

# GUIDE FOR NEW FAMILIES

## 2019-20



# Welcome to Hotchkiss!



We are excited to welcome all new students and their families to campus this fall. The purpose of this guide is to provide useful information in preparation for the months leading up to the academic year and to answer questions you may have, especially if you are new to the boarding school world.

Learning and living at Hotchkiss can be a transformative experience for our students. As a community, we aim to help all students develop the intellectual and personal skills needed to promote their independence and to prepare them for life beyond Hotchkiss. Mostly, we strive for students to become part of a vibrant and inclusive community — one in which all students can thrive comfortably and find new friends. Every day is an opportunity to try something new, meet someone from a new place, and have conversations that might change the way they see the world.

In this guide, you'll find a description of the steps you will need to complete during the registration process and what to expect this summer.

We look forward to seeing you later this year!

The Hotchkiss School  
11 Interlaken Road  
Lakeville, CT 06039  
(860) 435-2591  
[www.hotchkiss.org](http://www.hotchkiss.org)

# GUIDE FOR NEW FAMILIES

## 2019-20

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MONITI MELIORA SEQUAMUR

*Guided by each other, let us seek better paths.*

## The Hotchkiss School Mission

The Hotchkiss School seeks to inspire a diverse range of students who are committed to the betterment of self and society, and to cultivate in them at the highest standards of excellence

imagination and intellect,  
openness and personal integrity,  
empathy and responsible citizenship

that they may discover and fulfill their potential as individuals fully engaged in our world.

## Values of Our Learning Community

The aim of The Hotchkiss School, since its foundation, has been to provide a dynamic environment for teaching and learning, as well as exceptional preparation for future study and fulfilling adult lives. Our residential community—the network of relationships created by the School's people, place, and opportunities—is our most effective means of providing a transformative educational experience, where students may grow and gain greater understanding of themselves and their responsibilities to others. We believe that a healthy and inclusive learning community nourishes students physically, emotionally, and intellectually; fosters joy in learning and living with others; and ensures that all feel safe, seen, and supported.

All members of the Hotchkiss community have a role in sustaining this environment. Therefore, we expect all to

- commit to high standards of scholarship and personal conduct;
- open their minds and hearts to the views and experiences of others, creating space for all to belong and to thrive;
- practice the values that nurture healthy relationships: respect, honesty, and compassion in particular;
- risk and reflect in the pursuit of continual growth; and
- exercise responsible citizenship through local and global engagement, service, and environmental stewardship.

# CONTACTS AND OFFICE NUMBERS

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**General Questions** (860) 435-3189  
**Nora Yasumura** [nyasumura@hotchkiss.org](mailto:nyasumura@hotchkiss.org)  
Prep class dean, oversees new student orientation

**Academic Life and Registrar** (860) 435-3186  
**Heather Mechare** [hmechare@hotchkiss.org](mailto:hmechare@hotchkiss.org)  
Course selection and enrollment, student schedules, grades, transcripts, contact information updates

**Admission** (860) 435-3102  
[admission@hotchkiss.org](mailto:admission@hotchkiss.org)  
Student visas, I-20 forms, and final transcripts

**Financial Aid** (860) 435-3110  
**Lill Helming** [lhelming@hotchkiss.org](mailto:lhelming@hotchkiss.org)  
Questions about financial aid awards

**Athletics** (860) 435-3287  
**Robin Chandler and Danny Smith, Co-Directors**

**Business Office** (860) 435-3168  
**Ellen Fontaine** [efontain@hotchkiss.org](mailto:efontain@hotchkiss.org)  
Enrollment, student billing, payment plans, tuition payments

**Campus Store** (860) 435-3670  
**Leon Pierce** [lpierce@hotchkiss.org](mailto:lpierce@hotchkiss.org)  
[schoolstore@hotchkiss.org](mailto:schoolstore@hotchkiss.org)

**Chaplain** (860) 435-3669  
**Jason Larson** [jl Larson@hotchkiss.org](mailto:jl Larson@hotchkiss.org)  
Religious services and support

**College Advising** (860) 435-3180

24 hours a day, seven days a week

**Main School Number (860) 435-2591**  
**From a campus phone: Dial 0**

Call to reach the dean on duty or Campus Safety and Security, which is located on the ground floor of Coy dormitory. Security manages the main phone switchboard.

**IN THE EVENT OF AN EMERGENCY CALL 911**

**Communications Office** (860) 435-3201  
**Danielle Sinclair** [dsinclair@hotchkiss.org](mailto:dsinclair@hotchkiss.org)  
Names & Faces /debit card photos, Parent Portal, and website help

**Counseling** (860) 435-3659  
**Jodi Von Jess** [jvonjess@hotchkiss.org](mailto:jvonjess@hotchkiss.org)

**Deans' Office** (860) 435-3739  
**Amber Jordan** [ajordan@hotchkiss.org](mailto:ajordan@hotchkiss.org)  
(860) 435-3189  
**Stephanie Thibault** [sthibault@hotchkiss.org](mailto:sthibault@hotchkiss.org)  
Attendance, residential life, student well-being, and questions for class deans

**Health Center** (860) 435-4437  
**Greta Anderson** [manderson@hotchkiss.org](mailto:manderson@hotchkiss.org)  
Student care, immunizations, and medical needs

**International Programs** (860) 435-3179  
**David Thompson** [dthompson@hotchkiss.org](mailto:dthompson@hotchkiss.org)  
For international students and information about international programs

**Information Technology** (860) 435-4487  
**Darren Visconti** [dvisconti@hotchkiss.org](mailto:dvisconti@hotchkiss.org)  
Student usernames and passwords, information technology and security, network and laptop support

**Laundry Services** (860) 435-3275

**Post Office** (860) 435-3299

**Student Bank** (860) 435-3165  
**Nancy Hiller** [nhiller@hotchkiss.org](mailto:nhiller@hotchkiss.org)  
Student ID, student debit card (One Card) login

**Study Skills** (860) 435-3206  
**Jane Herold** [jberold@hotchkiss.org](mailto:jberold@hotchkiss.org)  
Academic support, resources, and accommodations

# REGISTRATION REQUIREMENTS

In the months leading up to the start of the school year, there are a number of things you will need to do to register and prepare. See the list below. Go to [www.hotchkiss.org/newstudents](http://www.hotchkiss.org/newstudents) to access all required links and further information.

