsible, ethical, legal and socially acceptable manner. Use should be for educational purposes only and be consistent with the School's educational philosophy.

The School's *Acceptable Use Policies* should provide the basis for good decision-making with regard to each individual's use of technological tools. Violations of the policies as outlined in this document are subject to standard disciplinary actions under the guidelines established in *The Student/Parent Handbook*. Depending on the violation, **Rocky Hill School reserves the right to address violations of the policies as outlined in this document by limiting, restricting, or canceling technology privileges, and/or by the confiscation of devices.**

Students review the appropriate *Acceptable Use Policy* with their advisers or the Director of Technology at the beginning of the school year. The *Acceptable Use Policy* is also sent home to be signed by Lower (Grade 3 through 5), Middle and Upper School students and parents/guardians. Signing this policy constitutes an agreement to abide by its contents, and, as such, the user will be held responsible for breaches and transgressions.

***Disclaimer and Agreement:*** Limited filtering of the Internet is in place to restrict access to those sites with content inconsistent with the educational program. It is the School's intention, wherever possible, to monitor and guide computer use. In this effort, the School views itself as a partner with parents and students, and as such expects responsible use of computers to be a goal of the entire community:

**Respect:** Community members must always act with respect in their dealings with others inside and outside of this community. Students, faculty, and staff will respect the privacy of others in their network activities and will expect to be free from harassment and/or unwanted contact by other members of the community. This includes the use of a personal webpage, social networking service, message board, blog, IM, email, or any other electronic tool to misrepresent oneself, disparage the School or any person, depict and advocate illegal or inappropriate behavior, or to threaten, tease and/or humiliate other members of the Rocky Hill School community. Students should be aware that failure to meet these expectations will likely result in serious disciplinary consequences.

In addition, it is unacceptable to read, delete, erase, or modify another person's files and to use a false name in any activities associated with electronic resources.

Use of profanity or obscenity is strictly forbidden, and community members are expected to avoid insulting and inflammatory speech in written communication.

**Integrity:** Students, faculty and staff must work only in the accounts assigned to them and must take responsibility for all activity on said accounts. As outlined in the "Behavioral Expectations" section of *The Student/Parent Handbook*, all work posted or submitted under an individual's name must be the product of his/her own efforts.

Community members will not post, distribute, or use, without permission or proper credit material, that was created by someone else; all material (graphics, video, music, data tables and text) obtained electronically for use in academic work will be correctly documented. Use of this material without proper citation constitutes plagiarism. Please refer to the section on "Academic Integrity Policy" in *The Student/Parent Handbook*.

In order to uphold the integrity of the learning process, students may not use the computer in a way that is disruptive to a class, to other students, or to faculty. Instant messaging, video chatting (iChat, Skype, Hangout, etc.) or other instantaneous communication programs, services, or devices will not be used except as part of an assigned, in-class activity. Failure to adhere to these rules may result in disciplinary action (see "Student Discipline" section of *The Student/Parent Handbook*) and confiscation of the computer or device.

**Safety and General Use:** Computer users should not reveal personal information (name, age, gender, address, school, etc.) about themselves or others through any electronic means. Community members may not degrade or disrupt the School network and associated technology, or interfere with its operation; this includes the downloading of music, video, or gaming files, intentional importation or creation of computer viruses, efforts to bypass security systems and/or to gain access to confidential or secure information, and attempts to change the configuration of any installed software or hardware. All software must be downloaded with the permission of the Technology Department. Students must be aware of and respect all copyright laws and may not use any electronic tool (webpage, message board, blog, IM, email, online service, etc.) to misrepresent themselves, disparage the School or any person, depict and advocate illegal or inappropriate behavior, or to threaten, tease and/or humiliate other members of the Rocky Hill School community. Students should be aware that failure to meet these expectations will likely result in serious disciplinary consequences.

The School's administration and/or the Technology Department reserve the right to inspect personal computer files and to monitor email, Internet and network activities if there is reason to believe that

violation of the guidelines may be occurring. There should be no expectation of privacy in the use of such Rocky Hill School resources. Students should notify a faculty member if they observe or have knowledge of actions that violate the School's *Acceptable Use Policy* or community values.

Questions about technology use at Rocky Hill School, Digital Citizenship or the *Acceptable Use Policy* should be sent to the Director of Technology.

### MUSIC & GAMING DEVICES

A "personal music device" is defined as any device used to listen to or view music or videos. This would include any number of MP3 players, iPods, etc. A "personal game system" is defined as a video game-playing device such as a PSP, Nintendo DS, etc. These devices fall under the category of "entertainment" and have little value for use at school. The School recommends that these types of devices be left at home. In addition, students in the Upper School may not wear earphones unless directed by a teacher for an academic purpose or when utilizing open campus privileges. No device that uses Rocky Hill School's Internet connection may be used for entertainment purposes.

### VIDEOTAPING PLAYS & MUSICALS

Videotaping copyrighted plays and musicals performed by Rocky Hill School students is subject to the license purchased by the school to produce the performance. Some productions may be recorded and some may not. Community members wishing to record a play or musical at Rocky Hill School must check with the director of the performance before doing so.

### TELEPHONES, CELL PHONES, & PERSONAL COMMUNICATION DEVICES

All visitors and students are required to use the telephone in the reception area (in Hopelands or the Flynn Academic Center) for necessary and/or emergency calls. During the school day, student phone calls (incoming and outgoing) are restricted to **emergencies only. Upper School parents who need to deliver a message to their children should call the Divisional Coordinator (ext. 136). Lower and Middle School parents should contact (Patty Pontarelli, ext. 116 and Mike Jedrey, ext. 128).**

As appropriate measures for contacting students already exist via the School Nurse and the Division Heads, students are prohibited from using cell phones during the class day. Cell phones provide unnecessary distractions and may even circumvent safety measures already in place to protect students' welfare. **Students found using cell phones, including for text messaging during the class day, risk disciplinary action and confiscation of the device.**

### GOOGLE CLASSROOM

The School will be using Google Classroom which is a powerful web-based academic resource. This will be used by the Middle and Upper School teachers to post course overviews and objectives, syllabi, course documents, assignments, and project/test/exam dates, as well as to facilitate communication between and among teachers and students, both in and out of class.

#### ***Instructions for accessing assignments on Google Classroom:***

- Login to the RHS Google Classroom by going to <http://classroom.google.com>
- All courses that you are a part of will be listed on your dashboard.
- A username and password is required. Your son/daughter will receive his/her login information at the start of school.

Once you have entered the course, you may access the information about the class posted by the teacher.

## TIPS FOR SAFE COMPUTING

Life without a personal computer has become almost unimaginable. With this increasing reliance on computers comes a greater degree of risk in the way your data is stored and handled. Computer hacking, malicious software, spyware and viruses are only a few of the ways your computer and the data on it can be corrupted, compromised, and/or stolen.

The following are some basic practices you should consider adopting to protect yourself, your computer and your data, regardless of the type of computer you own or the operating system and software you use:

- Choose passwords that are unique and difficult to figure out. Never use a single word that can be found in the dictionary. Try misspelled words, a mixture of letters and numbers, a phrase, or even some special characters. Do not share your password with anyone and do not write it down; the only secure place for it is in your head. Changing passwords often, while not always practical, does give you another layer of security.
- Practice basic email and downloading “street smarts.” Most viruses are transmitted as email attachments or hidden in programs downloaded from unreliable sources. Do not open any unexpected email attachments. If you receive one from someone you know, before you open it, contact the person to be sure that he/she actually sent it.
- Be wary of email that requests personal information or directs you to go to a website where you will be asked to provide some sort of account information. Most companies will not send you this kind of email. Always contact the company’s customer service line to validate the email.
- Avoid opening email attachments that contain “.vbs,” “.scr,” “.exe,” or “.pif” file extensions. Files that end in these extensions are most likely to contain some sort of virus.
- Make sure your antivirus definitions are current. During the school year, the antivirus definitions will be automatically updated through the Rocky Hill School server. During vacations, be sure to update them at least weekly; daily is even better.
- Run your anti-spyware programs (Adaware, ForeFront) at least once a week, or more frequently if you are a heavy Internet user.
- Keep current on critical updates for your operating system. Mac and Windows computers receive system updates regularly. These updates keep your computer safe.
- Don’t blindly click “OK” on pop-ups that appear when you are surfing the Internet. More often than not, these will install unnecessary and unwanted software (“Spyware”) on your computer. This software may also slow down your computer’s performance.
- If you store important data on your computer, make sure that you back it up frequently. Use an external hard drive, burn the data onto a CD, use a USB Flash Drive, or upload your files to a cloud storage service such as Google Drive or Apple iCloud.
- Never leave your computer unattended or unprotected. Use a screen lock, log out , or shut down.
- Never leave a laptop in a location that may be very warm or very cold, such as a car, for any length of time, since exposure to extreme temperatures can cause serious damage.
- File-swapping and downloading continue to be very popular; however, if you cannot be entirely certain who or what is at the other end and whether you can trust the files you are getting, then don’t do it. Be on the lookout for “mystery” files, ones that you don’t recognize and/or recall downloading. They may indicate that someone has gained access to your computer. Be very careful about what you put on your computer!

- If you have installed a wireless network in your home, make sure it is encrypted. If your wireless connection is not encrypted, you are operating the equivalent of a free public- access hotspot. Anyone within range of your wireless router could start using your Internet connection without your permission, and data sent to and from your computer would not be secure. Encryption prevents people without the password from attaching to your network.

## INTERNET SAFETY & CHILDREN

It is important that parents be involved in their children’s online activity. The following is a list of resources to help parents become better informed about the Internet so that they may then help their children become “web wise” and stay safe. Understanding how their children use the Internet enables parents to anticipate the risks their sons and daughters might face while online.

- Netsmartz Workshop: Keeping Kids and Teens Safer on the Internet [www.netsmartz.org](http://www.netsmartz.org)
- Wiresafety.org: The World’s Largest Internet Safety and Help Group [www.wiredsafety.org](http://www.wiredsafety.org)
- GetNetWise: About...Kids’ Safety [www.getnetwise.org](http://www.getnetwise.org)
- i-Safe: The Leader in Internet Safety Education [www.isafe.org](http://www.isafe.org)
- Stay Safe Online [www.staysafeonline.org](http://www.staysafeonline.org)
- SafeKids: Digital citizenship, online safety and civility [SafeKids.com](http://SafeKids.com)
- Wired Safety: The Ultimate Online Safety Project for Kids and Teens [www.wiredsafety.org](http://www.wiredsafety.org)
- FBI “Parents Guide to Internet Safety” [www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)
- NetLingo: Dictionary of Internet Terms and Abbreviations [www.netlingo.com/emailsh.cfm](http://www.netlingo.com/emailsh.cfm)

## SCHOOL STORE

Rocky Hill School’s Store is open Monday through Friday from 10:00 a.m. to 2:00 p.m. The School Store carries various school supplies, some athletic equipment and Rocky Hill School apparel. **All purchases for less than \$2 will be on a cash-only basis.**

The School Store does not stock textbooks. Families must purchase books from an outside vendor. For convenience, the School works with [eFollett](http://eFollett) to provide parents with an online source. Many textbooks can also be found on other online bookstores. In addition, all required books are listed on [www.rockyhill.org](http://www.rockyhill.org). Please contact the School Store Manager (ext. 148) with any questions.

Depending upon where a student lives, his/her school district may provide the child with free texts if the texts are the same books used by the public schools. Parents should contact their district school department in the beginning of the summer to inquire about the availability of these texts.

## FOOD SERVICE & THE DINING FACILITY

The dining facility is located in the Campbell Center. Flik Independent School Dining is the School’s food service provider and a monthly menu is posted online at [www.myschooldining.com/rhs](http://www.myschooldining.com/rhs).

All students must subscribe to the meal plan as outlined in enrollment contracts. Students select from hot lunch, salad bar, vegetarian, and deli menu options. Breakfast and snacks, both morning and afternoon, are available for cash purchase.

After eating, all students are expected to remove their trays and debris from the table and see to it that the area is neat and clean when they leave. Students will be assigned lunchroom cleanup duties on a rotating basis.

Food and drinks belong in the Campbell Center dining facility only and may not be taken into other buildings unless a teacher specifically authorizes a special occasion involving food.

Because of the damage chewing gum causes to carpets, clothing, and furniture, gum is not permitted at Rocky Hill School at any time.

#### PEANUT/TREE NUT ALLERGIES

The State of Rhode Island has passed an amendment to Section 1, Chapter 16-21 of the General Laws entitled "Health and Safety of Pupils." The amendment addresses the issue of peanut/tree nut allergies. This amendment applies to all public and non-public schools in the state. The law specifically states that if the school has enrolled a student with an allergy to peanuts or tree nuts, the school cannot sell peanuts, peanut butter and other peanut-based products in its cafeteria.

**Rocky Hill School's campus is nut free.** In an effort to keep the rest of the campus safe for students with allergies, students, parents, faculty and staff **should refrain from sending/bringing snacks containing peanuts or tree nuts to campus, including into individual classrooms and for purposes of fundraising and special events.**

#### LOST & FOUND

The main Lost and Found is in the School Nurse's office. Found items may also be located in each division (Perkins, Hale & Flynn and/or the gymnasium) prior to being turned over to the School Nurse.

#### VALUABLES & LOCKERS

The Rocky Hill School community is built upon trust and respect. Nevertheless, students should be prudent about where they leave coats, purses, money, books, laptop computers and other personal belongings. Rocky Hill School cannot be responsible for the loss of, or damage to, these items at school. Students should not bring valuables or large amounts of money to school. Each student in Grades 6 through 12 has a locker. It is important that students keep all valuables locked in lockers.

Middle and Upper School students also have gym lockers and the Director of Athletics will distribute to all student-athletes a school-supplied lock to be used during the season. Students may use only school locks on their lockers. ***School lockers are subject to inspection by school officials at any time.*** The locker room in the gymnasium is a shared space and is used by visiting teams; therefore, all student-athletes must lock belongings in a locker. When not in use, athletic equipment should be stored only in gym lockers or on the athletic fields.

**Parents are asked to clearly mark all personal clothing and equipment with students' names.**

#### SMOKE-FREE & TOBACCO-FREE CAMPUS

By law, Rocky Hill School is a smoke-free and tobacco-free campus. Smoking and the use of any tobacco products are not permitted by anyone on the campus at any time. This ban extends to all buildings and fields, and is in effect at evening, weekend and/or special functions.

## TRANSPORTATION, TRAFFIC & PARKING

The safety of students must be everyone's first concern. In addition, the School wants to be respectful of the residents of the homes near campus. All members of the school community are asked to adhere to the following transportation and traffic requests:

- **Obey the 25 mph speed limit on Wampanoag Road.**
- Do not drive on the roads of the internal campus (used for foot traffic only).
- Utilize short-term parking spaces (numbered spaces are reserved for faculty/staff).
- Do not drive or park on lawns or fields.
- **Refrain from parking in the center of the traffic circle at the gym.** This prohibits school buses from operating safely.
- Do not block other cars when parking, even temporarily.
- Respect handicap and other reserved parking spaces.
- Avoid blocking the driveway near the carpool bench and portico. At dismissal, if a child is not ready at the bench or portico when a parent arrives, parents are asked to utilize short-term parking.
- Park your car or pull over to the far right when dropping off, in order to allow other vehicles to drive past.
- Check the back lot for parking spaces before using the main entrance.
- Turn off the engine and remove your keys when leaving a car, even when "quickly running" into a building.
- Do not idle your car in the parking lot for more than 30 seconds.
- Student drivers may use only the back road entrance (even after school hours) and must park in the area by the athletic fields designated for student parking.
- **Students are not allowed to drive off campus during the academic day or between school obligations without permission.**
- In accordance with state law: *Children under age 8, less than 57 inches tall, and weighing less than 80 lbs. must be transported in the rear seating position of a motor vehicle and properly restrained in a child restraint system. Children between the ages of 8 and 12 must be wearing a properly fitting seat belt. Any passenger age 13 or over must be restrained wearing a safety belt and/or shoulder harness. All vehicle operators must be restrained wearing a safety belt and/or shoulder harness.*

Students riding the public school bus or a Rocky Hill School mini-bus should behave with respect and courtesy, and are subject to the driver's rules, which include no smoking. Riding in school vehicles is not a right, but a privilege, which can be suspended if the rules are not obeyed.

### SAFE DISMISSAL

*(please see the Divisional Supplements for specific dismissal procedures)*

The safety of students is of primary importance. For their protection, we have developed specific policies to minimize the risk of any child leaving campus with an unauthorized person. Though this policy may cause slight inconveniences from time to time, your full support and cooperation are the best insurance for every child's welfare.

**If a divorced or separated parent is not authorized to pick up a child, the School should be notified and provided with a copy of the custodial agreement.**

## STUDENT DRESS & APPEARANCE CODE

Proper personal appearance encourages and promotes pride and concern for one's surroundings. Moreover, it reflects the School's community values, and represents a standard of order, respect, and responsibility that the greater community can associate with Rocky Hill School.

