

# Student Handbook

ACADEMIC YEAR 2023–2024





## **The Hill School Student Handbook Statement**

*The Hill School Student Handbook* (the *Handbook*) is published and distributed to members of The Hill community for the purpose of providing information on aspects of student and campus life to help students gain as much as possible from their experience at the School. While policies in this *Handbook* will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This *Handbook* is an informational guide only. It is not intended to create, nor does it create a contract or part of a contract in any way, including, but not limited to, between Hill and any parent, guardian, or student affiliated with or attending the School. The services, programs, and policies of The Hill School are reviewed continually and changed to further its educational mission and philosophy. Therefore, The Hill School may amend, modify, add to, or delete its rules, policies, and procedures without notice before, during, and after the school year. The School may delegate the duties that are assigned to specific administrators as it determines appropriate.

All students and parents are required to acknowledge having read this *Handbook* by the time students arrive for the 2023-2024 school year. If a student or parent has not done so by August 18, 2023, the student may be prohibited from participating from all School activities pending student and/or parent signature.

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### ***Non-Discrimination Statement***

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

## Dear Hill Students & Families:

As a trained economist, I am generally a subscriber of maximizing efficiency. So much of modern society is geared toward finding the fastest distance between two points or finding a new fastest distance between two points. There is a critical difference between speed and efficiency, even if the lines have become blurred in the 21<sup>st</sup> century. Efficiency is intended to be a ratio that optimizes useful energy and time to completing a process. But even when we maximize efficiency in a task, there are still costs that need to be considered. Education is an incredible study for these nuances, because just about any student and any school have measurable outcomes in mind. And yet ironically the presence of those measurable outcomes and the pursuit of achieving them can often come at the expense of the True and enduring substance we are seeking in education. Yes, we want to be efficient and even fast sometimes, but simply pursuing an end-game too often comes at the expense of *what matters most*.

One reasonably sees The Hill School as an environment that aspires for its students to achieve specific goals – grades, college placement, careers, etc. While these common aspirations are indeed supported with a Hill education, there is a Truth that supersedes and transcends any measurable destination. Being efficient in education may feel worthwhile, but it can run counter to the entire purpose of this community. Because reading a full book cover-to-cover takes time. Getting to know another person in a meaningful way takes time. Truly mastering any craft takes time. Shortcuts can be nice and useful and even necessary, but not as it comes to the most instrumental functions of life. That is why many students repeat a grade of high school when entering The Hill. That is why Hill students often choose to take six courses instead of five. That is why Hill students do not look at their phones nearly as often on our campus as they might elsewhere. That is why community members often linger in the Dining Hall well after they have finished eating. That is why you should read this *Handbook*.

While I trust that some students and parents breeze through this long manual without taking the time to read it carefully, the expectation is a more thorough and thoughtful interaction. Yes, it takes more time when one could be having more fun or being more immediately gratified. Yes, some of it may be straightforward or even obvious. But anything worthwhile takes a while and might even feel inefficient. With that said, thank you for taking the time to read the *2023-2024 Hill School Handbook*, a decidedly long path between points. It reflects an ever-evolving society, but its spirit is intended to provide substance and sustenance for a community that started 173 years ago. That is a long, yet potentially lustrous road because the importance of familiarizing oneself with the contents of this *Handbook* cannot be understated. It intends to be an encyclopedia that summarizes virtually all aspects of The Hill School, including daily and general expectations, structures, programs, policies, and rules. Not short and not efficient. But important all the same.

The *Handbook* reflects the aggregated wisdom of Hill students and faculty dating back to the School's founding in 1851. To best understand and thrive at Hill, students and families must take the time and energy to understand the context of *who we are and what we are* – these are hopefully apparent throughout the *Handbook*, which is constantly evolving as our School moves forward, including some noteworthy changes for the coming year specific to expectations on how we hold one another accountable. Awareness of our community's standards and protocols will not only help in adjusting for the first time (or year-to-year adjustment for returning students), but also in ensuring that we can continually grow together in ways that are meaningful and enduring for all students, families, faculty, and alumni.

The Hill certainly offers many incredible opportunities and the many daily commitments and high standards certainly do define us in many ways, but truly our top priority is legitimate and substantiated respect amongst community members in their interactions. That is a decidedly long path, longer than the shortest distance between two points. As I enter my seventh year as Dean of Students and as The Hill School enters its 173rd year, there is more than ever to be said about taking time and energy to meaningfully reflect and understand how we are spending our time and energy. And with whom.

Understanding The Hill School will still take considerably more time than just reading the *Handbook* or even spending four years as a student here. But the School's motto is not "Whatsoever Things Are Timely" or "Whatsoever Things Are Efficient." For finding Truth is no small task. Take your time.

Sincerely,



Ari Baum  
Dean of Students

## **Parent and Student Acknowledgement**

Students and their families are required to sign a handbook acknowledgment each year confirming their receipt of the Handbook and understanding of the policies therein. The acknowledgment form is signed electronically at <https://mybackpack.thehill.org/> before August 18, 2023.

The language in the form is included below for informational purposes and does not need to be signed. However, all students and parent of all students must each sign the Acknowledgement Form in MyBackPack to be eligible to enter campus at the start of the year and participate.

This Form acknowledges that we understand that, as Hill School students and parents, we are asked to support the School and its mission and to acquaint ourselves with and abide by the School's policies and procedures.

We understand that this *Handbook* is for informational purposes only, and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. We understand that the terms and conditions of the Enrollment Contract signed by us determine our relationship with the School. We further understand that the School may add, revise, and/or delete School policies before, during, and after the school year and that such updates need not be in writing or incorporated into this *Handbook*.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the *2023-2024 Student and Parent Handbook* and agree to abide by the School's policies and procedures, as outlined in the *Handbook*.



# Table of Contents

## STUDENT LIFE

8	Community Life
8	The Honor Code
9	Spiritual Life at The Hill
9	Advisers
10	Dining Hall
12	Student Leadership and Service
12	Student Government
13	Campus Service
13	Residential Life Program
13	Student Activities
13	Diversity, Equity, and Inclusion
14	School Ambassadorship
14	Sustainability at The Hill
14	Student Center
14	Guests on Campus
15	Sixth Form Dance
15	Commencement
15	Senior Week
15	Wave and Student Check-Ins
16	Safety and Security
16	Room Keys
17	Mail

## RESIDENTIAL LIFE

19	General Regulations for Boarding Life
20	Residential Responsibility
20	Cleanliness
21	Getting Along With Your Roommate
21	Invitations
22	Property Protection
22	Visitation
22	Building Safety
22	Campus Boundaries
23	Dormitory Curfew
23	Dormitory Morning Curfew
24	Dorm Check-In
24	Evening Hours
24	Study Hall
25	Lights Out
25	Technology Use for Third and Fourth Form
25	Food Deliveries
25	Off-Campus Permissions
26	Weekends and Vacations
27	Fire Safety
28	Packing Checklist for Boarding Students
31	Not Permitted List
32	Summer Storage and Shipping

## DAY STUDENT LIFE

34	Drop-Off and Pick-Up
34	Attendance
34	School District Transportation
35	Motor Vehicles
35	Lockers
36	Dorm Access
36	Evening Responsibilities

37	Overnight Requests
37	Boarding Requirement

## ACADEMICS

39	Daily Academic Schedule
40	Academic Graduation Requirements
41	Homework and Studying
41	Use of Generative AI Tools
41	Full-Period Assessments
42	Returning Student Work
42	Term Summary Assessments
42	Academic Work During School Holidays
42	Grades
43	Grading System
43	Incomplete Grades
44	Extra Help and Academic Support
44	Academic Accommodations
45	Independent Studies
45	Flex Period Student Guidelines
46	Students of Academic Concern
46	Promotion/Re-Examinations
46	Course Selection and Summer Work
46	Academic Absences
47	Sixth Form Regulations
47	Study Abroad

