



# The Gow School

*Student and Parent Handbook*

*2021-2022*

July 15, 2021

Dear Gow Students and Parents:

One year ago, The Gow School was preparing to open under uncertain circumstances as federal and state governments attempted to create guidelines aimed at keeping schools safe in the midst of the COVID-19 pandemic. What followed was a most unique school year. While following our mantra of being safe, reasonable and independent, we were able to deliver our program to all students, the majority of whom attended in person. What began with health and safety measures such as reduced capacity, physical barriers, and constant cleaning evolved into a more familiar routine that included interschool athletic contests with spectators. The faculty, staff, and students should be applauded for going to extra mile to make it work. We wish to thank the families of returning students for trusting us to deliver our mission. To those new families joining us this year, we feel you have made an excellent choice as we look to deliver in person instruction and guidance for students with language-based learning differences. We aspire to foster our distinct culture of ***success and belonging*** as we begin our 96<sup>th</sup> year in dyslexia education.

This Student and Parent Handbook is an important document, and we expect you to read it carefully. The policies and procedures in the following pages are administered by the School, and they hold final authorization in the case of any dispute. The guidelines in this handbook are the result of a collaborative effort between our Board of Trustees and the administrative team of the School. The standards in this document are not negotiable and will be consistent for all students.

We also understand that all students have specific strengths and weaknesses, and we are prepared to create for them a successful school environment. We extend our personal and professional pledge to best serve this community. As a college preparatory school, we must all support the highest academic and conduct standards. We believe that parents and teachers are collaborators in our students' education.

In going forward with our work, we invite students and parents to embrace the *Pillars* of Kindness, Respect, Honesty, and Hard Work. We ask you to pay close attention to the specific areas of student conduct, absence policy, academic expectations, proper use of technology, weekend sign-out policies, and student appearance/dress regulations. We intend to be consistent with all students in promoting these standards. Students who choose to breach the terms and conditions in this handbook will be held accountable for their actions. We will promote a climate of acceptance for all. Everyone in the community can expect a sense of dignity and worth. We stand united as a school under the guidelines of this handbook.

Sincerely,

M. Bradley Rogers, Jr.  
Headmaster

Robin Marshman  
Head of Upper School

Luke D. Salerno  
Head of Middle School

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## MISSION STATEMENT

A leader and innovator in dyslexia education with a commitment to the values of kindness, respect, honesty, and hard work, since 1926 The Gow School has been helping students with language-based learning differences develop the skills and confidence to succeed in higher education and beyond as creative, compassionate adults and engaged citizens.

## SCHOOL GOALS

Students at The Gow School learn:

1. to set goals for their own learning, to pursue their goals confidently, and to take pride in their accomplishments;
2. to acquire and employ through discipline and practice the *knowledge*, procedures, and skills required for college work in English, Mathematics, Science, Social Studies, Fine Arts, Applied Technology, and Foreign Language;
3. to analyze and understand the use of language in all areas of endeavor and to arrive at effective strategies for improvement in listening, speaking, reading, writing, and spelling;
4. to improve their intellectual ability through the rigorous study and expression of ideas;
5. to value a lifestyle of physical fitness and enduring health;
6. to value cooperation in work and play;
7. to enjoy the arts and realize their own potential as artists;
8. to contribute to their community through leadership and service;
9. to value ethical behavior and to reason from moral principles;
10. to understand and make appropriate emotional responses, and to deal maturely with the responses of other people; and
11. to seek, identify, and using their own resources as well as the resources of their community, resolve problems in the social and natural environment.

## PILLARS

As part of our philosophy, we believe that it is very important to uphold the *Pillars* of Kindness, Respect, Honesty, and Hard Work. In all our dealings with students and their families, we hold these four values very dearly. Throughout the curriculum, we teach these values to our students. As adults, we model these values for our students. Ultimately, we are all accountable to the *Pillars*.

## **EXPECTATIONS**

### As a parent, what can I expect from The Gow School?

- That we provide a safe, nurturing, and secure environment.
- That we live by our stated mission and follow our Student and Parent Handbook.
- That we set realistic goals for each child.
- That we care about and respect each student.
- That we keep you informed about your child’s progress and provide advice when appropriate.
- That we help you and other parents become part of The Gow School family.
- That we welcome your point of view.
- That we think positively and professionally.

### As a parent, what does The Gow School expect of me?

- That you accept our mission statement and support the Student and Parent Handbook.
- That you advise us of situations which may affect your child’s school performance.
- That you communicate problems or concerns in their early stages to faculty and staff.
- That you set realistic goals for your child and take an active role by visiting the School at least once a year.
- That you become involved in parent volunteer activities and projects to support the School.
- That you meet financial and paperwork obligations promptly.

## **COMMUNICATION**

The Gow School views parents as key members of the educational team. Parent communication to the school is most important. Parents are advised to consult the school directory for phone numbers and email addresses in order to reach a specific office, administrator, teacher, or staff member. When a question or concern develops, please call the appropriate professional. The sooner we are aware of concerns or questions the sooner we can resolve them.

If it is necessary for a parent to contact his or her child during class time, call the main school number, 716.652.3450, before 4:00 pm Eastern Standard Time. Every effort will be made to deliver the message to your child as soon as possible. After 4:00 pm, urgent messages and emergency calls to the main number are forwarded to the school's answering service. The service will contact the appropriate person with the message.

## **NON-DISCRIMINATION POLICY**

The Gow School does not discriminate in matters of hiring, training, promotion, transfer, wages, lay off, discharge or school benefits, and working conditions based on:

Race	Marital Status
Color	AIDS/HIV
Religion	Pregnancy, Childbirth, Related Medical Conditions
Ancestry/National Origin	Disability
Sexual Orientation	Genetic Testing Information
Age	Additional New York State Protected Categories

## **TUITION, BOOKSTORE AND REFUND POLICY**

The Gow School is an independent school governed by a volunteer Board of Trustees. The Board approves the annual tuition. The tuition for boarding students for the 2021-2022 school year is \$72,500. The tuition for day students is \$52,000. There is an additional initial deposit of \$2,500 for each boarding student and \$1,250 for each day student to set up a personal bookstore account. After July 1, 2021, families are fully responsible for the entire tuition as stated in the Enrollment Agreement. Families will not be released from the Enrollment Agreement if they withdraw their child or if their child is dismissed from the School. Tuition is not refundable.

## **POLICY REGARDING PURSUIT OF HOME SCHOOL DISTRICT FUNDING**

The Gow School works with families pursuing home school district funding. However, each family is required to take on the primary responsibility for the contractual payment timeline to The Gow School until the school district settlement is completed. Upon receipt of payment from the district, depending on the settlement amount, families will be reimbursed for any overpayment made to the School.

Families who are granted financial assistance and thereafter pursue a school district and are awarded district funding are responsible for reimbursing the school all or part of their financial aid award. Amounts will be determined by The Gow School Financial Aid Committee, again based on need.

## **RELIGIOUS AND CULTURAL DIVERSITY**

As part of our commitment to be a supportive and inclusive community, the school strives to respect the many religious and cultural groups represented at Gow. Assemblies throughout the year recognize and celebrate the many traditions of our community members. Parents are encouraged to share with teachers any special information about family traditions that might be helpful in enriching the education of all students. We support students in their observation of religious and cultural holidays and ask parents to inform teachers in advance if students will be absent.

The Gow School is a non-denominational institution, but we encourage students to practice their religious faith while at school. Students may attend services at local houses of worship. We believe strongly that positive messages about spiritual issues and community values contribute to our students' personal growth. Therefore, a non-denominational Sunday Meeting is held on campus on Sunday evenings at 6:00pm. All students must report to this meeting for attendance purposes. After attendance is taken, those students who attended off-campus religious services Sunday morning will be excused from Sunday Meeting.

## **ASSEMBLY**

Assembly is held Monday through Friday. This is a time to set the pace for the day, discuss the value of our *Pillars*, celebrate student and staff achievements, and share in student performances. Assembly begins at 12:05 p.m. and concludes at 12:20 p.m. In addition, special programs are held periodically throughout the year at this time or in the afternoon and evening. A variety of events are presented. Parents and visitors are welcome to attend these programs.

## **DAY STUDENT GUIDELINES**

Day students are welcome to arrive on campus as early as 7:45 am dressed in academic attire. Drop-off for male day students is at the Weston Dining Hall. They are to attend house jobs at the Gow Center at 8:20 am. Female day students are to be dropped off at Ellis House or the Weston Dining Hall. All day students must be on campus no later than 8:15 am to participate in house jobs. They follow the same academic schedule as boarding students. Monday through Friday, day students finish their academic obligations by 3:30 p.m. Day students are encouraged to participate during all athletic seasons. They are required to participate in afternoon activities in at least one season. The students' school day is finished after attending their athletic activity. During seasons in which they choose not to participate, their school day ends at 3:30 pm. On Saturdays, day students are expected to be on campus until 12:30 pm. Day students are expected to attend special all school events held in the evening.

Once day students have arrived on campus, they may not leave the campus until after their last commitment. In the event extreme weather conditions preclude student pick-up, the administration will plan for appropriate overnight accommodation on campus of day students.

When a day student is absent because of illness, medical appointment, or other justifiable circumstances, parents must call the main office at 716.652.3450 prior to 8:45 am to report the absence. A student is considered unexcused if a parent does not report the absence before the beginning of the academic day. The voicemail system is active and messages can be left after the school day ends and before the school day begins.

Male day students are assigned a private space in the Gow Center for their belongings and to change clothes. Female day students have a private space in Ellis House or Cornwall House. Lockers are provided for day students in the Gow Center.

Day students are not required to attend evening study hall. If the structure of evening study hall is necessary in order for the student to meet academic success, the school reserves the right to require attendance Monday through Friday from 7:00 pm – 9:00 pm for Upper School students or from 7:00 pm – 8:30 pm for Middle School students. Day students can be picked up in the parking lot near Main Building following the completion of their evening study hall.

Female students are allowed only in Ellis House and Cornwall House. All other dormitories are off limits.

Ellis House and Cornwall House are off limits to all male students

Day students in grade 12, and those ages 18 and older with a valid New York State driver's license, may obtain permission to drive to and from campus. They may not drive another student. Day students are strongly encouraged to participate in weekend activities. They are required to participate in special events such as Headmaster's Day, Winter Carnival, and STEAM Day to name a few. The school will work with students and families to promote the connectedness of all students, boarding and day, within our community.

ACADEMIC SCHEDULE MONDAY-FRIDAY

8:00-8:15	Breakfast
8:20-8:40	House Jobs
8:45-12:00	Academic periods
12:05-12:20	Assembly
12:25-1:15	Lunch/Break
1:20-2:55	Academic periods
3:00-3:30	Tutorial

ACADEMIC DAY SCHEDULE ON SATURDAY

8:00-8:15	Breakfast
8:20-8:40	House Jobs
8:45-12:00	Academic periods
12:05-12:40	Lunch
12:30	Pick up time for day students

ATHLETIC AND EVENING DAY STUDENT SCHEDULE – MONDAY THROUGH FRIDAY

All Seasons

3:45	Dorms cleared
4:00	Athletics begin
6:00	Pick up time
6:00-6:45	Dinner – Optional for day students
7:00-9:00	Evening study hall – Optional for day students (unless otherwise mandated)

ACADEMIC SCHEDULE - MONDAY THROUGH SATURDAY

<u>Monday</u>		<u>Tuesday</u>	
8:00-8:15	Breakfast	8:00-8:15	Breakfast
8:20-8:40	House Jobs	8:20-8:40	House Jobs
8:45-9:30	1 <sup>st</sup> Period	8:45-9:30	7 <sup>th</sup> Period
9:35-10:20	2 <sup>nd</sup> Period	9:35-10:20	1 <sup>st</sup> Period
10:25-11:10	3 <sup>rd</sup> Period	10:25-11:10	2 <sup>nd</sup> Period
11:15-12:00	4 <sup>th</sup> Period	11:15-12:00	3 <sup>rd</sup> Period
12:05-12:20	Assembly	12:05-12:20	Assembly
12:25-1:15	Lunch/Break	12:25-1:15	Lunch/Break
1:20-2:05	5 <sup>th</sup> Period	1:20-2:05	4 <sup>th</sup> Period
2:10-2:55	6 <sup>th</sup> Period	2:10-2:55	5 <sup>th</sup> Period
3:00-3:30	Tutorial	3:00-3:30	Tutorial

Continued on next page...

Wednesday

8:00-8:15	Breakfast
8:20-8:40	House Jobs
8:45-9:30	6 <sup>th</sup> Period
9:35-10:20	7 <sup>th</sup> Period
10:25-11:10	1 <sup>st</sup> Period
11:15-12:00	2 <sup>nd</sup> Period
12:05-12:20	Assembly
12:25-1:15	Lunch/Break
1:20-2:05	3 <sup>rd</sup> Period
2:10-2:55	4 <sup>th</sup> Period
3:00-3:30	Tutorial

Friday

8:00-8:15	Breakfast
8:20-8:40	House Jobs
8:45-9:30	4 <sup>th</sup> Period
9:35-10:20	5 <sup>th</sup> Period
10:25-11:10	6 <sup>th</sup> Period
11:15-12:00	7 <sup>th</sup> Period
12:05-12:20	Assembly
12:25-1:15	Lunch/Break
1:20-2:05	1 <sup>st</sup> Period
2:10-2:55	2 <sup>nd</sup> Period
3:00-3:30	Tutorial

Thursday

8:00-8:15	Breakfast
8:20-8:40	House Jobs
8:45-9:30	5 <sup>th</sup> Period
9:35-10:20	6 <sup>th</sup> Period
10:25-11:10	7 <sup>th</sup> Period
11:15-12:00	1 <sup>st</sup> Period
12:05-12:20	Assembly
12:25-1:15	Lunch/Break
1:20-2:05	2 <sup>nd</sup> Period
2:10-2:55	3 <sup>rd</sup> Period
3:00-3:30	Tutorial

Saturday

8:00-8:15	Breakfast
8:20-8:40	House Jobs
8:45-9:20	3 <sup>rd</sup> Period
9:25-10:00	4 <sup>th</sup> Period
10:05-10:40	5 <sup>th</sup> Period
10:45-11:20	6 <sup>th</sup> Period
11:25-12:00	7 <sup>th</sup> Period
12:05-12:40	Lunch

During the Tutorial period, students meet with a teacher, attend study hall, or sign up for one of the resource centers (Library or College Advising Center).

ATHLETIC AND EVENING SCHEDULE – MONDAY THROUGH FRIDAYAll Seasons

3:45	Dorms cleared
4:00	Athletics begin
6:00-6:45	Dinner
7:00	Study hall begins, reading period 7:00 – 7:25
8:30	Study hall ends for 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> graders - in dorm by 9:00 pm
9:00	Study hall ends for grades 9-12 - in dorm by 9:30 pm
9:15	Extended study hall dismissed
9:30	Attendance taken in dormitories.
	Electronic devices for students in grades 6-8 are collected by dorm parent
10:00	Room inspection, main lights out, quiet time. Late night privilege ends for grades 6-8. Electronic devices for students in grade 9 are collected by dorm parent
10:30	Late night privilege ends for grades 9-10
11:00	Late night privilege ends for grades 11-12

## SATURDAY AFTERNOON AND EVENING SCHEDULE

1:00 – 6:00pm	Structured free time and trips depart - the Gow Center is open
1:15	Students on campus report to the Gow Center
1:30	Saturday study hall and detention – Orton Hall
5:45	Pizza, beverages at the Gow Center
6:00pm	Trips return
6:30pm	Students return to dorms/attendance taken

## SUNDAY SCHEDULE

Early Morning	Students leave campus for worship services
10:15	General wake up
10:30	Major room inspection, and optional breakfast for Catholic Church attendees
11:00	Brunch, and Catholic Church attendees leave campus
11:30	House Jobs
11:45 - 5:45	Free time
1:00 - 5:00	The Gow Center is open
4:45 - 5:30	Optional dinner in the Dining Hall
5:45	All students report to the Chapel for attendance
6:00	Sunday meeting in the Chapel
6:20 - 8:00	Study Hall, Reading Period 6:20-6:45
8:30	Attendance taken in dormitories
10:00	Room inspection

## SKI SEASON SCHEDULE

### Monday, Friday

3:45	Dorms cleared/load ski buses
4:00	Skiers depart for Kissing Bridge
4:00	Athletics in the Gow Center
6:30	Skiers return to campus
6:00 - 6:45	Dinner
7:00 - 9:00	Study Hall

### Tuesday/Thursday

4:00 - 5:30	Athletics in the Gow Center
6:00 - 6:45	Dinner
7:00 - 9:00	Study Hall

### Wednesday

4:00	Buses depart for skiing at Holiday Valley
4:00	Athletics for non-skiers
6:00	Dinner for students on campus
6:45	Students may return to their dorms, Gow Center or mall trip option.
9:30	Skiers return to campus

## ACADEMIC PROGRAM

### COURSE SELECTIONS & SCHEDULING

Academic requirements assure that students will have the appropriate credits for graduation and college admission. The Gow School meets all academic standards for high school graduation set by the State of New York, other states, and Canada.