All students' clothing should be neat and clean, fit reasonably and be worn in a traditional manner. Button-up shirts are to be buttoned except at the neck. Shirttails and all undershirts must be completely tucked in; an exception is made for polo and other straight-hemmed shirts, which may be worn untucked. Shoes are to be worn at all times. Dress shorts (Bermuda shorts) are permissible after April 1 and before November 1. Shorts and skirts must be of an appropriate length, *defined as clothing that falls three or fewer inches above the top of the knee. Appropriate width of sleeveless dresses or blouses must be at least three fingers wide at the shoulders.*

### LOWER SCHOOL

**The following items of clothing are excessively informal and are therefore not permitted for wear by Lower School students during the class day.** It should be noted that this list is not exhaustive, but serves as an illustration of the types of clothing deemed inappropriate and **not** permitted.

- Blue jeans (except on dress-down Fridays; all other dress code guidelines will still apply)
- Athletic shorts
- Ripped, frayed, or fringed pants, skirts, shirts and other articles of clothing
- Shirts and sweatshirts with text, printed messages or graphics on them (*small designer labels and RHS apparel are allowed*)
- Beachwear, flip-flops, open-toed shoes, Crocs
- Spaghetti straps, tank tops or other garments that reveal undergarments or bare the midriff
- Baseball caps worn in any buildings
- Clothing or appearance which is garish, disheveled, offensive, promoting alcohol/drugs/tobacco, sexually suggestive or otherwise distracting
- Shoes with retractable wheels

### MIDDLE SCHOOL

**The following items of clothing are excessively informal and are therefore not permitted for wear by Middle School students during the class day.** It should be noted that this list is not exhaustive, but serves as an illustration of the types of clothing deemed inappropriate and **not** permitted.

- Blue jeans
- Ripped, frayed, or fringed pants, skirts, shirts and other articles of clothing
- T-shirts
- Shirts with text, printed messages or graphics on them (*small designer labels are allowed*)
- Sweatpants, velour sweat suits or pajama bottoms
- Athletic apparel, including hooded sweatshirts (*only official RHS sweatshirts are allowed*)
- Beachwear, flip-flops, slippers or bare feet
- Tank tops or other garments that reveal undergarments or bare the midriff
- Hats worn in any buildings
- Clothing or appearance which is garish, disheveled, offensive, promoting alcohol/drugs/tobacco, sexually suggestive or otherwise distracting

- Shoes with retractable wheels
- Leggings, jeggings, yoga pants or tights, unless pair with a dress or skirt.

## UPPER SCHOOL

In order to reflect community values and to support the academic life of the School, Upper School students are expected to dress according to the criteria below. All students are expected to be neat and clean and to abide by the dress code at all times. Appropriate dress for boys and girls includes:

### *Dress for Upper School Boys:*

- Oxford/button up, polo, or turtleneck shirts are acceptable. Shirts must have a collar and are to be buttoned except at the neck. Shirttails and all undershirts must be completely tucked in; an exception is made for polo and other straight-hemmed shirts.
- Dress slacks, khaki pants, or corduroy pants may be worn and must be appropriately sized and worn above hip level.
- Dress shorts (Bermuda-length) may be worn after April 1 and before November 1.
- If desired, a sweater or fleece jacket may be worn over a collared shirt.
- Shoes or sneakers that are in good condition
- Crewneck sweatshirts are acceptable if worn with a collared short or turtleneck.

### *Dress for Upper School Girls:*

- Dress shirts or blouse tops that cover both shoulders are acceptable. When applicable, shirts are to be buttoned except at the neck. Turtleneck shirts are acceptable.
- Tank top or spaghetti strap garments may be worn if covered by a sweater or blazer.
- Dress slacks, khaki pants, colored denim or corduroy pants may be worn and must be appropriately sized and worn above hip level.
- Dresses of appropriate length\*
- Skirts of appropriate length\*
- Dress shorts (Bermuda-length) may be worn after April 1 and before November 1.
- If desired, a sweater, fleece jacket, or blazer may be worn over a shirt.
- Shoes or sneakers that are in good condition

*\*Appropriate length is defined as clothing that falls three or fewer inches above the top of the knee. Appropriate width of sleeveless dresses or blouses must be at least three fingers wide at the shoulders.*

### *Inappropriate Dress for Upper School Students:*

**The following items of clothing are not permitted for wear by Upper School students while on campus during the academic day or at any school-sponsored field trip events.** It should be noted that this list is not exhaustive, but serves as an illustration of the types of clothing deemed inappropriate and **not** permitted. Inappropriate dress for boys and/or girls includes:

- Blue jeans or blue jean jackets
- T-shirts or long sleeve shirts without a collar. Girls may wear collarless dress shirts or blouse tops.
- Tank top or spaghetti strap garments or sheer fabric tops.
- Tops that reveal undergarments or bare the midriff or cleavage.
- Flannel shirts, fatigues or shirts with text, printed messages or graphics on them (*small designer labels are allowed*).

- Hooded sweatshirts (except RHS apparel), even if worn as a coat.
- Sweatpants, leggings, jeggings or yoga pants. Pants should not look like tights.
- Athletic apparel.
- Beachwear, flip-flops, slippers, or bare feet.
- Hats and headwear during the academic day, regardless of location on campus with the exception of winter caps outside during the winter season and religious head wear.
- Ripped, frayed, or fringed articles of clothing.
- Clothing or appearance that is garish, disheveled, offensive, promoting alcohol/drugs/tobacco, sexually suggestive or otherwise distracting.
- Tiny, short, tight skirts or dresses.

## ALL-SCHOOL

Rocky Hill School reserves the right to request of all students that, with the exception of earrings, any form of body piercing not be displayed during the school day. This includes a wide range of bodily locations. Regardless of the student's gender, only earrings in ears are acceptable displays of piercing during the school day. Adherence to this policy is expected of all Rocky Hill School students.

Boys must be clean-shaven. Senior boys who have reached their 18<sup>th</sup> birthday after January 1 of their senior year are permitted to have manicured facial hair in the second semester of the academic year. This facial hair may be grown over a vacation, but may not "grow in" while school is in session.

Certain occasions call for more formal attire than usual, and all students, including Lower School students, should be ready to comply with requests for a "dress up" day. For example, blazers and ties, skirts or dresses, and "dress shoes" may be requested for certain field trips or school events. Likewise, coaches will often ask their players to dress more formally when they travel to away games.

**Implicit in your enrollment contract is the agreement to comply with this dress code.** Each faculty member will use his/her discretion in determining adherence to the dress code. Students who do not adhere to the spirit as well as the letter of the dress code will be notified by the faculty member and asked to comply. Refusal to comply with a faculty request and/or subsequent violations will lead to a conference with the appropriate Division Head or Class Head, with further discipline a normal outcome which will include serving detention. The School reserves the right to send a student home to change, or to ask parents to bring appropriate clothing for their child to school.

Anyone who needs clarification of the dress code policy, or has specific questions, should see the appropriate Division or Class Head.

## STUDENT BEHAVIOR

All students of the Rocky Hill community are expected to behave in accordance with the School's community values. The "Student Behavior" section of *The Student/Parent Handbook* is intended to support these values by clearly outlining behavioral expectations and consequences. Violations of school rules are dealt with on a case-by-case basis, with due regard for both specific circumstances and the welfare of the entire school community. When disciplinary matters are brought forth, they are investigated thoroughly. By dealing with misbehavior clearly, quickly, fairly and without exception, we hope that students will understand that, although there are times when we cannot support their behavior, we do care about them as developing young people.

## HONESTY

Honesty is essential to creating a trusting community; as a result, honor violations are very serious. Lying, stealing, and all other honor violations outlined under the “Academic Integrity” section are grounds for immediate expulsion.

## ACADEMIC INTEGRITY

The first law of academic life is intellectual honesty. One of the fundamental principles of intellectual honesty is respect for the originality of ideas and of the language used to express them. It is a respect precisely analogous to the respect for property in civil law. Theft of property is larceny; theft of ideas or of their manner of expression is plagiarism.

**Plagiarism:** Plagiarism is intellectual larceny, and therefore is a most serious form of academic misconduct. \*Plagiarism takes several forms, not all equally grave. The following list is intended to define the principle varieties of plagiarism.

- Verbatim copying of assignments, either from fellow students or from printed sources. This most flagrant form of plagiarism is always conscious and in conflict with academic honesty. When detected, it may be properly referred to a Division Head and/or the Head of School for action.
- Partial copying of online, electronic or printed materials without acknowledgement of source. This more common type of plagiarism is more difficult to establish because of occasional lapses into originality, but is equally subject to disciplinary action or a failing grade in any exercise requiring the use of standard documentary techniques.
- Parroting of either the ideas or the phraseology of another person. The natural fate of the academic parrot is gradual failure rather than sudden expulsion. Clearly, there is a distinction to be made between the willful plagiarist, against whom a charge of dishonesty must be made and referred to the proper authorities, and the ignorant or even innocent plagiarist, who is in need of academic rather than behavioral discipline. It is every teacher’s duty to determine whether any of these offenses have occurred. Appeal to the appropriate Division Head or Head of School is always available to both parties in a dispute involving plagiarism. The student’s surest defense is the energetic use of his/her own mental powers and scrupulous acknowledgement of all debts which he/she owes to the efforts of others.

*\*Obtained, revised, and adopted from University of Delaware handout sheets for all freshmen. (Originally adopted by the former Committee on Student Personnel Problems at the University of Delaware, April 11, 1968).*

**Cheating:** Cheating shall be defined as (but is not limited to) the following:

- Theft (unauthorized taking) of exams, tests, quizzes, homework, or other evaluation materials.
- Distribution of stolen evaluation materials or use of any unauthorized aid (including but not limited to “cheat sheets” and electronic text/instant messaging devices) during a test, final exam, or other major assessment.
- Use of any unauthorized aid or another student’s work during the completion of an assessment (i.e., homework, quiz, test, etc.); allowing another student to copy one’s work on a take-home assignment, a quiz, test, or final exam.
- Any incident of plagiarism as outlined in *The Student/Parent Handbook*.

Consequences for academic dishonesty depend upon the severity of the incident and the student’s history in terms of academic dishonesty. Students who are found to have already committed acts of

academic dishonesty can reasonably expect more severe consequences. **The range of consequences includes, but is not limited to, the following: loss of all credit on the assignment in question, academic probation, disciplinary probation, the completion of additional coursework, suspension, or expulsion. At the minimum, in no instance will a student receive credit for an assignment involved in an incident of academic dishonesty.**

All academic integrity violations must be documented and reported in writing by the relevant teacher to the Division Head, who will contact parents and determine the subsequent course of action.

## RESPECT

Students are expected to treat one another, faculty, staff, buildings, and property with respect. Failure to do so may result in serious disciplinary action and jeopardize a student's standing in the community.

## HARASSMENT

Rocky Hill School does not tolerate harassment of any kind, especially harassment forbidden by law and based on race, gender, religion, sexual orientation, age, national origin, color, marital status, or physical or mental circumstance. Harassing situations can occur between adults, between an adult and a student, as well as between students. An unforeseen situation might not fit neatly into the defined categories in this document, yet such a situation might comprise harassment.

Harassment is best seen as an assertion of power over or against another person, and may include, but is not limited to, the following:

- Comments which are demeaning with respect to race, religion, gender, sexual orientation, age, national origin, color, marital status, or physical or mental disability
- Hazing, stalking, threats, or other intimidating conduct
- Uninvited or unwanted physical contact such as "whitewashing," "swirlies," pantsing," "noogies," or "wedgies"
- Display of explicit, offensive, or demeaning materials
- Pressure to buy or use alcohol, drugs, or tobacco
- Cornering, hovering or otherwise causing a person to feel threatened by physical proximity
- Coercing another person to perform demeaning, humiliating, or dangerous acts

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical and non-physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or at school.
- Such conduct creates an intimidating, hostile or offensive environment in which to work or learn.
- Submission to such conduct is made, explicitly or implicitly, a term or condition of employment or is used as a basis for employment decisions.

Sexual harassment is uninvited and unwanted and may be indirect and unintentional. Sexual harassment may include, but is not limited to, the following:

- Physical assault, including rape, or any coerced sexual relations
- Pressure for sexual activity or for a relationship that exceeds the limits of a healthy relationship
- Any demeaning sexual propositions
- Inappropriate physical contact
- Standing too close, cornering, or preventing someone from leaving an area
- Exposing oneself

- Leering or ogling at a person's body
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior
- Wearing clothing, hats, pins, or jewelry with provocative or obscene messages.
- Sexually stereotyped or sexually charged insults, personal questions, jokes, or verbal abuse
- Playing sexually offensive games such as rating males or females on a scale of 1 to 10

Individuals who believe they are being harassed are encouraged to tell the person engaging in the conduct how they feel, but they are not required to do so. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct.

An individual who believes that he/she has been subjected to harassment should report the incident to the appropriate Division Head, superior, or Head of School. A concern regarding the Head of School should be directed to the Board President. Any complaint will be promptly investigated. Appropriate action will be taken depending upon the nature and severity of any proven incident.

An alleged harasser will be given the opportunity to respond to the allegations. The Division Head or administrator will refer all such complaints to the Head of School. A harasser is subject to immediate discipline, which may include dismissal from Rocky Hill School or termination of employment. A written record of any disciplinary action taken will be placed in the student's school record or the employee's personnel file.

In addition, retaliation against an individual who complains about harassment, or is otherwise participating in an investigation of a complaint, is a violation of school policy and may violate applicable law. Such retaliation will be treated as harassment subject to the procedures set forth above.

This policy is not to be construed in such a way as to suppress respectful thought, study, or discussion concerning controversial issues. The purpose of this policy is to prevent harassment, as previously defined, in order that each member of the school community has an equal opportunity to work, learn and develop to his/her fullest potential. It is the intent of this policy to allow the community to live in harmony by establishing open channels of communication and by developing sensitivity towards others and their perception of the world in which we dwell.

## BULLYING POLICY & PROCEDURE

The issue of bullying, i.e. emotional harassment, whether physical or through verbal or written communication, is of grave concern to Rocky Hill School. As a school which takes seriously the moral as well as intellectual development of its students, Rocky Hill has developed and adopted co-curricular programs which seek to foster empathy, respect for others, and care for the School and the greater community. The Lower School faculty collaborate in the use of the Responsive Classroom social curriculum and the Middle School faculty use a similar program called Developmental Designs. Throughout the School, but particularly at the Upper School, the Diversity programs of discussion groups, talks by faculty and students on cultural and other differences, and visiting experts in the fields of multiculturalism and equity and justice help develop awareness of and sensitivity to others.

In a small school such as Rocky Hill, the engagement of teachers and students in team sports, extra-curricular activities and Harkness discussions promote a strong sense of community spirit in which the diverse contributions of many individuals are valued and differences are seen as positive attributes, not as something to be ridiculed or feared. The creation of an ethos of understanding and appreciation is far more effective than a regime of discipline in eliminating bullying. Since the paramount responsibility of

a school is education, Rocky Hill School has always sought to lead its students by example and education into moral and empathic behavior.

In cases of persistent or gross misbehavior, Rocky Hill School is prepared to apply discipline up to and including expulsion. Since such negative behavior toward another member of the school community can have a hostile effect on the educational environment as well as on other community members, a student who engages in such behavior, whether on or off campus, whether during or after school, whether in person or through virtual methods, may be disciplined by the School up to and including expulsion.

Below are the discipline guidelines for bullying set by the State of Rhode Island with appropriate additions consistent with the State guidelines but particular to Rocky Hill School.

***Bullying is prohibited at Rocky Hill School.***

***Definition of Bullying:*** Bullying occurs when a student intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student.

***Disciplinary Sanctions*** may include:

- Admonitions, warnings and counseling
- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- In-house suspension
- School suspension
- Expulsion

***Reporting Bullying:*** A report of bullying may be made to the Head of School or to a Division Head or to any faculty member. An administrator or faculty member receiving such a report must promptly forward such report to the Head of School for follow up. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may make a report of bullying.

***Responsibility of Faculty & Staff:*** School faculty and staff shall take all reasonable measures to prevent bullying and shall report all acts of bullying that come to their attention. In this context the staff includes volunteers working in the School.

***Instruction in the Prevention of Bullying:*** Students and faculty are instructed in the School's policy encouraging empathy and prohibiting bullying. This instruction shall include the particulars of this policy.

***Responsibility of Students:*** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying shall, however, not be subject to discipline for failing to report the bullying.

**Investigation of Bullying:** The Head of School, or his designee, shall investigate all allegations of bullying. If the allegation is found to be credible, appropriate disciplinary sanctions will be imposed. The investigation will include an assessment of the effect the bullying has had on the victim.

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. In most cases retaliation or a threat of retaliation may result in the imposition of a short or long-term school suspension or an expulsion and, in appropriate cases, referral to the police.