## ATHLETICS, ARTS, AND COMMUNITY SERVICE

50	Athletics
50	Athletics or Afternoon Activity Requirement
50	Code of Ethics for Players and Spectators
51	Athletics Eligibility: Age, Training, Rules, and Athletics-Specific Consequences
51	Athletics Absences
52	Participation on Outside Athletics Teams
53	Away Trips
53	Dress for Athletics Participation
53	School-Issued Uniforms and Equipment
53	Student Leadership in Athletics
53	Brookside Country Club
54	Arts
55	Community Service

## DRESS CODE

58	Academic Dress
59	Academic Casual Dress
59	Casual Dress
59	Personal Appearance Guidelines for All Times
60	Commencement Weekend Dress

## RULES AND EXPECTATIONS

62	Honor Code
63	Bias Speech and Respect for Community Members
64	Inappropriate Behavior

66	Attendance, Absences, and Lateness
67	Campus Boundaries
67	Building Safety Violations
67	Campus Curfew
67	Dormitory Curfew
68	Technology Use After Lights Out
68	Visitation
68	Prohibited Possessions or Use
68	Messiness
68	Leaving Campus
69	Dress Code
70	Fire Safety
70	Security and Trespassing
71	Bicycles, Skateboards, Scooters, and Rollerblades
71	Motor Vehicle Misuse
71	Commercial Transportation and Ridesharing Services
71	Cell Phone and Mobile Device Policy
72	School Visual and Graphic Identity Policy
72	Acceptable Use Policy (AUP)
74	Cyber Code
74	Technology Misuse
74	Inappropriate Messaging
75	Social Media
75	e-Safety Policy
76	Gambling
76	Soliciting or Unauthorized Financial Activity
76	Substance Use Policy
77	Drug and Substance Testing
77	Parents' Role In Alcohol/Drug Prevention
78	Weapons and Firearms

## DISCIPLINE GUIDELINES

80	Discipline Committee
81	Honor Council
82	Executive Committee of the Faculty
82	Executive Council
83	Accountability and Failure to Cooperate in the Disciplinary Process
83	Disciplinary Consequences

## EXPECTATIONS FOR STUDENT INTERPERSONAL RELATIONSHIPS

89	Sexual Intimacy and Consent
90	Bullying, Harassment, Discrimination, Hazing, Sexual Assault, and Sexual Harassment
93	Legal Definitions and School Policies
93	Reporting Complaints
94	Confidentiality
94	False Complaints
94	Responding to Complaints
96	Sanctuary Policy Applicable to Sexual Assault

## STUDENT HEALTH SERVICES

98	Health Care Services
98	Health Forms
98	Services and Fees
99	Confidentiality of Health Information
99	Medication Policy
100	Wellness Center Communication

100	Chronic Illness Management
100	Sports Medicine
100	Sports Status
101	Absence from Classes Due to Illness
101	Medical Appointments and Observances
102	Medical Leave of Absence
103	Medical Chaperones
103	Special Circumstances
103	Health Insurance
103	Immunizations
104	Caretaker Designation
104	Prevention
105	Clinical Counseling Services and Prevention Education
106	Immediate Care ("ICare")

## ADDITIONAL STUDENT SERVICES AND RESOURCES

110	Archives Center
110	Business Office
110	Campus Store
110	College Counseling
112	Humphrey Family Writing Center
112	ID/Access/Debit Account Card
113	Information and Technology Services (ITS)
113	John P. Ryan Library
114	Laundry Service and Facilities
114	Lost and Found
114	Office of Institutional Giving (OIG)
115	Technology
115	Transportation

## GENERAL SCHOOL POLICIES AND INFORMATION

118	Annual Re-Enrollment
118	Child Abuse and Neglect Reporting
118	Confidentiality
118	Disclosure of Relevant Information About Students
119	Hill School Security
119	International Students
119	Re-Admission
120	Search and Seizure
120	Student Records and Transcripts
120	Students 18 and Older
120	Surveillance Cameras on Campus

## FAMILIES AND THE SCHOOL

122	Families' Responsibilities
123	Multiple Households
123	Hosting Students as Weekend Guests
124	Family Weekend
124	Parents' Guide
124	Critical Dates Calendar
125	Quick Reference Telephone Numbers



# Student Life

## SECTION CONTENT

8	Community Life	15	Commencement
8	The Honor Code	15	Senior Week
9	Spiritual Life at The Hill	15	Wave and Student Check-Ins
9	Advisers	16	Safety and Security
10	Dining Hall	16	Room Keys
12	Student Leadership and Service	17	Mail
12	Student Government		
13	Campus Service		
13	Residential Life Program		
13	Student Activities		
13	Diversity, Equity, and Inclusion		
14	School Ambassadorship		
14	Sustainability at The Hill		
14	Student Center		
14	Guests on Campus		
15	Sixth Form Dance		



*The Hill School was founded in 1851 by Reverend Matthew Meigs as a family school. Character development was at the heart of Meigs' ideal community. Today, The Hill School faculty remains dedicated to providing young people with an education that will enable them to think clearly, act with conviction and integrity, and appreciate their responsibilities to themselves, to others, and to society. If each individual accepts and abides by the principles contained in this Handbook, they will have taken an important first step toward attaining these goals.*

*We believe that the well-being of the individual integrally is related to the welfare of the larger social structure and that the individual must be committed to the improvement of the general society. It is expected that our students will develop the ethical, moral, and spiritual understanding to function with integrity in society: to distinguish between personal freedom and self-indulgence, between truth and falsehood, between justice and injustice, and between good and evil. Students' behavior must never jeopardize the welfare or good name of The Hill School.*

## **Community Life**

Students' intellectual vitality and overall qualities of "mind, body, and spirit" are nurtured at The Hill where structure and support are provided in equal measure. The order of our daily routine is visible in our dress code, our seated meals, and our evening study halls. At the same time, we provide personal attention and support and prepare our students for both independence and success in college, careers, and life.

Throughout our history, Hill students have earned and enjoyed a reputation for being courteous. We expect Hill students to be polite and respectful to all members of our community as well as to guests, speakers, and performers. Our community shares a belief in the importance of civility and the rules of common courtesy. Students should greet all community members in a friendly manner when passing on campus, and they should offer assistance to campus visitors. Students should always help to ensure that our campus facilities are kept clean and in good repair. Our Hill traditions have endured for many years, but they are only as strong as our community's willingness to uphold and defend them.

## **The Honor Code**

Hill students conceived The Hill School Honor Code to promote an environment of mutual trust and respect. The foundation of the Honor Code rests on the belief that Hill students should uphold the principles of truth, honor, and integrity in all of their intellectual, athletic, and social pursuits both on and off campus. This belief is based on the notion that every student is a responsible individual with an inherent desire to be an honorable person.