### **Middle School Course Offerings and Credits**

This information presents the typical program of courses for our Middle School students.

#### **GRADE 6**

Courses	Credits
Reconstructive Language	0
English 6	0
History 6	0
Developmental Math or Pre-Algebra	0
General Science 6	0
Health	0
Introduction to Art	0
Intro to Music Production	.25
Instrumental or Vocal Music	.25
Elective	

#### **GRADE 7**

Courses	Credits
Reconstructive Language	0
English 7	0
History 7	0
Developmental Math or Pre-Algebra	0
General Science 7	0
Introduction to Art	0
Health	0
Instrumental or Vocal Music	.25
Intro to Music Production	.25
Elective	

#### **GRADE 8**

Courses	Credits
Reconstructive Language	0
English 8	0
History 8	0
Developmental Math, Pre-Algebra or Algebra 1	0 or 1
Earth Science 8	0
Health	0
Computer 1, 2-D Art, or 3-D Art	.5
Instrumental or Vocal Music	.25
Intro to Music Production	.25
Spanish 1	1

## Upper School Course Offerings & Credits

Program of courses and electives for students in grades 9-12.

Health - The N.Y. State requirement is .5 credit completed in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade.

### **GRADE 9**

<u>Courses</u>	<u>Credits</u>
Reconstructive Language	1
English 9	1
Global Studies I	1
Physical Science 9	1
Pre-Alg., Alg. 1 or Alg. 2	0 or 1
Fine Arts Elective (a)	1 or .5
Technology Elective (d)	1 or .5
Spanish 1 Elective (e)	1

### **GRADE 10**

<u>Courses</u>	<u>Credits</u>
Reconstructive Language	1
English 10	1
Global Studies II	1
Chemistry	1
Algebra 1, Algebra 2, or Geometry	1
Fine Arts Elective (a)	1 or .5
Technology Elective (d)	1 or .5
Spanish 1 or 2 Elective (e)	1

### **GRADE 11**

<u>Courses</u>	<u>Credits</u>
Reconstructive Language	1
English 11 or Journalism	1
U.S. History	1
Biology, or Science Elective (b)	1
Algebra 2, Geometry, Pre-Calc.	1
Fine Arts Elective (a)	1 or .5
Science Elective (b)	1
Math Elective (c)	1
Technology Elective (d)	1
Spanish 1 or 2 Elective (e)	1
Other Elective (e)	1

### **GRADE 12**

<u>Courses</u>	<u>Credits</u>
Reconstructive Language	1
English 12 or Advanced Writing	1
Algebra 2 or Geometry, if needed, or	1
Pre-Calculus, Calculus 1 or 2 Elective	1
Fine Arts Elective (a)	1 or .5
Science Elective (b)	1
Math Elective (c)	1
Technology Elective (d)	1
Spanish 2 Elective (e)	1
Other Elective (e)	1

Instrumental Music, Music Production or Vocal Music Elective – .25

**ELECTIVE INFORMATION**

**Science** - Any of the science electives may be taken in grade 11 or 12 (see (b) below).

**Math** - Algebra 1, Algebra 2, and Geometry are required. Computer Science, Pre-Calculus, Calculus 1, and Calculus 2 are electives.

**Instrumental Music, Music Production and Vocal Music** – Students in grades 6-12 earn .25 credit.

**(a) Fine Arts** – The Gow School standard requirement is 1.5 credits.

Art: Drawing and Painting, 3-D,  
Intermediate, Advanced 1 or .5

**(b) Science Electives**

Laboratory Physics 1  
Advanced Biology w/Lab 1  
Advanced Physics w/Lab 1

**(c) Math Electives**

Computer Science 1  
Pre-Calculus 1  
Calculus 1 1  
Calculus 2 when offered 1

**(d) Technology Electives**

Computer 1 .5  
Graphic Design 1  
Audio-Video Production 1  
Broadcast Journalism 1  
Applied Technology/Robotics 1

**(e) Other Electives**

Health (Upper School) .5  
Economics 1  
Advanced Humanities 1  
Business Seminar (grade 12 only) 1  
Journalism (English 11 Elective) 1  
Advanced Writing (English 12 Elective) 1  
Spanish 1 1  
Spanish 2 1

**24 credits is the standard requirement for graduation.**

## GRADING SYSTEM

### NUMBER LETTER GPA RECOGNITION

93-Above	A	4.0	Honor Roll
90-92	A-	3.7	Honor Roll
87-89	B+	3.3	Honor Roll
83-86	B	3.0	Merit Roll
80-82	B-	2.7	
77-79	C+	2.3	
73-76	C	2.0	
70-72	C-	1.7	
67-69	D+	1.3	
63-66	D	1.0	
60-62	D-	0.7	Summer work may be required for a sequential course.
Below 60	F	0.0	Failure. The course must be repeated in summer school or in the next school year if it is a prerequisite or graduation requirement.
Incomplete*			Evaluation Incomplete - Work outstanding is due.

\* The work must be completed within two weeks of the end of the marking period. If the marking period ends just before a vacation, the work must be submitted to the teacher upon the student's return.

June 15<sup>th</sup> is the deadline for submission of work outstanding at the end of the school year. Failure to meet the deadline may result in a grade of zero for the work.

## HONORS DIPLOMA

Graduating seniors are awarded an Honors Diploma and wear an Honors Sash at Commencement by meeting the following requirements:

Grade point average of 3.3 or higher while enrolled at Gow.

Final grade of B- or better in five of the listed honors courses or in four of the listed honors courses in addition to earning an Award for Excellence in an academic discipline.

Advanced Biology	Calculus 1	Advanced Humanities
Advanced Physics	Calculus 2	Economics
Laboratory Physics	Journalism	Advanced Drawing and Painting
Robotics	Advanced Writing	Advanced 3-D Art
Pre-Calculus		

- Score of 1060 or higher on the SAT or a score of 21 or higher on the ACT Composite
- Good citizenship

## SCHOOL RECORDS POLICY

For a student under the age of 18, a signed release of records by the student's parents or legal guardian must be received by the School before a transcript or other school records are sent to the specified recipient. For a student 18 years of age or older, a release of records bearing the student's signature must be received by the School before a transcript or other school records are sent.

## STUDY HALLS

### EVENING STUDY HALLS

Evening study halls are held six evenings a week for grades 9 – 12, Monday through Friday from 7:00 pm to 9:00 pm and on Sunday from 6:00 pm – 8:00 pm. For 6th, 7th & 8th graders, study halls are held from 7:00 pm – 8:30 pm Monday through Friday and 6:00 pm – 8:00 pm on Sunday. All students are required to study during the evening study hall in one of the following locations: Orton Study Hall, the Isaac Arnold Library (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> graders), or in the dormitories (based on the previous marking period's performance; for Juniors with a minimum 3.0 grade point average and dorm/athletic/citizenship votes, for Seniors with a minimum 2.7 grade point average and dorm/athletic/citizenship votes, and for students earning placement on the Honor Scroll).

In supervised study halls, students are required to read a book for pleasure from 7:00 pm to 7:25 pm Monday – Friday, and 6:20 pm to 6:45 pm on Sunday.

### DORMITORY STUDY GUIDELINES

The general dormitory study guidelines are as follows.

Students may:

1. work quietly in their dorm room;
2. work on their beds;
3. be dressed as comfortably as they feel necessary;
4. listen to music at a low level or preferably with headphones;
5. eat a snack or have a beverage while working.

Students may not:

1. visit other dorm rooms or dormitories;
2. lock their doors;
3. use computer games, telephones, or television.

If a student wishes to begin study hall in Orton, he or she must arrive at the beginning of the evening study hall period, meet the dress code and stay until at least 8:00 pm.

Students who fail to complete homework assignments on time will be assigned to Orton Study Hall.

### ASSIGNED STUDY HALL

A student may be required to attend an additional study hall on a weekday afternoon, Saturday or Sunday afternoon, or Saturday evening. These study halls are assigned to enable a student to make up late homework assignments for the week or to complete projects and research papers.

### STUDENT HELP IN STUDY HALL

A student may help another student with their work in the study hall. Permission for such help is to be granted by the teacher in charge of the daytime or evening study hall.

The students who have permission to work together may do so in a designated area. They are to work quietly for a reasonable length of time, generally no more than 30 minutes.

### ACADEMIC POLICY AND PRACTICE

#### SELF ADVOCACY

Students with dyslexia must gain a full understanding of their own learning style and be prepared to articulate this to teachers and others. As part of our philosophy, we discuss dyslexia and learning differences very openly and with pride. Dyslexics often see things in ways that others don't. From early on, our teachers begin to communicate this to students.

Frequently, we invite accomplished dyslexic adults to come share their experiences with our students. At Gow, when we talk about dyslexia we realize that this is not only a learning style but a lifestyle. We emphasize to our students that their dyslexia will not go away. Rather, we teach students how to cope with their learning style. We teach them about their strengths and highlight their preferred modes of learning. We will never let a student hide behind dyslexia, nor use it as an excuse for unsatisfactory performance.

In both academic and non-academic matters, Gow believes in teaching its students to be their own advocates. Students are encouraged to approach their teachers, coaches, and dorm parents directly when they are experiencing difficulties. A student's primary source of support is his or her advisor. We also have a school counselor who is readily available to assist, along with the Dean of Students and the Head of the Middle or Upper School. Gow discourages students from calling their parents for help at the first sign of difficulty. We understand that parents play a key role in helping their children. We will coach our students to seek help from the appropriate source on campus, and we ask parents to place most of the responsibility on their son or daughter. The best reply a parent can give to their son or daughter is "We hear what you are telling us, but we are not there with you – what is your plan?" This approach puts the responsibility back on the student and promotes our philosophy of self-advocacy. Gow will not allow a student to struggle without intervention. Parents may also opt to make a "heads up" phone call to the appropriate professional as a way to assist without excessive intervention. This system becomes easier to implement as the student matures through the Gow experience.

## COURSE CHANGES

Students are allowed to drop or add a course during the first three weeks of the first semester. Half credit courses offered in the second semester may be dropped in the first three weeks of the semester. The teacher, Department Chair, and the Head of Middle or Upper School must approve a course change. The student's advisor and parents are also involved in this process.

## ABSENCE POLICY

Students are granted excused absences for illness, injury, religious holidays, family weddings, and issues related to family crisis. Seniors are discouraged from visiting colleges when Gow is in session. If circumstances require it, a senior may be excused from classes for college visits for a maximum of five days over the course of the year.

In the event of an unexcused absence, a grade of zero will be recorded for the student for class participation, and for any work, quiz, or test given that day. The student is subject to more serious consequences, including academic probation and dismissal, if the School determines that the student is repeatedly absent and/or fails to meet academic responsibilities.

A student who misses more than 20 days of classes in the school year is in jeopardy of losing credit for academic courses. All requests for a student absence must be made in advance and must be approved by the Head of Middle or Upper School.

## ABSENCE AND RESPONSIBILITY FOR WORK

A student who is absent is responsible for completing the work done in class and any material assigned by the teacher. Reasonable conditions will be set to allow for work to be made up. Teachers will provide the student with assistance as allowed by their obligations to other students and the demands of their professional responsibilities.

## CLASSES

Classes are held six days a week, Monday through Friday from 8:45 am – 2:55 pm and on Saturday from 8:45 am – 12:00 pm. A required tutorial/study hall period is held Monday through Friday from 3:00 pm – 3:30 pm. Class attendance is mandatory and unexcused absences may lead to academic penalties, loss of credit, or academic probation.

## TUTORIAL PERIOD AND EXTRA HELP

Each student receives individual attention in classes, in study halls, and sometimes during free time. We encourage students to seek assistance immediately when they experience difficulty in a course so that corrective measures will be effective. In order to provide this help on a more consistent basis, the final period Monday-Friday, from 3:00 pm - 3:30 pm, is a tutorial/study hall session. Students are taught to self-advocate by taking responsibility for scheduling meetings with their teachers. Those students not with a teacher must be in a supervised study hall in Orton Hall or in one of the resource centers.

## LEARNING STRATEGIES

Learning strategies instruction includes practice in how to approach one's learning and includes such activities as note-taking, dictionary use, mnemonic strategies, writing skills, test and exam preparation strategies, reading comprehension strategies, and use of assistive technology. Teachers instruct the students about the organization of textbooks, reviewing the uses of tables of contents, indices, glossaries, appendices, and footnotes. As part of their learning strategies development, students are aided in the organization of materials in each subject utilizing both a note binder and a provided laptop. They are also required to enter assignments for each course into a hand written organizer that is kept on their person during classes and study halls. Teachers help students develop research skills, including use of the Internet.

## ORGANIZERS

Seniors may use a digital assignment organizer. All underclassmen are required to use a handwritten assignment planner. Planners are available in the Govian Bookstore. Advisors help students develop a personal study schedule.

## EXECUTIVE FUNCTION COACHING PROGRAM (EFC)

As part of Gow's Whole Person Development philosophy, there is an Executive Function Coaching Program (EFC) in place. EFC is a study skills and independent living skills program for students who require more attention in these areas. This is usually a five to six week intervention program offered one to two sessions per week by a trained coach. Usually, there is a specific objective such as dorm room organization, test taking strategies, advanced planning strategies for assignments, or academic supplies organization. Students are referred to the EFC program by classroom teachers, and the EFC coordinator determines when referred students enter and exit the program. EFC is not a credit bearing course, and it is generally not a program designed to be part of the student's life at Gow throughout the school year. EFC is about teaching and training skills that the student will apply to his or her work.

## COMPUTER USE

Students use laptop computers in the classrooms and study halls. They are taught how to use various features of the Kurzweil Educational Systems and other educational software programs. During academic periods, students must use computers exclusively for work and activities

directly related to course subjects.

### ACADEMIC USE OF VIDEO

In our efforts to provide students with a wide range of tools to help them learn, teachers often use video. These range from short educational documentaries to commercially released full-length features. The majority of movies are rated PG or PG-13. Occasionally, we may show Rated R content that we feel is appropriate, although it might show violence or other mature subject matter. We make certain that these elements are integral to the theme or story. We do not show video that contains gratuitous sex, violence, or that use inappropriate language. Films depicting historic conflicts, cultural themes, and key events can be powerful teaching aids and can provide moral messages even our younger students can learn from. We ask that parents trust our judgment so that students may view video without having to obtain parental consent.

### ACADEMIC DIFFICULTIES

A student experiencing serious academic difficulties is referred to the Head of the Middle or Upper School. With the recommendations and involvement of the student's teachers and advisor, steps are taken to provide special instruction and extra support so that daily performance can be monitored in each subject area and in study halls. Parents are advised of their child's problems and the steps being taken to remediate them. They are kept up to date about the student's subsequent effort and attitude toward his or her work.

### ACADEMIC PROBATION

A student who has not responded appropriately to extra support for their learning difficulties may be placed on academic probation. This step is taken only when it is clear that the student's attitude and effort in one or more classes and study halls are consistently poor or unsatisfactory. A student may be placed on an academic contract, which specifies those areas in which a student's actions, attitude, and effort must improve. The contract establishes special conditions such as meetings with the student, teachers, and advisor, assignment to weekend study halls, athletic ineligibility, limited participation in activities, or restriction to campus until an acceptable level of academic improvement is achieved.

A student on academic probation who does not make a satisfactory effort to improve academic performance is subject to more serious consequences, including suspension or dismissal from school.