**Prohibition against False Reports of Bullying:** False reports concerning bullying will be subject to appropriate school discipline, including short or long-term suspension or expulsion from school.

**Police Notification:** When the bullying involves conduct that potentially violates the criminal law, the police shall be notified.

**School Atmosphere:** School staff at all times will model correct and courteous behavior to each other, to students, and to visitors to the School. Abusive or humiliating language or demeanor will not be accepted. An effort will be made to ensure that each student is well known by at least one teacher so that the student will have someone to turn to at school if a bullying situation develops. To the extent possible the influence of cliques and other exclusive student groupings will be diminished by the creation of a range of inclusive school activities in which students will be encouraged to participate.

#### DIGITAL CITIZENSHIP and ACCEPTABLE USE POLICY VIOLATIONS

Any student or employee who posts or displays activities on the Internet which are illegal, bring dishonor to the School, are disrespectful and degrading, are forms of bullying and/or represent violence and harassment towards other members of the school community and to society in general, may face immediate expulsion/dismissal and/or other forms of discipline by the Head of School.

#### OFF-CAMPUS CONDUCT

It is important that students remember to reflect important school values on and off campus. Any off-campus conduct that reflects discredit on Rocky Hill or the School's values may result in disciplinary action and possible dismissal.

### CAMPUS SECURITY & SAFETY

Creating a healthy and safe community is essential to fulfilling the School's mission. As a result, any violation of community standards or major school rules may result in serious disciplinary consequences, including expulsion.

**Illegal Substances: Possession or use of alcohol, steroids, and illegal drugs (including prescription drugs not one's own) or related paraphernalia is not allowed at Rocky Hill School.** Any overt behavior resulting from being under the influence of alcohol or drugs is viewed in the same context as possession and use. If a student is concerned that he/she may have a developing alcohol or drug-related dependency problem, he/she should approach a faculty or staff member of the School for help. The School will provide assistance. Sometimes, this may involve a period of separation from the School so that the student can effectively address the issue.

- Possession of empty alcoholic beverage cans or bottles is considered evidence of drinking.

- The odor of marijuana smoke or the presence of related paraphernalia is considered evidence of possession and/or use.
- Possession of needles and/or drug paraphernalia of any kind is considered evidence of use.
- Being in the presence of alcohol, drugs, or related paraphernalia will be considered evidence of use and/or possession.
- Being in the presence of another student who is in the possession of alcohol, drugs, or related paraphernalia will be considered evidence of use and/or possession.

***Possible Disciplinary Action:***

- First Offense:
  - Immediate expulsion is possible
  - Possible annual drug testing
  - Drug and alcohol evaluation, and ongoing counseling
  - May require Disciplinary Committee hearing and a possible period of suspension followed by probation
- Subsequent Offense:
  - Immediate expulsion likely
  - May require Disciplinary Committee hearing

***Safety Violations: Possession of firearms, weapons, knives, or explosives is strictly prohibited.***

Fighting or any other violent behavior that may put students at risk will lead to disciplinary consequences. In addition, any tampering with fire-prevention equipment or alarm systems or unauthorized use of keys or security codes jeopardizes the safety of faculty, students, and staff and is also grounds for immediate dismissal. Such consequences would also apply to insubordination to any member of the faculty or staff.

## WATERFRONT

**Students are not allowed to access the waterfront unless accompanied by teachers and/or staff.**

## STUDENT DRIVERS & AUTOMOBILES

Driving to Rocky Hill School is a privilege, not a right. Students must apply to park on campus.

Upper School students wishing to drive to school must have a parent's permission in writing, as well as the School's permission. Prior to the beginning of the school year, all student drivers must complete a *Student Driving Application*. In addition to being mailed out over the summer, this form may be obtained at [www.rockyhill.org](http://www.rockyhill.org) or from the Divisional Coordinator. By signing the form, students agree to abide by all school rules and Rhode Island state laws as they pertain to operating automobiles. Signing this form also acknowledges the School's right, at its discretion, to revoke a student's privilege to operate a vehicle on campus.

Students who apply for permission to drive to school do not automatically receive permission. Parking space on campus is limited, with priority going to seniors and juniors, though hardship may be a consideration. Other students will be granted permission on a first-come, first-served basis. When the parking spaces for students are filled, the School will establish a waiting list for student parking.

Students who are given permission to drive to school will be given a parking sticker, which they will need to place on their vehicle. Cars in the student parking area without this sticker may be investigated. **Students driving unauthorized cars may be subject to disciplinary consequences.**

**Student automobiles are to be parked in the student parking lot, and are off limits during the school day, from 8:10 a.m. to 3:15 p.m. Students should not move their cars on campus between the academic day and athletics, as bus and car traffic is congested during dismissal time.**

Students are not permitted to leave campus or to take other students off campus at any time during the school day (including the time between school and athletic or other afternoon commitments, or between exams and afternoon extra help sessions), as such actions place the student and the School at great risk.

Upper School students wishing to drive another Rocky Hill School student or ride in another student's car must have a parent's permission in writing, as well as the School's permission. Students wanting to drive or ride with another Rocky Hill School student must complete an *Upper School Student Transportation Form*. This documentation must be submitted to the Head of Upper School and must include specific names of student driver(s) with whom the student passenger is allowed to travel. Violation of these rules will be dealt with severely, and may include suspension or revocation of driving privileges. Please note that this expectation also applies to seniors with senior privileges, who are to remain on campus from their first appointment of the day until the completion of their final commitment of the day (including athletics).

Students with on-campus driving privileges should follow all state laws governing rules of the road. Students under the age of 18 holding provisional licenses should be aware that the current state law restricts their driving of non-family members to one passenger.

Students wishing to drive to athletic events or other special trips will be allowed to do so only under the following conditions:

- That the student lives near the site of the game or event, that the reason for driving is to avoid unnecessary trips back and forth, and that the student has given a signed permission note from his/her parent or guardian to the Director of Athletics in advance. The Head of Upper School makes the final decision in such cases, and a copy of all written documentation is kept in the office of the Head of Upper School.
- That the student's car stays within easy view of the school mini-bus at all times.
- That additional student passengers will not be transported to the off-campus destination.

## **STUDENT DISCIPLINE**

*(Please refer to the Divisional Supplements for specific information regarding student behavior.)*

### **LOWER & MIDDLE SCHOOLS**

In the Lower and Middle Schools, the classroom teachers address problems directly, although severe situations, or those involving repeat offenders, may be deferred to the Division Head or Head of School.

### **UPPER SCHOOL**

In the Upper School, students will be expected to meet all behavioral expectations and appropriate standards for the school community as outlined in *The Student/Parent Handbook*. Every member of the faculty and staff contributes to the atmosphere and tone of the Upper School. The responsibility of

upholding the School's standards and maintaining discipline, then, does not exclusively rest with the Class Heads and Head of Upper School, but with each faculty and staff member in the community.

Disciplinary consequences may result in the following:

**Detention:** Detentions meet before school. While in detention, students must complete an essay reflecting upon the infraction and their own personal values (use of laptops is not allowed). A pattern of detention will lead to disciplinary warning and/or more serious consequences. Infractions that typically earn a detention included, but are not limited to, the following:

- Cell phone misuse
- Computer misuse
- Dress code violation
- Repeated tardiness to school
- Skipped class, athletic commitment or study hall
- Disrespect

**Formal Disciplinary Warning:** A warning is the first level of serious communication that a student's conduct is unsatisfactory. The Head of Upper School will meet with the student and send a formal letter home. Any additional rule violations will lead to probation.

**Disciplinary Probation:** In the event that a student consistently fails to meet these expectations or supersedes the disciplinary consequences as outlined in *The Student/Parent Handbook*, his/her parents will be notified and he/she may be placed upon disciplinary probation by decision of the Head of Upper School, in consultation with the Head of School. Disciplinary probation is the School's strongest warning for behavioral infractions. Situations that may place a student on disciplinary probation may include, but are not limited to, chronic tardiness and/or absences, consistent expression of disrespect for members of the Rocky Hill School community, any violation of a major regulation, and repeated violation of any of the expectations outlined in *The Student/Parent Handbook*. A student may also be placed on disciplinary probation as part of the outcome of a Disciplinary Committee hearing.

While on disciplinary probation, any violation of a major regulation, or an accumulation of minor infractions, may result in expulsion. Even after the completion of disciplinary probation, a second major offense committed at any point in a student's career at Rocky Hill School will likely result in expulsion.

Any student placed on disciplinary probation will lose open campus privileges and senior privileges if applicable. Furthermore, a student may lose his/her privilege to hold a leadership position in the Upper School while on probation. He/she may also be asked to complete community service work as a condition of probation. Other appropriate conditions of the probation may be imposed as well. The Head of Upper School will review the status of each student placed on disciplinary probation at the end of the probationary period. The promotion of any student placed on disciplinary probation during the course of the year may be subject to faculty review at the conclusion of the school year. At this point, the Head of School may deny the student promotion, withhold the student's contract, or deny the student admission to the School for the following school year. The faculty may also require successful completion of work on campus during the summer prior to a final review of the student's status in August by the, Head of School, Head of Upper School and Director of Admission.

**Community Service:** In some instances, community service may be a required consequence of disciplinary action. In these cases, the community service involves the student's completing meaningful volunteer work for an individual or organization in the student's community. This service can range

from working in a police department, fire department, soup kitchen, church organization or community center to raking leaves for a community member.

***Disciplinary Committee Meeting:*** A student believed to have committed a more serious disciplinary infraction, or one whose behavior does not conform after a disciplinary warning or disciplinary probation, may be brought before the Disciplinary Committee. This committee is composed of Senior Prefects, the Head of Upper School and Class Heads. If necessary, the Head of School will chair the meeting. Recommendations from the Disciplinary Committee will be made to the Head of School regarding possible probation, suspension or dismissal from Rocky Hill School. When it becomes necessary for a student to appear before the Committee, his/her parents will be notified immediately by the Head of Upper School of the offense and final disposition.

**If a student is suspected of a major infraction, he/she will be afforded due process in the form of a committee meeting.** When an infraction of rules is admitted and a Disciplinary Committee meeting has been scheduled, the student has the option of appearing before the Committee or waiving the hearing and accepting the disciplinary action of the Division Head as approved by the Head of School.

The Disciplinary Committee will listen to and discuss any relevant information pertaining to the case, including a statement from the student under investigation. The Committee will then make a decision and a recommendation to the Head of School, who retains final authority in all such cases. Any decision of the Disciplinary Committee is not binding on the Head of School, who may revise the final decision.

When behavior is viewed as extreme, the Head of School has authority to waive the judiciary process. He/she may act independently of the Disciplinary Committee whenever he/she believes this course to be in the best interest of the student involved and of the Rocky Hill School community.

***Suspension:*** In some situations, a student may be suspended for disciplinary infractions. The length of the suspension is determined on a case-by-case basis. All suspensions require the student to complete a period of community service, as approved by the School. Probation may be imposed following suspension.

***Dismissal:*** In a case resulting in dismissal, a student must leave the School but may reapply if the student satisfactorily meets the guidelines outlined by the Head of School and can demonstrate significant personal growth.

***Expulsion:*** In a case resulting in expulsion, a student is dismissed but with no opportunity to reapply.

**Examples of infractions, which may be brought before the Disciplinary Committee or might result in immediate expulsion:**

- Engaging in sexual behavior with another student while at school
- Possession of weapons\*
- Possession of firearms\*
- Use or possession of alcohol
- Use or possession of any unauthorized prescription drugs
- Use or possession of illegal drugs or paraphernalia
- Selling or distributing illegal substances such as drugs\*
- Smoking or use of tobacco products

- Cheating and other honor violations
- Lying, Plagiarism
- Stealing\*
- Tampering with fire-prevention equipment and alarm systems\*
- Disruptive behavior
- Harassing or intimidating other community members
- Destruction of school property\*
- Possession of unauthorized keys and alarm security codes to school buildings
- Disrespect toward a faculty or staff member
- Deliberately disregarding instructions from a faculty member of staff
- Entering a bathroom or locker room of the opposite gender without permission of a faculty member
- Acting in a way that brings discredit to the school on and off campus, particularly if representing the school on off-campus events, including parties, field trips and so on
- Insubordination toward faculty or staff
- Excessive class absences
- Fighting
- Using technology in a manner that violates the standards outlined in The Digital Citizenship Policy
- Leaving campus during the school day without permission
- Off-campus conduct that brings discredit to Rocky Hill School

*\*These infractions are likely to result in immediate expulsion by the Head of School.*

***Honor violations are very serious.*** Cheating, copying the homework of others, lying, stealing, misrepresenting or plagiarism are all honor violations, which may result in expulsion (see *Academic Integrity Policy*).

***Policy of Disciplinary Disclosure:*** Rocky Hill School expects that students will answer all questions on school or college applications truthfully, including those dealing with disciplinary issues. If asked by an admission office about information on an application, Rocky Hill School personnel will answer those questions honestly, and to the best of their knowledge. If a disciplinary matter occurs after an application has been submitted, it is expected that students will inform colleges or secondary schools of any resulting change in their status, including the loss of a leadership position, or suspension or dismissal from school. All dismissals and expulsions will be reported to colleges and secondary schools to which a student has applied in accordance with NACAC agreements.

## **INTERNATIONAL STUDENTS**

International students must adhere to any and all rules set forth in *The Student/ Parent Handbook*. In addition, international students must do all that is expected in order to maintain their F-1 Visa, Nonimmigrant Student Status as granted. Failure to comply with the stated regulations will result in the loss of their student status and will be reported to the U. S. Department of Justice, Department of Homeland Security, U.S. Immigration and Customs Enforcement. Loss of the nonimmigrant student status will subject a student to deportation.

International students must hand in their nonimmigrant status documentation for copying and to be maintained within the International Programs Office upon arrival/return to campus.

International students must attend the School as specified on their Visa. Failure to attend the designated school as a full time student will result in the loss of student status and subject a student to deportation.

International students must follow any and all house rules set forth by their assigned host family and/or host institution. A written copy of those rules will be on file with the International Programs Office.

Please see the Director of the Program for a copy.

International students may not travel away from their host family/institution without prior written consent from the student's parents, host family parents/institution and the Program Director. Travel Release Request documents must be completed in full and submitted no later than four days prior to the planned departure. Without full compliance, permission to travel will not be granted. Travel Release information, including parental permission, and permission from identified temporary guardians may be provided in advance and maintained on file with the International Programs Office, for the Academic Year.

Travel itineraries for scheduled arrival and departures throughout the year must be submitted to the International Programs Office on the following schedule: On or before:

August 15	for	Start of 2016-17, September 4-5 (Arrival)
November 17	for	Winter Break, December 17-18 (Departure) and January 2-3 (Arrival)
February 10	for	Spring Break, March 11-12 (Departure) and March 26-27 (Arrival)
May 9	for	Summer Break, June 10-11 (Departure)

Please make certain to forward an official airline copy of the student's travel itinerary. **Late fees** will be applied for travel itineraries submitted after the expected due dates.

International students must maintain full Health and Medical Insurance coverage for no less than the full academic school year, inclusive of travel dates for 2016-17. Insurance coverage must begin no later than September 6, 2016 and commence through to at least June 11, 2017.

### **OVERNIGHT TRIP CONDUCT POLICY**

When the School takes students away from campus on an overnight trip (class trips, during vacations, for example), it is understood that ALL school rules continue to apply and are in full effect. The School expects that students will handle themselves appropriately in every respect. When participating in a trip, the School expects the students to adopt the following practices:

- Take responsibility for their actions
- Respect people and property
- Protect their own and others' health and safety
- Be honest and fair
- Learn, understand, and operate according to school policies

Students should be aware of these expectations and the policies that relate to them before signing up for any off-campus trip.

All Rocky Hill School expectations are in force, on or off campus. Students should be aware that off-campus infractions involving drugs, alcohol, tobacco and offensive behavior will be handled in the same way as if they occurred at school.

**Students who commit serious infractions** (e.g., any drug or alcohol infraction, repeated problems with tobacco, curfew violations or other inappropriate behaviors) **will be sent home in the middle of a trip, and will forfeit any right to a refund of monies expended.** In such cases, the group chaperones will communicate with parents, who will be expected to assume responsibility for the student.

**The Division Heads and the Head of School reserve the right to deny students the opportunity to sign up for trips based on their behavior in school or on previous trips.**

## FIELD TRIPS

Field trips support and extend the academic program. Students are transported in school mini-buses, rented buses, or parent-driven cars. Upper School students are not allowed to drive on such trips.

Field trips are part of the school experience and academic program, and all students are expected to take part. They are not days or trips students can elect to miss. Often, transportation has to be arranged well in advance and is based on full attendance.

**Students must have written parental permission to participate in each and every field trip. Also, a waiver needs to be signed by the parent/guardian for each field trip.**

Students are expected to dress appropriately for field trips. Generally, that requirement means more formal dress than on other days. The School will advise students about proper attire for each trip.