This responsibility includes a student's duty to sustain a system of moral values, even in the face of adversity, to oneself and to others. The origin of the Honor Code can be traced to the School's motto: "Whatsoever things are true." This phrase has been at the heart of the School's philosophy since its founding in 1851. As students of The Hill School, we will govern ourselves in accordance with the following standards:

**Our word is an expression of the strength of our character.**

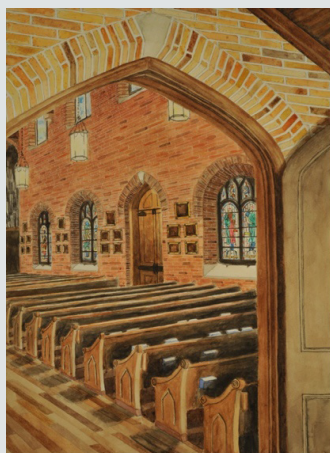
**We respect the property of others as we respect our own.**

**Our academic work is an honest expression of our ability.**

The Honor Code relies upon students' voluntary and dutiful adherence to these standards. We expect students to do their part and take an active role in seeing to it that they and others uphold the spirit and letter of the Honor Code. Violations of these core standards are a detriment to the quality of life for everyone at The Hill.

An honor pledge should accompany each paper or assessment, at the discretion of each teacher. The pledge states simply, "On my honor, I pledge that I have neither given nor received unpermitted aid during this test, paper, assignment, or examination."





Chapel Archway  
Youngmoo Kim '16

## **Spiritual Life at The Hill**

Grounded in the faith of the School's founders, the Spiritual Life program welcomes diverse religious traditions as it seeks to promote the growth of the soul in all students as individuals, as members of the community, and as citizens of the world.

The Hill School requires students to attend nondenominational Chapel services twice per week; these are times for the entire community to gather and reflect on others' beliefs, insights, and life-affecting experiences. Any sixth form student may (with the Chaplain's permission) give a Chapel Talk, and the School encourages all students to do so during their time at The Hill.

At least once each term all boarding students must attend some form of worship or meditation with other members of The Hill community. Regular programming includes a bi-weekly worship service, meditation, Spiritual Reflection, the Fellowship of Christians in Universities and Schools (FOCUS), Shabbat dinners, and other programs on campus throughout the term. There are a variety of voluntary worship opportunities, as well. Faculty arrange for Roman Catholic students to attend Mass every Sunday while school is in session, and on all Holy Days of Obligation. Services are held in the Alumni Chapel for important Christian observances that happen during the school year, including Advent, Ash Wednesday, Palm Sunday, and other occasions depending on the calendar. Additional annual observances include the Jewish High Holidays in the fall, the Hill Seder in the spring, and nightly gatherings for prayers and fast-breaking during Ramadan. The School encourages students to experience traditions other than their own.

### **Spiritual Life Requirement**

All boarding students must fulfill one Spiritual Life Requirement during the Fall Term. Failure to complete that requirement during the Fall Term would result in the student being required to complete it during the Winter Term and serve a detention. Students who do not complete it during the Winter Term may have to complete it during the Spring Term and serve a detention or other appropriate disciplinary consequences for failure to complete. The Spiritual Life Office communicates options for students that sufficiently fulfill this requirement but is open to additional options that students may propose. Students may also attend services or spiritual programs off campus. At the end of each term, students are asked to formally communicate how they fulfilled their commitment.

## **Advisers**

Since its founding, The Hill has strived to maintain an atmosphere which encourages communication and understanding. This closeness is the cornerstone of the key relationships between students and adults at The Hill. Teachers, coaches, and dorm parents frequently provide students with help, understanding, advice, and a friendly ear as students encounter difficulties in their lives.

In addition to this informal support, the School assigns each student a faculty adviser with whom they meet frequently. This adviser stays informed about their advisees' progress in the classroom, in the dormitories, and in co-curricular and extracurricular activities. Aside from formal duties (such as making periodic reports to each advisee's parents), the adviser will also support and encourage each advisee, trying always to promote their best interests and to make their Hill School experience as worthwhile as possible.

The adviser and other faculty members are often vitally important in helping students gain a constructive perspective on any problems. Sometimes, however, an adviser may feel that a particular problem is beyond their range of expertise or ability to help. In such cases, adults will encourage and assist the student to bring the problem to the Deans' Office, an administrator, or a wellness professional.

## **Dining Hall**

The Hill School comes together for seated, family-style meals at lunch (Monday - Friday) and for dinner six times a year.

During seated meals, all students learn and practice good table manners. Students may not be on their mobile devices while in the Dining Hall. Table seating assignments change periodically so that students and faculty can become better acquainted, and students serve as table waiters on a rotating basis.

Only the Deans' Office may grant permission to miss a seated meal. In addition, third form boarders must check-in at breakfast Monday through Friday.

Students must adhere to the dress code while in the Dining Hall. This includes removing hats, hoodies, and outerwear prior to entering. Athletics uniforms or exercise attire, including sleeveless shirts, should never be worn in the Dining Hall. Students returning from athletics practices or other athletics activities during the afternoon must shower and change before coming to the Dining Hall. Exceptions may occur when a team departs early or returns late from an athletics competition.

Students should not consume food or beverages in the Tullman Pantry, nor take food out of the Dining Hall, with the exception of hand fruit and pack-outs, unless otherwise directed.

The Pinpoint Board Room is only available by reservation through SchoolDude. Faculty and students may not use this or any other rooms unless they are reserved through SchoolDude.

The grab-and-go cooler is for after-hour use only. Students may only take one item at a time. This cooler is not available for group "pack-outs." If a team or group of students needs a pack-out, they must request it through the Athletics Department.

All areas in the Dining Hall will be closed after dinner.

### ***Seated Meal Procedures***

Every student and head of table must be familiar with these procedures:

1. Students are expected to arrive on time and enter the Dining Hall through the Cloister and go directly to their assigned table. Only students with pantry privileges may enter through the Tullman Pantry prior to seated meals.
2. Each student will serve as a waiter for a grading period at some time during the school year.
3. Waiters will be excused to pick up the main meal tray after the blessing. The waiter exits through the Cloister doors and enters the Tullman Pantry to form a single file line to pick up the tray.
4. Table heads may excuse students desiring the salad bar, pasta bar, and/or other food items to enter the Tullman Pantry only after all table waiters have returned to their tables with trays. Students are expected to seek permission prior to leaving the table. To avoid large numbers of students crowding those locations, heads of tables should excuse only one or two students at a time to enter the Pantry. Students should not visit other tables during the meal. Students should not linger in the Pantry to limit congestion.



5. Tables wanting seconds should first ask tables in proximity if they have extra servings in order to cut back on food waste. If none is available, one student from the table should return to the Pantry and replenish their tray knowing how many people at the table would like an additional serving.
6. At the end of the meal, waiters should separate the silverware into piles on the silverware tray and take the tray to the Scullery. The other table mates assist with scraping the extra food onto the serving platters, collecting and disposing of the napkins to be placed on the entrée tray, removing the main entrée platter and side dishes by placing them back on the entrée tray, and then taking the trays to the Cloister to place on the racks in an organized fashion. Stacked plates are taken directly to the Scullery.
7. All liquids should be emptied into the pitchers and placed on the aisle or south end of the table, closest to the Cloister. Campus Service students will clear tables during their campus service period; at dinner, a designated dorm (by rotation) will clear. The waiter should check the table and make sure that nothing is left on the table or side tables other than the pitchers and glasses.
8. Announcements occur approximately 20 minutes into the meal. All serving and cleaning should be suspended during announcements, and full attention should be given to the speaker(s). If tables have cleared prior to the announcements, students are expected to return to their table. Table heads may not excuse students from the meal until after announcements.
9. All diners are expected to push in their chairs upon departure and replace any chairs that may have been moved into the aisle.

### ***Buffet Meal Expectations***

1. Students must adhere to the dress code, including the prohibition of hats, hoodies, sleeveless shirts or sleeveless dresses, and athletic wear.
2. Students may not use mobile devices in the Dining Hall.
3. Students are expected to clean up after the meal by returning all dishes, glassware, and silverware to the Scullery. Please recycle napkins and other recyclable items.
4. All diners should push in the chairs upon departing the Dining Hall.