<b>QUESTIONS? CONTACT ...</b>	
<p><b>ACTIVATE YOUR PARENT PORTAL PASSWORD</b> Visit <a href="http://www.hotchkiss.org/newstudents">www.hotchkiss.org/newstudents</a> and read Registration Requirements.</p>	<p>Communications Office, <i>Danielle Sinclair</i></p>
<p><b>PARENT/STUDENT INFORMATION FORM</b> <b>DUE JUNE 1</b> You will need to log in to update your contact information, which is especially important in the case of an emergency. Please be sure to provide your student's cell phone number by selecting "My Profile," your student's name and clicking "Other Phone/Emails."</p>	<p>Registrar <i>Heather Mechare</i></p>
<p><b>ACADEMIC ADVISOR AND ROOMING PREFERENCES FORM</b> <b>DUE MAY 15</b> Let us know about your preferences and interests to help us match you appropriately with an advisor and roommate.</p>	<p>Dean of Residential Life <i>Heather Perrenoud</i></p>
<p><b>PHOTO FOR NAMES &amp; FACES STUDENT DIRECTORY AND STUDENT ID/DEBIT CARD</b> <b>DUE BY JUNE 1</b> Read directions online; please submit the photo via email.</p>	<p>Deans' Office <i>Amber Jordan</i></p> <p>Communications Office, <i>Danielle Sinclair</i></p>
<p><b>TUITION PAYMENTS</b> <b>DUE AUGUST 1</b> First semester tuition and fees are posted. Payments may be made online or sent to the Business Office.</p>	<p>Business Office <i>Ellen Fontaine</i></p>
<p><b>ESTABLISH YOUR STUDENT DEBIT CARD (ONE CARD)</b> <b>ONLINE BANK OPENS AUGUST 1, FORM DUE BY AUGUST 15</b> You will receive information about your student debit card (One Card) and your student's ID and PIN code by mail in mid-July. Remember this ID and PIN for future reference to manage your student's debit card account online and deposit funds starting August 1.</p>	<p>Student Bank, <i>Nancy Hiller</i></p>
<p><b>MANDATORY MEDICAL FORMS</b> <b>DUE JULY 15</b> Download health/medical forms and submit them and your student's medical history online. See Student Health Information (page 11) for information about insurance, immunizations, and medication</p>	<p>Wieler Health Center <i>Greta Anderson</i></p>

# REGISTRATION REQUIREMENTS (CONT.)

QUESTIONS? CONTACT ...	
<p><b>HOTCHKISS EMAIL AND NETWORK ACCOUNT</b> <b>JULY</b> Information Technology Services (ITS) will send your student a username, password, and instructions on how to access their Hotchkiss email account. Students must use the temporary password to reset their passwords and should log in right away in order to use Hotchkiss email over the summer. Students are required to know their usernames and passwords when they arrive on campus and receive their laptop.</p> <p><b>CHAPLAIN FORM</b> (Optional) We respect religious practices and requests. The chaplain offers support and guidance to students seeking to practice their faith and manages the multi-faith room.</p>	<p>ITS Help Desk <i>Darren Visconti</i></p> <p>Chaplain <i>Jason Larson</i></p>

## FACULTY ADVISOR

Every student is assigned a faculty advisor, who is responsible for attending to the student's academic and personal development. The advisor is often the primary contact for parents/guardians and serves as the point person for communication. Parents with concerns and questions about their student should contact the faculty advisor first.

## WHEN DO WE LEARN THE NAME OF OUR STUDENT'S FACULTY ADVISOR?

You will be notified of your advisor's name in August. For a full directory of Hotchkiss faculty and staff members:  
[www.hotchkiss.org/directory](http://www.hotchkiss.org/directory)

# ACADEMIC REGISTRATION REQUIREMENTS

Students begin their course selections in the spring and complete them by June 1. Prep and lower-mid students will be guided to select their courses based on their Humanities requirement. Additionally, there are two placement tests that must be completed by June 1:

- Language placement exam (for students continuing a language)
- Math placement exam to indicate study level and interest

Questions? Contact ...	
<p><b>COURSE SELECTION FOR THE 2019-20 ACADEMIC YEAR</b>  <b>DUE JUNE 1</b></p> <ul style="list-style-type: none"> <li>• Review the course catalog</li> <li>• Log into the Parent Portal</li> <li>• Click on your student’s name, then click “Course Enrollment Form.”</li> </ul>	<p>Registrar  <i>Heather Mechare</i></p>
<p><b>LANGUAGE PLACEMENT EXAM</b>  <b>DUE JUNE 1</b></p> <p>For students continuing a language (not needed for students new to a language).</p>	<p>Registrar  <i>Heather Mechare</i></p>
<p><b>MATH PLACEMENT EXAM</b>  <b>DUE JUNE 1</b></p> <p>You will need to complete the following:</p> <ul style="list-style-type: none"> <li>• The math background form</li> <li>• The extracurricular math interest form</li> <li>• The geometry credit verification form (should be completed by your current teacher)</li> <li>• Finally, complete the math placement test</li> </ul>	<p>Head of the Math Department  <i>Jason Maier</i></p>
<p><b>FINAL TRANSCRIPT</b>  <b>DUE JULY 15</b></p> <p>All new students must mail an official copy of their final transcript from their previous school with a raised seal or school stamp to the Admission Office.</p>	<p>Admission Office  <i>Shirley Leibrock</i></p>