**Chaperoning Field Trips:** Parents who would like to help chaperone, should contact the appropriate teacher. The School expects chaperones and drivers to comply with the following important policies:

- Space is limited on most trips, so please understand if the teacher asks a parent to wait until another time.
- Unfortunately, siblings cannot be invited. Toddlers and infants can distract groups, and may divert the chaperone's attention from Rocky Hill School students.
- The teacher is the trip leader, responsible for decisions and in charge of students and chaperones.
- When a parent chaperones, the teachers need his/her supervisory help. Parents are asked to speak firmly to any child whose behavior is inappropriate, and to request the teacher's help, if necessary.
- Parents are expected to refrain from smoking.
- Parents may not transport children, other than their own, on school field trips. The only exception is in the Preschool program. School mini-buses will be used to transport students to and from school field trips.
- Parents are not allowed to drive school vehicles. DMV regulations require that teachers/coaches have a chauffeur's license when driving the School's mini-buses.
- Parents who transport Preschool students must use child car seats and seatbelts.

## TUTORING & RESOURCE PROGRAMS

Private tutoring is useful, and sometimes necessary, for a student who is behind in completion of work, has specific learning differences, has had an extended absence, or needs more individual attention than a teacher can reasonably provide during the school day. Tutoring details should be discussed with the child's teacher, adviser, and Division Head before tutoring begins. Students are encouraged to go to their teachers for extra help first. In the Upper School, students may arrange for extra help prior to the beginning of the class day, during an open period they share with a teacher, or during the *Tutorial Period* at the end of each class day.

Tutoring is not included in tuition. Tutoring rates are determined by the private tutor, who will bill the parents directly, or by the School if services are provided by the Academic Center for Enrichment (ACE) staff. Rocky Hill School may be able to suggest a tutor, or you may choose your own. The School would appreciate the referral of excellent tutors.

*Please note:* With the exception of services provided by the ACE staff, faculty members may not enter into a formal tutoring arrangement or receive payment for working with a student currently enrolled in their courses. Unless approved by the Head of School, private tutors may not work with students on campus or during the school day. (This does not apply to Lower School speech, language and occupational therapists.)

### ACADEMIC CENTER FOR ENRICHMENT

The goal of the Academic Center for Enrichment (ACE) is to enhance the educational experience of many Rocky Hill School students. This is accomplished through collaboration with K-12 faculty along with various school programs. The main role of ACE is to meet the needs of struggling students. The Center provides tutoring to help students become proficient in reading, writing, and math. It also provides academic support classes which help students in grades 6-12 handle the college-preparatory curriculum through the use of organizational and study skills, conceptual support, and frequent monitoring of student progress.

Academic support and tutorial classes are held during the school day. Students meet individually or in groups. Enrollment in the academic support or tutorial programs is dependent upon the Director of Admission, Director of ACE and the Division Head's approval of a support program as part of the student's Rocky Hill Educational Plan. The program is offered for an additional fee. **Financial aid does not cover any of the costs of the ACE program, nor will financial aid awards be increased to accommodate participation in the program.**

## SUSPECTED CHILD ABUSE OR NEGLECT

The RI Guide to Identifying and Reporting Child Abuse in the Schools mandates that school staff must follow the reporting guidelines for reasonable cause or suspect of child abuse or neglect.

## CHILD ABUSE PREVENTION

It is the policy of the State of Rhode Island to: “protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent nurturing and safe environment for children when necessary; and for these purposes to require the mandatory reporting of known or suspected child abuse and neglect, investigation of such reports by a social agency, and provision of services, where needed, to such child and family.” R.I. General Laws § 40-11-1.

Rocky Hill School wholeheartedly endorses the State's policy and will enforce that policy within the School setting. The School will neither condone nor tolerate any form of child abuse or neglect by any employee. Nor will the School accept the failure of any employee to immediately report any reasonable knowledge or suspicion of such child abuse or neglect by any person, including an employee or parent.

### The Law in Rhode Island

#### **A. *Abused or Neglected Child***

An “abused and/or neglected child” is a person under the age of 18 years whose physical or mental health or welfare is harmed or threatened with harm when his or her parent or other person responsible for his welfare:

1. Inflicts, or allows to be inflicted, upon the child physical or mental injury, including excessive corporal punishment; or
2. Creates or allows to be created a substantial risk of physical or mental injury to the child, including excessive corporal punishment; or
3. Commits or allows to be committed, against the child, an act of sexual abuse; or
4. Fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so; or
5. Fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his unwillingness or inability to do so; or
6. Abandons or deserts the child; or
7. Sexually exploits the child; or
8. Commits or allows to be committed any sexual offense against the child.

R.I. General Laws § 40-11-2(1)

#### **B. *Duty to Report***

Any person having “reasonable cause to know or suspect” that any child has been abused or neglected is required to report such knowledge or suspicion within 24 hours to the Department of Children, Youth and Families (DCYF).

R.I. Gen. Laws §40-11-3

DCYF maintains a statewide toll-free telephone number twenty-four hours a day, seven days a week for receiving reports of child abuse or neglect. The DCYF telephone number is 1-800-742-4453 (1-800-RI CHILD). All telephone reports of abuse or neglect are electronically recorded by DCYF, which is required to keep such reports confidential.

R.I. General Laws § 40-11-13

## **PREDATOR OR CRIMINAL IN NEIGHBORHOOD POLICY – Meagan’s Law**

The School asks parents to indicate if they prefer *not* to be notified by the Warwick Police Department if a sexual predator resides in or moves to the school neighborhood. A list of parents is shared annually with the Police Department to ensure that all parents are informed as required by Meagan’s Law.

## **FINANCIAL OBLIGATIONS**

Parents should read their enrollment contract, as it describes all obligations. The Business Office can answer any questions related to contracts, billing and payments.

Re-enrollment contracts for non-financial aid students will be issued in early February. Financial aid re-enrollment contracts will be issued in April after completion of the PFS or the SSS website. A **non-refundable tuition deposit of \$1,000** for non-financial aid students shall be due and payable upon execution and delivery of the re-enrollment contract. This fee will be applied against your child’s tuition on the first statement for tuition and fees. **If your child does not re-enroll for any reason, this deposit is non-refundable.** After the **May 1 deadline, parents/guardians are responsible for payment of the full year’s tuition**, regardless of whether the child completes the year at Rocky Hill School. We recommend the Tuition Refund Plan, which is available at an extra cost, and required of all new students. Please note that the Tuition Refund Plan does not cover withdrawal before the completion of 14 consecutive calendar days commencing with the student’s first day of attendance in the academic year, except in the case of withdrawals for medical reasons.

Parents should talk to their child about responsibility for property. Students are financially responsible for lost, stolen or damaged school property including laptop/tablet computers or iPads. Parents will be billed for lost library books, unreturned athletic gear (i.e., a single uniform could cost anywhere from \$100–\$200), or abused school property.

**Rocky Hill School reserves the right to withhold a student from class, taking exams, and receiving his/her grades and formal transcript until the student’s account is paid in full.** In addition, enrollment contracts for returning students may be withheld for the subsequent year if the student’s account has an outstanding balance. Families with an unpaid tuition balance by June 1 may forfeit any financial aid grant that might be awarded for the following school year. **Seniors may not participate in Commencement ceremonies unless their student account is paid in full.**

Rocky Hill School has a required, all-inclusive lunch program, which will be billed to families as indicated on the enrollment contracts.

Families are responsible for additional expenses, including, but not limited to, books, software, laptops, PTL fee, athletic equipment, bookstore items and certain programs.

## ADMISSION OFFICE

The Admission Office welcomes the names of any interested prospective students and their families. Please feel free to call the Admission Office (ext. 107) with names and addresses. The Admission Office is eager to send Rocky Hill School's admission materials to as many prospective families as possible.

<b>Open Houses</b>	October 23, 2016, 1:00 – 3:00 p.m. January 22, 2017, 1:00 – 3:00 p.m.
<b>Bring A Friend to School Day: Learn, Make &amp; Play</b>	November 8, 2016; February 23, 2017 November 18, 2016, 10:00 a.m. – 12:00 (noon) February 25, 2017, 10:00 a.m. – 12:00 (noon)
<b>US Prospective Parent Class Visit Day: LS Prospective Parent Class Visit Day: MS Prospective Parent Class Visit Day:</b>	February 1, 2017, 8:15 – 11:00 a.m. February 8, 2017, 8:30 – 11:00 a.m. February 15, 2017, 8:30 – 11:00 a.m.
<b>Re-enrollment Contract Mailing</b> for non-financial aid families	February 3, 2017
<b>Financial Aid Deadline: Returning Students</b>	April 15, 2017
<b>New Student Commitment Day</b>	April 10, 2017
<b>Accepted Student Day</b>	April 4, 2017 (MS & US 9:00-11:00 a.m.)
<b>New Family, New Division Reception</b>	June 13, 2017. 4:30-6:00 p.m.

**Nathan Hale Society:** Members of the Nathan Hale Society play a vital role in the admission process as tour guides, hosts and ambassadors for the School. They are expected to tour prospective families during the school day and at Open Houses and are also asked to host prospective student visitors. Students are invited by the Admission Director and current Nathan Hale Society Heads to become Nathan Hale Society members.

**Mentor Families:** Parents are asked to mentor a family new to Rocky Hill School prior to the new family's arrival in the fall. On occasion, the School asks families to help with special admission events and outreach held throughout the year.

## FINANCIAL AID

*(Policy and procedure for the 2016-2017 academic year)*

Rocky Hill School is committed to enrolling students from diverse economic, religious, ethnic, racial, and social backgrounds. As part of that commitment, the School offers financial aid for families who would otherwise be unable to consider Rocky Hill School as an option for their children. We accomplish this goal by helping to bridge the gap between the School's need-based assessment and the actual cost of a Rocky Hill School education.

Financial aid at Rocky Hill School is entirely need-based: **awards are made solely on the basis of a family's ability to pay.** Rocky Hill School does not provide full tuition grants. Although Rocky Hill School seeks to offer sufficient financial aid to meet family needs to the extent of the budget funds allotted, financial responsibility for a child's education rests with the family.

**Families should complete the Parents Financial Statement (PFS) online at [www.sss.nais.org](http://www.sss.nais.org).** In addition to submitting the PFS to SSS, **it is now required that applicants submit directly to SSS a copy of your 2016 income tax return (1040) and W-2s.** Instructions on the required information and how to submit it to SSS are provided online.

All financial aid information and awards are kept strictly confidential.

## SCHOLARSHIPS

***Merit Scholarships*** may be available to qualifying students; criteria and approval are determined by the Board of Trustees.

***Sean Cox Scholarships in Math and Science:*** Made possible through an endowment gift of Rocky Hill School alumnus Sean Cox '88, the Sean Cox Scholarships are awarded each year to two deserving students in recognition of their accomplishments in math and science, as well as their outstanding citizenship.

***D'Abate Scholarship:*** Made possible through an endowment gift of the D'Abate Family (Mrs. Janina D'Abate, Marya '62, John '68 and Janina '78), The D'Abate Scholarship is given to a deserving student who values the benefits and privilege of a Rocky Hill School education while conducting him/herself in a way that brings honor to the School. This award is given at the discretion of the Head of School, and is not necessarily given annually.

***Geraldine Tower Scholarship:*** Established in 2005 by a gift from the Geraldine Tower Education Fund at the RI Foundation, this scholarship is awarded annually to a deserving student based on financial need and academic merit.

***W. Russell Boss Scholarship:*** Established in 1989 through a bequest under the will of W. Russell Boss, grandfather of former students Robin Boss '83, Martha Boss Bennett '85 and the late Alexis Allen Boss '89, recipients are selected by the Head of School with preference given to students whose family is, in whole or in part, of a diverse background. The scholarship is awarded annually to one or more students eligible for financial assistance.

***Mariner Scholar:*** In 2004, the School received a grant of \$250,000 to establish a permanently endowed fund to provide financial aid for an outstanding and deserving student entering the Upper School in the ninth grade from an area public school. A Mariner Scholar will be assured of full tuition assistance based on his/her family's financial need for each of the four Upper School years. The fund currently allows for two scholar every four years.

***Alumni Scholarship:*** Established in 2016 by the Rocky Hill School Alumni Association, the scholarship will be awarded annually to a child or children of alumni who have best embodied the qualities of a Rocky Hill School student through outstanding scholarship, sportsmanship, or citizenship.

## EMAIL

Email is the School's primary means of communicating important announcements. If your email address changes or you do not have one, notify the Head of School's Administrative Assistant (ext. 110).

To facilitate home-school communication, each member of the faculty and staff has an email address and a voice mailbox. Voice mail may be accessed through the School's main phone line or through individual numbers listed in the School's printed or online directories. Email addresses are usually accessed by using the individual's first initial and last name plus @rockyhill.org. For example, John Doe's email would be jdoe@rockyhill.org. For exceptions, please see the School's directory.

It should be noted that expectations of civility in communications at Rocky Hill are the same for email and voice mail as for face-to-face communication. Respect for one another should be evident in tone and language as well as content. Unfortunately, email does not convey tone and affect and may cause the message to seem abrupt or confrontational when used in haste or anger. Moreover, email can be printed or circulated and does not ensure confidentiality. Issues of significant concern are best left to a personal parent-teacher meeting, which the use of email or voice mail can facilitate. Too great a frequency of emails from a parent to a teacher, absent an emergency, can interfere with a teacher's instructional duties and even create a sense of harassment.

*eCurrents* is a weekly e-newsletter emailed to the Rocky Hill School community each Thursday afternoon of the school year. It contains important announcements, upcoming events and shines a spotlight on the success of students, faculty and alumni. If you find that you are not receiving this email, please contact the Communications & Marketing Office (ext. 103).

## WEBSITE

The School's website ([www.rockyhill.org](http://www.rockyhill.org)) provides information of interest to the school community and the outside world. The site aims to be an important resource for parents, students, alumni and the broader Rocky Hill community. Only the official Rocky Hill website represents the School. No representation of the Rocky Hill School or its views should be made on any website, newsgroup, bulletin board, through email or through any other means without the oversight of the Rocky Hill administration.

## FUNDRAISING & VOLUNTEERING

The Development Office is responsible for institutional advancement and constituency relations as they relate to fundraising that supports the short and long-term goals of the institution. Specifically, the Development Office is accountable for the implementation of all fundraising plans, including the Annual Fund, Capital Campaign, foundation proposals, endowment support and special event fundraising. Annual and biennial events supported by the Development or Alumni Relations Offices include the Fall Classic Golf and Tennis Tournament, PTL Galas, Alumni Reunion, GrandFriends Day, Homecoming, Business After Hours, Alumni regional receptions and sporting events, and donor recognition events.

It is the responsibility of the Development Office to report regularly to the Board of Trustees on the state of fundraising activities and to manage the activities of the Development Committee. The Office balances income and expenses with the Business Office monthly and the Director of Development sits on the Finance Committee.

The Development Office, in partnership with the Communications Office, manages/designs certain communications to the community including *The Bulletin* (annual school magazine), Annual Reports, Advancement eNews (quarterly e-newsletter), Annual Fund Appeal, new family fundraising orientation, planned giving programs and promotions, and invitations to many special events.

Specific administrative duties include database management, gift acknowledgement, stewardship of endowed fund and scholarship donors, gift tracking for all fundraising activities, donor research, and special event support. The Development Office also provides support for the Parent Teacher League.

#### STUDENT FUNDRAISING

**All student fundraising must be scheduled as early in the year as possible and approved by the Director of Development with the recommendation of the Division Head and Class Heads.**

Planning forms are available from the Director of Development or by the mailboxes in Hopelands.

This process is intended to coordinate fundraising activities with respect for the requests that ultimately fall to families and to ensure that there is as little conflict and competition for support as possible. The Development Office provides support for student initiatives, as needed, in addition to that provided by advisers.

#### PARENT FUNDRAISING & SOLICITATIONS FOR SUPPORT

The Parent Teacher League (PTL) leads various fundraising efforts throughout each school year. Some initiatives are large scale, a dinner auction for example, while others are ongoing campaigns such as Box Tops for Education. **All fundraising efforts must be coordinated and approved through the Development Office each year.** The program, budget, and goals should be coordinated and planned in advance of the school year. It is important for the PTL to work in partnership with the school administration to ensure a successful and cohesive fundraising year for the entire school.

In addition, Classroom Representatives help coordinate requests for parental involvement in various activities throughout the school year. Requests for food items, financial contributions, time, and talent may be made through the Classroom Representative network. Rocky Hill School is a busy and active campus, with many families having two or three children attending the school. In order to avoid conflicts or over soliciting any parent, Division Representatives should discuss the month ahead with the Division Heads and the Classroom Representatives to best coordinate such requests, and are asked to copy the PTL President, Division Head and Director of Development on all such communication.

#### VOLUNTEERING

All independent schools strengthen their community and advance the School's mission through the active involvement of students, parents, alumni and friends.