### PLAGIARISM

Plagiarism, including cheating and copying, is the act of taking the ideas, writing, or work of another person and presenting it as one's own without giving credit to the originator. Plagiarism also includes the unlawful act of reproducing or using copyrighted digital materials without authorization. Plagiarism is a form of theft because the person has stolen the product of another's labor and creativity. It is a form of dishonesty because the plagiarizer presents the work of another person as their own. Instances of plagiarism are dealt with on an individual basis, and appropriate consequences are imposed depending on the degree of the offense.

## REPORTS

Parents receive written reports from the school eight times per year through access to the parent portal. Academic reports, which specify a grade and describe a student's effort, attitude, and performance, are available to parents on the portal after the close of each of the four marking periods. Advisor reports, which include academic, athletic, and dormitory comments, are available on the portal at the midpoint of each marking period.

## EXAMS

Exams are given at the end of each semester. Extended time is allowed for those who require it. Exams constitute 20% of the final semester grade. Depending upon the course, the second semester exam may cover only the current semester's work rather than the entire year's work.

## THE ISAAC ARNOLD LIBRARY

The Isaac Arnold Library/Beresford Reading Room contains approximately 8,500 volumes. For the library to be a place of study, research, and reading, an atmosphere of quiet must prevail at all times.

The library schedule is:

Monday through Friday, 8:15 am - 3:30 pm

Saturday, 8:45 am - 12:00 pm

Students may use the library during their study hall periods. Library passes are issued by the classroom teacher to students who have research to do for that teacher's class, or by the student's Reconstructive Language teacher if a book is to be selected for pleasure reading. These passes are taken to the library after the student has signed out with the study hall supervisor. Teachers must specify the assignment and/or website that the student is to be researching. Students who have earned placement on Honor Scroll are allowed to use the library without a pass.

Resources which may be checked out of the Beresford Reading Room include:

- All books, for a two week loan period.
- Back issues of magazines, for a one week loan period. Recent back issues are located on the racks underneath the most current issues. Additional back issues are also available.
- Audiobooks, Kindles, and DVDs

Recent acquisitions and information are listed monthly on The Gow School Library website. Students who lose or do not return checked out books are charged through their bookstore account for the item and for the time spent to re-purchase and catalog the item.

## ADVISORS

Each student has a faculty advisor whose responsibilities include oversight of the student's academic, social, and extra-curricular life at Gow. Returning students have input into who their advisor will be. Seniors work with one of a select group of advisors who guides them through the process of transitioning to college. New students are assigned advisors. Usually, a new student's advisor is a faculty member with whom the student will have regular contact, such as a classroom teacher or Dormitory Parent.

Advisors are the initial contact and support person for their advisees and parents in dealing with a variety of school issues. Students meet with their advisors as a group on a weekly basis in September and every other week throughout the rest of the year. Advisors also meet with individual students, taking a personal and professional interest in each advisee.

In addition to the formal, written mid-marking period reports, advisors communicate with parents during each marking period. Parents are encouraged to contact their child's advisor with any questions or concerns they may have about their experiences and progress. If parents still have concerns or questions after speaking to their child's advisor, they are to contact the Head of the Middle or Upper School.

## COLLEGE ADVISING

The formal college advising process begins in the eleventh grade. College advising information is presented to parents and students as early as the 10<sup>th</sup> grade. Conferences with students and their parents are conducted at school and on the telephone during the junior and senior years. The College Advising Center is located on the second floor of the Isaac Arnold Library. The School maintains a large collection of print and digital media, music, video, and counseling materials. Assistance is provided in completing applications, writing essays, and meeting deadlines. Arrangements may be made for seniors to leave campus for college visits as needed. Whenever possible, we urge seniors and their parents to plan college visits during school vacations so that classes will not be missed. All plans for college visits must be discussed with the Director of College Advising.

Students usually take the ACT or SAT at Gow with the accommodations of extended time and, in most cases, a reader. The ACT is the preferred college test for our students. We prepare our students by providing ACT and SAT preview for Juniors and Seniors and providing materials for individual practice. Parents may contract with an experienced ACT/SAT tutor who holds review classes on campus. The tutor is not an employee of The Gow School. The Director of College Advising recommends that ACT and SAT preparation takes place in the summer.

## **RESIDENTIAL LIFE**

The Dormitory Parents are faculty members who are responsible for enforcing rules and policies that promote personal safety and a positive atmosphere among residents. Along with the Resident Assistants, they take an interest in each student, helping them to be successful in their relationships in the dormitory and in other aspects of school life. Dormitory meetings are held on a regular basis to discuss various issues that typically arise among students or to plan special activities. Each member of the dorm is expected to work wholeheartedly to contribute to the common good. Parents are encouraged to contact Dormitory Parents if they have a question or concern about their child's experience in residential life.

### **POLICY AND PROCEDURE**

#### **HOUSE JOBS**

All students are assigned a daily house job in a dormitory or other building. The work is done immediately after breakfast. This helps to instill school pride and ownership of the upkeep of our campus.

#### **INSPECTION**

Dormitory Parents inspect rooms on a daily basis. Neatness and cleanliness are expected each day. On Sunday there is a major room inspection.

INSPECTION REQUIREMENTS ARE: beds made, clothes picked up and put away (hung or in laundry bags), trash emptied, and desk and dresser tops neat and orderly. Windows are to be closed and locked; laptop computers, radios, fans, lights, etc., off; shades/drapes left open and doors closed. Rooms are to be swept or vacuumed. Athletic equipment is to be stored in the student's locker in the Gow Center. All food must be sealed in appropriate packaging or plastic containers.

#### **DECOR**

Rooms must be decorated tastefully. Decorations must comply with the provisions of the Fire Code and meet the approval of the Dormitory Parents, Director of Buildings and Grounds, the Student Deans, and the Head of the Middle or Upper School.

Under no circumstances are nails, bumper stickers, glue or tacks to be used on plaster walls or dressers. Nothing is to be put on the ceiling or on either side of the door or windows. This is especially true of stickers, stars, or different types of paint. Posters and pictures placed on the walls must be hung with removable adhesives that do not cause damage. No offensive or inappropriate material may be displayed in the dormitory room.

Students may bring a small desk chair on wheels. No other furniture is to be brought for the dorm rooms. The burning of candles, the use of incense, and the hanging of wall tapestries and flags in rooms are forbidden. All doorways and windows must be clear of furniture and other obstacles. Bunk beds are to be kept in over/under mode. Screens are to be left in place at all times.

### EARLY MORNING SCHEDULE

Monday through Saturday wake-up time is 7:20 am. Students must be out of bed by 7:30 am. House-jobs begin immediately after breakfast at 8:20 am. Wake-up is 10:15 am on Sunday. Sunday brunch is at 11:00 am, and house-jobs are at 11:30 am.

### CURFEW & LIGHTS OUT

Curfew is 8:30 pm to 7:00 am Sunday evening through Monday morning, 9:30 pm to 7:00 am Monday evening through Saturday morning, and 10:15 pm to 8:00 am Saturday evening and Sunday morning, except for students returning from dates or day trips. All students returning from the mall, weekend dates, or off campus trips must check in with the Dormitory Parent on duty.

Sunday through Friday, throughout campus, lights out is 10:00 pm for students in grades 9 - 12, and 9:30 pm for students in grades 6 - 8.

Saturday: Lights out is 11:00 pm for the entire campus, except for seniors coming back from late night dates, for whom lights out is 12:15 am.

### DORMITORY CITIZENSHIP

The criteria for earning late night or other dormitory privileges are:

1. Room is regularly clean, swept, and uncluttered.
2. Promptness.
3. Good relations with dorm mates.
4. Cooperative in following dorm policies.
5. Makes contributions to the common good.
6. Turns in electronic devices to dorm parents as required.

Late night privilege may be earned by students who are good citizens in the dormitory. Students must check with their Dormitory Parent for this permission. Students may use this quiet time for reading, watching T.V., studying, computer use, etc. In grades 6, 7 and 8, late night privilege ends at 10:00 pm. In grades 9-10 it ends at 10:30 pm, and in grades 11-12 late night may be extended to 11:00 pm. Dorm Parents have the right to modify these times. Students are to remain in their own rooms during late night, unless they have the permission of their Dormitory Parent to visit another room.

The use of electronic devices before bedtime such as cell phones, tablets, or laptops can be physiologically and psychologically stimulating in ways that can adversely affect our students sleep and consequently their academic performance. Over time, these effects can potentially add up to a significant, chronic deficiency in sleep.

We realize that all students are still learning how to moderate the use their devices before bedtime. It is our wish that students will be able to eventually regulate their own device usage, but that we may have to provide a structure in or order to help them develop a healthy routine before bedtime. Students grades 6-9 are required to deposit their cell phones, laptops, and tablets in the secured cabinets in the dorm common rooms Sunday through Friday evenings (by no later than 9:30 pm for grades 6-8 and 10:00 pm for students in grade 9). Their devices are available to be picked up at 7:30 am the following morning. If special arrangements need to be made to aid with student calls home i.e., international time zones, parents should contact their

student's dorm parents. Dorm parents of students in grades 10-12 will monitor student sleep habits and will require those students who fail to demonstrate healthy nighttime regime to turn in their technology as well.

Students are not to get up after lights out for extra study, socializing, or any other reason. If extra time for study or homework is needed, Dormitory Parents or teachers will work with the individual student to arrange the necessary time.

### DORMITORY VISITS

For safety and security reasons, students are asked to remain in their own dormitories and are not allowed to visit students in other dorm buildings. In rare cases, the Headmaster, the Head of the Upper School, the Head of the Middle School, or the Dean of Students may grant written permission for a student to visit a dorm other than their own. It is required that a student present written permission to the Dormitory Parent on duty to gain access to the dorm.

### RESTRICTED AREAS

All dormitories are off-limits from 8:45 am to 3:30 pm and during athletics Monday through Friday, except for students with special dorm rest permission from the nurse. A student who wishes to make a brief visit to 7-11 may do so only on Sunday afternoon from 1:00 pm - 4:00 pm with permission from the Weekend Coordinator.

The following areas are off-limits for students:

1. The area immediately around the Gow family residence.
2. Kitchen area in the dining hall.
3. All roofs or balconies.
4. All private vehicles and school vehicles when not in use.
5. The Giallanza Maintenance Building, all garages, and storage areas.
6. Fire escapes.
7. The faculty mail room.
8. Dorms, other than the student's own.
9. Other student rooms without permission.
10. All school buildings and classrooms when not officially in use.
11. The Gow Center may not be used either by individual students or for any formal or informal organized student activity unless a teacher is present.
12. The basement of Main building, except for the "Little Seniors" store when open.

## PRIVACY

It is common courtesy to knock on the door before entering anyone's room. Each student has the right to use his or her room without being disturbed by unwanted company. Students sharing rooms are to respect the rights of their roommates. No student is allowed to enter another student's room in the occupants' absence or without permission.

## SECURITY

Dormitory entrance doors are locked and prevent fob access to students during the academic day. Sunday through Friday, entrance doors are locked at 9:30 pm. On Saturday, the doors are locked at 7:00 pm. Students are to be in their own dorms by these times.

Students are to bring locks to use on their lock box, athletic locker, and trunk. Students are discouraged from holding large sums of money, even if it is secured in their room. Amounts in excess of \$40 are to be held in the Business Office. Additionally, parents can set up a "Petty Cash" account by completing a form or by contacting the Business Office directly. These funds are designed for students to use to purchase last minute extras. Typical deposits are \$100 and no more than \$20 will be dispensed at \$20 at a time. For larger amounts, parents can contact a Business Office staff member. Students are also discouraged from bringing highly valuable possessions from home, such as expensive cameras and electronic gear. Students are responsible for taking all necessary steps to secure their possessions. The School cannot be held responsible for personal items that are lost, stolen, or damaged.

Parents are urged to check their homeowner's insurance to determine if valuable items can be covered. All valuable items must be labeled with the owner's name, and serial numbers must be recorded.

## MAIL AND PACKAGES

Student mail and packages are delivered to the faculty mail room in the Library Building Monday through Friday. Mail is delivered to students in their dormitory by the Resident Assistants. Students are notified of the delivery of packages by email and may pick up their packages in the Library at the end of the academic day at 3:30 pm.

In the interest of security and safety, third party vendor shipments are screened by school staff.

A student may be required to open his or her mail or package(s) in the presence of a staff member when it is deemed necessary by the administration

## ELECTRICAL EQUIPMENT

Because of space and power limitations, electrical equipment is to be kept to a minimum. Television screens are not to exceed 32". Stereo speakers must be of reasonable size.

The following electrical appliances are allowed: radios, portable speakers, clocks, lamps under 100 watts, electric shavers, a portable TV, video games, and extension cords with circuit breakers. These extension cords can be purchased at the school bookstore. Each student should have a flashlight. Only Resident Assistants and Headwaiters are allowed to have refrigerators. Their refrigerators are provided by the School.

Only one television set and stereo system is allowed in each room. Prior to the start of the school year, roommates should determine who is going to bring these items.

Cooking appliances, irons, electric heaters, and other electrical appliances are not allowed. Students are not allowed to attach lights and electrical cords to bed posts. The use of hair dryers and curling/flat irons is permitted only in dormitory bathrooms.

Excessive noise is a concern. All musical devices must be equipped with headphones. A Dormitory Parent may request that headphones be used. The Dormitory Parent may confiscate student appliances if they are misused.

Movies, DVD's and video games rated "R" or "M" are not allowed.

### SKIS AND SNOWBOARDS

No skis or snowboards are to be kept in the dorms. Skis and snowboards are to be brought to Gow in January after Winter Break. They are stored in a specified garage on campus.

### DAMAGE

Any damage to school property or to the property of another student must be reported immediately. Rooms are inspected on a regular basis during the year. Any room damage must be paid for by the occupants. This includes any costs required for repairing or repainting any part of the room, the windows, the door, the school supplied furniture, or the carpeting. The cost to repair student damages is \$40/hour.

### BANNED ITEMS

The possession of firearms, ammunition, knives, fireworks, martial arts equipment, wood axes, and other dangerous objects is forbidden. Such items, if confiscated, will not be returned.

### PERSONAL BOOKSTORE EXPENSE ACCOUNT

Each family is required to deposit monies in a personal expense account in the school bookstore. This account will be managed by the Govian Bookstore. It is used for books, supplies, allowance, and other personal needs. This account also incurs charges for speech therapy, music lessons, weekend activities, etc. Monthly statements detailing charges and payments are generated and available each month in the Parent Portal.

The School feels that an allowance of \$15 - \$20 per week will suffice for a student's ordinary needs. Additional funds may be needed for special off-campus trips. Allowances are distributed to the Dormitory Parents, who hand it out in dorms prior to the weekend. Allowances may be withheld if certain expectations are not met in the dormitory. A family who wishes to alter allowance amounts must inform the Business Office before noon Wednesday.

The School asks that students do not possess large sums of money, \$40 or more, in their dorm room or on their person and cannot be held responsible for losses. A student may open a petty cash account with the Business Office for safe keeping of personal spending money. The student has access to this money without a call from parents.

## TELEPHONES

All students have the privilege of using a cell phone if they comply with the following guidelines:

On campus, students may only use their cell phones in their dormitory room. Off campus, students cannot use cell phones in school vehicles, on buses, or in inappropriate places. As mentioned earlier, students in grades 6-9 are required to turn in their cell phones at lights out. Upper School students may also be asked to surrender their cell phones by dorm parents at lights out to encourage healthy sleep habits.

A student will lose the privilege of using a cell phone if he or she fails to comply with these basic guidelines.

At Gow, we are committed to a culture where people have direct engagement and interact appropriately. We do not allow students and adults to use cell phones in public and open areas of campus. Students are to use their phones in their dormitory rooms only. Adults are asked to use their cell phones discreetly and privately.

## OTHER RULES AND POLICIES

1. Students are not allowed to have pets on campus.
2. Generally, students are asked to keep to the walkways.
3. Food and beverages are not allowed in academic buildings. Students are permitted to bring water in academic buildings in containers such as a Nalgene or Hydro Flask.
4. Ball playing, frisbee, soccer, lacrosse, and the like are not to be played in the immediate vicinity of school buildings.
5. Snowball throwing is not permitted during the academic day or any time near buildings and vehicles.
6. Students are not permitted to use drones or RC vehicles containing lithium polymer batteries. There is a \$25 fee if a student loses their dormitory key.
7. There is a \$25 fee if a student loses their key fob.