# ACADEMIC REGISTRATION REQUIREMENTS (CONT.)

Questions? Contact ...	
<p><b>TEXTBOOK ORDERING</b> <b>ONLINE STORE OPENS AUGUST 1</b> New and used textbooks are available through our bookseller, Higher Learning Supply Company (HLSC). In early August, course enrollment will be posted on the Parent Portal.</p>	<p>Campus Store <i>Leon Pierce</i></p>
<p><b>SUMMER READING</b> Announced in June, all students will have an All-School Read as well as text assignments based on class year. Students are expected to complete these assignments by the time they arrive on campus in the fall.</p>	<p>Academic Life Office <i>Jared Hall</i></p>
<p><b>ACADEMIC ACCOMMODATIONS AND STUDY SKILLS SUPPORT</b> The Class of 1964 Teaching and Learning Center houses the Study Skills program, which offers assistance with organization, time management, and content-specific support in math, science, reading and writing. If your student would benefit from additional study skills support, please be in touch. If your student requires accommodations due to a disability, please forward documentation and contact Jane Herold.</p>	<p>Study Skills Coordinator <i>Jane Herold</i></p>
<p><b>FALL 2019 MUSIC LESSONS</b> <b>DUE AUGUST 15</b> If your student would like to take non-credit music lessons, please be sure to let us know.</p>	<p>Head of the Visual and Performing Arts Department <i>Fabio Witkowski</i></p>

# DIPLOMA REQUIREMENTS & WEEKLY SCHEDULE

## DIPLOMA REQUIREMENTS

To qualify for a diploma, students must be currently enrolled and in good standing in the School, satisfy the various departmental requirements regarding level of study and proficiency, and complete the requirements detailed in the course listing. Students should carefully plan their academic program with their faculty advisors, making sure that they will meet Hotchkiss diploma requirements and complete a challenging, comprehensive course of study that complements their interests and talents. Hotchkiss requires all students to pass a swim test in order to graduate.

## COURSELOAD REQUIREMENT

Students must earn a certain number of credits, depending on their entry year. Nine of the total credits must be earned in the upper mid and senior years, unless the student enters Hotchkiss in the senior class. For each yearlong course passed, a student receives one credit (or in the case of some yearlong music ensembles, one-half credit); for each semester course passed, a student receives one-half credit. Students receive three credits for passing the yearlong Humanities course. Seniors must pass all of their courses.

- A student entering in the prep class must receive a minimum of 19 credits.
- A student entering in the lower mid class must receive a minimum of 14 credits.
- A student entering in the upper mid class must receive a minimum of 9 credits.
- A student entering in the senior class must receive a minimum of 4 credits.

Course load requirements vary, depending on grade level. Preps and lower mids normally carry the following six-credit load: Humanities (three credits), a classical or modern language (one credit), math (one credit), and science (one credit). Preps and lower mids are also required to take Human Development, a twice-weekly, not-for-credit course. Upper mids and seniors normally carry a five-credit load each semester. On occasion, some students may wish to carry a different course load. In order to do so, they must receive permission from the dean of academic life.

## THE WEEKLY SCHEDULE

Monday & Thursday		Tuesday & Friday		Wednesday		Saturday	
PERIOD	TIME	PERIOD	TIME	PERIOD	TIME	PERIOD	TIME
1	8:30 - 9:15 a.m.	1	8:30 - 9:10 a.m.	1	8:50 - 9:35 a.m.	1	8:30 - 9:15 a.m.
2	9:20 - 10:05 a.m.	2	9:15 - 9:55 a.m.	2	9:40 - 10:25 a.m.	2	9:20 - 10:05 a.m.
*	10:10-10:35 a.m.	*	10:00-10:40 a.m.	*	10:30-10:45 a.m.	Break 10:05-10:15 a.m.	
3	10:40 - 11:20 a.m.	3	10:40 - 11:20 a.m.	3	10:50 - 11:30 a.m.	3	10:20 - 11:05 a.m.
4	11:25 a.m.-12:05 p.m.	4	11:25 a.m.-12:05 p.m.	4	11:35 a.m.-12:15 p.m.	4	11:10-11:55 a.m.
5a	12:10 - 12:55 p.m.	5a	12:10 - 12:55 p.m.	*Monday Chapel for LMs and UMs Class Meeting for Preps and Seniors *Tuesday All-School Meeting *Wednesday Advisory Meeting *Thursday Chapel for Preps and Seniors Class Meeting for LMs and UMs *Friday All-School Meeting			
5b	12:55 - 1:40 p.m.	5b	12:55 - 1:40 p.m.				
6	1:45 - 2:30 p.m.	6	1:45 - 2:30 p.m.				
7	2:35 - 3:20 p.m.	7	2:35 - 3:20 p.m.				

# STUDENT HEALTH INFORMATION

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Read the *Almanac* to learn about Student Health policies and procedures at Hotchkiss.

## THE WIELER HEALTH CENTER

Health services and counseling offices are located on the ground floor of Wieler dormitory. The Health Center is open and available to students at all times when school is in session. Our professional team provides medical and counseling services and coordinates the care of students with athletic trainers.