To this end, the School has developed a statement of partnership. Examples of volunteer involvement:

- Helping in a classroom
- Assisting in the school library
- Volunteering at special events such as the Fall Classic and Homecoming
- Helping with occasional administrative office tasks
- Serving on a PTL committee of the Board of Trustees or the PTL

- Chaperoning events and trips
- Participating as a donor to the School’s fundraising campaigns such as the Annual Fund, the Capital Campaign, and PTL fundraising activities
- Considering Rocky Hill School as a beneficiary in a family’s estate plan

Every constituency of the School (current students, alumni, parents, parents of alumni, grandparents, and other friends) is represented in the “honor roll” of volunteers and donors. Their investment of time, talent and financial support leads to Rocky Hill School’s success, and is greatly appreciated.

For more information about volunteering or making a financial contribution to the School, please contact the Development Office (ext. 129).

#### ALUMNI RELATIONS & VOLUNTEERING

The Alumni Office promotes the long-term relationship between the School and alumni nationwide through regular communication, outreach programs and special alumni events. Hosting alumni field hockey, soccer, basketball and lacrosse games, as well as inviting alumni and their families to participate in Homecoming, Career Day, Business After Hours, receptions, and class reunions have been successful opportunities for alumni to return to campus. The Alumni Office also provides support for the Rocky Hill School Alumni Association, maintains alumni archives, and works closely with Upper School students to foster ongoing positive interactions with classmates and the school community. In addition, the Alumni Office conducts research to update alumni records and email addresses, manages the Alumni Facebook and LinkedIn pages, emails Alumni eNews, and works with the Communications Office in the production of the alumni section of *The Bulletin*, as a means to keeping Alumni in contact with their alma mater. In 2013, the Alumni Association launched a new, secure online portal. This extends the opportunity for alumni to network and share information. The website address is [www.alumni.rockyhill.org](http://www.alumni.rockyhill.org). Every effort is made to include current faculty/staff and former faculty/staff in Alumni Office activities.

### STUDENT & FACULTY COMMITTEES

#### CURRICULUM COMMITTEE

The Curriculum Committee consists of the Department Chairs, Division Heads, the Director of College Counseling, Dean of Faculty and others as requested. Its function is to develop the academic program, discuss issues, and formulate recommendations for the Head of School as well as to approve proposals for independent study.

#### STUDENT COUNCIL AND PREFECTS

The Student Council was established to foster understanding and open communication within the school community. The Student Council meets regularly with its faculty advisers to discuss school issues and propose policies, as allowed in its constitution (see *Upper School Supplement*). In addition, the Council helps to organize class functions and fundraisers.

Prefects are members of the entering senior class chosen by vote of the Upper School faculty and Upper School student body and appointed by the Head of School. Selection is based on qualities of maturity, loyalty and leadership. Prefects serve on the Disciplinary Committee, an advisory committee to the Head of Upper School, and as mentors to incoming ninth grade students.

The names of prefects, class officers, and members of the Student Council are listed in the *Rocky Hill School Directory*.

#### DISCIPLINARY COMMITTEE

Serious disciplinary cases in the Upper School are brought before the Disciplinary Committee, which consists of the senior prefects, Class Heads advisers, the Head of Upper School and the Head of School, as required. The Committee reviews the infraction with the student involved, who may be accompanied by his/her adviser or another student or faculty member, establishes the facts, and submits a recommendation to the Head of School for his review (see *Student Behavior*).

#### HEALTH & WELLNESS COMMITTEE

The Health & Wellness Committee recognizes that healthy behavior is strongly linked to the academic success of students; therefore, the committee seeks opportunities to promote a healthy lifestyle. The committee consists of the Director of Counseling & Wellness, the Director of Athletics, the School Nurse, faculty and parent representatives from all three divisions, and representatives from the Upper School student body. The committee functions to collaborate and coordinate the various components that promote the health and wellness of the Rocky Hill School community.

#### TECHNOLOGY COMMITTEE

The Technology Committee consists of full-time members of the Technology Department, Divisions Heads and teacher representatives from each of Rocky Hill School's three academic divisions as well as a representative from the non-academic offices. The purpose of the committee is to plan for and implement technology that effectively supports the mission of Rocky Hill School.

### REPORTING PROCEDURES & PARENT CONFERENCES

There are various report periods during the year.

**Lower School** parents (Preschool through Grade 5) receive written narrative evaluations after the second and fourth quarters and have parent/teacher conferences after the first and third quarters in November and April.

**Middle School** (Grades 6 through 8) uses a trimester system. Written teacher comments accompany report cards at the end of the first and second trimesters. Shorter interim reports are issued midway through the first and second trimesters. Middle School holds formal parent/teacher conferences in October and April. Adviser summaries are written at the time of the second interim, which is the midpoint of the year, as well as at the end of the school year.

**Upper School** (Grades 9 through 12) parents receive student report cards after each quarter. Advisers in the Upper School also send home adviser letters at the conclusion of the school year. Upper School holds formal parent/teacher conferences for all students in November, and for students in Grades 9 through 11 in May. Informal or additional formal conferences, initiated by either parents or teachers, may be arranged at any time.

## INCLEMENT WEATHER CLOSINGS

If school is canceled, opened late, or dismissed early due to weather, the School will:

- Post a link on the homepage of [www.rockyhill.org](http://www.rockyhill.org)
- Send a text message to subscribers of *RHS Alerts* (see below to opt-in)
- Email RHS families
- Post a message on the RI Broadcasters Association website which will then notify local radio and television stations such as 630 WPRO AM, 92 PRO FM, Lite Rock 105, WHJJ 920 AM, B101 FM, WSNE 93.3 FM, and all three major TV stations, ABC6 (WLNE), NBC10 (WJAR), and WPRI/Fox channels 11 and 12

**We highly recommend that all parents sign up to receive RHS Alerts via text and/or email. We also recommend signing up for alerts through the Rhode Island Broadcasters Association system.** If a power outage were to occur, this system may be the best way for you to receive a timely notification. A link to register for both systems can be found at [www.rockyhill.org/weather](http://www.rockyhill.org/weather).

If there is some question about the weather after the school day has begun, the Head of School will communicate to each Division Head announcing a decision as to whether school will be dismissed early. Even if school is dismissed, classes will meet as usual, up until the time of release.

**For early dismissals, the School will email all families of the early dismissal. Every effort will be made to contact families by telephone in the event of an early dismissal.** Students must request permission from their Division Head and check out with the School Nurse if they need to leave before dismissal. Rocky Hill School asks that parents support the decision-making process regarding dismissals and call the appropriate Division Head to check conditions before dismissing their child on their own.

Upper School students who drive to school should adhere to the closing time determined by the Head of School and not leave before being dismissed, as most teenagers have limited experience driving in adverse winter conditions.

## CRISIS POLICY

The Emergency Response Team will address crisis planning and necessary procedures. In accordance with state law, there will be *lock-down, evacuation, and fire drills* throughout the school year so that the entire Rocky Hill School community knows what to do in a crisis situation. Emergency Response Manuals are located in the Head of School's office, the Library, and in each Division Head's office. A simplified version is posted in every classroom.

## ALMA MATER

Rocky Hill School Alma Mater  
by W. Robert Foreman

On Narragansett's scalloped shores  
Our school will stand for aye,  
And loyal Sons and Daughters  
Proudly will say:

*(Refrain)*

Rocky Hill, our Alma Mater;  
To thee we'll always be true.  
Rocky Hill, our font of knowledge;  
Hail, the White and Blue!

We'll hold thy memory in our hearts  
And though the years may flow  
And friendships fade into the past  
Always we'll know:

*(Refrain)*

## UPPER SCHOOL SUPPLEMENT (Grades 9-12)

### ABSENCE POLICY

If an Upper School student is to be absent for reasons other than illness or family emergency, he/she must obtain and complete an **Absence Release Form at least two days prior to the absence**. The purpose of this form is to allow students to alert their teachers of their absence in advance and to make arrangements for completing the work they will miss during their absence. This form must be signed by the parents, any teachers (including coaches) whose class the student will miss, the student's adviser, the Head of Upper School, and Head of School. Without this form, an absence will be considered unexcused, and teachers will not accept late work or reschedule quizzes or tests. Generally, students will not be excused immediately before/after vacations or long weekends unless specific permission has been obtained from the Head of Upper School.

***Attendance at all classes is required.*** Students who know they must miss a class for an athletic event or doctor's appointment are required to inform their teachers the day before the scheduled class meeting. The student is responsible for obtaining assignments, rescheduling missed quizzes and tests, and making up other missed work.

If a student becomes ill at school, he/she must report to the School Nurse. The student must inform the School Nurse as to what class he/she is missing and indicate if he/she is missing a test, quiz or presentation. The student must then make arrangements with his/her teacher to make up missed work.

Cutting a class is considered an unexcused absence. Teachers are under no obligation to provide notes or make-up work to students who cut class. If a student misses a quiz, test or due date for a presentation or paper, the assignment will receive a zero, and no opportunity to make up the assignment shall be given. **An unexcused absence from class will result in required attendance at morning detention (7:15 a.m.).** Additional consequences may be possible depending upon the length of the period missed and the student's history with class attendance.

Any Upper School student who misses more than six school days within a semester—excused (illness or family emergency), acknowledged (absences that are planned ahead of time, such as college visits, important family obligations, etc.), or unexcused—or develops a pattern of absence from a particular class or classes within a semester, will be subject to an administrative review. Once a student has more than six unexcused absences in any one course, the student will not receive credit for work missed on subsequent days when he/she is absent without an excuse, and will not be allowed to make up the credit that has been lost. Given such circumstances, a student might not receive credit for a particular course.

### TARDINESS POLICY

**All Upper School students are expected to be at school and in their advisory meeting locations by 8:10 a.m.** A student arriving after 8:10 a.m. will be marked "tardy" (before 10:00 a.m.) or "absent/late arrival" (after 10:00 a.m.). First period tardies for a particular day will be marked on the daily attendance sheet, which is emailed by the Divisional Administrative Assistant to all faculty/staff.

There will be no excused first period tardies except in cases of emergency or extreme weather conditions. **While parents are asked to call if their child is to be more than 15 minutes late, a telephone call from a parent notifying the School of a later arrival will not excuse the student's tardiness or late arrival.**

Upper School faculty will also monitor students' arrival to classes throughout the school day. Students who are late to classes will be reported to their Class Head by the end of each day. Students will be allowed a total of two tardies to class each semester.

A third late infraction will result in notification of the student's adviser, a conversation between the student and their Class Head, and required attendance at detention. If the tardies are all during first period, the student will also accumulate one unexcused absence.

A fourth tardy will result in another conversation with the Head of Upper School, required attendance at morning detention, and a call home from the student's adviser.

A fifth late infraction during a semester will result in attendance probation until the end of the semester. Attendance probation will have both academic and disciplinary consequences. Open campus and senior privileges (if applicable) may be suspended, and the student may be required to attend study hall, as well as detention. Additionally, any subsequent late infractions during that semester may result in further consequences, including loss of academic credit. A letter from the Head of Upper School will notify the student, parents/guardians, and adviser of the terms of the probation.

## GRADUATION REQUIREMENTS

Receipt of a Rocky Hill School diploma requires successful fulfillment of all Rocky Hill School requirements and a minimum of 20 Upper School credits. One credit equals a yearlong course or two one-semester courses. Specific departmental requirements are as follows:

### *Minimum Graduation Requirements for Classes 2016 & 2017*

The minimum requirements for receiving a Rocky Hill diploma are:

- **English:** 4 credits of assigned English
- **Mathematics:** 3 credits, including Algebra I, Geometry, and Algebra II
- **Science:** 3 credits, including Physics, Chemistry, and Biology
- **Social Studies:** 3 credits, including World History I, World History II, and US History (US History must be taken while at RHS)
- **Modern & Classical Language:** 3 credits, through Level 3 of a language
- **Fine Arts:** 2 credits, Visual Art or Music including Visual Arts Foundations
- **Elective Courses:** 2 credits from any department excluding courses already listed
- **Community Service:** 40 hours of documented service over 4 years, completion required prior to beginning the Senior Project Internship
- **Senior Project:** Successful Completion
- **Senior Seminar:** Successful Completion
- **Athletics/Co-curricular:** 4 years, a minimum of 2 credited seasons per year in accordance with the requirement. Ninth grade and new student to the School must play on a fall competitive sports team or participate in the fall dramatic production.

### *Minimum Graduation Requirements beginning with the Class of 2018*

The minimum requirements for receiving a Rocky Hill School diploma are:

- **English:** 4 credits of assigned English
- **Mathematics:** 2 credits, including Algebra I, Geometry, and Algebra II
- **Science:** 2 credits of lab sciences, including Integrated Science or Biology in the Freshman Year
- **Social Science:** 3 credits, including World History I, World History II, and US History (US History must be taken while at RHS)

- **Modern & Classical Language:** 2 credits, through Level 3 of a language
- **Fine Arts:** 2 credits, Visual Art or Music including Visual Arts Foundations
- **Elective Courses:** 5 credits from any department excluding courses already listed
- **Community Service:** 40 hours of documented service over 4 years, completion required prior to beginning the Senior Project Internship
- **Senior Project:** Successful Completion
- **Senior Seminar:** Successful Completion
- **Athletics/Co-curricular:** 4 years, a minimum of 2 credited seasons per year in accordance with the requirement. Ninth grade and new student to the School must play on a fall competitive sports team or participate in the fall dramatic production.

In order to graduate, a senior must meet the same promotion standards as in other grades (see “Promotion/Probation”). If a senior fails to meet this requirement, his or her diploma will be withheld until all necessary remedial work has been completed to the School’s satisfaction. Summer school or repeating the senior year may be required.

**Promotion/Probation:** In the Upper School, students will be expected to meet all academic requirements in their courses as determined and explained by the faculty. In the event that a student demonstrates an inability to meet these expectations (i.e., to complete work in a timely fashion; to successfully complete major assessments; to appropriately document sources used in the completion of assignments), his/her status at Rocky Hill School will be subject to a faculty review at the end of the marking period in which the deficit occurred. The result of this review may be to recommend to the Head of School that the student be placed on academic probation. Additionally, any student who has failed a course or has earned grades lower than 70 in two or more courses at the end of any marking period will automatically be recommended for academic probation.

Any student placed on academic probation will lose open campus privileges and senior privileges if applicable. He/she may also be asked to complete additional course work and/or to meet with the teacher or a tutor to rectify the deficiency. The status of each student placed on academic probation will be reviewed at the end of the marking period in which the probation began. The promotion of any student placed on disciplinary probation during the course of the year may be subject to faculty review at the conclusion of the school year. At that point, the School may deny the student promotion and/or withhold the student’s contract with the School for the following school year. The faculty may also require successful completion of coursework during the summer prior to a final review in August of the student’s promotion by the Head of Upper School and Director of Admission.

## ACADEMIC PROGRAM

**Course Load:** The School expects Upper School students to carry a course load of six or seven subjects. Five or eight course programs require special permission from the Head of Upper School and the Dean of Faculty. Usually, seniors are the only students who take five courses for credit, because they may audit a sixth course or complete a course of independent study, and they usually take positions of responsibility in all areas of school life.

Additionally, the School recommends that students take no more than four Advanced Placement (AP) courses at a time, given the demanding nature of these college-level courses. A student interested in taking more AP courses must petition the Head of Upper School and Director of College Counseling, who will review the proposed course of study and make an appropriate decision based upon the student’s abilities and demonstrated level of performance.

**Independent and Online Studies:** Courses of independent and online studies offer exciting opportunities for students to fulfill the School’s motto, *Know Thyself*.

As such, a course of independent study and/or online study may be made available to students who demonstrate a compelling interest in a particular discipline or field of study and above-average ability in their current core courses. Students interested in pursuing such a study must fulfill the following requirements:

- Successfully complete (with an average grade of 80 or better) Rocky Hill School core courses required for graduation, within the previous year.
- With the assistance of their adviser, students must complete and submit to the Dean of Faculty, a written proposal for a course of Independent/Online Study.
- Following an evaluation and validation of the proposed course, and the identification of a faculty mentor and advisor who will support the student during the period of study, the Dean of Faculty will grant permission for the course to be completed within a particular time frame within the student’s current academic year.

**Grades:** Grades are issued in all courses. The year grade is an average of the two semester grades.

Rocky Hill School, like most other independent schools, regards a grade in the 70s (C) as an average, satisfactory grade. Grades in the 60s, while passing, are probationary and may require additional work. Grades below 60 are failing.

Grade scales are the following:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	94-96	B	84-86	C	74-76	D	64-66
A-	90-93	B-	80-83	C-	70-73	D-	60-63

At mid-semester, teachers review their students’ progress and send interim reports to parents of any student whose effort or achievement is unsatisfactory. These students should take advantage of extra help sessions with their teachers.

For students in Grades 9–11, semesters are of equal length, and will be weighted equally when teachers calculate the final grade for the year. Since students in Grade 12 depart for Senior Internships in early May, there is an imbalance in semester lengths. Therefore, the first semester for seniors will represent 60% and the second semester 40% of the final grade for the year.