## TECHNOLOGY

Please keep in mind that Gow provides the very best technology for the students. Our program provides for 100% of your child's technology needs while at Gow. The School does not permit students to bring their own laptops or desktop computers. If a personal laptop or desktop computer is found, it will be collected and sent home during the next break.

Students are permitted to have a cell phone, and they may use it only in their own dormitory room and while on off-campus trips. A simple cell phone with texting capabilities is adequate. Smart phones are often distracting, and the school's internet filter does not manage Smartphones. While The Gow School network is well-filtered and carefully monitored, Smartphones are wide open to the internet, and the school encourages parents to consider installing applications that allow them to monitor and set permissions for appropriate use of this type of device.

## FALL AND THANKSGIVING BREAK

You may want your child to bring home some lighter clothes and return with warmer clothes as the weather can change quickly in South Wales. For example, swap short sleeve shirts for long sleeve, switch to heavier sport coat and pants.

Gloves, hats, scarves, boots, and a heavier winter coat are needed after the Thanksgiving Break until Spring Break.

## WINTER BREAK

Your child may want a set of flannel sheets and/or a heavier blanket.

If your child is going to be skiing or snowboarding, he or she should bring all necessary gear, including a helmet, upon returning from the winter break. It is a requirement that proper helmets are worn by all students when skiing or snowboarding.

## STORAGE AND SHIPPING

During the school year, there is limited space available in dorms for students to store trunks and luggage. During the summer months the School does offer storage to students. There is a fee for this storage, and the limited space available is prioritized for international students. If necessary, parents can make arrangements to store possessions at a local business close to campus.

At the start of the school year, possessions may be shipped to The Gow School via UPS a week in advance. Please address each package in the following manner:

Student Name  
The Gow School  
2491 Emery Road  
South Wales, NY 14139

At the end of the school year, parents can make arrangements for UPS shipments through the Business Office. Students are responsible for packing and addressing their possessions. Boxes may be purchased from the bookstore.

## **ATHLETIC PROGRAM**

The Gow School believes a regular program of physical activity is an integral part of every student's education. We offer an appropriate level of instruction for both team and individual lifetime sports. Each student is required to participate unless he or she has a medical excuse from the nurse or a physician.

The Gow Center is used for a variety of athletic activities throughout the year. Rules and regulations are explained to the students at the beginning of the school year and reinforced throughout the year. Students are expected to have and wear a specified clean, dry pair of sneakers on all indoor athletic floors. In addition, all students are expected to wear an appropriate Gow athletic uniform during practices, games, and intramural activities.

### **GENERAL GUIDELINES**

1. The goals of the Gow athletic program are:
  - a. to provide appropriate and safe regular physical activity for all students.
  - b. to provide competitive interscholastic opportunities for all students with a desire to participate on a team in those sports offered by the school.
2. Coaches, athletes, and spectators are expected to act in a sportsmanlike manner, demonstrating good spirit and abiding by a positive code of conduct.
3. A student may be suspended or permanently removed from participation in interscholastic sports or athletic activities for repeated violations of team and school rules or a violation of a major school rule.
4. All new students are required to participate on a team in their first full athletic season. Students entering school for the first time in the fall may participate in soccer, cross country, crew, outdoor education, golf, girls volleyball, or performing arts. A new student may not participate in fitness and conditioning in their first full season.
5. Students in grades 6, 7 and 8 must participate in an interscholastic sport each season. Alpine skiing or snowboarding also counts towards this requirement during the winter. In addition, outdoor education or performing arts may also be selected in the fall or spring.
6. Students in grades 9 and 10 must participate in an interscholastic sport for at least two seasons. Alpine skiing or snowboarding also counts towards this requirement. In addition, outdoor education or performing arts will count toward this requirement in the fall or spring seasons.
7. Students in grades 11 and 12 must participate in an interscholastic sport for at least one season. Alpine skiing or snowboarding counts towards this requirement. In addition, outdoor education or performing arts will count toward this requirement in the fall or spring seasons.
8. All interscholastic programs run 5 days per week each season (Mon. – Fri.), with some practices and games on weekends.

9. Athletes who participate on modified teams and junior varsity teams will be able to participate in all games. However, varsity athletes are not guaranteed a specified amount of playing time.
10. Although cuts are not usually made, teams may need to reduce the number of players due to size and space limitations. Cuts can also be made for disciplinary reasons.
11. Veteran students who do not join a team sport may join the fitness and conditioning group. They will be required to establish goals and work with the fitness director to implement exercises and fitness routines to work toward achieving their goals. Students will be expected to work out five days per week.
12. During the months of November and December, students not involved in an interscholastic sports team will participate in the Corvus Cup which is a fun spirited intraschool competition consisting of various recreational sports and activities.
13. During January and February alpine skiing and snowboarding will be the intramural activity on specified days for those not involved in the interscholastic sports. Various club activities will be offered on alternate days of the week.
14. Team participants are required to maintain a locker with a lock in the Gow Center during the season for equipment and clothing storage as well as use of the shower facilities. Both men's and women's locker rooms are provided.
15. Athletes shall dress in standard athletic attire while participating in practices, games, and recreational activities. All students are issued a standard athletic uniform. Only Gow logos are acceptable. As an alternative, athletes on teams may be required to wear practice uniforms. Seniors may wear sweats with a logo of a college into which they have been accepted and plan to attend.

### INTERSCHOLASTIC SPORTS AND ACTIVITIES

In the fall, the interscholastic sports offered include modified and varsity soccer, boys and girls cross country running, golf, girls volleyball and crew. Fitness and conditioning is offered to veteran students in grades 9-12 who choose not to participate at the interscholastic level. Outdoor Education and performing arts are also offered in the fall and are open to students in all grades.

During the winter, all students are offered downhill skiing or snowboarding as an intramural activity. There is an additional cost for all skiing and snowboarding activities. It is also a requirement that proper helmets be worn by all students while skiing or snowboarding. The school also fields interscholastic teams in modified, junior varsity, and varsity basketball, as well wrestling, squash, and downhill ski racing. Girls may also choose to participate in competitive dance.

In the spring, interscholastic teams are offered in lacrosse, track & field, and tennis. Outdoor Education and performing arts are also offered in the spring and are open to all students.

All interscholastic sports except for cross country running and modified basketball are co-ed.

## POLICY AND PROCEDURE

The following procedures apply to all who participate in the Athletic Program.

1. All students in grades 6, 7 and 8 are required to participate in a sport other than intramurals each season. Students in grades 9 and 10 must participate in a sport other than intramurals for at least two seasons. Students in grades 11 and 12 must choose a sport other than intramurals for at least one season. However, skiing or snowboarding may be selected during the winter months in all grade levels. Performing Arts and Outdoor Education may be selected in the fall or spring. Day students are encouraged to fully participate in the athletic program each season. However, they are only required to participate in an afternoon activity for one season no matter their grade level.
2. All students will choose a sport each season. For a student to be medically excused for a season, he or she must have a written letter from a physician specifically outlining the student's medical condition and physical limitations. If a student who has been excused from athletics wishes to resume participation, a physician's letter must be submitted giving clearance to do so.
3. Any change from one athletic activity to another must be approved by the Athletic Director. Changes after two weeks of practice are strongly discouraged and may not be allowed.
4. Proper Gow athletic attire is available in the bookstore. Each student must have at least two shirts, one pair of shorts, and a clean pair of indoor sneakers.
5. All students must have a completed Medical Form and Athletic Consent form on file in the school office. It is required by state law that each student undergoes a physical examination before the beginning of each school year.
6. Excuses to miss practices and games can be issued only by the school nurse, a doctor, the Athletic Director, school administrator, or the coach of the student's team. In order to participate in athletic contests, a student must be in class by 10:25 am on the day of the contest or must not miss more than two full class periods and must participate in team practice the day prior to the event. Academic trips and special programs are exempt from this requirement.
7. All school owned athletic equipment and uniforms issued are the responsibility of the students. A student's account will be billed for any damaged or unreturned equipment at the end of the season.

## ELIGIBILITY

1. Team rules are established by their governing leagues and coaches and explained to the athletes at the beginning of each season. All players must meet the minimum standards of eligibility commensurate with participation in that sport.
2. Each athlete on an interscholastic team must actively participate in a minimum number of practices as determined by the league or the certifying state association before they are eligible to participate in a scrimmage or game.

3. Athletes must meet the standards regarding age and eligibility as established by the governing league in that sport and the State of New York.
  - a. Athletes must not have turned 19 prior to July 1<sup>st</sup> of the school year.
  - b. Athletes have four years of varsity eligibility (8 semesters) commencing on their initial entrance into 9<sup>th</sup> grade. Additionally, 8<sup>th</sup> graders have five years of eligibility and 7<sup>th</sup> graders have six years if they meet all state guidelines in 7<sup>th</sup> and 8<sup>th</sup> grade to participate at the varsity level.
  - c. Athletes must meet all transfer regulations as established by the league governing each sport.

## LETTERS & AWARDS

### A. Criteria

A junior varsity/varsity sports letter is earned through hard work and determination and meeting the necessary requirements of participation. A letter is a significant recognition of achievement, the standards of which are as follows:

1. To have met the playing-time requirements as established by the coach of that sport after conferring with the Athletic Director.
2. If a player began the season as a member of a team, but due to an injury received while competing or in practice could not fulfill the playing-time requirement, the player can be recommended for a letter by the coach, with the approval of the Athletic Director.
3. If a player has been an active member of the team and has shown unselfish cooperation and good spirit in practice as well as in games, but has not met the playing time requirement, the player can be recommended for a letter by the coach, with the approval of the Athletic Director.
4. If a player quits, is suspended, or is placed on probation for disciplinary reasons, or otherwise becomes ineligible during a season, the player may forfeit a letter or award.

### B. Awards

1. Varsity athletes will earn **one** letter for their career. They will also earn a pin for each year that they participate in a sport at the varsity level.
2. Junior Varsity athletes will earn a letter for each sport that they participate in at the junior varsity level or as a contributor to a varsity team, but their performance does not meet the standards to earn a varsity letter.
3. Modified Level -- Participants receive a medal or certificate specific to their sport.
4. In May, an Athletic Awards Ceremony is held which recognizes all athletes. At this assembly, letters and special awards are presented.

### ACADEMIC ELIGIBILITY

All student-athletes are expected to maintain good academic standing in their course work to earn the privilege of participating in athletic practices and games. Coaches impress upon their athletes the need to maintain good academic standing and effort in all academic classes, and to complete their work on time. In the event that a student falls behind in one or more classes, the Athletic Director or Administration, in conference with the student's teacher(s), advisor, coach and parents, may temporarily suspend the student from practices and games until that student has returned to good academic standing.

### PERFORMANCE ENHANCING DRUG POLICY

The use, possession, and/or distribution of performance enhancing drugs are considered medically dangerous and competitively unethical. The use of steroids and amphetamines are strictly forbidden. Athletes who choose to engage in the use, possession, and/or distribution of these drugs will be suspended from athletic participation indefinitely and may jeopardize their high school and collegiate eligibility. Athletes are also subject to disciplinary action as specified in the school's drug abuse policy. The use of supplements and stimulants to enhance performance should only be done under the care of a doctor or trained medical personnel. At any time, the school reserves the right to conduct tests to determine if an athlete is using a performance altering substance. Issues regarding the use of performance related substances and supplements will provide a basis for ongoing education and discussion.

### ALCOHOL AND TOBACCO POLICY

The primary purpose of training is to keep all players in top athletic condition. The use of tobacco products including vape and accessories, non-prescription drugs, and alcohol are not in keeping with a player's commitment to his or her sport and team and are detrimental to an athlete's goal of high achievement. Therefore, an athlete, just as is the case for any student at Gow, may not use illegal substances. Abuse of legal substances is also strictly forbidden. If an athlete is suspected of using tobacco, drugs, or alcohol, the individual may forfeit eligibility, as well as any awards earned.

### THE GOW SCHOOL ATHLETIC CODE OF CONDUCT

The Gow School Athletic Program is designed to instill teamwork, physical growth and maturity, school spirit and pride, but most of all the enjoyment of sport and competition.

As a Gow athlete, students must agree to abide by the following rules and regulations:

1. Be on time and attend all practices, games, and other required events.
2. Listen to your coaches and follow their directions without argument.
3. Keep up with your schoolwork. No Work = No Play
4. Dress properly for all practices, games, and travel.
5. Support your teammates in a positive manner.
6. Show respect for the game, opponents, officials, and the fans.
7. Clean up after practices and contests including the locker room areas.

8. Refrain from the use or distribution of any illegal substances, including alcohol or tobacco.
9. Follow the *Pillars* of Kindness, Respect, Honesty, and Hard Work.

## TELECOMMUNICATION AND COMPUTER USE

Standard technology services, including a suite of tools required for course work and to assist with language remediation, are covered by tuition. A student will forfeit his or her computer if it is damaged by intent or through negligence. The student will be charged for repairs or replacement.

The Gow School recognizes the educational value of computers and the Internet. However, some information purveyed on the Internet may contain slanderous, abusive, bigoted, illegal, and pornographic material. The Gow School does not condone the use of such materials and will not permit use of such materials in the school environment. The School makes every effort to monitor use of the Internet and to prevent unauthorized exploration of undesirable materials. It is not possible to completely prevent access to information that is inappropriate for students. All users must guard against inappropriate and illegal activities while telecommunicating.

### USER GUIDELINES

All rules described in the Student and Parent Handbook apply when a student is on the network. The Gow School has sole operational management of the on-campus network. A student who tampers with the network is violating a major school rule and may face suspension or dismissal.

A student is a representative of The Gow School. Personal conduct must not be hurtful to others or their property. Users of classroom and library computer facilities and lines for access to the Internet are held responsible for their actions and activity.

When students wish to communicate with Gow faculty or staff using electronic means, they may send messages through their Gow email addresses and, in certain school-related situations such as travel, via text messages. Adults in The Gow School community are prohibited from communicating with Gow students through social media or other online applications, forums or platforms not hosted by The Gow School.

### EXAMPLES OF UNACCEPTABLE USE:

Using the computers and the Internet for any illegal activity, including plagiarism or violation of the copyright laws, such as:

- Using other peoples' words, photos, sounds, videos, or music copied off the Internet without citation.
- Use and transferal of stolen (pirated) software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. Misuse is a form of stealing and will be subject to disciplinary action.
- Transmission of any material in violation of any United States or other state law is prohibited. This includes copyrighted, threatening, or obscene material, or material protected by a trade secret.
- Use of product advertisement or political lobbying is also prohibited.
- Use of commercial activities by for-profit institutions is generally not accepted.
- Damaging, tampering, or misusing system software, programs, or equipment.
- It is not permissible to:  
Use our connection to try to circumvent security provisions of another computer on the

Internet.

- Download, upload, store, or print files or messages that use language that offend, harass, or tends to disrespect others.
- Use technology which is inconsistent with existing Gow rules.
- Send or receive messages that indicate or suggest pornography, unethical or illegal solicitation, and inappropriate language.
- Send email messages under the name of another person or anonymously.
- Post harassing messages in public spaces or in private email.
- Use a computer, whether owned by The Gow School or a student, to host over the network any copyrighted material. Use of music, video, programs (such as games), or text that are made available for download or broadcast over the network is not permitted by anyone other than the person who holds the copyright to that material.
- It is only permissible to use software authorized by The Gow School.
- Vandalism is considered a violation of a major school rule in the Student and Parent Handbook. It is defined as any malicious attempt to harm or destroy data of another user, or any other agency or network which is connected to the system. This includes the uploading of computer viruses.
- Students may not use devices to record the actions of other students, nor may they post comments, pictures, or videos of other students on social media.

PENALTIES - Depending on the severity of the offense, penalties and actions may include:

- Loss of computer privileges and suspension of access to the Internet.
- Loss of standard student privileges, including restriction to campus.
- Parent conference.
- Other disciplinary action by the School up to and including dismissal.
- Criminal prosecution as determined by New York State and Federal laws.