We are equipped to care for the majority of common illnesses, injuries, and most ambulatory healthcare services. We have a number of licensed beds for day and overnight care of students when school is in session. Walk-in services are provided 24 hours a day by our nursing team. Doctor's appointments can be scheduled during regular hours Monday through Friday. Our medical director or a nurse practitioner is on call 24 hours a day when school is in session.

## HOW TO CONTACT US:

Telephone: (860) 435-3226 (24/7)

Fax: (860) 435-2422

General questions and communications can be sent to: [\*healthcenter@hotchkiss.org\*](mailto:healthcenter@hotchkiss.org)

For emergency medical care, students will most often be transported to our closest hospital, Sharon Hospital, located five miles away in the town of Sharon, CT ([sharonhospital.com](http://sharonhospital.com)).

## HEALTH INSURANCE

**All students must have health insurance while attending Hotchkiss.** A copy of the current medical insurance card and of a prescription card must be kept on file in the Health Center. International students and students who do not have a U.S.-based health insurance plan must arrange for and purchase the student health insurance policy offered by the School. The insurance information is available from the Business Office.

## IMMUNIZATIONS/HEALTH RECORDS

The School sends a request for medical information to all current parents. **It is a requirement of the State of Connecticut that all students have their health forms and immunization records returned to the School before arriving in September.** Students without proper medical report forms on file with the Health Center upon arrival to campus at the start of the year will not be permitted to remain at Hotchkiss.

## PRESCRIPTION MEDICATIONS

**School policy mandates that the Health Center be notified of all prescription medications that students plan to bring to school.** Medications are not to be kept in student rooms without approval of the medical director or the director of health services.

# COMMUNICATION RESOURCES

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## WHAT IS THE ALMANAC?

The most important publication to read before coming to campus is the *Almanac*, which outlines Hotchkiss's community regulations, important school rules, and policies. This publication is updated and released at the start of each academic year and is periodically updated throughout the year. The *Almanac* includes updated policies and details about attendance, when students can leave campus and the procedures they should follow.

**We will release the 2019-20 *Almanac* before the school year begins in August. Check the *Family Update* email or the Parent Portal for more information!**

[www.hotchkiss.org/almanac](http://www.hotchkiss.org/almanac)

## HELPFUL BOOKMARKS

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**PARENT PORTAL:** [www.hotchkiss.org/parents](http://www.hotchkiss.org/parents)

Be sure to check the Parent Portal regularly for news, updates, and announcements, as well as links to photos, forms, calendars, and student media. Please note: this is a different webpage than the enrollment portal that was used during the admission process.

**STUDENT PORTAL:** [www.hotchkiss.org/students](http://www.hotchkiss.org/students)

Athletic practice and game schedules, as well as dining hall menus, are updated daily on this page.

**ATHLETICS:** [www.hotchkiss.org/athletics](http://www.hotchkiss.org/athletics)

Team information and scores can be found on the Athletics portion of the website.

**CAMPUS SAFETY AND SECURITY:**

[www.hotchkiss.org/students/security](http://www.hotchkiss.org/students/security)

The office helps to keep our campus safe and connected, and manages our switchboard and electronic door access.

**COLLEGE OFFICE:**

[www.hotchkiss.org/academics/college-advising](http://www.hotchkiss.org/academics/college-advising)

Whether or not you are actively engaged in the college process, the office offers helpful videos and other content for your consideration.

**COURSE CATALOG:** [www.hotchkiss.org/academics/19-20-course-catalog](http://www.hotchkiss.org/academics/19-20-course-catalog)

The full course offering is updated on the website.

**VISIT:** [www.hotchkiss.org/visit](http://www.hotchkiss.org/visit)

On this page, we provide directions to campus and a list of local lodging options.

**INFORMATION TECHNOLOGY:**

[www.hotchkiss.org/students/its](http://www.hotchkiss.org/students/its)

**DINING SERVICES:** [www.hotchkiss.org/students/dining-services](http://www.hotchkiss.org/students/dining-services)

**WIELER HEALTH CENTER:** [www.hotchkiss.org/students/health-services](http://www.hotchkiss.org/students/health-services)

**WEBCASTS AND VIDEOS**

A number of webcasts will be available to help new families get oriented between now and the summer. Please check [www.hotchkiss.org/newstudents](http://www.hotchkiss.org/newstudents) for updates! A select number of All-School events is offered behind password protection:

[www.hotchkiss.org/livestream](http://www.hotchkiss.org/livestream)

Links to athletic game videos, as well as parent webcasts, videos, and podcasts can be found at [www.hotchkiss.org/parents/multimedia](http://www.hotchkiss.org/parents/multimedia)

# COMMUNICATION RESOURCES (CONT.)

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## **FAMILY UPDATE**

Families will receive emails with more information regarding the registration process, and will begin receiving the monthly *Family Update* email throughout the summer. Be sure to read this email!

## **ACADEMIC CALENDAR**

The Academic Calendar is updated periodically throughout the year and linked from the Parent Portal. The calendar outlines the academic year, including the Saturdays on which there are no classes and those weekends which are closed.

## **ACADEMIC PLANNER**

The academic planner is available for purchase in the Campus Store at the start of the school year. The planner is optional, but many find it a helpful tool to learn the class schedule, to keep organized with their class assignments, and to learn skills of time management.

## **COLLEGE HANDBOOK**

We will email a link to this publication to upper mids, seniors, and their parents in August.

## **PARENT DIRECTORY**

This directory is helpful for parents who want to get to know other parents. The online directory is available on the Parent Portal. A printed version will be distributed at Family Weekend.

## **HOTCHKISS HAPPENINGS**

This monthly email provides a glance at the news and past events of the School.

## **HOTCHKISS MAGAZINE**

Printed three times a year, this magazine is mailed to all parents and alumni.