**Honor Roll and Honors Recognition:** Honors standing is based on grade point average for a given term: High Honors – 90.0 or above; Honors – 85.0 to 89.99. Please note: cumulative averages used to calculate honor rolls are not rounded up. Additionally, to be a candidate for honor roll, a student may have no grade below 75 and not more than one grade below 80. Honor rolls will be calculated at the end of the first semester and at the end of the school year.

At Commencement, a student is also eligible to receive honors recognition based upon his or her cumulative grade point average during his or her time in the Upper School. This recognition is indicated on the diplomas of eligible students. There are three possible levels of recognition: cum laude (a four-year grade point average between 85.0 and 89.99); magna cum laude (a four-year grade point average of 90.0–94.99); and summa cum laude (a four-year grade point average of 95.0 or above).

**National Honor Society:** The National Honor Society (NHS) is more than just an academic honor roll; it recognizes students for outstanding performance in the areas of scholarship, community service, leadership, and character. Students will be eligible for induction into the Rocky Hill School chapter of the NHS upon completion of their sophomore year and every semester thereafter if they have achieved the following cumulative averages:

- Sophomore scholars with academic averages of 92.0% or better.
- Junior scholars with academic averages of 90.0% or better.
- Senior scholars with academic averages of 88.0% or better.

Once a student's academic eligibility has been determined, a faculty council (composed of the Head of Upper School, the Director of College Counseling, and the NHS's faculty adviser) will review each candidate's overall performance. If he/she meets the criteria, he/she will be inducted into the Society at the Upper School Academic Awards ceremony.

Once inducted into the NHS, students will be expected to continue to make positive and enthusiastic contributions to the school community.

**Homework:** Homework is important. It reinforces skills, builds study habits, prepares students for the next day, and encourages independent thinking. Rocky Hill Upper School homework expectations are rigorous but fair. Some students will consistently need more time, others less. Some days will be busier than others, too. In the Upper School, students can expect up to 45 minutes per subject per class period. Students in AP or honors courses may expect occasionally to spend longer than 45 minutes on their nightly assignments for each of these courses.

Students are reminded that all work submitted is to be their own. Plagiarism, the use of someone else's work without giving proper credit, is unacceptable and may constitute grounds for severe disciplinary action (see "Academic Integrity").

**Late and Incomplete Homework:** Rocky Hill School students are expected to respect the deadlines determined by the teacher. Work is due in class on the day of the deadline. Failure to meet commitments may result in the loss of credit on an assignment. If an extension is needed for an unforeseen reason, the student must arrange an extension with the teacher prior to the period in which the assignment is due. Extensions will not be granted in cases of computer failure. Students are encouraged to plan ahead, to keep backup copies of their work, and to submit handwritten hard copies in the event of computer failure.

When a student is absent due to illness, it is the student's responsibility to get any missed assignments (consult teacher posted assignments on Google Classroom) and to make arrangements with the teacher for a reasonable schedule for completing missed work. If a student misses an assessment (a quiz or a test), the student should expect to take it the day he/she returns.

Incompletes at the end of the marking period are granted only in the case of illness, which prevents the student from completing work in a timely manner before the end of the preceding period. In the event that an incomplete is granted, the student is responsible for establishing with the teacher a schedule for completion of the work. The Head of Upper School must then approve this schedule.

**Exams:** There is an examination period at the end of each semester (just prior to winter vacation during the first semester, and at the conclusion of the school year during the second semester). Students can

expect an exam in most academic courses, although in some cases a faculty member may offer another type of assessment (i.e., research paper, oral presentation, project, or portfolio review) as an alternative to an exam with the approval of a department chair and the Head of Upper School.

**Standardized Testing:** As a college-preparatory school and an active member of both College Board and ACT, Rocky Hill School is committed to preparing its students to perform effectively on the various standardized testing examinations, which are integral parts of the college admission process. Preparation for the PSAT, which all students take as sophomores and juniors, and for the SAT and ACT, typically taken during the junior and senior years, are important elements of the English and mathematics curriculum. Furthermore, it is assumed that students enrolled in honors-level courses, or in the honors track in any discipline, will be thoroughly prepared to sit for the SAT subject test(s) in that subject area if they so desire. Finally, students taking Advanced Placement (AP) classes are required to take the AP examination at the conclusion of each course. While Rocky Hill School does not specifically teach to the tests, the School recognizes the importance of these examinations and appropriately prepares students.

#### ADVISERS & CLASS HEADS

**Student Advisers:** Rocky Hill School has a strong adviser system for Upper School students. A student's adviser (Upper School faculty member or administrator) works with the student and his/her parents or guardians to make each advisee's experience in the Upper School is successful and satisfying. The adviser's primary responsibility is to serve as the student's advocate and to assist him/her in making healthy and appropriate choices. Other responsibilities include helping the advisee to choose courses; answering questions; assisting in resolving academic or personal difficulties; and communicating with parents or guardians. The adviser serves as a contact person for the advisee's parents or guardians should they have any questions or concerns.

Advisers are assigned by the Head of Upper School to all students new to the Upper School. In the spring, each returning student will have the opportunity to request a change in his/her adviser for the following year. Every effort will be made to honor these student preferences, although it is not always possible to give students one of their choices.

Upper School students will meet with their advisers in advisee groups at the beginning of each school day at 8:10 a.m. to take attendance and to discuss events or issues and topics that may affect the Rocky Hill School community. **Attendance at advisory meetings is required; therefore, absences will be treated similar to absences from academic classes.** Additionally, there will be longer, formal adviser group meetings. Students should make arrangements to meet individually with their advisers when needed. Advisers write adviser letters to their advisees at the conclusion of each semester.

**Class Heads:** Class Heads are responsible for each of the four grades in the Upper School, and are expected to work collaboratively surrounding broader initiatives in the Upper School. They will act as the primary contact for their class, hold regular class meetings, coordinate class activities, and assist in the course selection process.

#### STUDY HALL

Study hall is a place for quiet study and is monitored as such. A student should come to study hall prepared to work for the entire period. Permission to be elsewhere, such as another classroom for a special help session or the library, must come in writing, in advance, from the teacher who will be supervising the student.

## OPEN CAMPUS PRIVILEGE

Open campus is a privilege that allows students to enjoy a free period outside the confines of study hall. It is extended to the following:

- *Grade 9 students do not receive open campus privileges.*
- Grade 10 students who have earned Honors standing (see “Honor Roll”) for first semester of their sophomore year.
- Grade 11 students who have earned Honors standing (see “Honor Roll”) for the second semester of their sophomore year.
- Grade 12 students who have successfully completed their previous year of academics (i.e., no grade lower than 70 and no incomplete grades) and whose disciplinary record is satisfactory.

Students in Grades 10 and 11 who do not maintain honors standing or students in Grade 12 who do not maintain grades of 70 or better will lose open campus privileges. All students with open campus privileges must sign out of study hall with the proctor at the beginning of their free period. Indoor locations that open campus students may access include the Nautilus on the first floor and the study carrels and student lounge areas in the Flynn Academic Center, the library, the art or music studios, and Campbell Center, except when teachers close or restrict any of these areas for classes or other use.

Open campus students may not remain in hallways and should obtain their belongings from their lockers between periods. The gym is available only with permission from the Director of Athletics and supervision by a faculty member. Outdoor locations include the gathering spaces and the lawns/fields directly adjacent to the Flynn Academic Center and to Hopelands. While outdoors, students are expected to focus on academic work. Any other areas, including the waterfront and parking lots, are off limits without special permission from the Head of Upper School. **Leaving the school grounds without permission from the Head of Upper School is not permitted, and will be dealt with appropriately and severely.**

Students enjoying open campus privileges are expected to abide by the same standards of respect, appearance, and behavior that are in effect during class times. The open campus privilege can be lost by abusing it, by distracting or disturbing other people, by receiving disciplinary or academic probation, by arriving late to class, or by underclassmen forgetting to sign out of study hall.

The open campus privilege is not an option when teachers are absent and assign their class to study hall.

## UPPER SCHOOL ATHLETIC/CO-CURRICULAR PARTICIPATION

As graduate candidates at Rocky Hill School, students are required to participate in **two (2) credited trimesters** of athletic/co-curricular program annually (refer to requirements below). Program participation is graded on a pass/fail basis in which daily attendance and proper school representation play a pivotal role. The primary reason for this requirement is to meet the Rhode Island Secondary School Physical Education standard set forth by the Department of Education. This requirement also aligns with Rocky Hill School's belief that community, teamwork, and sportsmanship, along with being an active member of the school community, reflects the school motto, *Know Thyself*.

**ALL STUDENTS** are required to participate in *two (2) credited trimesters* of athletic/co-curricular activity annually. One (1) of these seasons must involve a team activity. Team activities include traditional competitive sports teams (Soccer, Field Hockey, Cross Country, Basketball, Ice Hockey, Lacrosse, Tennis, Golf, and Softball) and drama - Deckhands Theater Co. production.

**ALL NEW STUDENTS** to the upper school must participate in a school offered team activity (Soccer, Field Hockey or Cross Country) or drama - Deckhands Theater Co. production. This assures that there are adequate numbers to support our programs, and involves new students into the school community immediately.

Athletic/Co-Curricular choices for **Upper School** students include the following:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Girls Cross Country	Boys Basketball	Boys Lacrosse
Boys Cross Country	Girls Basketball	Girls Lacrosse
Girls Field Hockey	Co-op Boys Ice Hockey	Competitive Sailing
Girls Soccer	Lifetime Fitness	Tennis
Boys Soccer	Yoga	Golf
Recreational Sailing	Drama	Lifetime Fitness
Lifetime Fitness		Drama
Drama		

Practices for all sports begin at 3:15/30 p.m. and run until 5:15 p.m., with the exception for basketball and sports held off campus, Monday through Friday. Away games often require early dismissal for players.

Rocky Hill School students must employ time management skills and attend all practices and games in order to receive credit. Students may be excused from an athletic/co-curricular program during a time of illness, injury, family emergency, or family obligation.

Students who wish to be excused or to be dismissed early from an athletic/co-curricular commitment must receive permission from a coach/instructor and/or the Director of Athletics. All requests to be excused from a program commitment should be requested from a parent or legal guardian. It is the student's responsibility to effectively communicate in advance with his/her coach/instructor or the Director of Athletics. Any absence taking place without notifying the coach and/or Director of Athletics is considered an unexcused absence. Knowing where our students are is important in maintaining their safety.

During the season, all students are required to attend all of the schedules meetings, games, rehearsals and practices. In the Upper School, any student who accumulates more than **eight (8) total absences (excused or unexcused)** will not get credit for participation in a program. Unexcused absences however are handled differently; **Three (3) unexcused absences** in a trimester will result in the loss of participation credit. Students who miss an athletic/co-curricular practice or game without permission from a coach or the Director of Athletics may face disciplinary action and may need to participate in another program in order to accumulate graduation credit. Unexcused absences from athletics will result in the following responses:

- **First unexcused absence:** The coach will notify the Director of Athletics. The student will be warned and the family and adviser will be notified.

- **Second unexcused absence:** The student will be given a detention. The family and adviser will be contacted. The student and family will be reminded about the risk for losing credit if they have a third unexcused absence.
- **Third unexcused absence:** The student will not receive a credit for participation pending administrative review.

It is essential, then, that student-athletes commit to a team before the season begins and communicate with their coaches about any scheduling conflicts. If a student loses credit for their current afternoon activity, they are required to participate in another season of athletic/co-curricular program.

#### **Award Definitions:**

Most Improved Player (MIP), Most Valuable Player (MVP) and Coaches' Award are seasonal awards given out by athletic coaches.

Dorothy R. Young '48 Award [12 Season Athlete Award]: Annual award given to graduating senior(s) who have participated in twelve (12) consecutive seasons of Rocky Hill School competitive athletic program.

For more information, please visit the athletics webpages located at [www.rockyhill.org/athletics/](http://www.rockyhill.org/athletics/).

#### **ACCEPTABLE USE POLICY**

Rocky Hill School maintains a powerful wireless computer network with Internet access for use by students, faculty, staff and members of the community. Use of this incredible resource is a privilege that the School is delighted to extend to its constituents. As with all privileges, expectations of appropriate behavior are in place. **Failure to abide by those expectations may result in disciplinary action and privilege revocation.** The School expects all network users to act respectfully, responsibly and to be active learners about technology. Rocky Hill School is committed to ensuring a safe, respectful, dynamic and appropriate environment for teaching and learning.

Students and parents are asked to review and sign the *Acceptable Use Policy Agreement Form* each year and pledge to abide by Acceptable Use Policy guidelines. Changes to the policy may be made annually. **New students should return the signed agreement (the last sheet) to school on Orientation Tuesday, September 8. Returning students should return a signed agreement by Wednesday, September 9 to Mr. Poskitt.**

Questions about technology at Rocky Hill School or the Acceptable Use Policy should be directed to the Director of Technology. The School hopes that students and parents will join it in supporting the standards that it believes children should follow when using information technology.

**Rights and Responsibilities:** Access to and use of technology at Rocky Hill School is a privilege; it brings its own responsibilities and risks:

- Every user is expected to act with respect and integrity in his/her dealings with others inside and outside of this community.
- Every user has the right to expect, to the greatest extent possible, protection from harassment and/or unwanted contact by other members of the community.
- Every user has the responsibility to respect and protect the rights of every other user, and to conduct himself/herself in a way that is not hurtful to others or their property.

- Every user is required to bring a Windows or Mac laptop for use each day. This laptop should have all required software installed on it.
- Users need to insure that their computer files are backed up on a regular basis.

These expectations form the heart of the following acceptable use guidelines that are intended for all Upper School students. They provide the basis for good decision-making with regard to each individual use of information technology.

***Acceptable Use Guidelines:*** Rocky Hill School uses a variety of technologies to support learning and to enhance instruction. Students, faculty, and staff are expected to use these resources, shared by the entire community, in a responsible, ethical and legal manner. **Use of technology at Rocky Hill School, whether the technology is owned by the School or not, should be for educational or research purposes and be consistent with the educational philosophy of the School.**

The signatures on the *Acceptable Use Policy Agreement Form* indicate an understanding that access to and use of the School’s technology—including iPads, desktop computers, the wired and wireless networks, as well as software and services provided by the School— are predicated upon adherence to these guidelines:

- I will protect personal information about myself and others on the Internet.
- I will respect the privacy of others. I will only read, delete, or modify my own files.
- I will conduct myself as a responsible digital citizen and be aware of the words that I use online to represent myself, my fellow classmates and Rocky Hill School.
- I will cite all copyrighted material that I use in any digital presentation, document or any other file I create. Use of this material without proper citation constitutes plagiarism.
- I will use appropriate electronic communication tools and I understand that there are tools that are not permitted while on campus such as Twitter, texting, etc.
- I will remain focused on my school work and stay off of any social networking or gaming sites while on campus.
- I will use the school’s network responsibly and will respect the boundaries of the Administrative network.
- I will seek permission if I wish to record video or audio of any Rocky Hill Community member such as fellow students, my teachers or other personnel.
- When using classroom technology I will be a positive and engaged member of my class and do my utmost to positively participate and contribute in all aspects of the classroom.
- I will conduct myself with honesty, integrity and responsibility when working with any form of Technology on campus.
- To keep the system safe and accessible for everyone, I will notify a faculty member if I observe or have knowledge of violations of these guidelines.

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expectation of privacy in anything created, stored, sent, or received on School technology or software. The School and its Director of Technology reserve the right to monitor a student's use of technology and software, including, but not limited to Internet website visited, material downloaded/uploaded from the Internet, and e-mails sent from and received by students in their school-provided e-mail accounts.

**It is also essential that parents and students understand clearly the impact of email, chat rooms, instant messages, blogs, social networking sites and personal profiles. Once a message or posting is shared or sent, it becomes public and can remain on the Internet indefinitely, despite one's efforts to delete this data.**

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## STUDENT SUMMER WORK

While Rocky Hill School understands the benefit of allowing students to pursue personal interests during their summer vacation, the School also recognizes the importance of helping students remain academically sharp by requiring and/or recommending that they complete some academic work during the summer. These assignments also provide excellent preparation for the work and expectations students will encounter when they return to school in the fall.

Traditionally, the English Department requires students to read specific texts. The Mathematics Department may require students to complete specific short assignments in the summer. Students entering Honors or AP classes may also be asked to complete additional work during the summer as part of the preparation for the SAT subject tests or AP exams that are an important part of these courses. Seniors will be required to complete summer work for the Senior Seminar.

All summer academic assignments can be accessed on the Rocky Hill School website.

## SENIOR YEAR

***Senior Internships:*** Senior Internships are off-campus independent internships open to seniors only. They are intended to provide seniors with an authentic opportunity to test the skills they have acquired while in Upper School. Senior Internships should also stretch students' abilities and require them to apply their skills and knowledge in new ways. By the completion of the program, seniors should have learned not only about an area of interest, but also about themselves and the important role they can play in influencing those around them in a positive and meaningful manner.