#### POLICY FOR MISUSE OF COMPUTERS IN ACADEMIC SETTINGS

In academic settings, students are to use computers exclusively for work and activities directly related to course subjects. The academic day runs from 8:45 am – 3:30 pm Monday through Friday, and 8:45 am – 12:00 pm Saturday. Also included are times designated for Athletics as well as regularly scheduled and specially assigned study hall periods.

Off task computer activity in academic settings is a violation of a major school rule. Students involved in repeated cases of such activity are subject to being placed on Academic Probation.

Placement on Academic Probation may include, but is not limited to, the following terms for a period specified by the Dean of Students:

- Restriction to campus
- Assignment to detention
- Assignment to extra study hall
- Loss of allowance

A student who repeatedly violates this policy is subject to more serious consequences, up to and including dismissal from school. Parents are contacted by the School after subsequent violations. Depending on circumstances, the School reserves the right to impose any consequences it judges to be appropriate regardless of the number of offenses committed by a student.

## STUDENT RECOGNITION AND PRIVILEGES

### HONOR SCROLL

The Honor Scroll recognizes and rewards those students who consistently demonstrate a strong effort in their studies, respect for others, integrity, and a cooperative and responsible approach to their daily lives. Classroom teachers, study hall supervisors, Dormitory Parents, athletic coaches, and faculty members cast votes on all students according to the specific criteria in the four areas below. Voting is done once a marking period.

The students who receive this award are granted the following privileges:

1. free periods during daytime study halls;
2. the opportunity to study in their dorms at night;
3. the privilege of signing out on weekends to bike, hike, or run in Emery Park;
4. the option of missing breakfast on Saturday mornings.

If a parent has a question or concern about any of the Honor Scroll privileges, please contact the Head of the Middle or Upper School.

Criteria for Selection to the Honor Scroll are as follows:

#### **Step 1- Academic Effort**

A student who is new to the Honor Scroll must receive a positive vote from all but one of his or her teachers. A student who is currently on the Honor Scroll must receive all positive votes. If more than two of the student's teachers cast a "no" vote, there is no right to appeal. A student must also receive positive votes from 2/3 of the study hall supervisors.

Criteria for earning Academic Effort:

1. Assignments in on time; no more than two late assignments per marking period.
2. Strives to do well on all work.
3. All work submitted is the student's own.
4. Positive, consistent interest in class - asks questions and offers comments, seeks understanding.
5. Treats classmates and teachers with respect.
6. Consistently productive in study hall.

## Step 2 - Other Areas of School Life

Once a student has earned Academic Effort, he or she is eligible to move on to Step 2 to earn Honor Scroll.

Athletics - A student must receive a positive vote from his or her coach or activity leader.

1. Works hard and is a positive role model.
2. Encourages teammates; cooperates with teammates and coaches.
3. Strives to do his or her best and to improve skills.
4. Treats teammates, coaches, officials, and opponents with respect.

Dormitory - A student must receive a positive vote from his or her Dormitory Parents.

1. Maintains a clean room.
2. Consistently abides by policies and curfews.
3. Treats all dorm residents, including Dormitory Parents and Resident Assistants, with respect.

General Citizenship - A student must have at least a net total of 10 positive votes from Faculty.  
For example, 20 positive votes and 10 negative votes gives a student a net total of 10.

1. Treats others with respect.
2. Consistently displays appropriate behavior.
3. Cooperates with faculty and their requests.
4. Abides by school policies without direct supervision.

## ACADEMIC EFFORT AWARD

Each marking period, students who are judged by the faculty as being diligent in their study habits and who maintain a strong effort in classes are eligible for the Academic Effort Award. This entitles a student to a night off from study hall and a trip to a local mall with \$15 for dinner included.

## HONORS GRADE POINT AVERAGE

Students who earn a grade point average of 3.3 or higher for a marking period earn placement on the Honor Roll.

## MERIT GRADE POINT AVERAGE

Students who earn a grade point average of 3.00 – 3.29 for a marking period earn placement on the Merit Roll.

### JUNIOR-SENIOR DORMITORY STUDY

Juniors with a minimum 3.0 GPA and seniors with a minimum 2.7 GPA may study in their dorm room if they have earned the dorm/athletic/citizenship votes from faculty.

### SENIOR PRIVILEGES

The curfew for seniors on Saturday evening dates is 12:00 midnight with lights out at 12:15 am.

#### Friday Night Off-Campus Trips

A group of seniors may request of the Dean of Students off campus permission from 5:00 pm–11:00 pm on Friday night. A senior may also request permission for a date during these hours. To qualify for this privilege, the student must have earned dormitory study hall and maintained a good work ethic. A faculty or staff member must drive the group to and from the mall or other location.

Seniors must attend study hall Friday evening unless they have been given permission to attend an off-campus trip.

Seniors are responsible for all assignments due on Saturday.

## AWARDS

The following awards are presented each year at Spring Parents Weekend or Commencement Weekend.

*The Gow School Captains Award* - Presented to the captains of varsity teams.

*The Class of 1939 Award for Competitive Spirit in Athletics* - This award is presented annually to that student who excels in leadership, determination, and competitive spirit on the playing fields. The recipient is chosen by the Athletic Director and Athletic Committee.

*The Excellence in Activities Award* - Presented to that student who excels in his or her commitment to student activities. The recipient is chosen by the Director of Student Activities and faculty members who are in charge of school groups and clubs.

*The Class of 1989 Award for Excellence in the Fine and Performing Arts* - Presented in each of the three disciplines (Art, Music and Drama) to a student who excels in that area of the Arts. The recipient is chosen by the teachers of art, music, and drama.

*The Science Award* - Presented to a Middle School student and an Upper School student who excels in their achievement and commitment to the study of Science. The recipients are chosen by the department teachers.

*The History Award* - Presented to a Middle School student and an Upper School student who excels in their achievement and commitment to the study of History. The recipients are chosen by the department teachers.

*The English Award* - Presented to a Middle School student and an Upper School student who excels in their achievement and commitment to the study of English. The recipients are chosen by the department teachers.

*The Kathleen N. Rose Reconstructive Language Award* - Presented to a Middle School student and an Upper School student who excels in their achievement and commitment to the study of Reconstructive Language. The recipients are chosen by the department teachers.

*The Jonathan S. Tracy Mathematics Award* - This award was donated by Jonathan S. "Jack" Tracy, a former faculty member, math teacher, and friend of the School. The award is presented to a Middle School student and an Upper School student who has demonstrated exceptional growth and improvement in Mathematics. The recipients are selected by the teachers in the Mathematics Department.

*The Applied Technology Award* - Presented to a Middle School student and an Upper School student who excels in their achievement and commitment to Applied Technology. The recipients are chosen by the department teachers.

*The Barry Warren Award* - This award was created by the Class of 1963 in honor of their classmate, Barry Warren. The senior class chooses the recipient. The award is presented to an underclassman who has done the most for his or her fellow students.

*The David Hoskin Award* - This award is presented in memory of David Hoskin, Class of 1976.

It is awarded to a member of the junior class for outstanding loyalty to the School. Administrators select the recipient of the award.

*The Randall Hoffer Outstanding Sophomore Award* - This award is presented in memory of Randall Hoffer, Class of 2007. It is awarded to a sophomore who works hard in the classroom, is active in athletics and activities, and contributes in a meaningful way to the overall success of the School. Administrators choose this student from nominations by the faculty.

*The Jeffrey S. Sweet Outstanding Freshman Award* - Presented to a freshman who works hard in the classroom, is active in athletics and activities, and contributes in a meaningful way to the overall success of the School. Administrators choose this student from faculty nominations.

*Class of 2011 Jeffrey Fazzolari Memorial Award* - This award was established by the Class of 2011 to honor that student, faculty, or staff member who always exhibits a positive attitude and humor no matter the circumstance. This award is given in memory of Jeffrey Fazzolari, Gow School's former Executive Chef and a cherished friend to The Gow School community.

*The Lynn Ottaway Chafin Recognition Award* - Given by the Ivie family to recognize a Middle School student and an Upper School student who has made a difference in the Gow community.

*The B. Kent Vaughn '07 Headwaiter Appreciation Award* - Given by the Vaughn family in honor of their son who was a Headwaiter at Gow, this award is presented to that student who has excelled as a Headwaiter by assisting the Executive Chef and his or her staff in the dining hall.

*The Paul A. Stephenson Memorial Award* - This award is presented in memory of Paul A. Stephenson, Class of 1992, to that student who through diligence and integrity has strived to overcome his or her personal challenges.

*The Creighton B. Murch Award* - This award is presented in honor of Creighton B. Murch, Class of 1963, to a student who has demonstrated a consistent effort to achieve academically and to be a strong citizen in The Gow School community.

*The McCallum Family Bursary Award* - This award is presented by John McCallum, Class of 1992, and his family, to a Canadian citizen who has worked to achieve his or her goals and be an outstanding Gow student.

*The Canadian Award* - This award is presented to that Canadian student who has demonstrated outstanding citizenship and dedication to academic achievement.

*The Grenauer Award* - Given by the Grenauer Family in honor of James Grenauer '55, this award is presented to that student who has demonstrated devotion to his or her studies and is an outstanding Gow citizen.

*The Walton Family Foundation Award* - Given by the Walton Family Foundation, this award is presented to that student who recognizes his or her potential and has worked diligently to achieve it.

*The David Hyman Awards* - Given in memory of David Hyman, Class of 1951 by his family, this award is presented to students who have demonstrated determination, perseverance, and outstanding citizenship in meeting their goals.

*The Mosey Family Award* - Created by Deebe Mosey and her sisters in honor of their parents, this award is presented to those students who have demonstrated growth and appreciation for The Gow School experience.

*The Daniel F. Kelley Legacy Award* – This scholarship is given to a returning Gow student who is a legacy and has demonstrated outstanding citizenship and respect for the Gow community.

*The High Average Awards* – Presented to the students in the Middle School and Upper School who have earned the highest grade point average for the school year.

*The Norman and Vesta Howard Award* - Given to that student who through his or her talents and perseverance represent the highest levels of achievement at Gow.

*The Dubin Gutkind Award* – This award is named by the Gutkind family in honor of their son Jonathan '01 to recognize those students who excel in their achievement and commitment to the study of Computers or Robotics.. The recipients are chosen by the department teachers.

*The David W. Gow Award* - This award is presented to the student in the Middle School who through his or her character and achievement has contributed most to the success of the school year. The Head of Middle School and Middle School faculty select the recipient of this award.

*The Peter Gow Jr. Award* - This is the highest honor a student can receive. It is awarded to a student in the Upper School, who through demonstration of character and achievement has contributed most to the success of the school year. The Headmaster selects the recipient of this award.

*The Awards of Appreciation* – These awards are presented to those students who through their actions and attitudes have made notable contributions to The Gow School community. Administrators select the recipients of these awards.

*The New York State Attorney General's Triple C Awards* – These awards recognize the Courage, Character and Commitment of New York State's outstanding students. Administrators select the recipients of these awards.

## **STUDENT LEADERSHIP AND SERVICE**

### **STUDENT COUNCIL**

The Gow School Student Council provides students with the opportunity to demonstrate leadership, group cohesion, and problem solving in a meaningful way by dealing with issues that affect the entire school community. The role of the Student Council is to consider student and community issues, bolster school spirit and pride, contribute to the local community, and further promote The Gow School and the four *Pillars* of Kindness, Respect, Honesty, and Hard Work. The Student Council also acts as a body that organizes school activities and provides a forum for discussion of students' ideas and opinions. The Student Council may also be called upon to meet with the administrative staff and/or the Headmaster at times throughout the year.

The Student Council is student run and guided by a faculty advisor. It is comprised of the Student Council President and Vice President and an elected Class Representative from each of the grades, the Middle School, and the day student population.

The Class Representatives serve as the treasurer and secretary of their class. They assist the President of the Student Council and are responsible for keeping track of financial records and proceedings of meetings. Representatives can also be assigned by the President to chair committees.

Class officers also serve as committee members for the Student Council's various committees. They provide assistance and specific recommendations to the Student Council President and report any relevant findings to the organization's faculty advisors.

The Student Council President is the executive leader of the Student Council. The responsibilities of this office include, but are not limited to, the following: involving all members of the Council in decision making, calling in session and running meetings, preparing an agenda for each meeting, keeping records of the minutes from meetings, enforcing parliamentary procedure during council meetings, creating committees, selecting and overseeing the committee heads, submitting proposals to the Headmaster, making announcements at meals and morning assembly, and holding the Student Council to the high standards of The Gow School.

The Student Council President and Vice-President are elected each May by the faculty and students in grades 6 through 11. Class Representative elections for the Student Council are held in September. Class Representatives are elected by the students in their respective grades.

The Headmaster may declare a student ineligible for Student Council office if he or she has a record of violating a major school rule or rules.

## NATIONAL HONOR SOCIETY

### General Information

The Gow School Chapter of the National Honor Society is known as *Cursus Honorum*, or “Course of Honor”. The National Honor Society is a nationwide organization of outstanding student leaders. These leaders are recognized by the faculties of their schools through their nominations to The Society. A Faculty Committee representing teachers, coaches, and Dormitory Parents nominates Gow students to the National Honor Society. The Faculty Committee meets in April or early May to consider nominations and possible disciplinary actions. Neither the Headmaster, nor any other full-time administrator may vote on nominations or disciplinary actions. Students nominated must have demonstrated, and continue to display, high levels of each of four attributes: *Scholarship, Leadership, Character, and Service.*

### Qualifications for Nomination

A cumulative grade point average of 3.0 is required as the national standard for *Scholarship*. It is possible for a student to be academically eligible for nomination, but still not qualify on the basis of leadership, character, and service. *Leadership* is demonstrated in exceptional performance in holding an office or position of responsibility either on campus or in one’s home community. *Character* is generally defined as consistently demonstrating ethical behavior, sensitivity to the needs of others, and self-discipline. For nomination, *Service* is defined as the performance of community service hours well in excess of the school requirement.

### Procedures and Regulations

Once a student has been nominated to *Cursus Honorum*, he or she may accept or decline nomination. If the nomination is declined, the student cannot be re-nominated at another time. If a student is *removed* from the *Cursus Honorum* and the National Honor Society for any reason, membership may be stricken from the student’s record. The student is ineligible for reinstatement in the National Honor Society at any time.

## THE RESIDENT ASSISTANT PROGRAM

The Resident Assistant Program is open to students in grades 11 and 12. The purpose of the program is to develop personal leadership opportunities for those individuals who want to make a major contribution to the quality of residential and school life.

The chief responsibilities of the Resident Assistant lie in helping the Dormitory Parents achieve an atmosphere of acceptable behavior and positive relationships among the residents. In addition to making certain that the rules and policies of the dorm are being followed to the best of his or her ability, the Resident Assistant is called upon to help organize special activities which foster a sense of community among the residents. The School provides leadership training and guidance to help the Resident Assistants achieve their potential in the program.

In recognition of the important responsibilities carried out by the Resident Assistants and the contributions they make to the School, special privileges are afforded these individuals. The Resident Assistants are regarded as having a major leadership role in the community in general, as well as in their respective dormitories. Therefore, they are expected to set a good example in

their conduct and appearance.

Students interested in becoming Resident Assistants are required to apply formally to the program in the spring of their sophomore or junior year. Final selections and assignments are made by the Resident Assistant Advisors and Resident Assistant Selection Committee.

### HEADWAITERS

The Headwaiters hold the oldest of the traditional leadership positions. The position is open to students in the Upper School, grades 10, 11, and 12. Students applying to the program are selected by the faculty advisor of the Headwaiters. Headwaiters supervise the dining hall and assist the executive chef and staff. This position demands a great deal of time, effort, and maturity. Headwaiters have a major leadership role in the community and are granted special privileges. They serve as highly visible role models on a daily basis.

### THE CRIMSON KEY CLUB

Crimson Key Club members serve the Admission Office and the School as tour guides for prospective families and other visitors, and as ambassadors and greeters during special events. Students apply for membership in the spring and are selected by the Director of Admission and the Associate Directors of Admission.

### HEALTH OFFICE ASSISTANTS

The Health Office Assistants serve the Director of Health Services and staff. Their responsibilities include reminding students at meals to get their medications from the nurse, accompanying ill students to their dormitories, delivering instructions from the nurse to Dormitory Parents, and helping to maintain and organize the Health Center.