## **IN AUGUST**

### **YOU WILL RECEIVE AN EMAIL WITH INSTRUCTIONS FOR FINDING:**

- Roommate name and contact
- Faculty advisor
- Course selection and enrollment
- Links for textbook ordering

## **AFTER THE START OF SCHOOL**

### **NAMES & FACES**

For students only: The publication is provided to every student at the beginning of the year so they can become familiar with the people in our community. Students, faculty, and staff find this reference extremely helpful in learning each other's names.

# WHAT TO BRING

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## CLOTHING

The weather in the northwest corner of Connecticut varies from an average high of 78°F with sunshine in August to an average low of 14°F and significant snowfall in January, so a wide range of clothing is essential. The full description of the dress code is outlined in the *Almanac*.

There are three tiers of the dress code, depending on the formality of the occasion. Here is a list of sample items to consider:

- **Academic dress:** collared shirts, shirts without logos, polo shirts, dresses, tunics, tailored pants, denim in good repair, skirts, comfortable shoes
- **Special event dress:** coat and tie, dress slacks, button-down shirts, blazers, jackets, dresses, dress shoes
- **Relaxed dress:** bottoms in good repair, leggings worn with dresses, skirts, or tunics (may not be worn alone), joggers, athletic wear and shoes

All garments should be in good repair and not excessively worn or revealing. The length of clothing should be appropriate for the classroom and allow a student to sit comfortably.

More items to consider packing:

- Active wear: socks, sneakers, sweats, t-shirts, athletic shorts (specific athletic wear and gear may be sport-dependent)
- Weather-appropriate casual wear: shorts, sandals, jeans, sweaters
- Outdoor wear: work or hiking boots/shoes, windbreaker, water-resistant jacket
- Winter wear: sweaters, turtlenecks, boots, winter coat, scarf, hat, and gloves
- General: underwear, socks, sleepwear
- Optional comforts: bathrobe and shower sandals
- Other: bug spray and sun protection

For certain Hotchkiss traditions, such as the ones below, students may get creative with their dress:

- **Contra Dance:** This is a “square dance” style event during Opening Days. Students may dress up in

western wear (i.e. denim, overalls, flannel/plaid, boots, bandanas, hats).

- **Spirit Week:** Each day during the week leading up to Taft Day in November has a theme determined by students (i.e. clash day, preppy day, nerd day).
- **Tropical Tuesdays:** Students wear clothing with tropical prints to classes.
- **Cultural Dress Day:** Students dress up in traditional clothes representing their culture.
- **Head of School Holiday:** When the Head of School calls all students for a holiday announcement, many students will dress up in silly outfits or costumes.

Students are responsible for laundering their clothes. There are laundry facilities in most dorms, as well as a laundry service available for a fee. Visit [More Campus Services](#) (page 17).

We strongly advise that you clearly mark all clothing, linens, and other belongings with your student’s name.

# WHAT TO BRING

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## FOR CLASS AND YOUR DORM ROOM

All rooms are supplied with a bed, desk, desk chair, dresser, overhead light, trash and recycle can. These items may not be removed from the room, so please do not bring too many pieces of extra furniture. Anyone who brings extra will be required to remove the furniture. Microwaves are provided in the common room of each dorm.

Each room is equipped with a landline and an individual phone number for parents to call. Students need calling cards to make long-distance calls.

**All students are assigned a laptop computer.** Should a student wish to have a monitor, it must be no larger than 27 inches.

### SCHOOL SUPPLIES

All items below, with the exception of backpacks, are available at the Campus Store on the lower level of the Main Building. Supplies will vary by class, but it is a good idea to bring the following:

- The Hotchkiss Academic Planner
- binders (2)
- graphing calculator: Texas Instruments TI-NSpire CAS calculator. Our students must own the CAS version.
- highlighters
- loose-leaf paper
- notebook(s)
- paper clips
- pencils and pens (10-plus)
- ruler
- scissors
- tape
- envelopes (stamps are available at the Post Office)

### BEDDING

- bedspread or quilt (size: twin extra long)
- blankets
- pillow
- pillow cases (at least two sets)
- sheets (at least two sets) (size: twin extra long)

### PERSONAL ITEMS AND TOILETRIES

- alarm clock
- desk lamp (not halogen, not multi-head)
- flashlight
- batteries
- first aid items such as Band-Aids
- bath towels, washcloths (2-4)

- hairbrush or comb
- moisturizer
- nail clippers
- shower caddy for shampoo, soap, toothpaste, and other toiletries
- over-the-counter medications (prescription medications and psychotropic drugs must be stored at the Health Center)
- surge-protected power strips (also available in our campus store)
- tissues
- water bottle
- cup/mug, eating utensils, plate and bowl for dormitory feeds (Hotchkiss dishware is not permitted outside the dining hall)
- other personal care items to consider: feminine hygiene products, deodorant, razors

### OTHER USEFUL ITEMS

- bike, lock, and helmet
- fan (no air conditioners)
- hangers
- headphones
- reading lamp for bed
- room decorations: small rug, posters, dry-erase board, bulletin board
- small duffel bag
- storage bins (to fit under bed; students can bring one set of bed risers to aid in under-bed storage)
- snacks (must be stored in enclosed bins)

Please do not expect overflow storage; most of our dorms do not have the capacity. Summer storage is offered through the UPS Store for a fee.