The Senior Internship program is broken down into four phases: project identification, project research, the internship, and the presentation of results. Each of these phases is explained in greater detail in the *Senior Internship Handbook*, which each senior will have access to as part of the Senior Internship course maintained on Google Classroom. **Students are reminded that they may not work for a member of their family during the project; they may not receive financial compensation for their work; and they must successfully complete all aspects of the Senior Internship Program in order to graduate.**

Finally, work related to the Senior Internships will be assessed and included as a separate course on the student's Grade 12 report card and transcript. **Students who do not receive a passing grade for the year may not be eligible to receive a Rocky Hill School diploma.**

**Senior Seminar:** Established in 2001, the Senior Seminar program promotes the free and open exchange of ideas, introduces students to the college seminar and lecture experience, and develops leadership that recognizes diversity and respects innovation and alternative views.

Our Senior Seminar for 2016-2017 focuses on environmental stewardship and creative ecology, particular to Rocky Hill School's campus on the Potowomut River and Narragansett Bay.

Estuary: the challenges of climate change and rising sea levels, as well as opportunities for harnessing wind energy, promoting sustainable aquaculture development and marine science research, partnerships with peer schools, local universities, and Save the Bay. Students work in groups to research, gather and collate data, and present solutions and options for sustaining and optimizing the shoreline, river, and bay.

Each group study is presented to a panel of educators, scientists, and local entrepreneurs. Through this process, students are introduced to the challenges and responsibilities of independent school stewardship, and the teamwork, collaboration, leadership, and environmental awareness that is required for a more sustainable future.

**College Visits:** College visits are an essential and exciting aspect of the college search and application process. Students and families are encouraged to visit colleges wherever they find themselves near a campus. Juniors and seniors are strongly encouraged to visit colleges on our school breaks and holidays while colleges are in session, as well as in the summer. Most colleges use an online sign-up process which enables families to plan their time and helps colleges to track student interest. If interviews are available, families are encouraged to take advantage. As with any aspect of the college search, please contact the Director of College Counseling with any questions or concerns.

If a senior needs to miss a day of school for a college visit, he/she must first obtain an *Absence Release Form* from the Divisional Coordinator, fill out the details of the visit, have the form approved by the Director of College Counseling, and have it signed by each of his/her teachers, coaches and parents. The form should then be returned to the Head of Upper School and Head of School for final approval. These permissions and the *Absence Release Form* must be completed prior to the intended date of the absence. Failure to obtain permission in advance of absence may result in academic and disciplinary penalties.

**Senior Privileges:** Seniors are expected to act as school leaders and positive role models for their peers. They are in a special position of responsibility at school, and are accordingly given certain privileges.

Additionally, at the discretion of the Head of Upper School, after March break, seniors with signed parental permission receive late arrival and early dismissal privileges. They must arrive by their first academic class of the day, and may leave after their last obligation (including athletics). They must sign in and out at the School Nurse's office, however, and they may not leave campus and return later that same day.

Seniors who have not fulfilled the following obligations will forfeit their senior privileges (this includes open campus and late arrival/early dismissal privileges):

- Be of good academic standing (no grade below a 70%)
- Gain approval of their Senior Internship by the end of the first semester
- Complete community service hours by the end of the third quarter
- Return athletic equipment and uniforms within one week after the last game/practice of the athletic season in which they participate

The Head of Upper School reserves the right to implement late arrival and early dismissal privileges prior to the start of March break if these requirements are fulfilled earlier.

### COMMUNITY SERVICE PROGRAM

Community service has always been an important aspect of Rocky Hill School life. Serving others is another way in which students fulfill the School motto, *Know Thyself*. The life skills gained through service to others provide valuable preparation for the future. In addition, there is a growing trend in some college admission and/or financial aid procedures to consider an applicant's community service interests as an important credential.

Due to Rocky Hill School's small size and Preschool–Grade 12 composition, on-campus volunteer opportunities abound, promoting regular interactions between faculty, staff, and students of all ages and underscoring the sense of community at school. By volunteering on the grounds and in administrative offices, students become involved in the day-to-day business of the school and, thus, take ownership of their school. Other on-campus opportunities include tutoring peers and younger students, helping in the Preschool program, assisting Middle School coaches, assisting with the Lower School drama productions, and volunteering for various school events.

Rocky Hill School students also work in local soup kitchens; assist with Special Olympic events; collect money, food, clothing, and other items for local and international causes; provide manpower for local cleanup efforts; support local cultural organizations; and work at local charities, such as the Rhode Island Food Bank and Crossroads Rhode Island. The Community Service Coordinator may organize other large-scale community service projects, which in the past have included traveling to Louisiana and Mississippi with Habitat for Humanity. The Community Service Club and the Interact Club each offer students opportunities to work collectively to perform service locally and internationally.

Students are required to complete 40 hours of documented community service over the course of four years, prior to graduation. At least 30 hours must be completed with the same organization. The Community Service Coordinator will help freshmen identify an area of interest and connect them with an organization where they can perform service. The community service requirement will be prorated for all students who enter Rocky Hill School after ninth grade.

### SPECIAL EVENTS & FUNDRAISING ACTIVITIES

**All special events (dances, Homecoming, etc.) and fundraising initiatives must be approved by Class Heads, the Head of Upper School, and the Director of Development before being announced to the student body.** Individual classes are permitted to host no more than one dance per semester.

A student is permitted to bring a guest to some school functions provided that he/she assumes full responsibility for his/her guest's behavior. Students will be asked to fill out a special guest permission form. These forms are available in the Upper School office. In all cases, students are required to let the Head of Upper School know if they plan on bringing a guest and introduce their guest to all chaperones. Students are responsible for making sure they are picked up promptly at the end of the school function.

Classes hosting a dance are responsible for first clearing the date and all specific plans with the Class Head and the Head of Upper School. They must make a budget, as well as arrange for security (if necessary) and music. Students should form committees for advertising, set up, refreshments, and clean up. They must also obtain commitments from an appropriate number of adult chaperones as determined by the Head of Upper School. Confirmation of all of these arrangements must be given to the Head of Upper School before the event can be announced.

School behavioral expectations apply to all students and guests at all dances or other social functions, whether on or off campus, prior to and during the event. Students are expected to dress in appropriate attire that reflects the event and to dance in an appropriate fashion (i.e., no grinding). To ensure safe, enjoyable events for all participants, the School encourages parents to review these expectations with their children prior to an event. Finally, once a student leaves a dance or other function, he/she will not be allowed to return.

## STUDENT COUNCIL CONSTITUTION

We, the students and faculty of Rocky Hill School, in order to foster understanding within the school community, give each of its members the opportunity to share in the formulation of policy and in the operation of the school, and to provide an orderly means of frequent and open communication, do establish this constitution for the Student Council.

### *Article I: Powers and Limitations*

The Student Council shall discuss and propose policies and operational procedures in all matters affecting the student and school community, with exceptions including, but not limited to, the following:

- The hiring and dismissal of faculty and staff
- The financial operation of the school
- The admission and dismissal of specific students
- Confidential personal records

These exceptions are the sole responsibility of the Head of School, and, when appropriate, the members of the faculty and administrative staff.

### *Article II: Membership*

The Student Council shall be composed of the following voting members:

- Representatives of each class, elected by the school community
- At least 3 representatives per class, Grades 9–12.
- The Head of School, acting in a non-voting, ex-officio capacity

### *Article III: Meetings*

- A quorum of six members must be present to conduct business.
- The Student Council shall meet at least once a month during the school year.

- Student Council meetings shall be open; any student or faculty member may attend and participate in discussion. If recognized by the Council, any member of the school community may propose a topic for discussion.

*Article IV: By-Laws*

The Council shall follow the procedures set forth in *Robert's Rules of Order*.

*Article V: Elections*

- Any student not on academic or disciplinary probation may run for Class Representative and be eligible to serve subsequently if elected.
- The representatives shall be elected in the month of April or May by the student body of Grades 9–11 and by the faculty who teach those grades. Speeches will be made by those individuals running for Class Representative.
- The class representatives shall take office in September of the following academic year.

*Article VI: Veto*

- The Head of School may veto any decision of the Student Council.
- Should the Head of School exercise this power, he will present the reasons for doing so.

*Article VII: Committees*

- The Student Council has the power to appoint sub-committees for specific purposes and to fix their powers and duties.
- Such committees shall hold office until their duties are fulfilled or the next election of officers takes place. The head of each committee shall be present at Student Council meetings.

*Article VIII: Amendments*

Whenever two-thirds of its members shall deem it necessary, the Student Council shall propose amendments to this constitution, which shall be valid when ratified by majority vote of both the student body and the faculty, voting separately, and approved by the Head of School.

## MIDDLE SCHOOL SUPPLEMENT (Grades 6–8)

### MIDDLE SCHOOL PHILOSOPHY

Rocky Hill’s Middle School recognizes and embraces the uniqueness and diversity inherent in early adolescent children at a period when they are experiencing profound changes in the intellectual, physical, social and emotional areas of their lives. Through relevant and rigorous academic courses, a commitment to the arts, competitive athletics and an active and dynamic adviser program, we strive to guide the development of the whole child. In partnership with their parents, the Middle School faculty and staff work to meet the educational, developmental, and social needs that emerge for each child in this transitional period.

Central to the Middle School’s philosophy are **Core Values: Respect, Integrity, Kindness and Responsibility**. In a quest to help students recognize and internalize the qualities of good citizenship, these four cores values are emphasized in the advisory program and are a prominent aspect of the Middle School. The positive way in which students learn to treat one another makes a significant difference in the experience a child will have in school. Because these core values are woven into the Middle School program, students will be more cognizant of their interactions with their peers and more likely to do what is right.

### ACADEMIC PROGRAM

The following subjects are the core of the Middle School curriculum for Grades 6–8:

<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
English	English	English
Ancient History	World Geography	American Government
Mathematics	Pre-Algebra	Algebra 1
Environmental Science	Earth Science	IPS
Intro. Foreign Language*	Intro. Foreign Language*	Foreign Language**
Physical Educ./Health	Physical Educ./Health	Physical Educ./Health
Art	Art	Art
MS Band/Chorus	MS Band/Chorus	MS Band/Chorus
Digital & Information Literacy	Digital & Information Literacy	Expositions
	Two night trip to Nature’s Classroom	Quebec Trip

\* *Introductory Spanish, Latin or French*

\*\* *Spanish, French, Latin or Mandarin*

**Enviroweek** takes place during the first week of school in September, and involves studying the natural environment found near campus, on Narragansett Bay and in Rhode Island. The week also includes an on-campus overnight for students in sixth and seventh grades and a two-night overnight in New Hampshire for students in the eighth grade.

## MIDDLE SCHOOL ATHLETIC/CO-CURRICULAR PARTICIPATION

All Middle School students are required to participate in an athletic/co-curricular program during all **three (3) trimesters**. This requirement aligns with Rocky Hill School's belief that community, teamwork, and sportsmanship, along with being an active member of the school community, reflects the school motto, *Know Thyself*.

Athletic/Co-Curricular choices for **Middle School** students include the following:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Girls Field Hockey	Winter Recreation/Robotics	Lifetime Fitness
Coed Soccer	Boys Basketball	Boys Lacrosse
Recreational Sailing	Girls Basketball	Girls Lacrosse
	Drama	Coed Tennis

Practices for all sports begin at 2:30 p.m. and run until 3:30 p.m., with the exception of Recreational Sailing, which runs until 4:00 p.m., Monday through Thursday. Other programs may hold optional practice until 4:00 p.m. Games take place after school hours. Away games may require early dismissal for players.

In the Middle School athletic program, excessive absenteeism, excused or unexcused, will be handled on a case-by-case basis by the coach, Director of Athletics, and Head of Middle School.

Students are required to have gym clothes (shorts, T-shirt, socks, and sneakers or cleats), which should be kept in their gym lockers. Because of the capricious nature of New England weather, it is recommended that students also have a pair of sweatpants and a sweatshirt available.

### **Award Definitions:**

Most Improved Player (MIP), Most Valuable Player (MVP) and Coaches' Award are seasonal awards given out by athletic coaches.

For more information, please visit the athletics webpages located at [www.rockyhill.org/athletics/](http://www.rockyhill.org/athletics/)

## WORLD CULTURES WEEK

Each year, at the end of the second trimester, the Middle School immerses itself in the study of a specific country or culture. Students and faculty work together to learn about the history, environment, political system, cultural features, arts and music, literature, folklore, language, and cuisine found in the chosen country.

## STUDENT BEHAVIOR

The behavioral guidelines for the Middle School, as with the rest of the School, are centered on respect. Students will be reminded of, and educated in, the need to be respectful of one another, of the School and its ideals and principles, and of oneself.

Middle School students are expected to adhere to the general rules of the School at all times, including the dress code. Failure to meet the behavioral standards of the School will typically result in conferences with parents and teachers, advisers and/or the Head of Middle School.

We expect Middle School students to take ownership of their school, keeping rooms, lockers, and hallways neat and free of debris.

The Middle School provides a safe, caring, and consistent learning environment that supports the School's core values of respect, kindness, responsibility and integrity. Students are expected to uphold the core values in all aspects of school life. Behavior that violates the Middle School's core values will be addressed in a number of ways, depending on the specifics of the infraction. In all cases, the School's mission is to educate the whole child, which includes proper citizenship and respect for others.

## GRADES

Middle School report cards are issued three times a year, reflecting each student's academic and behavioral performance during the preceding trimester. Teachers write narrative comments to accompany report cards at the end of the first and second trimesters. Interim reports are also written at the midpoints of the first and second trimesters.

## ADVISERS

A student should direct any concerns, academic, co-curricular, personal, or social, to his/her adviser. Parent conferences are held with the adviser in early October and mid-April. Adviser summaries are written in January and June, and summarize the student's achievements in both academic and co-curricular activities. Advisers also highlight any areas of concern and provide goals for the coming trimester. Parents should feel comfortable contacting their child's adviser with any questions or concerns throughout the school year.

## TECHNOLOGY

Middle School students are required to have an iPad for daily use in school and at home. In some cases, students are permitted to utilize a laptop with the permission of the Head of Middle School.

### *Security and Software Requirements*

All laptops must be equipped with the following:

- Windows XP Pro or higher operating system, or Mac OS X 10.7.4 or above.
- Up-to-date antivirus software. ***It is the responsibility of the owner to keep this software up-to-date and active; periodic checks will be made to ensure currency.***
- All iPads are brought to school at the owner's risk. The School accepts no responsibility for the safekeeping of one's iPad.
- Rocky Hill School Technology Department will provide technical support for any iPad or laptop; however, a warranty is highly recommended so repairs can be done in an efficient manner.

### *Use of Laptop*

- Use of personal technology in a class will be at the discretion of the classroom teacher. If a teacher deems that the technology is a distraction and is not enhancing the learning of the student, the student will be asked to close the device.
- Teachers will not accept any technical failure (i.e. "My iPad/laptop is not working.") as a reason for missed assignments. Assignments given as homework should be printed prior to coming to school.
- All Middle School students will abide by guidelines outlined in the AUP.

***Acceptable Use Policy:*** Rocky Hill School maintains a powerful wireless computer network with Internet access for use by students, faculty, staff and members of the community. Use of this incredible resource is a privilege that the School is delighted to extend to its constituents. As with all privileges, expectations of appropriate behavior are in place. **Failure to abide by those expectations may result in disciplinary action and privilege revocation.** The School expects all network users to act respectfully, responsibly and to be active learners about technology. Rocky Hill School is committed to ensuring a safe, respectful, dynamic and appropriate environment for teaching and learning.

Students and parents are asked to review and sign the enclosed Acceptable Use Policy Agreement Form each year and pledge to abide by Acceptable Use Policy guidelines. Changes to the policy may be made annually. **In order to use technology on campus and/or receive a network and Google account, students are asked to sign the form, along with their parents or guardians, after they have read and discussed it together.**

Questions about technology at Rocky Hill School or the School's Acceptable Use Policy should be directed to the Director of Technology. The School hopes that students and parents will join in supporting the standards that it believes children should follow when using information technology.

### ***Rights and Responsibilities***

Access to and use of technology at Rocky Hill School is a privilege, bringing responsibilities and risks:

- Every user is expected to act with respect and integrity in his/her dealings with others inside and outside of this community.
- Every user has the right to expect, to the greatest extent possible, protection from harassment and/or unwanted contact by other members of the community.
- Every user has the responsibility to respect and protect the rights of every other user, and to conduct himself/herself in a way that is not hurtful to others or their property.
- Every user is required to bring a Windows or Mac laptop for use each day. This laptop should have all required software installed on it.
- Users need to insure that their computer files are backed up on a regular basis.

These expectations form the heart of the following acceptable use guidelines that are intended for all of the School's students. They provide the basis for good decision-making with regard to each individual use of information technology.