### LIBRARY ASSISTANTS

The Library Assistants serve the Librarian by helping to organize various resources in the reading room, stacks, and office.

### JUNIOR FIREFIGHTER PROGRAM

Students in good academic and citizenship standing who are at least sixteen years of age may apply for participation in the South Wales Volunteer Fire and Rescue Company's Junior Firefighter Program. Membership is limited to four students. Participants attend fire and rescue calls and assist the adult firefighters and rescuers as qualified by their age and training. Participants also attend company meetings, drills, and training sessions.

## COMMUNITY SERVICE PROGRAM

The Gow School recognizes that the need for community involvement extends beyond our campus. The purpose of the Community Service Program is to instill in our students a strong commitment to serving others. Through the rewarding experiences of community service, the School helps students become more caring, generous, and responsible individuals.

The requirements of the Community Service Program are as follows:

1. The student's advisor is responsible for seeing that each advisee completes community service hours at home or under the supervision of the Director of Student Activities;
2. Each student is required to do a minimum number of hours of community service;

6th, 7 <sup>th</sup> and 8 <sup>th</sup> grades	Community Service Project
9 <sup>th</sup> grade	6 hours
10 <sup>th</sup> grade	6 hours
11 <sup>th</sup> grade	9 hours
12 <sup>th</sup> grade	12 hours

3. Students are encouraged to work on group projects such as nursing home volunteers, soup kitchen volunteers, food drives, clothing drives, adopt-a-highway clean up, etc.;
4. A student may not carry hours from one year to the next;
5. We strongly encourage students to fulfill community service hours at home during the previous summer or during school year vacations. In these cases, a signed letter must be provided by the agency where the service was completed and must be sent to the Director of Student Activities;
6. The Director of Student Activities is responsible for tracking and recording for each student the number of hours spent in community service. A report is given to the student's advisor which is shared with parents in the advisor report;
7. Students must complete their community service hours by the end of Spring Break. Students who fail to do so may be restricted to campus until their requirement is met;
8. If a student does not fulfill the requirement prior to the end of the school year, he or she will be required to complete three times the number of hours; and
9. A student may not be allowed to return in the fall or receive a diploma until the community service requirement is fulfilled.

## **STUDENT CLUBS, ACTIVITIES, AND RECREATION**

Our clubs and activities programs provide opportunities for students to participate in organizations that contribute to the quality of school life. Students are encouraged to join existing activities and clubs or to initiate new ones.

### **STUDENT PUBLICATIONS**

Students produce the school newspapers, *The Govian* and *The Youngovian*, the yearbook, *Echoes of Emery*, and a literary magazine, *The Cove*. Under the guidance of a faculty advisor, the students contribute the writing, photography, and design for these publications. They also handle the production details of layout and proofing.

### **THE DRAMA CLUB**

Students rehearse and perform drama productions during the school year. The Drama Club stages a major production in the fall or spring. In addition to performers, many students contribute to the productions as set designers, writers, and technical assistants.

### **INSTRUMENTAL MUSIC, ENSEMBLE, VOCAL GROUP, MUSIC PRODUCTION**

Students may arrange for instrument or voice lessons for credit with the School instructor. Students may also participate in the instrumental ensemble and music production programs. There may be opportunities for students to participate in instrumental competitions outside the School. Fees for the lessons are established by the School.

### **THE CULTURE COMMITTEE**

The mission of The Gow School Culture Committee is to prepare students to become active global citizens by familiarizing them with, and building respect for, the various cultures and peoples that make up the Gow student body, while introducing them to the diversity in the surrounding community and beyond. Students joining the Culture Committee conduct various activities under the guidance of faculty advisors, who meet with student committee members on a weekly basis. Throughout the school year, opportunities exist for Gow students to participate in the greater Buffalo area's college and university high school outreach programs.

### **OPERATION HOPE**

Operation Hope is an organization of students and faculty advisors dedicated to political and social issues pertinent to current servicemen/servicewomen and American veterans. Students involved in the club send cards, letters, and care packages to troops overseas. Bi-weekly meetings serve as an opportunity for students to discuss current events and to organize presentations that serve to educate the entire school community on various topics relevant to the American military.

## ENGINEERING CLUB

The Engineering Club meets regularly during the winter season and works on several independent projects. Past projects have included the construction of a test model vapor display on the 3D printer, projects using the CNC machine, building a foundry to melt scrap metal, research and installation of a campus weather station and campus biodiesel reactor, and the creation of an augmented reality sandbox. Membership in the Engineering Club is open to students in the Upper School who have an interest in pursuing engineering or the sciences as a potential career.

## GAMING CLUB

The Gaming Club is a student run organization which looks to improve residential life on campus. The gaming club organizes board and digital game competitions and supplies board games to dormitories throughout the campus for recreational use. A highlight of the program is the annual Dr. Martin Luther King Jr. Chess Tournament held every January.

## MOUNTAIN BIKING

Students who are committed to participating in mountain biking activities are allowed to bring bikes to campus. Students should not bring a bike to campus unless they are serious about mountain biking. Students may not use another student's bike. Road, BMX, trick, and hybrid bikes are not permitted on campus. All riders must wear properly fastened helmets. All bikes must be registered and stored in a specified garage. They must be secured when not in use. Bikes are not to be kept in any campus buildings.

## ROLLERBLADING, SKATEBOARDING, AND SCOOTERS

Students may skateboard, rollerblade, or ride non-electric scooters under the following conditions:

1. All students on rollerblades, skateboards, or scooters must wear a properly fastened helmet. The use of wrist protectors, knee pads, and elbow pads is strongly encouraged.
2. Students may rollerblade, skateboard, or ride a scooter on school driveways and sidewalks after athletics and after returning from evening study hall.
3. Students may not rollerblade, skateboard, or ride a scooter on any roads such as Emery or Rte. 16, in buildings, on benches, or on other features adjacent to buildings or property.
4. Any reckless actions or violation of these rules may result in loss of privileges and/or loss of equipment for a period of time.
5. A student who lends his or her rollerblades, skateboard, or scooter to another student may lose the privilege of using the equipment if the borrower does not conform to the rules.
6. Skateboards and scooters may not be used during the academic times (including evening

study hall).

### SKI HILL AREA

Students using the ski hill area for recreational purposes must check out and check in with the Weekend Coordinator. A student must be accompanied by another student in this area of the campus. The ski hill area is closed during hunting season and as announced.

Students may not have a campfire or cookout at the lean-to site without adult supervision.

Students may hike, bike, snowboard, downhill ski, cross-country ski, or sled on the ski hill. When an injury occurs, an accompanying student must contact the nearest adult.

No reckless biking, snowboarding, downhill skiing, cross-country skiing, sledding, or tobogganing is allowed. Students using the hill must yield right of way to those in front of them.

Any student violating these rules will lose the privilege of using the ski hill for a period of time.

### WEEKEND ACTIVITIES

Typical activities that occur on weekends and occasionally during the week include trips to malls and movies, attendance at college and professional sporting events, ski trips, camping trips, visits to museums and historical sites, community service programs, and attendance at theatrical productions. Another option for the students is to remain on campus in the Gow Center where they may relax, watch television and movies, or participate in various recreational activities. Social events may include dances, dinners, Winter Carnival, Spring Fest, and athletic contests.

Students have a specific deadline each week to choose their weekend activity. Choosing their weekend activity is done electronically on their laptops. Students are made aware of trip costs and fees prior to signing up for their activity and are strongly encouraged to share trip cost information with their parents. All trip charges are deducted from student bookstore accounts. Unless there is an extenuating circumstance, students are expected to keep their commitment to their chosen weekend activity. Students are encouraged to maintain a balance between off campus and on campus activities. Day students are invited to attend all weekend activities and trips. They must travel to and from the activity in school-arranged transportation unless other arrangements have been made in advance with the Weekend Coordinator.

## DATING

A student who has a permission form signed by a parent may plan a date on Saturday evening. Information about plans for the date must be turned in to the Dean of Students by 3:00 pm on Thursday.

Students in grades 6-10 must be signed out and driven by a parent (their date's parent or their own parent). They must also be driven back to campus by a parent. Sixth, seventh and eighth graders must return to campus by 10:30 pm, and ninth and tenth graders by 11:00 pm. Upon returning to campus, students must immediately report in person to the Dorm Parent on duty.

With written permission from the student's parents, an eleventh or twelfth grader may be driven by his or her date, provided that the date has a valid driver's license. A Gow student may not be driven by a 16 or 17-year-old after 9 pm who does not meet the qualifications to operate a vehicle in New York State after that time. Eleventh graders must return to campus by 11:00 pm and twelfth graders by 12:00 pm. Upon returning to campus, students must immediately report in person to the Dorm Parent on duty.

All students must sign out with the Weekend Coordinator prior to going off campus on a date.

## **STUDENT CONDUCT AND DISCIPLINARY POLICY**

### **A MESSAGE TO STUDENTS**

At Gow we are a family, sharing common values and goals while encouraging the development of individual abilities. We are a team, strengthened by the unique contributions of each member as we work toward our common goals. Within this community, each of us has the right to be valued as an individual and the responsibility to value others in return.

- You are accepted and valued as an individual whatever your interests, abilities, or origins.
- In turn, we expect you to respect and value staff members and your fellow students, and to extend these behaviors to those outside the School.
- You have the right to be valued for who you are.
- You have the right to contribute to Gow without fear of ridicule or intolerance.
- You have the responsibility to listen to others and respect their right to make choices and have opinions.

### **CONDUCT CODE**

The primary goals of The Gow School are to develop each student's potential for learning, to foster positive interpersonal relationships, and to foster good decision-making. To accomplish these goals, a positive and orderly environment is essential. We expect students, parents, and staff to be partners in establishing and maintaining an atmosphere where every individual is valued and respected.

We believe that discipline is best viewed as being positive, not negative, and focused on helping a student to adjust and to change inappropriate behavior into acceptable conduct. We further believe that each person is responsible for his or her own conduct and must be held accountable for actions which are harmful to other people's rights or property. In dealing with discipline problems, it is always the intention of The Gow School to assure that the student learns from an incident and comes away from it better equipped to respond appropriately in the future.

While we acknowledge that the home is the primary source of guidance for a student, in our boarding and day school program the staff assumes the responsibility for maintaining a safe, comfortable learning and living environment. We act to promote and protect that environment, as well as each student in the School. We expect parents to work with us in the interests of their children and recognize that both the staff and parents are obliged to be fair, honest, reasonable, and cooperative.

### **SCHOOL DISCIPLINE**

Maintaining school discipline and proper behavior is essential to a safe and positive learning environment. Students are responsible for understanding the established rules of the School and for abiding by them in a cooperative manner. Any action which interferes with the learning environment is considered a breach of conduct. Acts which are antagonistic to the welfare of other students, staff, and/or The Gow School will not be tolerated. Disciplinary actions are determined primarily by the type of offense committed. Other factors, such as the frequency of an offense and

the age of the student, are also considered. The disciplinary actions specified in this handbook reflect a progressive disciplinary process; however, all steps in the process may not be applied or appropriate in a given situation. Offenses of a repetitive or of a more serious nature may result in discipline commensurate with the offense and may justify separation without reference to past reprimands.

The Gow School maintains a discipline plan which is effective because it is concrete, consistent, and easy for students and staff to understand and enforce. Behavioral expectations and the four pillars are posted in each classroom, and teachers are expected to discuss these expectations frequently with students. In addition, it is required that parents review the contents of the Student and Parent Handbook with their children.

### CLASSROOM DISCIPLINE

Gow's four *Pillars* promote a standard for conduct. They are non-negotiable and firm. The *Pillars* are posted in all classrooms. Because Gow is a preparatory school in the business of challenging its students, disruptive behavior of any type is not tolerated.

### MAJOR SCHOOL RULES

The Major School Rules are in effect at all times and at all places a student is under the School's jurisdiction. Students are under the School's jurisdiction at all school functions, whether on or off campus, or traveling to and from campus. Inappropriate behavior at any time may result in disciplinary action. Behaviors which may be cause for suspension or dismissal from school include, but are not limited to:

1. Creating a fire hazard: smoking within a school building, burning of candles, incense, or fires of any sort are prohibited on campus. In addition, hot pots, electric coffee pots, immersion coils, clothes irons, or other such electric utensils are prohibited.
2. Setting off false alarms or fraudulent dialing of the emergency 911 phone number will not be tolerated and immediate dismissal may follow.
3. Violations of the School's drug and alcohol policies.
4. Offensive language or disruptive conduct such as disrespect, bullying including cyberbullying, fighting, harassment, or unwanted aggressive behavior of any kind.
5. Theft or unauthorized borrowing from an individual or the School.
6. Sexual impropriety, including the possession or distribution of any forms of pornographic materials.
7. Possession or use of firearms, knives, darts, fireworks, bows and arrows, or other dangerous implements.
8. Vandalism or thoughtless damage to property.

9. Dishonesty in any form: any act of plagiarism, cheating, lying, or the like.
10. Possession or use of false identification.
11. Misuse or inappropriate application of technology or telecommunications.
12. Unauthorized absence from school grounds, classes, school obligations, or one's dormitory after curfew.
13. Students are not permitted to have motor vehicles on campus, nor are they allowed to be in an unauthorized motor vehicle at any time.
14. Possession or use of tobacco products, vaping products or accessories, lighters, or matches.
15. Gambling.
16. Any involvement in unauthorized campus visits.
17. Any illegal behavior, behavior that brings public disgrace to the good name of The Gow School, or necessitates the involvement of the police.

#### NICOTINE & THC POLICY

The Gow School is a smoke, nicotine, and THC free environment. The use or possession of any nicotine or THC product including vape and accessories at The Gow School is prohibited by New York State Law and school policy. No student is allowed to possess nicotine or THC products, or to use such products at the school, or on school-sponsored activities. Students violating this policy face disciplinary action as determined by the circumstances of the violation.

Consequences for violation of the School's nicotine and THC policy include, but are not limited to, placement on probation, loss of student privileges, performance of work details, in-school suspension, out-of-school suspension, and/or dismissal.

#### SMOKING IN A SCHOOL BUILDING

The School's first priority is the safety of the residents and the entire community. A student who is known to have smoked or vaped in a school building is placed on an out of school suspension and probation. Additional consequences are imposed as deemed appropriate by the administration.

A second incident of smoking in a school building will result in the student's dismissal.

## DRUG AND ALCOHOL POLICY

The use, possession, or distribution of drugs and alcohol at school, or in transit to and from school, will not be tolerated. The School will take proactive measures to present drug and alcohol education programs throughout the year.

The use, possession, or distribution of any amount of alcohol either at school, or in transit to and from school may be cause for immediate dismissal.

The use, possession, or distribution of any amount of controlled substances (marijuana, cocaine, amphetamines, barbiturates, "street drugs", etc.) or synthetic drugs either at school, or in transit to and from school, may be cause for immediate dismissal.

The abuse or misuse of any legal substance (inhalants, synthetic cannabinoids, mail-order stimulants/pills, nitrous oxide, glue, isobutyl nitrate, freon, etc.) by students may be cause for immediate dismissal.

The possession of any paraphernalia associated with substance abuse (rolling papers, rolling machines, pipes, masking substances, roach clips, etc.) will be construed as intent to use and may be cause for immediate dismissal.

## PRESCRIPTION DRUGS, OVER THE COUNTER DRUGS

All medication must be kept by the school nurse and dispensed according to the doctor's prescription directions. Students are not to have any over the counter (Tylenol, No-Doz, diet pills, etc.) or prescription medication in their rooms, on their person, or any other place. It is considered a serious offense, and may be cause for immediate dismissal, for a student to pretend to take medication from a nurse or her substitute and then sell it, give it away, hoard it, or abuse it. It is equally serious for a student to be a recipient of such medication from another individual. Any unauthorized use, possession, or distribution of such medication by students may be cause for immediate dismissal.

## ENFORCEMENT POLICY

The School reserves the right to conduct unannounced searches of dormitory rooms, trunks, lockers, and other areas.

A student may be allowed to return to The Gow School, on probationary status, after being dismissed for any of the previously stated infractions. Prior to returning, the student will be required to meet with a professional counselor to determine the level of the problem with drugs or alcohol. The School will then make a decision, considering all issues, whether the student will be allowed to return. A student returning under such conditions is subject to random drug testing.