# WHAT TO BRING (CONT.)

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## FOR CLASS AND YOUR DORM ROOM

### ATHLETIC EQUIPMENT

Most athletic sports require equipment. Athletic directors and team coaches can answer questions about what equipment to bring. The Athletic Department issues helmets for football, ice hockey, and lacrosse. We also issue all the pads required for football. Below is a list of equipment by sports season students will be expected to provide:

#### FALL

- Cross country: running shoes in good repair
- Field hockey: sticks, shin guards, cleats
- Football: gloves, cleats
- Mountain biking: bike, helmet
- Soccer: shin guards, cleats

#### WINTER

- Basketball: basketball shoes
- Ice hockey: pads, skates, sticks
- Squash: goggles, racquet, non-marking squash shoes
- Swimming: goggles

#### SPRING

- Baseball: gloves, cleats
- Golf: set of clubs
- Lacrosse: stick, goggles
- Mountain biking: bike, helmet
- Softball: gloves, cleats
- Tennis: racquet
- Track: cleats/running shoes in good repair
- Ultimate frisbee: cleats/running shoes in good repair

### AND WHAT NOT TO BRING

- additional furniture
- coffee makers with hot plates
- extension cords
- electric heater
- halogen lamps or lamps with more than three heads
- holiday lights
- hot pot or hot plate
- iron, ironing board, or steamers (each dorm has an iron and ironing board for students' use)
- light bulbs
- microwave
- refrigerator (proctors may have a refrigerator up to 3.2 cubic ft. and other students may request permission from the school physician for a refrigerator up to 1.7 cubic ft. for documented medical reasons only)
- stove
- toaster or toaster oven
- X-box or other gaming equipment (with the exception of proctors who are allowed to bring equipment, with approval from their parents)
- screens larger than 27"
- media players such as AppleTV, ChromeCast, and Roku
- wireless printers



# MORE CAMPUS SERVICES

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An outline of Campus Services is available here:  
[www.hotchkiss.org/community-life/campus-services](http://www.hotchkiss.org/community-life/campus-services)

## HOW TO SHIP THINGS HERE

**If you are shipping items or supplies to campus, please be sure that packages arrive on or after August 20, 2019.**

Any shipped parcel or package will be available for student pick-up at the Hotchkiss Post Office. We accept packages sent via all common carriers (e.g, U.S. mail, UPS, FedEx, DHL). Please send mail and packages to students (using their legal name if possible) at this address:

Student's Name (first and last)  
The Hotchkiss School  
11 Interlaken Road  
Lakeville, CT 06039

Pay all shipping charges in advance, as Hotchkiss will not accept any cash on delivery (C.O.D.) packages.

## CAMPUS STORE

The Campus Store offers both necessities for the dormitory and classroom, as well as Hotchkiss gear and personal supplies. The main store is located on the lower level of Main Building. A second store is opened during game days on the main level of the MAC. Contact us at (860) 435-3670 or via email: [schoolstore@hotchkiss.org](mailto:schoolstore@hotchkiss.org)  
Visit [www.hotchkisschoolstore.com](http://www.hotchkisschoolstore.com)

## LOCAL BANKING FOR HOTCHKISS STUDENTS

Check out the registration webpage for information about the School Checking Program that is offered through the local bank, Salisbury Bank and Trust.

## LAUNDRY FACILITIES AND SERVICES

There are laundry machines in the basements of Buehler, Dana, Edelman, Flinn, Garland, Memorial, Redlich, Tinker, Watson, and Wieler dorms. These are free of charge to use, but students must supply their own laundry detergent/dryer sheets.

An optional laundry and dry cleaning service, E&R (the Campus Laundry), is located in the basement of Tinker Hall. Visit the registration webpage for more information about package options and to sign-up for this service.

## STUDENT ID & DEBIT CARD

The Hotchkiss student ID also acts as a magnetic keycard that opens a student's dorm and other buildings to which students have access. This card also acts as a student bank debit card. Parents/guardians deposit funds for campus spending at the snack bar, Campus Store, to purchase shuttle tickets for airports, and occasional merchandise through student clubs starting August 1.

# ORIENTATION AND OPENING DAYS

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## WHAT TO EXPECT

### MOVING IN

Families (including siblings) are invited to move in their student between 10:30 a.m. – 2 p.m. on Friday, August 30, 2019. During this period, new students will need to move into their dorm room as well as complete a checklist of important tasks such as getting their student ID, laptop, textbooks, and obtain their mailbox key or code. Throughout the day, faculty, staff, orientation leaders, and dorm proctors will be available to assist you with this process and answer any question that you may have. Lunch and refreshments will be provided on campus.

Later in the afternoon, there will be time for students and families to briefly connect with their assigned faculty advisor. In addition, parents of new seniors will have time to meet with members of the college advising office.

All parents and new students are invited to join Head of School Craig Bradley for their official welcome to the Hotchkiss community. Afterwards, parents and students will have 30 minutes to go back to the dorm room to finish unpacking and to say private goodbyes.

At 4:30 p.m., all new students are asked to report to the Chapel, where we will officially kick off the new student orientation program. To ease the transition for the new students, all parents and guardians are asked to leave the campus at this time.

### NEW STUDENT ORIENTATION

Throughout the three-day orientation program, new students will

- Start to develop new relationships with peers.
- Begin to identify people who are here to support, assist, and answer questions throughout the year.
- Obtain a basic understanding of the School's culture, norms, resources, and expectations.

Each new student is assigned to an orientation group, led by a trained student orientation leader. Orientation leaders facilitate fun group activities, have meals with their groups, provide information about school rules and norms, and help serve as a friendly peer guide during these early days of school. Dorm proctors are also valuable members of our orientation team. They help dorm residents become familiar with dorm rules as well as create a welcoming environment in their new home. Lastly, new students will get to know their class dean and connect with key campus administrators and faculty members.