Meigs House  
*Mariah Sweeney '19*



Keyboard  
*Jonica Brown '15*

### ***The Hill School Seated Meals Etiquette***

1. As soon as seated, students should unfold their napkins and place them on their laps. The napkin should remain on a student's lap (except for use) until all diners leave the table at the end of the meal. If students need to leave the table temporarily, they should leave the napkins on their chairs. At the conclusion of the meal, students should place their napkin partly folded, never crumpled, at the left of the plate. Even a paper napkin should never be crushed and tossed onto a plate.
2. Once silverware is picked up from the table it should NEVER touch the table again. Place it on the outer rim of the plate between bites, but never rest silver gangplank fashion, half on the table and half on the plate.
3. Students are expected to wait until everybody at their table is served before beginning to eat.
4. Elbows should not be on the table during the meal.
5. Bread and rolls should be broken off into bite-size pieces, and butter can be spread on each bite as the bread is eaten. Knives should not be used to cut the bread, butter a whole slice at once, or make a "butter sandwich."
6. Always pass the salt and pepper shakers together, even if someone asks for one or the other.
7. When finished with each course, the knife (blade turned inward) and fork should be placed beside each other on the plate diagonally from upper left to lower right. Students should not push their plates away or otherwise rearrange their dishes from their position when they are finished.
8. Cell phones and other electronics are prohibited during a meal in The Hill's Dining Hall. This includes not look at one's phone under the table, when sitting alone, in the Pantry, during a casual meal, and while waiting for a meal to begin in the Millhiser Dining Room. Please respect this rule at all times.

## **Student Leadership and Service**

All students in leadership positions including prefects, captains of varsity athletics teams, and Student Government and Honor Council representatives, are expected to set the standard for behavior for the entire student body. Therefore, if a student in a leadership position is subject to a disciplinary response, the School will review a school leader's eligibility to remain in a leadership position.

## **Student Government**

The Student Government Association (SGA) is established to enable open communication of the student body's thoughts and concerns and open understanding among students, faculty, and administration. The SGA includes representatives from each form. The SGA meets periodically, joined by a representative of the School's newspaper, *The Hill News*, whose responsibility is to accurately convey information on the SGA's proceedings to the student body.

### **Members of the SGA are:**

- ☐ Sixth Form Co-Presidents
- ☐ 2 - Sixth Form Senators
- ☐ 2 - Fifth Form Senators
- ☐ 2 - Fourth Form Senators
- ☐ 2 - Third Form Senators
- ☐ Secretary (appointed from fifth form)
- ☐ 3 - Faculty Adviser(s)

## **Campus Service**

Just as chores may be given at home to teach responsibility and assist with the household, Hill expects students to share in the duties required to keep buildings and grounds presentable and to assist in operations necessary to our community life. Campus Service consists of many areas of responsibility and provides valuable student leadership opportunities. This also allows students to develop a sense of ownership in the School through their service to the community. Campus Service is assigned based on students' schedules and needs of the School.

## **Residential Life Program**

This year-long program for both boarding and day students is a special curriculum that promotes safety, tolerance, and respect for diverse human experience and expression. It provides a number of different venues in which students and faculty learn from one another as they discuss moral issues and dilemmas that may challenge them in their lives. Throughout the year, outside speakers, discussions, and other events are used to address a variety of topics. All students take Eudemonia classes where these important life, personal, and community skills are facilitated.

## **Student Activities**

The Community Life Office plans and supervises weekend activities both on and off campus, offering a wide spectrum of opportunities and experiences including shopping, dances, films, coffee houses, athletics competitions, special meals, and community events. Activities are designed to enhance our sense of community on campus while providing enrichment and entertainment for students. We encourage both students and faculty members to submit activity ideas and proposals to the Director of Student Activities and to the Student Life Association (SLA) throughout the year – new ideas are always welcome! Activities are open to all Hill students.

## **Diversity, Equity, and Inclusion**

### ***What does Diversity, Equity, and Inclusion mean at The Hill School?***

At The Hill School, not only do we look to acknowledge and celebrate diversity, but we also seek to make everyone feel included and welcome. Every member of our School - including students, faculty, and staff - should feel respected and loved for their unique identities that make our community strong. We believe that all community members should feel safe and welcome regardless of race, ethnicity, gender, sexual orientation, socioeconomic status, religion, or ability.

### ***The Hill School's Diversity, Equity, and Inclusion Statement***

The Hill School fosters an open, diverse, and inclusive community. We stand together, committed to helping our students, faculty, and staff members feel respected and valued for who they are. We recognize and support The Hill community and affiliates regardless of race, ethnicity, national origin, gender, religion, age, marital status, sexual orientation, gender identity, disability, sexual identity, citizenship, or national origin. We provide a safe environment committed to civility and mutual respect within which individuals are accepted, empowered, and supported. We seek to develop students who are prepared to interact within a diverse and globally minded society. We believe inclusion encourages an informed, global perspective, an essential trait we seek to cultivate in every student and employee. It is integral to our mission that every member of our Hill family feels welcomed, included, and safe.

### ***Diversity, Equity, and Inclusion Student Council***

The Council is comprised of students who have expressed interest in inclusion and diversity work, while representing various groups on campus. The Council meets to discuss how to address issues on campus and help foster an inclusive community. The Council is responsible for promoting and creating both on- and off-campus events, programs, and discussions around inclusion and diversity.





Academic Center Passage  
*Irene Lee '14*

## School Ambassadorship

Students should realize that they represent the School community at all times, both on or off campus, including overnight stays in hotels, private homes, or accommodations provided by other schools. As ambassadors of The Hill School, students should understand our expectations for good behavior. While it is not the School's intention to monitor students in all of their off-campus activities, the School may take disciplinary action in response to inappropriate conduct occurring outside of campus.

## Sustainability at The Hill

Responsible environmental stewardship is central to a Hill School education. The Hill's sustainability program emphasizes environmental responsibility not only in our lives at the School, but as members of our local and global environments.

All Hill students are expected to recycle, conserve resources such as energy and water, and to limit waste. We ask that all students take basic steps to be mindful of their impact on sustainability efforts by maintaining computer or laptop power settings that maximize energy savings, turning off lights when they leave a room, shutting down and unplugging electronics when not in use, taking only what they will eat in the Dining Hall to help minimize food waste, and being mindful of water usage.

There are many opportunities to engage in activities that help to improve our campus and our community through sustainability efforts, and we ask that students proactively seek out ways to make their world a better place. We also encourage students to work with their peers to find more ways to reduce resource consumption and waste, and to be stewards of our environment for future generations.

## Student Center

The Student Center, which is located in the lower level of the Athey Academic Center, contains an ATM machine, television, game tables, and lounge chairs for relaxation. We expect students to respect this communal space. The Grille, located in the Student Center, offers a variety of food items, grilled items, sandwiches, salads, sushi, snacks, and drinks for sale, and is open Monday through Saturday.

## Guests on Campus

Students may not have visitors on campus during the academic day. Any non-family guests must be registered at the Deans' Office by their student-host prior to their visit. If a family member is visiting campus for any period of time and they are not accompanied by an adult family member (21 or over), that family member must register in advance with the Deans' Office. For the safety of the community, students are not allowed to have guests overnight in the dormitories. Non-family guests of the opposite sex are never allowed in the dormitory halls. To ensure minimal distractions during study hours, visitors must depart campus by 6:00 p.m. in the evenings when there is a seated dinner and by 7:15 p.m. when dinner is a buffet. Exceptions to this departure time will be given for special evening events. Parents are not permitted in student rooms without their child physically present.