## DRUG TESTING

If circumstances warrant it in the judgment of the Administration, the School will require a student to be tested for use of controlled substances. The School may also require a student to be tested randomly during the school year. A student who refuses to be tested may be subject to immediate dismissal.

The School reserves the right to test a student without parental consent. If the Administration deems it necessary to regularly test a student for the use of controlled substances, a fee is charged for each instance of testing.

If a student tests positive for use of a controlled substance, whether used on campus or off campus, including vacations, he or she will be subject to the rules as stated under the Drug and Alcohol Policy.

Regardless of the results of the drug test, the Administration retains the right to take whatever action in relation to the student it deems appropriate, including, but not limited to, recommending the student for counseling, disciplining the student, or dismissing the student.

## AMNESTY

The School supports students who voluntarily acknowledge their drug or alcohol problem and seek help to overcome their problem.

A student will not be disciplined if help is sought by voluntarily revealing involvement in the use or abuse of controlled substances and legal substances. This action must be taken by the student before the School's request for drug testing, or before the School's discovery of any evidence that raises suspicion of use or abuse of controlled and legal substances. If a student voluntarily discloses to the Administration that he or she has a drug or alcohol problem, the Administration will refer the student to a professional drug and alcohol counselor for evaluation and treatment. Parents will be included in formulating a support plan.

If a student fails to cooperate fully with an evaluation and any recommended treatment, the Administration may take whatever action it deems appropriate, including, but not limited to, ordering a drug test for the student, disciplining the student, or dismissing the student.

Any drug or alcohol related offense which occurs following voluntary admission may result in immediate dismissal. A student in the Amnesty Program who is present with students who are involved in substance use will be drug tested. Regardless of the results of the test, the student may be dismissed. There is no second opportunity for the Amnesty Program.

## SCHOOL POLICY REGARDING FIGHTING

Fighting is a violation of a major school rule and there are serious consequences for those students involved. Aggressive behavior is not tolerated.

Depending on the severity of the incident, the school may suspend or dismiss a student after any incident of fighting.

## SEXUAL MISCONDUCT AND OUR STUDENTS

The Gow School is committed to providing a safe environment for our students, and we have implemented a number of policies that are designed to reinforce this commitment. These policies, which benefit our entire campus community, begin with our hiring and screening process and continue through training, education, investigation, and follow-up.

For purposes of this policy, we define the term Sexual Misconduct as romantic or sexual relationships, physical contact, or related communications between adults and students. Sexual Misconduct is expressly prohibited, and any Gow employee found to be in violation of this policy is subject to discipline up to and including termination.

To avoid the occurrence or even the appearance of Sexual Misconduct, all faculty, staff, volunteers, and other adults present on The Gow School campus or at off-campus activities with students are required to follow strict rules with respect to conduct and interactions with students. It is the responsibility of the school, and the adults we employ, to adhere to these rules. We also offer the following guidelines to students in order to ensure that their interactions with adults on The Gow School campus are comfortable and safe:

- All interactions with students should be in the open and easily observable to others.
- Student contact with Gow employees outside of school for non-school activities and events must be pre-approved by the School.
- Students should avoid discussions with adults involving inappropriate, adult-related, sensitive topics (with the exception of the school nurse or school counselor as needed). If the student feels uncomfortable about any conversations or interactions with a Gow employee or other adult on The Gow School campus, the student should report it to his or her advisor, dorm parent, or any teacher or school administrator with whom the student feels comfortable.
- If electronic communications are necessary, students and Gow employees may communicate through their Gow email accounts or, in certain school-related situations such as travel, via text messaging. Communicating through personal email addresses, social media, or other electronic or online platforms not hosted by the School's Website Manager is prohibited.
- Gow employees are prohibited from sharing videos or photographs with students that may reasonably be considered lewd, vulgar, sexual in nature, or otherwise inappropriate and lacking in educational merit.
- Gow employees are directed to avoid forms of physical contact with students such as

roughhousing, tickling, wrestling, kissing, or sitting on laps.

- If a student sees, hears about, or suspects any unusual or inappropriate behavior between an adult and a student, or if a student feels that he or she has been subjected to Sexual Misconduct or a violation of the rules described above, the student is required to report it. Reports may be made to The Gow School Chief Financial Officer, the division heads, or to attorney Brigid Maloney (716.853.5100). Reports to Ms. Maloney may be made anonymously if you wish. All reports will be treated as confidential to the extent permitted by law.

Periodically, our students will receive age-appropriate training on the topic of Sexual Misconduct Awareness.

### HARASSMENT POLICY AND COMPLAINT PROCEDURE

The Gow School holds a mandate to establish and maintain a learning and working community with the highest regard for integrity and good conduct among all students and employees. Our citizenship guidelines and our *Pillars* of Kindness, Respect, Honesty, and Hard Work are publicly displayed throughout campus, listed in our employee and student handbooks, and in our printed materials. As a boarding and day school community, we pay close attention to all of our interactions among students, as well as employees. We remain current with the principles of good practice surrounding justice and equity as indicated by the National Association of Independent Schools. This Harassment Policy and Complaint Procedure is established as a means for any current or past student, parent, or employee to bring forward to the appropriate authority any type of harassment and/or inappropriate interaction among employees, to employee, student to student, employee to student, student to employee (including past students), or general interactions with the School. Such complaints include, but are not limited to:

- Verbal harassment;
- Sexual harassment;
- Emotional intimidation;
- Bullying including cyberbullying;
- Inappropriate touching;
- Theft against students, employees or the School;
- Inappropriate use of school assets;
- Destruction of school property;
- Presence of banned substances or weapons on campus;
- Any other inappropriate actions, violations of school rules, or policies.

If a person believes that he or she has been treated improperly by the School, or anyone involved with the School, this policy will serve as a guideline to bring forward a complaint to a person or persons of authority so that, to the extent possible, a careful and confidential review of the facts can be conducted. If this complaint becomes substantiated, appropriate measures will be taken within a reasonable period of time. The School views such a complaint as a very important matter, and it will be taken seriously. In the course of daily work and living, minor difficulties can and do emerge, and students and employees are encouraged to strive to resolve conflicts or disagreements constructively and abide by the *Pillars* of The Gow School. Minor events such as disagreements, which naturally occur in the course of work and living, should be brought forward for resolution in the normal course by students to a faculty member, or by employees to a supervisor. However, for major events such as harassment, bullying, theft, or any type of

inappropriate interaction, or if the normal channel for a complaint has not achieved a satisfactory resolution, the matter should be brought forward in accordance with this policy. This policy is also aimed to support an alleged victim so that he or she is protected from any possible further inappropriate interactions or consequences by making a complaint. If a student, the student's parent, an employee, or past student views that he or she received any such inappropriate interactions, he or she has the prerogative to contact the professionals listed below to express his or her concern in a confidential and protected manner.

Contact professionals include:

Brad Rogers, Headmaster (716.687.2050)  
Katie Tierney, CFO (716.687.2081)  
Rob Marshman, Head of Upper School (716.687.2054)  
Luke Salerno, Head of Middle School (716.687.2011)  
Brian Zolet, School Counselor (716.687.2086)

If the matter involves any of the individuals listed above, the contact person is:

Skip Wilday, Board Chair (716.307.3955)

Once a complaint is initiated to any of the above members, to the extent possible, both care and confidentiality will be used in order to gain the most complete understanding of the facts. A written record of the verbal complaint will be taken. This will be written by the person initiating the complaint. If that is not possible, the professional receiving the complaint will make a written record and have the person sign it.

The school offers assurance that appropriate measures will be followed if a complaint becomes substantiated. It is the objective of the School to offer this policy as a "safe harbor" for a person who views that he or she has been the victim of an inappropriate interaction at Gow. As a school community, our objective is to establish and promote a climate of the highest moral standards and a sense of dignity through justice.

### DISCIPLINARY PROCESS AND ACTIONS

The Deans of Students and Heads of the Middle School and Upper School ultimately have the responsibility of maintaining discipline. All students are held accountable for their behavior. The School attempts to deal with misbehavior clearly, quickly, and fairly. Violations of school rules are dealt with on a case-by-case basis, with regard for both individual circumstances and the welfare of the community. Although consistency is our aim, it will not always be the governing ideal.

### THE DISCIPLINE COMMITTEE

When deemed necessary by the nature of the violation, the appropriate Dean of Students, Head of the Middle School, or Head of the Upper School will bring serious disciplinary situations to the Discipline Committee. This group will make a recommendation for action to the Headmaster, who is usually present at deliberations.

The members of the Discipline Committee include the Faculty Representative, Head of the Middle

School, Head of the Upper School, Dean of Students, School Counselor, and Director of Admissions.

A student involved in a situation that is brought to the Discipline Committee is given the opportunity to meet with the group to discuss the relevant events. As a normal practice, the student's advisor sits in on the Discipline Committee deliberations and may be asked to provide information about the student and the particular situation.

Other students, faculty members, and staff will be asked to present pertinent information to the Disciplinary Committee as is necessary.

### DISCIPLINARY ACTION

1. Minor infractions of the rules may be dealt with in the following manner:
  - a. Work details
  - b. Curtailing of privileges
  - c. Withholding a student's weekly allowance
  - d. Various restrictions, including restriction to campus
2. IN-SCHOOL SUSPENSION may be applied in cases involving a serious violation of rules or in cases involving a series of disciplinary infractions. A student is placed on in-school suspension for up to three days. During that time, he or she is removed from class and is required to complete school work under special supervision. The student may be held out of athletic activities while on in-school suspension. He or she may also be required to perform work details and be subject to other restrictions for a period of time.
3. PROBATION - A student may be placed on probation for violation of a major school rule, for repeated violation of other rules, or for a series of rule infractions. This usually involves some level of restrictions and may include performance of work details. Probation constitutes a very serious warning. A student on probation who repeats a violation or violates another school rule will be dealt with more severely, including possible dismissal. As a general rule, a student who is placed on probation continues on that status for the remainder of the year, even though work details and restrictions are lifted after a specified period of time.
4. OUT OF SCHOOL SUSPENSION or DISMISSAL is applied in those cases involving a violation of a major school rule, repeated violations of a school rule, or a series of violations of school rules. An out of school suspension usually lasts for a period of three to seven days. Some circumstances may require a longer period. A student who is dismissed from school is not allowed to visit campus for a minimum period of two years.

In the case of a senior who has been suspended out of school or dismissed, The Gow School is required to report the separation to all colleges to which the senior has been accepted or has applied.

### BEHAVIORAL CONTRACTS

The School may deem it necessary for a student to be placed on a behavioral contract. The purpose of the contract is to specify certain areas in which a student is to improve and to specify steps that

will be taken to help a student make progress.

## **SELF-PRESENTATION PHILOSOPHY**

The Gow School's self-presentation standards aspire to promote self-confidence, dignity, self-care, a positive attitude, and pride in self, as well unify our students, faculty and staff. Professional decorum sets the tone for academic learning and creates an expectation of accountability and self-awareness. This self-presentation philosophy upholds The Gow School's *Pillars* of Kindness, Respect, Honesty and Hard Work, and offers long-term value to students.

### **BOYS DRESS CODE**

#### **THE GOW SCHOOL UNIFORM**

*The preferred vendors for The Gow School uniform are Land's End and Tommy Hilfiger*

#### **Dress Pants** - khaki

- Pants should be a traditional dress style (see example 2)
- Pants may not have an elastic waist nor elastic at the ankle
- Pants may not have rivets
- Black, Brown, or Gow belt

#### **Long Sleeve or Short Sleeve Collared Button Down Shirt** - white or solid light blue

- Shirt must be tucked in
- Top button must be buttoned
- Denim and flannel are not permitted

#### **Navy Blazer with The Gow School Patch** (required to be Land's End or Tommy Hilfiger)

#### **The Gow School Tie**

#### **Dress Socks**

**Shoes:** Black, or Brown leather dress shoes (see examples 1a and 1b)

In inclement weather, dress boots or duck style boots may be worn with the Uniform (see examples 1c and 1d)

- Pant legs should fit over the top of the boot

*Optional - permitted during colder weather (typically the months of October – March)*

#### **Long Sleeve V-Neck Sweater** - pewter grey (required to be Land's End or Tommy Hilfiger)

#### **DINNER DRESS**

*The preferred vendors for The Gow School dinner dress are Land's End and Tommy Hilfiger*

#### **Dress Pants**

- Pants should be a traditional dress style (see example 2a)
- Pants may not have an elastic waist nor elastic at the ankle
- Pants may not have rivets
- Belt - show off your style with your favorite belt

#### **Long Sleeve or Short Sleeve Collared Button Down Shirt, OR Long Sleeve or Short Sleeve Collared Polo Shirt**

- Shirt must be tucked in
- Denim and flannel are not permitted

**Dress Socks**

**Shoes:** Black or Brown leather dress shoes, or boat shoes (see examples 1a, 1b and 1e)  
 In inclement weather, dress boots or duck style boots are permitted (see examples 1c and 1d)  
 Pant legs should fit over the top of the boot

*As determined by the Headmaster (typically during the months of September, April & May), the following are also permitted:*

**Bermuda or Dress Shorts**

- No cargo pockets
- Belt

**Sandals** (see example 1f)



1a - Dress shoe



1b - More shoes



1c - Dress boot



1d - Duck Boot



1e - Boat Shoe



1f - Sandal



2 - Dress pants

## GROOMING

- Hair must be well groomed, off the shirt collar, and out of the eyes.
- Unusual hair styles are not permitted.
- Students must be clean-shaven every day. Beards and moustaches are not allowed.
- Hair coloring is not allowed.
- Earrings or excessive jewelry/wrist bands are not allowed when in academic or dinner dress.
- Other than earrings, body piercing of any other type is not allowed.

## GIRLS DRESS CODE

### THE GOW SCHOOL UNIFORM

*The preferred vendors for The Gow School uniform are Land's End and Tommy Hilfiger*

**Khaki Skort** (required to be Land's End or Tommy Hilfiger), *OR Dress Pants* - khaki

- Pants should be a traditional dress style (see example 2)
- Pants may not be as tight as leggings and must be ankle length
- Pants may not have an elastic waist, elastic at the ankle, nor have rivets
- Skort should be no shorter than 3" above the middle of the knee (please check measurements before ordering)
- Black, Navy, Brown, or Gow belt, if belt loops are present

**Long Sleeve or Short Sleeve Collared Button Down Shirt** - white or solid blue

- Shirt must be tucked in
- Denim and flannel are not permitted

**Navy Blazer with The Gow School Patch** (required to be Land's End or Tommy Hilfiger)

**Dress Socks or Knee Socks**, optional

**Shoes:** Black, Navy or Brown Ballet Flat, Mary Jane or Dress loafer (see examples 1g, 1h, and 1i)

In inclement weather, tights and boots may be worn with the uniform

- Short rubber boots in solid black, navy or brown when raining (see example 1j)

- Duck-style boots when snowing (see example 1k)

Riding boots in solid black, navy or brown are permitted only during the months of October – March (see example 1l)

*Optional - permitted during colder weather (typically during the months of October – March)*  
**Long Sleeve V-Neck Sweater** - pewter grey (required to be Land's End or Tommy Hilfiger)

#### DINNER DRESS

*The preferred vendors for The Gow School dinner dress are Land's End and Tommy Hilfiger*

**Skort** (required to be Land's End or Tommy Hilfiger), **OR Dress Pants**

- Pants should be a traditional dress style (see example 2)
- Pants may not be as tight as leggings and must be ankle length
- Pants may not have an elastic waist, elastic at the ankle, nor have rivets
- Skort should be no shorter than 3" above the middle of the knee (please check measurements before ordering)
- Black, Navy, Brown, or Gow belt, if belt loops are present - show off your style with your favorite belt

**Long Sleeve or Short Sleeve Collared Button Down Blouse, OR Long Sleeve or Short Sleeve Collared Polo Shirt**

- Shirt must be tucked in
- Denim and flannel are not permitted

**Dress Socks or Knee Socks**, optional

**Shoes:** Boat shoes, ballet flat, or Mary Jane shoes (see examples 1g, 1h, and 1i)

In inclement weather, tights and approved boots may be worn with dinner dress

Short rubber boots in solid black, navy or brown when raining (see example 1j)

Duck-style boots when snowing (see example 1k)

Riding boots in solid black, navy or brown are permitted only during the months of October – March (see example 1l)

***As determined by the Headmaster (typically during the months of September, April & May), the following are also permitted:***

**Bermuda or Dress Shorts**

- No cargo pockets
- Shorts must have a minimum 7-inch inseam
- Belt, if belt loops are present

**Capri Dress Pants**

- No cargo pockets
- Belt, if belt loops are present

**Sandals** (see example 1n)



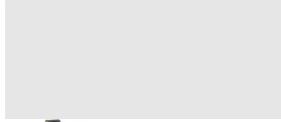
1g - Ballet Flat (flat, closed toe) loafer



1h - Mary Jane (flat or low heel, strap)



1i - Dress



1j - Short Rubber Boot



1k - Duck Boot



1l - Riding



1m - Boat Shoe



1n - Sandal



2a - Dress pants

## GROOMING

- Hair must be well-groomed daily
- Hair color is only permitted if it is a natural hair color
- Earrings are permitted, although other body piercings are not allowed

## **HEALTH AND SAFETY**

### HEALTH OFFICE POLICY AND PRACTICE

The Gow School has a full-time Director of Health Services, a fulltime nurse, and a staff of part-time nurses. The nurse can be reached at the School at 716.687.2084. There is usually a nurse in the office until 9:30 p.m. The Health Office always welcomes parent input. Please feel free to call with any concerns or suggestions.