# FREQUENTLY ASKED QUESTIONS

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## **WHEN WILL I FIND OUT ABOUT MY ROOMMATE OR ROOM ASSIGNMENT?**

Students will learn their roommate's name via email in August, along with contact information in case students would like to correspond in advance. All students learn their room and dorm assignments when they come to campus.

## **HOW OFTEN DO FACULTY ADVISORS MEET WITH ADVISEES?**

Students learn their faculty advisor's name in August. All faculty advisors meet weekly with their full groups, and arrange for individual meetings appropriately during the regular week.

## **WHEN DO STUDENTS LEARN ABOUT PLACEMENTS IN MATH AND LANGUAGE?**

Course selections and enrollment will be communicated in July.

## **WHEN WILL I FIND OUT MORE DETAILS ABOUT OPENING DAYS AND FAMILY WEEKEND?**

Be sure to open the *Family Update* email over the summer, which will include links to more detailed schedules and information. More information is available on the Family Weekend webpage, which resides on the Parent Portal.

## **WHAT SHOULD WE KNOW ABOUT DROP-OFF ON THE FIRST DAY? CAN SIBLINGS COME?**

We look forward to meeting new families. Siblings are welcome to join all new students and help move in. Once Orientation begins for new students, families are expected to leave campus and give new students a chance to establish themselves among their peer groups.

## **DO MOST STUDENTS LEAVE SCHOOL ON THE WEEKENDS?**

No. We plan a variety of activities each weekend for the enjoyment of the students during their down time. Activities include student performances, dances, movies, entertainers, and shuttles to local stores.

## **WHAT IS A "CLOSED WEEKEND"?**

A "closed weekend" means that students are expected to stay on campus overnight. Parents and families may visit students after all school commitments are met, but students must stay overnight on campus.

## **WHEN CAN STUDENTS LEAVE CAMPUS?**

Students must meet all school commitments before leaving campus. The policies and procedures that students must follow will be updated and outlined in the 2019-20 *Almanac*. Rules may vary based on a student's class year, whether the student is going on a School-sanctioned or faculty-led activity, and whether or not they are staying on campus or going "out of bounds." Please pay attention to the various rules (i.e., daytime, evening, weekend, and closed weekend), to when parental permission is required using the Absence Request Form ([www.hotchkiss.org/parents/forms-and-documents](http://www.hotchkiss.org/parents/forms-and-documents)) found on the Parent Portal, and to the specific check-out procedures and protocols student must observe.

## **CAN PARENTS COME ON WEEKENDS TO VISIT?**

Parents are welcomed and encouraged to visit, so long as the visit does not interfere with a student's school commitments. The policies and procedures that students must follow in order to leave campus with their families will be updated and outlined in the 2019-20 *Almanac*. Parents are strongly encouraged to visit and attend Family Weekend, which will take place on October 11-12, 2019. We encourage everyone to arrive by 6 p.m. on October 10 to enjoy a special reception so they can meet other families. Please visit the Family Weekend webpage on the Parent Portal for schedule details and important information about what to expect during our Family Weekend programming.

## **WHEN DO ATHLETIC TRYOUTS TAKE PLACE FOR FALL SPORTS?**

During Opening Days. The schedule is forthcoming.

## **CAN PARENTS COME TO ATHLETIC GAMES ON WEDNESDAYS OR SATURDAYS?**

Yes! All parents are welcome to come to games.

# FREQUENTLY ASKED QUESTIONS (CONT.)

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## **ARE STUDENTS EXPECTED TO DO A SPORT ALL THREE SEASONS?**

The expectation is that new students participate in athletic sports two of the three seasons. If they choose to elect another non-athletic co-curricular activity (e.g., Hotchkiss Dramatic Association, Robotics, the Fairfield Farm Eco-Adventure Team, the Mischianza), they may do so for a season.

## **WHEN ARE STUDENTS REQUIRED TO LEAVE CAMPUS?**

Students may not be on campus during breaks, especially over Thanksgiving, winter, and spring breaks. Please check the Academic Calendar for dates. During shorter breaks (i.e., Long Winter Weekend), it may not make sense for a student to return home, especially if going home requires extensive travel plans. The Deans' Office will communicate directly via email in advance of those times.

## **HOW DO STUDENTS LEARN TO MANAGE THEIR TIME? HOW WILL YOU KNOW IF MY STUDENT IS STRUGGLING IN SCHOOL?**

One of the biggest lessons new students at Hotchkiss learn is how to manage their time effectively. Juggling how to complete coursework regularly and study for assessments while also making new friends and participating in new activities may be a new skill for some. Most new students take advantage of study hall hours to complete their work routinely.

When a student is struggling, there are a few ways we monitor their progress. Often, teachers work in collaboration with faculty advisors to monitor a student's progress closely. Additionally, they might call upon the Study Skills staff to help consult with the student or offer alternative study options.

Many times, simple techniques (i.e., using an academic planner and checking in with teachers regularly) and a more focused routine, such as checking classroom assignments daily, will make a big difference. Many find using the Academic Planner, which can be purchased in the Campus Store, also helpful in managing time. The Study Skills program offers

additional academic support that can help a student learn to become a better self-advocate and seek help from teachers more proactively.

## **HOW WILL I KNOW IF SOMETHING IS WRONG, ESPECIALLY IF MY STUDENT MIGHT FEEL HOMESICK?**

Faculty members and parents are expected to work together to ensure that students do well. In a residential school community, faculty members are trained to look for signs if a student is not feeling well or seems distressed. As teachers, dorm supervisors, coaches, and advisors, they work with each other to observe students in various School settings. An advisor is typically the first person to bring up concerns with parents. Conversely, parents should feel comfortable contacting an advisor or class dean if they have concerns or sense something is not quite right with a student. We encourage parents to communicate with their students whenever they can and to work as partners with our faculty members.