Current students may not host non-family guests on campus without the express permission of the Deans' Office. This includes vendors and former Hill students who did not graduate. Alumni no longer exercise the privileges of Hill students and must register with the Deans' Office or Dean on Duty before coming to campus.

## Sixth Form Dance

The Sixth Form Dance is a formal dinner and dance that has been a tradition at The Hill for more than a century. The Student Life Association is heavily involved in the planning of this event. Fifth formers are also invited to attend the dance, but third and fourth formers are not permitted to attend. Guest forms are to be completed in the Deans' Office for approval.

## Commencement

The final days of a Hill student's time are incredibly special. Closing exercises consist of several events that culminate with Commencement. Students (and their families) are expected to adhere to the same conduct expectations throughout these events as throughout their Hill careers. Even after diplomas are awarded, the School remains fully in session, and drugs, alcohol, and tobacco products or e-cigarettes are not permitted on campus. Any sort of behavior in and around Commencement that is inconsistent with these community standards will potentially jeopardize a student's diploma, result in immediate removal from campus, and necessitate other future campus restrictions. Furthermore, the School may communicate as appropriate with colleges. Under formers are strongly encouraged to attend Commencement, but are not permitted to participate in any post-Graduation events taking place on campus or off campus for graduates or their families unless a graduate is a direct sibling.

## Senior Week

Following graduation, some students have created their own Senior Week events. Senior Week is not sponsored by the School, and Hill does not endorse these trips or activities in any way. In the past, behavior on the students' part has led to arrests, injuries, and other complications involving the health and safety of graduates and others. Hill strongly discourages participation in these events.

## Wave and Student Check-Ins

The School uses a student location app to help track students' locations at various times of the day and whenever they leave and return to campus. All students are required to have a mobile device, and to have that device on them, so that they may report their location to the School, as required.



Foster Dormitory  
*Artist Unknown*



Class of 1971 Garden  
*Sarah Strode '14*

## **Safety and Security**

Student safety is the top priority of the School. Dormitories and most buildings around campus are locked at all times, accessible only with key card access. Each boarder has a key for their dorm room. In addition, Hill Security officers patrol the campus. If students forget their key card or key, they should contact a Dorm Parent on Duty first, before calling Security for access.

When departing campus, we expect students to observe general safety practices. Students should follow the School's sign-out and sign-in procedures on Wave. Students are also expected to bring a cell phone, travel with others, and observe the School's sign-out rules. Students should stay alert and tuned in to their surroundings. If someone is bothering them, they should seek help or, if appropriate, loudly say "Leave me alone!" Students should seek help, including calling Hill security or dialing 911, if they are scared or in a situation that raises concerns for their safety or well-being. Don't flash large amounts of cash or other tempting targets, like expensive jewelry or clothing. Money should be kept safe, in an inside coat, front jacket, or pants pocket, not a back pocket.

All incidents off campus which raise concerns for a student's safety or well-being should be reported to Hill Safety and Security upon returning to campus.

### **Advice for Students**

- ☐ Keep up with work; don't wait until study hall.
- ☐ EAT WELL.
- ☐ Keep your room neat and your materials organized.
- ☐ Consult with your teachers.
- ☐ Hang out in the Student Center.
- ☐ Get to know dorm faculty and returning students.
- ☐ SLEEP!
- ☐ Be active on campus; join student groups or sports teams that appeal to you.
- ☐ Don't miss Campus Service.
- ☐ Don't put up social boundaries. The Hill School is a diverse place; be open to new experiences.
- ☐ Check your email every day.
- ☐ Arrive a few minutes early to class.

## **Room Keys**

Students are issued a room key at the beginning of each school year. Replacement room keys may be obtained from the Community Life Office in the lower level of the Athey Academic Center. There is a \$25.00 charge for replacing a lost room key. Students failing to return keys upon their departure for summer vacation will be charged the appropriate replacement costs.



## Mail

Student mail is delivered daily to a designated area within each dorm, and students are encouraged to pick up their mail from the designated area at any time. The designated locations are:

- ☐ Wendell, Hillrest, Rolfe, Foster, Davy: 1st floor common room
- ☐ Dell Village, Dutch Village: entrance/foyer
- ☐ Upper School: 1-4 East and West common rooms
- ☐ Day students: Deans' Office

Student packages are not delivered to the dorm but can be picked up from the Center for Campus Operations Monday through Friday between the hours of 7:30 a.m. – 4:00 p.m.

- ☐ All packages arriving on campus are held in a package pickup location in the CCO. Students will receive an email notification once packages are processed. Packages are expected to be picked up as soon as possible.
- ☐ Please bring student ID for pick up.
- ☐ Refrigeration is not available long term for perishable packages. Please make every effort to pick those up as quickly as possible.
- ☐ Students are not permitted to access the mailroom after hours or on closed weekends to retrieve packages. Please make every effort to pick up packages during normal operating hours.

Packages being sent to students on campus should be addressed as follows:

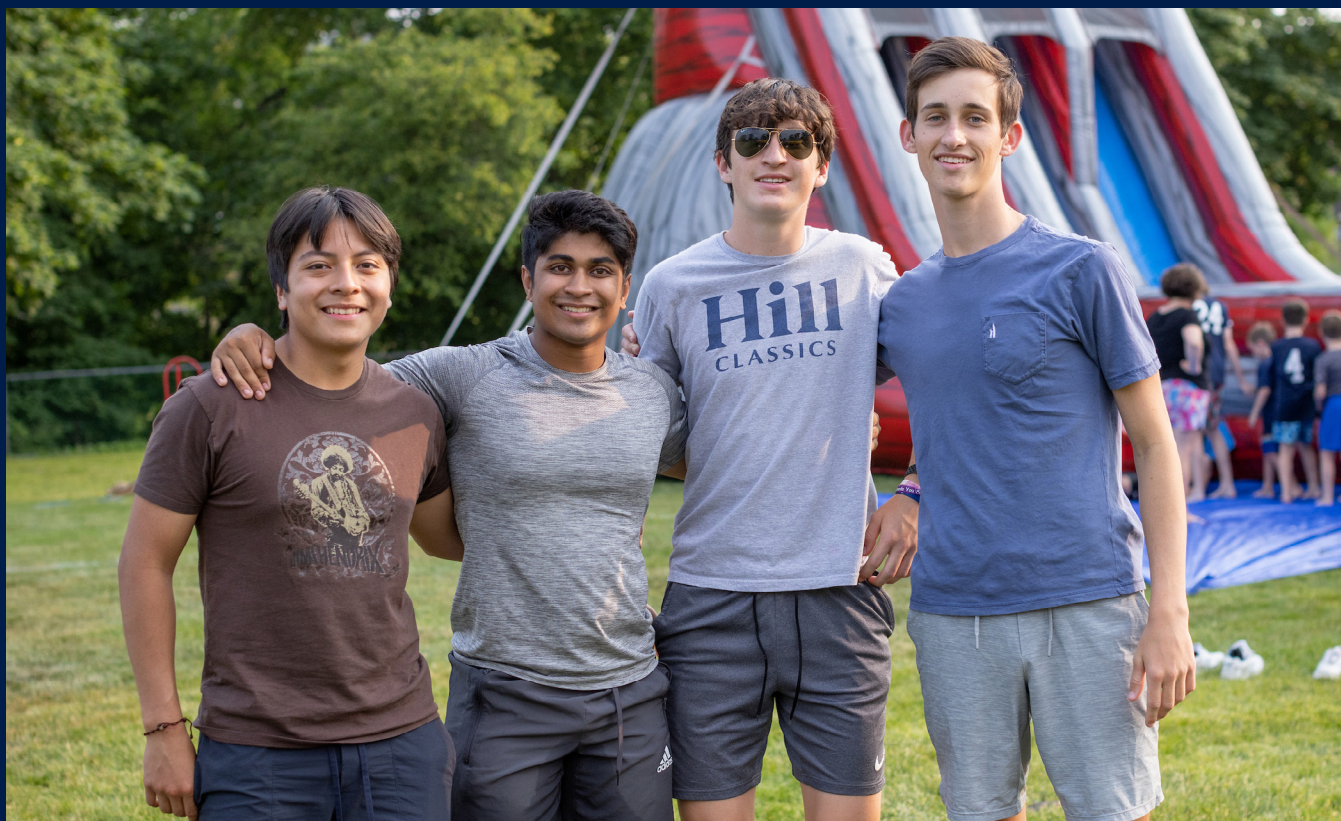
<Student's First and Last Name>  
<Student's Dormitory Name>  
860 Beech St.  
Pottstown, PA 19464