Prior to the start of the school year, it is required that all students have on file an annual physical and completed health information form. The health insurance identification number must be included.

All students are to report accidents or illnesses to the appropriate person. A student who is ill or has a medical concern should inform the nearest faculty member, who will write a note and send the student to the nurse immediately. The nurse will inform the Dormitory Parent of the student's condition. If a student is ill in the morning, he or she is to see a Dormitory Parent or teacher to get a note to see the nurse.

### MEDICATIONS

ALL OVER-THE-COUNTER AND PRESCRIPTION MEDICATIONS ARE KEPT IN THE HEALTH OFFICE. The nurse will administer medications at mealtimes in the dining hall. For any prescription medication, a doctor must sign a school medication prescriber authorization form to permit the nurse to distribute these medications. The student is to be aware of the time the medication is given. "As needed" medications are dispensed at appropriate times.

### SCREENINGS

Students will be asked to come to the nurse's office for various screenings throughout the year, unless the screening was done as part of the student's physical exam. These may include vision, hearing, and scoliosis.

### EXCUSES FROM CLASSES AND ATHLETICS

If a student is feeling too ill or too injured to attend classes or athletics, he or she must report to the nurse in the Health Office who will then determine the proper course of action. If a student misses more than two academic periods due to illness, he or she may not participate in any afternoon or evening activities for that day.

### VISITS TO A PHYSICIAN, DENTIST, OR SPECIALIST

If a student needs to see a physician, dentist, or other specialist, the appointment must be arranged through the Health Office. Routine dental care should be scheduled while the student is home. Students are reminded during lunch period of any appointments scheduled that day. After a visit to a physician, the nurse or another staff member will contact parents. In the event of an emergency, parents will be contacted as the student is leaving campus, and follow up contacts will be made to keep parents informed.

### AFTER HOURS

After hours, students are to immediately notify their Dormitory Parent of any injury or illness. The Dormitory Parent will call the nurse and call 911 to address any emergency. A staff member is assigned to drive students to the doctor for non-emergency medical treatment.

### SCHOOL COUNSELOR

The School Counselor is responsible for facilitating a campus climate of wellness and support by serving as a problem solver and advocate for students, teachers, and parents. The counselor communicates proactively with these individuals on a regular basis to discuss concerns and share strategies to help students meet success in the Gow community. Additionally, the counselor develops student programs that contribute to personal growth in areas such as conflict resolution, personal hygiene, self-advocacy, and healthy decision making.

### PROFESSIONAL COUNSELING

To address student issues that require the intervention of a mental health professional, The Gow School retains the services of a psychologist experienced in working with adolescents. Students are referred to the psychologist at the request of parents or the School. Students may also ask for a session with the psychologist through the School Counselor. Fees for counseling and testing are arranged privately between the psychologist and the parents.

### FIRE PREVENTION PROCEDURES

1. Setting off false alarms or fraudulent dialing of the emergency 911 phone number will not be tolerated and immediate dismissal may follow.
2. Under no circumstances can cooking utensils, electric blankets or heaters, candles, kerosene or gas lamps, combustible fluids, or other items of a similarly hazardous nature be kept or used in the dormitory or other school buildings.
3. Igniting of any materials is prohibited throughout The Gow School campus and during all school sponsored activities. Lighters and matches are prohibited.
4. Students may only use extension cords with circuit breakers. In no case may they pass under rugs or carpets, through doorways, wrap around metal beds, or be fastened by nails or tacks to the walls. They must not serve as multiple outlets.
5. All other electrical equipment such as lamps, radios, and portable speakers must be approved by a Dormitory Parent. Students are not to make any repairs or "patch-up" to electrical equipment.
6. No hangings may be suspended from the ceiling or in any way obstruct entrances and exits from rooms.
7. Fire exits are to be checked regularly and must be kept free of obstructions.

8. Hall and corridor lights must be left on at night, to aid individuals in exiting the building and to aid firemen in their task.
9. Rooms must be kept in orderly condition. Cluttered rooms are hazardous.
10. Fire extinguishers must not be removed from their proper locations or tampered with in any way. Students are informed about their location and method of operation. Any tampering with fire extinguishers or fire equipment, such as lights or alarms, is prohibited and may be grounds for dismissal.

The following procedures must be followed by a student when a fire is discovered:

1. At first sign of smoke or fire, students must alert a supervising adult, others in the building, and proceed to the nearest exit and meet at their pre-arranged check-in point.
2. Students must not attempt to take anything with them when they leave. A momentary delay could prove fatal.
3. When feasible, students must make sure windows and doors are closed behind them and lights are left on.
4. When a student has arrived at the designated check-in point and has checked in with the supervisor, he or she is to remain until given further instructions. Under no circumstances should a student re-enter a building until it has been officially determined safe by the fire department, fire chief, or supervising adult.

Mandated fire drills are practiced in all school buildings.

Each year, in accordance with state regulations, the School undergoes a thorough fire inspection.

### CRISIS PLAN

In the event of a school wide emergency or a large scale community, regional, or global crisis, a crisis plan is on file in the Headmaster's office. Faculty and staff are issued a copy of the School's Emergency Preparedness Plan. The school leaders use their best judgment in an effort to secure the safety and welfare of all students, faculty, and staff. If appropriate, the School will proactively communicate with parents via telephones, e-mail, and our website.

A School Safety Committee meets during the year to review the Crisis Plan and address all issues related to safety.

### FIRST AID TRAINING

All faculty members are trained in First Aid through The American Heart Association. This includes CPR instruction and training in the use of the Automated External Defibrillator (AED). There are AEDs located in the following academic buildings: the Gow Center, The Isaac Arnold Library, Health Office, Dining Hall, and the George Reid Art Center. There are also AEDs in the following dormitories: Whitcomb, Roger-Ivie, Cornwall, and Ellis.

## **VISITORS AND STUDENT SIGN-OUT / CHECK IN**

### CAMPUS VISITS

All visitors are required to check in with a faculty member or staff member. During regular school hours (8:00 am – 4:00 pm), this normally takes place at the receptionist's office in the Isaac Arnold Library or at the Business Office in Main Building. Parents, other family members, and family friends are welcome to visit their child throughout the school year. Please contact the Head of the Middle or Upper School prior to visiting campus. Parents visiting their child's dormitory must first check in with the dormitory parent on duty. While visiting a dorm, parents should be sensitive to the routines and privacy of other students. Students are permitted to have other guests on campus during free time on Saturday and Sunday from 1:00 pm - 5:00 pm. Other visits may occur when a guest is attending a school event that is open to the public. Visitors must sign in with the staff member in charge of the Gow Center and leave campus at the conclusion of the event.

Visitors under the age of 21 are only allowed to be in the Gow Center or in the areas of the main athletic fields and quad. They are to be dropped off and picked up only at the Gow Center. Visitors under the age of 21 who drive to campus must park in the Gow Center lot. They are not allowed to drive on any other area of the campus.

All visitors are asked to be respectful of our campus and cooperate fully with school rules and policies.

### WEEKEND SIGN-OUT

Requests for all off campus day trips and overnight trips must be made to the Dean of Students. Requests are to be made by Thursday of that week. Students are not permitted to leave campus if they have academic, athletic, or other obligations.

Parents, or visitors approved by a parent, must sign out in person with the Weekend Coordinator prior to taking students off campus. The School must be informed of the whereabouts of all students.

The Gow School does not condone a student signing out with a person of the opposite gender or by that person's family. However, co-ed overnights will be granted to students in grades 9 through 12 under the following circumstances:

1. All students must complete the overnight request form and submit it on time.
2. Students must be in good academic standing and must have a clean discipline record.
3. Parents for each student must communicate with one another and provide written (email) permission to the Head of the Upper or Middle School for their children to participate in a coed overnight.
4. Coed overnights may not take place on consecutive weekends.
5. The Gow School reserves the right to deny a coed overnight despite parent permission.

Students, parents, and approved visitors are required to follow the weekend plan approved by the School. No changes are to be made without the approval of the Weekend Coordinator.

Parents, or a visitor approved by a parent, may sign out their child at the Gow Center for an overnight trip on Saturday after lunch ends at 1:00 pm. With parental permission, a student may accompany another student for an overnight visit. Students must return to school no later than 5:00 pm on Sunday and report in person to the Weekend Coordinator or a faculty member on duty in the Gow Center.

Parents, or a visitor approved by a parent, may sign out their child or a student for a day trip on Saturday after lunch ends at 1:00 p.m. The student must return to campus before 11:00 pm, 12:00 midnight for seniors, and check in with his or her Dormitory Parent in person. On Sunday, a student may be signed out as early as 9:00 am with the permission of the Weekend Coordinator. Students must return to campus no later than 5:00 pm and report in person to the Weekend Coordinator or a faculty member on duty in the Gow Center. Parents may sign out other students for the day with appropriate permission.

If circumstances cause a student to return late, please make every effort to contact the Weekend Coordinator or other staff member. Students who return late to campus from an overnight trip may lose the privilege of leaving campus for a period of time.

## VACATION TRANSPORTATION

Students travel to and from The Gow School seven times per year including the start of school, school breaks and the end of the school year. The coordination of travel to and from The Gow School is handled by parent communication with the Transportation Coordinator within the Business Office. If a travel itinerary changes (i.e. flight cancellation), it is the parents' responsibility to facilitate new arrangements and contact the Transportation Coordinator with new travel information.

The travel time guidelines on the school calendar are set to maintain the integrity of our academic program, ensure safety and assist students travelling. If travel is outside the guidelines set in the calendar, students will need to travel to and from The Gow School unaccompanied and by taxi at the family's expense.

The Transportation Coordinator will schedule any taxis or ride sharing services such as Uber or Lyft when appropriate. Students are not permitted to schedule transportation using these services.

The school is closed to students during the Thanksgiving, Winter and Spring Breaks. All students must make arrangements to be off campus during these designated times. For the October and February Breaks, international students may stay on campus if long distance travel arrangements home prove to be impractical. Meals and activities are provided for these students, and they are supervised by school personnel.

PLEASE DIRECT ALL MESSAGES AND CORRESPONDENCE REGARDING TRAVEL TO:

Transportation Coordinator  
The Gow School  
2491 Emery Road  
South Wales, N.Y. 14139  
Phone: 716.687.2076 Business Office Fax: 716.687.2120  
Email: [travel@gow.org](mailto:travel@gow.org)

Airport Contact on Travel Days: Jon Chafin 716.864.6269

### GUIDELINES FOR DEPARTING CAMPUS

Please make travel arrangements as early as possible, especially for public transportation. We ask that you adhere strictly to the guidelines specified on the school calendar in making travel arrangements. Please contact the Head of the Middle or Upper School if any problems or special circumstances arise. A student who is traveling to another student's home for a vacation must have permission in writing from his or her parents and the parents of the host student. Students departing campus for vacations must schedule departures after 8:00 am on the specified date. This applies to students leaving by public transportation and automobile. The School transports students to and from public transportation terminals. Cab fare is charged for transportation during off hours. For those traveling by automobile, a parent must pick up the student unless either the Head of the Middle School or the Head of the Upper School has granted an exception.

## GUIDELINES FOR RETURNING TO CAMPUS

Students returning to campus by public transportation are to schedule arrival time by 4:00 p.m. on the specified date. Exceptions to this general policy are made for students who are traveling long distances. Students returning to campus by automobile are to arrive on campus no later than 4:00 p.m. on the specified date. Students are to notify their Dormitory Parent upon their arrival.

Please call the transportation coordinator in the Business Office (716.687.2076), the airport travel coordinator (716.864.6269), the main school number (716.652.3450), or an administrator with any changes in the travel arrangements or expected arrival time of your child. It is very important that we know of the whereabouts of your child on travel days.

## Notes

**The Gow School**  
**2021-2022 Student Calendar**  
**This calendar is subject to change.**

<b>Friday, September 3, 2021</b>	<b>New Students Arrive</b>
Saturday, September 4, 2021	Classes for New Students and Field Trip (schedule TBD)
<b>Sunday, September 5, 2021</b>	<b>Veteran Students Arrive</b>
Monday, September 6, 2021	First Day of Classes
Friday, September 24, 2021	Grandparents Day
Saturday, September 25 – Sunday, September 26	Alumni Weekend
Saturday, October 16, 2021	First Marking Period Ends
<b>Friday, October 15 – Saturday, October 16, 2021</b>	<b>Fall Parents Weekend</b> (subject to change)
<b>Saturday, October 16, 2021</b>	<b>Fall Recess Begins @ 2:00 p.m.</b> (subject to change) (After Fall Weekend Activities)
<b>Sunday, October 24, 2021</b>	<b>Fall Recess Ends @ 4:00 p.m.</b> (Schedule Public Transportation to arrive in Buffalo prior to 4:00 p.m.)
<b>Saturday, November 20, 2021</b>	<b>Thanksgiving Recess Begins @ 8:00 a.m. – no classes</b> (Schedule Public Transportation after 8:00 a.m. on Saturday)
<b>Sunday, November 28, 2021</b>	<b>Thanksgiving Recess Ends @ 4:00 p.m.</b> (Schedule Public Transportation to arrive in Buffalo prior to 4:00 p.m.)
Tuesday, December 14, 2021	Second Marking Period Ends
Wednesday, December 15 – Friday, December 17, 2021	First Semester Exams
<b>Saturday, December 18, 2021</b>	<b>Holiday Recess Begins @ 8:00 a.m. – no classes</b> (Schedule Public Transportation after 8:00 a.m. on Saturday)
<b>Sunday, January 9, 2022</b>	<b>Holiday Recess Ends @ 4:00 p.m.</b> (Schedule Public Transportation to arrive in Buffalo prior to 4:00 p.m.)
<b>Saturday, February 19, 2022</b>	<b>Winter Recess Begins @ 2:00pm</b> (Schedule Public Transportation after 2:00 p.m. on Saturday)
<b>Sunday, February 27, 2022</b>	<b>Winter Recess Ends @ 4:00 p.m.</b> (Schedule Public Transportation to arrive in Buffalo prior to 4:00 p.m.)
Saturday, March 5, 2022	Third Marking Period Ends
<b>Saturday, March 26, 2022</b>	<b>Spring Recess Begins @ 8:00 a.m. – no classes</b> (Schedule Public Transportation after 8:00 a.m. on Saturday)
<b>Sunday, April 3, 2022</b>	<b>Spring Recess Ends @ 4:00 p.m.</b> (Schedule Public Transportation to arrive in Buffalo prior to 4:00 p.m.)
Sunday, April 17, 2022	Easter
<b>Saturday, April 23, 2022</b>	<b>Spring Awards and Cresting Ceremonies</b>
Saturday, May 7, 2022	4 <sup>th</sup> Marking Period Ends
Monday, May 9 – Wednesday, May 11, 2022	Second Semester Exams
<b>Thursday, May 12 – Friday, May 13, 2022</b>	<b>Commencement</b>



# The Gow School

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