## **HOW IS STUDY HALL SUPERVISED?**

Study hall in the dormitories are monitored by dorm faculty and proctors. Supervised study hall is conducted in the Class of 1964 Teaching and Learning Center by a faculty monitor.

## **MY CHILD IS A VEGETARIAN OR HAS A FOOD ALLERGY. WHAT ARE THE DINING OPTIONS?**

The Dining Hall offers a full range of meal options, including gluten-free and vegetarian options. For more details, contact the general manager of our dining services, Mike Webster, at [mwebster@hotchkiss.org](mailto:mwebster@hotchkiss.org).

## **WHAT ARE THE WAYS IN WHICH PARENTS CAN GET INVOLVED AT HOTCHKISS?**

Parents can volunteer for the School in a variety of ways. For details and to sign up, visit: [www.hotchkiss.org/parents/parent-volunteer](http://www.hotchkiss.org/parents/parent-volunteer), or contact Director of Parent Programs Johanna Haan at (860) 435-3121 or [jhaan@hotchkiss.org](mailto:jhaan@hotchkiss.org).

# HOTCHKISS TERMINOLOGY

You can learn about residential life at Hotchkiss by visiting our website, specifically the Community Life section where we feature aspects of living in community at Hotchkiss: [www.hotchkiss.org/community-life](http://www.hotchkiss.org/community-life)

## HOTCHKISS TERMS TO KNOW

There are a number of names and phrases that may be commonly used on campus.

Among the many, here are a few:

- **Maria Bissell Hotchkiss**, a lifelong resident of Salisbury, Connecticut, and the woman who founded our school in 1891.
- **Blue and White:** Hotchkiss's school colors are blue and white (hence the name of our school spirit club, Blue and White).
- Our mascot is **Bucky the Bearcat**.
- What We Call Our Class Years  
The terminology for the four classes — **prep** (9th grade), **lower mid** (10th), **upper mid** (11th), and **senior** (12th) — came to Hotchkiss with the School's first headmaster, Edward G. Coy. Coy had been head of the Greek department at Phillips Academy Andover, the only other school that uses this nomenclature.
- Our School song is "**Fair Hotchkiss**," which is sung at matriculation, convocation, graduation, and upon the announcement of a head of school's holiday, among other occasions.

To read more about campus traditions, visit the "Hotchkiss Glossary"

[www.hotchkiss.org/community-life/blue-white](http://www.hotchkiss.org/community-life/blue-white)

Mission and Values

[www.hotchkiss.org/our-school/mission-statement](http://www.hotchkiss.org/our-school/mission-statement)

Hotchkiss History

[www.hotchkissmedia.org/communications/timeline/1827-1924.html](http://www.hotchkissmedia.org/communications/timeline/1827-1924.html)

About Maria Bissell Hotchkiss

<http://www.hotchkissmedia.org/communications/mariabhotchkiss/index.html>

## WHAT IS THE HOTCHKISS MOTTO?



## MONITI MELIORA SEQUAMUR

*"Guided by each other, let us seek better paths."*

At the center of Hotchkiss's seal is Athena, the patron goddess of wisdom and ancient Athens, shown in profile with her helmet.

Encircling her image are the words of the Hotchkiss motto: *Moniti Meliora Sequamur*.

The Latin phrase, which comes from Virgil's "Aeneid," which we have loosely interpreted

as, "**Guided by each other, let us seek better paths.**"

Because of our commitment to our Latin motto, we refer to the goddess as Minerva, Athena's Roman counterpart.

# CAMPUS MAP



- 1-9 The Hotchkiss Golf Course
- 10 Fred Frank '50 House—Head of School's Residence
- 11 Harris House—Admission, Human Resources, Summer Portals
- 12 Walker Auditorium
- 13 The Chapel
- 14 Main Building
- 15 Edsel Ford Memorial Library
- 16 Dining Hall
- 17 A. Whitney Griswold Science Building
- 18 Wieler Health Center
- 19 Tennis Courts
- 20 William and Martha Ford Indoor Tennis Courts
- 21 Additional Outdoor Tennis Courts
- 22 Forrest E. Mars Jr. Athletic Center—Andrew K. and Martin Dwyer III Rink, Hixon Pool, Joseph F. Cullman Squash Center, Thomas Schmidt Hockey Rink,

- William C. Fowle Gymnasium
- 23 Monahan—Alumni/Development Office, Communications Office, Center for Global Understanding and Independent Thinking
- 24 Class of 1949 Fields
- 25 Downing Field
- 26 Baker: Hemingway Track
- 27 Baker: Sprole Field
- 28 William Shirley Fulton Field House
- 29 Golf House
- 30 Centennial Field
- 31 Taylor Field
- 32 Hoyt Field
- 33 Town Hill Cemetery
- 34 The Hotchkiss Boat House
- 35 Malkin Climbing Walls
- 36 Beach Volleyball Courts
- 37 The Esther Eastman Music Center—Katherine M. Elfers Hall

- 38 Fairfield Farm—Mary M. Graf Barn, The Grange
- 39 Bissell Common
- 40 Biomass Facility
- 41 The Hotchkiss Observatory
- 42 Tremaine Art Gallery

## DORMITORIES

- A** Baechle Ayres House
- B** Buehler Hall
- C** Coy Hall—Campus Security, Business Office
- D** Dana Hall
- E** Edelman Hall
- F** Flinn Hall
- G** Garland Hall
- H** Memorial Hall
- I** Redlich Hall
- J** Tinker Hall
- K** Van Santvoord Hall
- L** Watson Hall
- M** Wieler Hall