Students should never have inappropriate or illegal items sent to them at school. The School may monitor and search incoming packages, including requiring students to open a package in the presence of a faculty or staff member. Any impermissible items sent to the School may be seized and used or destroyed by the School, as it determines appropriate.

# Residential Life

## SECTION CONTENT

19	General Regulations for Boarding Life	25	Food Deliveries
20	Residential Responsibility	25	Off-Campus Permissions
20	Cleanliness	26	Weekends and Vacations
21	Getting Along With Your Roommate	27	Fire Safety
21	Invitations	28	Packing Checklist for Boarding Students
22	Property Protection	31	Not Permitted List
22	Visitation	32	Summer Storage and Shipping
22	Building Safety		
22	Campus Boundaries		
23	Dormitory Curfew		
23	Dormitory Morning Curfew		
24	Dorm Check-In		
24	Evening Hours		
24	Study Hall		
25	Lights Out		
25	Technology Use for Third and Fourth Form		



*Life in the dormitory is an important part of a Hill education. The rules that students live under in the dormitory help them to develop good study and living habits and to get along with other people.*

*Each dormitory is regulated by rules established by the Deans' Office for the various forms. Failure to follow these regulations will result in a disciplinary response by the dorm parents and in more serious cases by the Deans. Dorm parents and prefects are responsible for the smooth operation and enforcement of the rules for students in their charge.*

## **General Regulations for Boarding Life**

1. The dormitories are for Hill students. Only Hill students are permitted to sleep in the dormitories.
2. Boarding students may not bring automobiles or other motor vehicles to school. At no time is a boarding student to maintain a motor vehicle in the Pottstown area. Please do not request an exception to this rule.
3. Students with significant medical needs should contact the Director of Residential Life to discuss appropriate dorm placement and accommodations. Generally, students who have a history of recent sleepwalking will be housed in first floor dorm rooms when possible. Other requests for dormitory accommodations due to medical needs will be evaluated by the Wellness Center at the request of Residential Life.
4. Boarders may only submit a weekend leave to depart after their last commitment for the weekend. After they leave campus for a weekend, students may not return and depart campus again; once they return, they are expected to remain on campus through the weekend.
5. Boarding students may not ride in a vehicle with anyone who is under the age of 21. Boarding students must be aware that they may not ride in a motor vehicle operated by another student or a recent graduate. Violators may be brought before the Discipline Committee.
6. Dormitory rooms must remain unlocked whenever they are occupied.
7. Students are not to enter another student's room unless explicitly invited by the occupant.
8. Students are required to keep rooms orderly and clean at all times. Dorm parents inspect rooms formally on a regular basis.
9. Students may hang posters and pictures in good taste and within Hill acceptable standards, but they may not use nails or thumbtacks on walls or school furniture. Instead, they should use removable/reusable adhesives (such as Sticky Tack or 3M hooks) that do not cause damage. It violates fire codes to hang any item from the ceiling.
10. Students should not remove window screens.
11. School-issued athletics equipment should be stored in the proper athletics facility; students may not use or store athletics equipment in the dormitories.
12. Furniture provided for a room by the School must remain in the room unless the removal is authorized by the Community Life Office and performed by the School staff.
13. Students will be charged for any damage to rooms or School-provided furniture. Damage in public areas and on the floors may be charged to the students who reside on the floor or in the building where the damage occurs, if the responsible parties do not come forward.
14. Students may not have pets of any kind in the dormitory.
15. Students may not play loud musical instruments in the dormitory at any time. Students should use practice rooms within the Center For The Arts for such purposes.



16. Students may not play or direct amplified music/sound systems outside the dorm; the sound of music inside the dormitory should not carry beyond the student's room.
17. TVs, gaming systems, and accompanying large displays are a distraction in the dormitory and are expected to be used judiciously. Monitors of any kind, including wall projectors, cannot exceed 27-inches. Gaming systems are allowed in rooms for prefects and sixth form students but cannot be used during the academic day. Prefects in a third or fourth form dorm or living with fifth formers may not grant permission to these groups to use gaming systems, unless on weekends. (Refer to the NOT PERMITTED LIST for more detail).
18. The only dorms equipped with air conditioning are the four Dell Village dormitories and Davy Hall. All other dorms do not have air conditioning. For fire safety reasons, students may not bring individual room or window air conditioners to the residence halls. Fans and air purifying machines are permitted. Students with significant medical needs should contact the Director of Residential Life and the Wellness Center.
19. The School does not carry fire or theft insurance on students' personal property. Parents who desire to have insurance placed on their child's belongings should consult their insurance agent. The School does not assume responsibility for the loss of personal property and urges students not to bring valuables to the School. Large sums of money should be kept in the Business Office or applied to a student's School account.

Further, most rooms are provided with a lockable drawer. The School strongly suggests students bring a lock for this drawer. However, students should also understand that while they exercise control over this drawer from other students, the School may open this drawer for inspection, even if locked with a personal lock. Students cannot access their dorms during School breaks or when School is not in session. Under special circumstances, the student may request permission to do so from the Director of Residential Life.

20. **At the end of the year, each student is expected to clean their room thoroughly and to leave the room in the same condition as it existed when the student moved in. Student accounts may be charged if rooms need repair, are left untidy, or if they have lost their room key.**

## **Residential Responsibility**

The Hill School encourages students to be responsible members of their dormitory.

- ☐ The use of locks is encouraged when lockable drawers are provided.
- ☐ Lock your room door when you leave, even if only for a few minutes, and take your keys with you. Keep your room locked when you depart for weekends and School breaks.
- ☐ Politely offer assistance to persons in your building you do not recognize. If they have legitimate business, they will appreciate your help. If they do not, please call Hill Security immediately.
- ☐ Report maintenance issues, or anything suspicious or concerning, immediately to your Dorm Parent, Dean on Duty, or Hill Security.

## **Cleanliness**

Students are expected to keep their dormitory rooms, Student Center, Map Room, and all other public areas (both indoors and outdoors) neat and in good order, and to discard trash and recycling in appropriate receptacles.

## ***Community Consideration***

- ☐ Treat the dorm as you would your own home - with respect and concern for the people and property therein.
- ☐ Remember that the dormitory includes all areas of the dormitory building, not just your room. The dormitory also includes common areas, hallways, rest rooms, faculty apartments, basements, and storage and utility spaces. All rules that pertain to the dormitory apply to all areas within a dormitory building.

- ☐ Clean up after yourself when you use common spaces and outdoor patios.
- ☐ Do not leave coats, books, or other personal items in common areas. Keep them in your room.