***Acceptable Use Guidelines:*** Rocky Hill School uses a variety of technologies to support learning and to enhance instruction. Students, faculty, and staff are expected to use these resources, shared by the entire community, in a responsible, ethical and legal manner. **Use of technology at Rocky Hill School, whether the technology is owned by the School or not, should be for educational or research purposes and be consistent with the educational philosophy of the School.**

The signatures on the *Acceptable Use Policy Agreement Form* indicate an understanding that access to and use of the School's technology—including iPads, desktop computers, the wired and wireless networks, as well as software and services provided by the School—are predicated upon adherence to these guidelines:

- I will protect personal information about myself and others on the Internet.

- I will respect the privacy of others. I will only read, delete, or modify my own files.
- I will conduct myself as a responsible digital citizen and be aware of the words that I use online to represent myself, my fellow classmates and Rocky Hill School.
- I will cite all copyrighted material that I use in any digital presentation, document or any other file I create. Use of this material without proper citation constitutes plagiarism.
- I will use appropriate electronic communication tools and I understand that there are tools that are not permitted while on campus such as Twitter, texting, etc.
- I will remain focused on my school work and stay off of any social networking or gaming sites while on campus.
- I will use the school's network responsibly and will respect the boundaries of the Administrative network.
- I will seek permission if I wish to record video or audio of any Rocky Hill Community member such as fellow students, my teachers or other personnel.
- When using classroom technology I will be a positive and engaged member of my class and do my utmost to positively participate and contribute in all aspects of the classroom.
- I will conduct myself with honesty, integrity and responsibility when working with any form of Technology on campus.
- To keep the system safe and accessible for everyone, I will notify a faculty member if I observe or have knowledge of violations of these guidelines.

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## HOMEWORK

Middle School students should spend an average of 30 minutes on homework per class, per night, by the time they reach Grade 8. Because not all five academic classes meet each day, some nights may have more work than others. Many of the assignments in the Middle School are long-term projects, and one of the goals is to help students learn to budget their study time wisely and effectively. There will certainly be nights when there seems to be a lot to accomplish, particularly in Grade 6, when the expectations for homework are significantly greater than they were in Grade 5. However, if you find your child is consistently working excessively long hours to finish assignments, contact his/her adviser.

Homework assignments are posted by all faculty on Google Classroom. Grade 6 students are also expected to record their homework in their assignment books, as well as check Google Classroom. Teachers may instruct students to submit their assignments to Google Classroom as well.

***Late and Incomplete Homework:*** Students are expected to respect the deadlines determined by the teacher. Work is due in class on the day of the deadline. Failure to meet commitments may result in the loss of credit on an assignment.

When a student is absent due to illness, it is the student's responsibility to obtain any missed assignments or class materials from the teacher or the student's adviser, and to make arrangements with the teacher for a reasonable schedule for completing missed work. If a student misses an assessment (a quiz or a test), the student should expect to take it soon after he/she returns.

Incompletes at the end of the marking period are granted only in the case of an illness that prevents the student from completing work in a timely manner before the end of the trimester. In the event that an incomplete is granted, the student is responsible for establishing with the teacher a schedule for completion of the work. The Head of Middle School must then approve this schedule.

## SUMMER WORK

Each Middle School student is encouraged to read four books during the summer vacation. One book must be selected from a specified list, as these books will be discussed in September. All students will be expected to participate in a group discussion and follow-up activity at the beginning of the school year with the faculty member who selected the title. The three other books may be chosen from the Middle School Summer Reading List posted on the website, or may be titles selected with parents' approval. The books on the Summer Reading List are available in the Rocky Hill School Library, local public libraries and bookstores.

## SPECIAL EVENTS

***(Check the School's online calendar for dates of these annual events and others.)***

Enviroweek	All-School Winter and	Various Community Service
Arts Week	Spring Concerts	Projects
Seventh Grade Nature's	Dances	Eighth Grade Expositions
Classroom	Eighth Grade Dinner	Field Day
Middle & Upper School	Veterans Day Ceremony	Moving Up Day
Musical	Halloween Activities	
Athletic Award Ceremonies	End-of-Year Trip	
Eighth Grade Quebec Trip	Homecoming	
	World Cultures Week	

## LOWER SCHOOL SUPPLEMENT (Preschool–Grade 5)

### BY THE BAY PRESCHOOL

Rocky Hill School offers a Preschool Program, which strives to meet the emotional, social cognitive, creative and physical needs of three- and four-year-old children. The School’s nurturing and safe environment encourages discovery and learning through open-ended and integrated activities designed to foster a sense of wonder and excitement about the world and to develop a sense of independence, self-reliance and self-confidence. **Students must have reached the age of three years by September 1 and must be toilet-trained to be eligible for Rocky Hill School’s Preschool.** Preschool is a two- to three-year program, depending upon the developmental readiness of each child.

All Preschool children have the option of attending two, three or five mornings a week. They also have the option of participating in the Extended Day Program, which runs until either 3:30 or 5:30 p.m. Both the Preschool and the Extended Day Programs are located in the Preschool building.

### ACADEMIC PROGRAM

The following subjects are part of the Lower School curriculum for Preschool–Grade 5:

Language Arts	Mathematics	Social Studies
Technology	Science	Spanish
Art	Library	Physical Education/Health

Music: Preschool–Grade 5, general; Grade 5, instrumental music instruction

### ARRIVAL/DISMISSAL PROCEDURES & POLICIES

The Board of Regents requires that Rocky Hill School comply with state regulations for the amount of instructional hours in the school year. Students must be on campus and lined-up for the morning welcome at 8:10 a.m.; they will be dismissed at 3:15 p.m.

**Arrival:** Lower School morning drop-off is best in the front lot, although there are short-term parking spots located in the rear lot as well. Preschool drop-off and pick-up is at the Preschool building. Preschool drop-off is 8:10 a.m.; pick-up times depend on your contract.

Lower School parents are welcome to escort their children to their designated line-up areas outside Perkins Hall. Parents are required to escort their children to the Nurse’s office and then to their respective classrooms if arrive after 8:10 a.m. When parking in the front lot, please use the short-term spaces adjacent to Hopelands or adjacent to the tennis courts. The numbered spaces in the rest of the lot are reserved for faculty and staff.

**Dismissal:** Classes for Kindergarten – Grade 5 will be dismissed at 3:15 p.m. Children who will be picked up by parents will be walked to the Hopelands Portico for dismissal. Children taking the bus will be escorted to the back parking lot to board school buses. Please note that for safety purposes, no Lower School student will be allowed to remain on campus after school unless he/she is enrolled in Extended Day, is participating in RHEA or is accompanied by a parent.

We are aware that some children and their families enjoy staying after dismissal to play together. If you prefer to do that, we ask that you pick up your child first, park in a short-term parking space and accompany your child to the grassy area near the tennis courts away from the portico dismissal area. For the safety of the children, we ask that you supervise your child at all times and also request that children not be allowed on the opposite side of the driveway in the “rock area,” or in the woods beyond the tennis courts. Children are expected to exhibit appropriate behavior while on campus, with recess rules being enforced by accompanying adults. If you have any questions regarding these rules, please contact the Head of Lower School.

If your child is being picked up by a family member, friend, or nanny/babysitter not listed on your dismissal sheet, or is going with another child/family, we ask that you contact the School Nurse (ext. 112 or [mott@rockyhill.org](mailto:mott@rockyhill.org)) and inform her of your plans and the name of the person retrieving your child. Please be sure that person can present a photo ID at dismissal. The School Nurse will alert the Head of Lower School and the child’s teachers.

Also, if your child is being dismissed early from school, he/she should always be picked up in his/her respective classroom. **If you are bringing your child back to school after an appointment, he/she should be escorted/sent to his/her classroom. The respective classroom may be his/her Perkins classroom or one of the Virtuoso classrooms depending on your child’s schedule.**

**Emails regarding a change in dismissal plans should be sent to the School Nurse ([mott@rockyhill.org](mailto:mott@rockyhill.org)) and Head of Lower School Patty Pontarelli ([ppontarelli@rockyhill.org](mailto:ppontarelli@rockyhill.org)).**

Lastly, if you are ever running late for dismissal, please don’t panic! Your child is safe with us. Don’t ever risk a speeding ticket or an accident in an attempt to get to school in time. Your child will be taken to the Extended Day Program and you may collect your child there when you arrive. Please make every effort to communicate to the School when you are running late. The best way is to text Patty Pontarelli (374-7452).

## WORLD CULTURES WEEK

Each year, during the week before March break, the Lower School immerses itself in the study of a specific country or culture. Students and faculty work together to learn about the history, environment, political system, cultural features, arts and music, literature, folklore, language, and cuisine found in the designated country or culture.

## HOMEWORK

The Lower School is committed to providing an exceptional educational experience that is developmentally appropriate as well as academically and intellectually challenging. Homework provides an opportunity to reinforce and enrich concepts that are introduced during school hours. More importantly, it helps students develop responsibility, good study habits and time management skills. Developmentally appropriate homework is given to all students in Grades 1–5 on Monday-Thursday, and occasionally project-related work, on weekends. Homework should be done independently by the students, with minimal adult interaction. In addition to scheduled homework, in various subjects, we expect that Preschool–Grade 5 children will read, or be read to, each night for approximately 15-20+ minutes depending on the child’s grade or developmental level in order to encourage students to become lifelong readers.

The amount of time that each child spends on homework (in addition to reading) varies with the individual. Some students work at a quicker pace than others. The following are guidelines:

- Grade 1**      Reading plus Spelling and/or Math (approx. 15 minutes)
- Grade 2**      Reading plus Spelling, Writing, Social Studies, Science and/or Math (approx. 20 minutes)
- Grade 3**      Reading plus Spelling, Writing, Social Studies, Science and/or Math (approx. 30 minutes)
- Grade 4**      Reading plus Spelling, Writing, Social Studies, Science, Spanish and/or Math (approx. 40 minutes)
- Grade 5**      Reading plus Spelling, Writing, Social Studies, Science, Spanish and/or Math (approx. 50 minutes)

We feel that it is very important for children to have free time after a long school day, and also to have time to pursue their own interests. **If your child routinely spends more time than recommended on assigned homework, please contact his/her classroom teacher to address the issue. If additional homework is requested by parents, classroom teachers will direct them to various resources.**

#### RECESS/SOCIAL INTERACTION

Kindergarten–Grade 5 students participate in two daily teacher-monitored social/play time for 20 minutes each morning and before lunch. Preschool students enjoy a longer daily recess period. Students go outdoors on most days unless prohibited by weather. All children participate in recess unless the classroom teacher and the nurse receive a written note presenting a serious health concern. If a child is well enough to attend school, then he/she is well enough to participate in the recess period, as well.

Appropriate outerwear is essential to accommodate the ever-changing New England weather. Appropriate to the season, children should come to school with mittens, hats, and most importantly, waterproof footwear. The campus can be muddy and wet, boots/rubber footwear are essential in the winter and spring.

#### CLOTHING FOR PHYSICAL EDUCATION

All Lower School students participate in weekly physical education classes. No specific uniform is required, but all students will need to have an extra, clean pair of sneakers for use in the gym. **Please help us keep track of these shoes and all children’s clothing by clearly marking all articles with your child’s name.** Lost and found containers can be found in Perkins and/or the School Nurse’s Office.

#### STUDENT BEHAVIOR

##### **Treat Others as You Want to be Treated**

The Lower School motto is well known and consistently recited by all members of the Lower School community. These ‘words of wisdom’ are the cornerstone upon which the School’s values of good citizenship, scholarship and sportsmanship are built within the Division.

Students and teachers come to Rocky Hill School because they value learning. We can accomplish goals only in an atmosphere that is free of unnecessary interference. Students and teachers function best when guidelines are set and are respected by all.

Recognizing model behavior among students and positively reinforcing good behavior are cornerstones of the discipline policy in the Lower School. It is expected that all Lower School students will:

- Demonstrate respect for their teachers and classmates through their actions and words
- Raise their hands in class, will refrain from calling out inappropriately and will be polite listeners
- Walk in the hallways
- Enter and leave classrooms in a respectful and orderly manner
- Come to class prepared with the attitude and the materials needed to learn effectively
- Respect the dress code
- Use appropriate language at all times
- Make phone calls from school only in emergencies and under the supervision of the Head of Lower School

The system of discipline in the Lower School strives to be fair, consistent, kind and firm. In the event that a student continues to exhibit disruptive or inappropriate behavior, these responses may be used to deal with the situation:

- Asking a child to “take a break” from the classroom or activity in a supervised area
- Working out a contract with a student for expected behaviors
- Meeting with the child and his/her parent after school

More serious offenses may require the intervention of the Head of Lower School. Serious behaviors include stealing, inappropriate physical contact and gestures, causing bodily harm to another student or teacher, repeated use of inappropriate language, harassment or the continual interference in others’ learning.

The Head of Lower School’s response to these behaviors may include a firm warning and the steps to be taken if the behavior is repeated, including scheduling a parent conference meeting and/or working with the Director of Counseling & Wellness. Intentional inappropriate physical contact will result in a student’s immediate dismissal for the remainder of the school day, or longer if deemed necessary.

Consistent parental support of school decisions is important if we are to maintain a positive learning environment for everyone. Parent resources and materials pertaining to the approach to behavior management and specific techniques used will be provided to ensure consistency and the use of common language.

## TECHNOLOGY

All students in the Lower School receive direct instruction in the use of technology in the technology lab and on the shared classroom iPads. Students and teachers also have access to digital cameras, scanners and printers. Rocky Hill School expects that students will use computer resources responsibly. The *Technology Code of Conduct* outlines the expectations for each student’s responsible use of the computers, iPads and other technology resources while at school.

## ***The Lower School Technology Code of Conduct***

- For reasons of safety, I will not give out personal information over the Internet.
- I will not use the Internet for hurtful, discourteous, threatening or disrespectful communication.
- I will handle all computer equipment carefully. The computer equipment is expensive and fragile; it is shared by all members of the Rocky Hill School community. I will notify a teacher immediately if I have a problem with a computer, for example, a mouse that will not move, or a file that will not print.
- I will not copy software off the School's computers; duplicating software owned by Rocky Hill School is theft.
- I will not play games on the School's computers.
- I will not change or modify any software or computer settings.
- I will not read, copy, change or delete files belonging to other students or teachers; all computer files must be treated as private.
- I will not install programs on the School's computers without permission.
- I will not use the computer hardware and/or software to create, print, or distribute material that is inappropriate, malicious or wasteful.

**Failure to abide by this code of conduct will result in disciplinary action and loss of computer privileges.**

### **LIBRARY**

Rocky Hill's Lower School library provides library and information services to students, faculty and the school community. The goal of the library is to help students acquire an everlasting love of reading while developing the skills necessary to meet their lifelong informational needs. The cornerstone of a successful education is a love of reading and books. The Lower School library strives to instill and encourage this enthusiasm. By reading, listening to others read, checking out books, participating in library skill games and engaging in research, students grow over the years from enjoying picture books to becoming eager and accomplished readers of novels, non-fiction books and reference materials. In addition, Lower School students are encouraged to become lifelong learners by learning to access, process and present information from a wide range of media, including both printed and non-printed material. Library books may be checked out over school breaks.

### **SCHOOL LUNCH**

Beginning at 11:45 a.m., lunch is served in Campbell Center to children in grades K–5 and those who stay for Preschool Extended Day. Rocky Hill School has a required, all-inclusive lunch program, which will be billed to families as indicated on the enrollment contracts. A menu is posted online each month and offers multiple choices daily. Parents are encouraged to review the lunch menu each day or week with their children. Chef Rob should be notified of any special dietary needs. Food allergies or intolerances must also be conveyed to the School Nurse.

### **PERSONAL PROPERTY**

Parents are asked to remind children that toys, stuffed animals, money, radios, iPods, MP3 players, cell phones, scooters, skateboards and other non-school related personal property are not allowed in the Lower School without special permission of the classroom teacher.

## SUMMER WORK

The pattern of establishing reading as a way of life is communicated in part by the modeling of such activity by important adults in a child's life. We strongly urge that all Lower School students have a chance to read, and be read to, daily throughout the year.

As part of that pattern, the School requires that all students participate in the summer reading, writing and math program beginning in the kindergarten year. Parents can expect to receive the developmentally appropriate summer work requirements in June or as part of the new student packet. Student summer work will be reviewed in each class during the month of September. Summer work expectations can be found at [www.rockyhill.org](http://www.rockyhill.org).

## SPECIAL EVENTS

***Please check the School's online calendar for dates of these annual events and others.***

All-School Convocation

Halloween Parade & Healthy

Haunted House

Kite Day

Homecoming

Grandfriends Day

All-School Concerts

*(Instrumental & Choral)*

Kindergarten Swim Program

Jump Rope for Heart

World Cultures Week

Theatre Performances

Lower School Family Dance

Poetry in the Park

EnviroEd (Grades 4 & 5)

All-School Art Show

Community Sharing of

Talents & Interests

Moving Up Day