### ***Procedure for Dorm Room Clean Up***

- ☐ Prefects and dorm parents will check rooms for cleanliness regularly throughout the week.
- ☐ Thorough weekly cleaning is required.
- ☐ Room checks are completed on a pass/fail basis. Demerits will be issued for rooms that do not pass inspection.

### ***Room Check Standards of Cleanliness***

- ☐ Floor is visible and uncluttered (no papers, clothes, trash, etc.).
- ☐ Bed is made.
- ☐ Trash cans and recycling bins emptied.
- ☐ Closet and other storage areas (including under the bed) are tidy.
- ☐ Surface areas (desk, windowsills, counter tops, dressers, bookshelves) appear clean and organized.

## **Getting Along With Your Roommate**

1. When roommates first meet, they should try several things to make living together go more smoothly:
  - ☐ Build the relationship by learning each other's story.
  - ☐ Do not make assumptions about one another's background.
  - ☐ Discuss your habits, your pet peeves, and any rules you'd like to set.
  - ☐ Discuss disagreement: how you have dealt with it in the past, and what you will do when disagreements arise in the future.
2. It is highly likely that roommates will have disagreements. If one occurs, remember:
  - ☐ Conflicts are not in and of themselves wrong.
  - ☐ Deal with minor tensions or disagreements when they surface. Small, unattended problems rarely go away; they usually become more difficult to address.
  - ☐ You can and should disagree without being disrespectful.
3. You have terrific resources available to assist you in dealing with disputes:
  - ☐ Prefects and other student leaders
  - ☐ Dorm Parents and Advisers
  - ☐ Faculty and Staff
  - ☐ Director of Residential Life
4. Roommate agreements can be created to help resolve issues with the support of the Dorm Parent, the Director of Residential Life, and the student's adviser.

## **Invitations**

Students may be invited to go off campus for dinner, movies, shopping, etc. by other Hill School parents or adult family members. Students are to make a Wave leave request, which is approved by the parent and Deans' Office or the Dean on Duty through Wave.

## **Property Protection**

Although theft at Hill is very rare, no space is completely safe from theft. As such, we encourage students to observe the following:

- ☐ Do not bring unnecessary valuables.
- ☐ Keep an updated inventory of all valuable belongings.
- ☐ Before arriving at Hill, write down serial numbers of all valuable equipment: computers, cell phones, etc. ITS can assist you in identifying the appropriate serial numbers to record.
- ☐ Do not keep large amounts of cash in your room.
- ☐ Keep small valuable items out of sight, in a closed drawer, or another safe place.
- ☐ Download the “Find My iPhone” app on your iPhone and iPad.
- ☐ Register your bicycle with the Security Office. Use a lock!
- ☐ Label your clothing with laundry tags or permanent marker.
- ☐ Make it clear to your friends and dormmates that you do not want them in your room unless you are present.
- ☐ Immediately report missing items to your Dorm Parent and/or the Deans’ Office.

The School is not responsible for stolen items. We recommend families insure all valuables and that students safeguard the belongings they bring to the School.

## **Visitation**

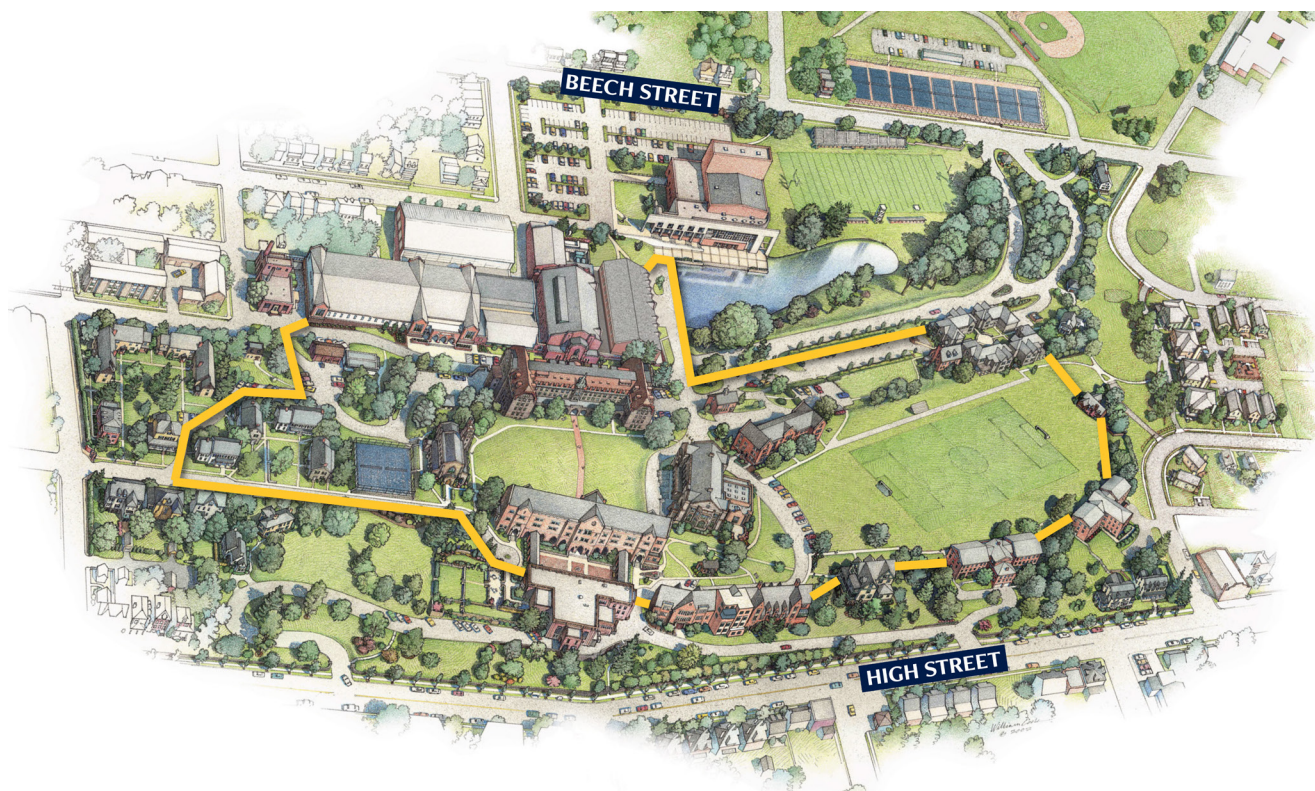
Students may not enter halls or dormitories assigned to the opposite sex. However, students seeking help from a faculty member who lives in a dormitory that houses the opposite sex may visit the faculty member from an outside or stairwell door. Students may study in other common rooms during study hall hours as allowed and directed by dorm parents. After the Fall Term, designated common rooms are open for social visitation; hours and regulations are posted in the daily newsletter, Today On The Hill. Students visiting other dormitories are always expected to Wave accordingly in real-time.

## **Building Safety**

The roofs, fire escapes, and upper-level porches of Hill School buildings are unsafe places for student activities. Students must stay off these locations at all times to avoid personal injury and damage to school structures. Students also are not to remove screens from dormitory windows or prop open outside dorm doors.

## **Campus Boundaries**

Students are expected to be within campus bounds by campus curfew. Campus bounds are defined by the yellow line as shown on the Campus Bounds map on the following page; a Campus Boundaries Map is also posted in the dormitories. After campus curfew, students may not cross Dell Road unless they are traveling to the CFTA or athletics complex for athletics, academic purposes (including music practice, art, and theatre), or a School-sponsored event. This includes faculty residences when invited by a faculty member for extra help, adviser meetings, etc. Students are also to be in well-lit areas after dark. The Class of 1971 Garden is also out of bounds after 7:30 p.m. unless it is specifically opened and available to students after this time. Students are expected to honestly communicate their locations on Wave in real time.



## Dormitory Curfew

Students may not leave the dormitory after check-in until the morning (see times below) and then must remain on campus until the end of the academic day. Students are not to leave the dormitory to pick up food deliveries after evening dorm curfew. Students may not leave their dormitory hall after 11:00 p.m. (or an earlier designated time by dorm parent). These instances will be treated like leaving the dormitory after check-in.

## Dormitory Morning Curfew

Monday through Saturday, students may not leave the dormitory prior to 7:30 a.m. breakfast. On Sunday, students may not leave the dormitory until 9:00 a.m. The following exceptions to the morning curfew are:

- ☐ Students who have a Wave-approved leave are to sign out with the Dorm Parent on Duty prior to departing the dormitory.
- ☐ Students may exercise in the Athletics Facility starting at 6:15 a.m. Monday through Friday. Students are to Wave-On Athletics Facility
- ☐ Students may use the Far Fields to exercise after sunrise. From sunrise to the end of the academic day Monday through Friday, or from sunrise to 11:30 a.m. on weekends, students wishing to use the Far Fields to exercise are to call the Security radio (610-327-3060) and inform Security of their plans. After calling Security, students are to Wave-ON FAR FIELDS.

**Pottstown Sunrise:** <https://sunrise-sunset.org/us/pottstown-pa>

Students departing the dormitory during morning hours before classes begin are expected to follow regular School rules and expectations.



## **Dorm Check-In**

To promote the safety and well-being of our students, we confirm students' location at important points throughout the day. This includes dorm check-in with the Dorm Parent on Duty as stated in Today on The Hill. It is essential that students report promptly for check-in and remain in the dormitory after final check-in.

Students are expected to Wave accordingly, in real time.

## **Evening Hours**

Evening dormitory hours are for study and sleep, and students must be respectful of one another's needs to do both. From 7:00 p.m. until 7:00 a.m. (Sunday-Friday), the dorm should be quiet. During these hours there should be no distractions from study and sleep. During designated study hall time, 7:30 to 9:30 p.m., students should be especially respectful of one another's needs for quiet work time.

Students are to refer to Wave for daily facility hours.

## **Study Hall**

### **7:30 – 9:30 p.m., Sunday - Thursday**

Formal study hall conditions:

- ☐ Boarders check-in at 7:30 p.m. (day students on campus are to check-in at 7:30 p.m. at their affiliated dorms, and Wave On-Campus)
- ☐ Prefects on halls, under form dorm doors open
- ☐ Common Rooms available for group study ("Open Common Rooms" are not available until directed, not until midway through the fall term at the earliest)
- ☐ No TV or gaming
- ☐ Overhead School lighting must be on; no LED lighting permitted during study hall hours
- ☐ Extra help sessions

### ***Study hall requirements:***

- ☐ Third and fourth form dorm room doors open. Fifth form dorm room doors should be open at the discretion of the dorm parent.
- ☐ No music except through headphones.
- ☐ Quiet group study in rooms or common rooms only with permission.
- ☐ Students may leave the dorm for extra help or to work in the Ryan Library, Warner Center, or Shirley Quadrivium Center. Students should Wave accordingly in real-time and are expected to be where they say they are.
- ☐ Study hall time should be used exclusively for academic work.
- ☐ Television, gaming, or socializing is not allowed during this time.
- ☐ Fourth form and fifth form students may sign-out briefly to The Grille to pick up a snack during study hall. Third form students may not visit The Grille during study hall.
- ☐ Third formers may not sign out to the Ryan Library, Warner Center, or Shirley Quadrivium Center during study hall without a note or permission from a faculty member.
- ☐ Tuesday nights are designated for Family Night dorm meetings and activities. Once checked in for study hall on Tuesdays, students are to remain in the dorm.

### ***Study hall requirements for sixth formers:***

- ☐ Once checked in for study hall, sixth formers have the privilege to use study hall time as they wish with the exception of sleeping. Ideally, they should use this time for their own academic work or to assist under formers academically. At a minimum, they must maintain the quiet study environment of the dormitory.
- ☐ Sixth formers may have their doors closed during study hall. In addition to normal places of study, sixth formers have the privilege to go to the Student Center, Grille, or Fitness Center when it is open. Students should Wave accordingly in real time and are expected to be where they say they are.

## **Lights Out**

**Third Form:** 10:30 p.m.

**Fourth and Fifth Form:** 11:00 p.m.

**Sixth Form:** In rooms by 11:00 p.m.; recommended lights out midnight

## **Technology Use for Third and Fourth Form**

- ☐ Third formers will hand in phones during study hall and at lights out. Phones will be kept in charging ports, stationed in the hallway. This is intended to limit distractions while allowing access to phones in the case of emergencies. Notifications and sounds should be turned off.
- ☐ Fourth formers are permitted to keep their phones during study hall, and they should be kept on the desk, away from arm's length at lights out. Notifications and sounds are to be turned off. Laptops and desktop computers are to be turned off at lights out and should not be within arm's reach. This policy is in effect Sunday through Friday evenings. Saturday is the only evening that students are allowed to be on their devices, quietly, past 11:00 p.m.

## **Food Deliveries**

Students are permitted to have food delivered to campus on Friday, Saturday, and Sunday only. (Friday 6:00 – 10:00 p.m., pick up by 10:00 p.m.; Saturday Noon – 11:00 p.m., pick up by 11:00 p.m.; Sunday Noon – 7:30 p.m., pick up by 7:30 p.m.).

Food is to be delivered to 871 E. High Street, which is a supervised drop-off area during the times listed. Delivery persons are not permitted on campus. Students are expected to interact with local establishments in the same way that they are expected to interact with Hill School community members.

## **Off-Campus Permissions**

Students must sign-out using Wave whenever they depart campus. A student who wishes to be excused from any School commitment for a special occasion must first receive permission from the Deans' Office. Students may leave the campus in groups to walk into Pottstown after the academic day and Wave in real-time accordingly. Students must also notify the Deans' Office, their Dorm Parent on Duty, or the Dean on Duty prior to departing, and return to campus by dark, or by 6:00 p.m. for seated dinner, and by 7:15 p.m. on evenings with buffet dinner, whichever comes first.

As part of the process to leave campus in a motor vehicle, students must submit, in advance, a leave request on Wave. The request needs to be approved by a parent and the Deans' Office or the Dean on Duty. After both parties approve the leave, students must sign out with the Deans' Office, the Dorm Parent on Duty, or the Dean on Duty before leaving campus. Upon returning to campus, students are to sign in with the Deans' Office, the Dean on Duty, or Dorm Parent on Duty. Students who are out-of-bounds during campus or dormitory curfew without proper sign-out and communication will face disciplinary consequences (refer to Campus Boundaries, page 23).

Concerts and special events: Students should not purchase tickets in advance nor accept invitations to proms, dances, concerts, athletics events, and other social functions without first obtaining permission from the Deans' Office. Attending weeknight concerts is a sixth form privilege, granted a maximum of one concert per term, and will not be extended to under formers. Students are required to be chaperoned by an adult over age 21 for the concert. It is the student's responsibility to arrange for a chaperone and transportation and to notify the School about these arrangements. Students may not miss a required appointment (e.g., athletics) to attend a concert and must check in by midnight.

### **Weekend Departure Sign-Out Procedure**

- ☐ Complete Wave Leave Request by Thursday at 1:30 p.m.
- ☐ Parental permission received through Wave by Friday at 10:00 a.m.
- ☐ Permission from your inviting host, if needed, must be received through Wave by Friday at Noon.
- ☐ Student verifies approved confirmation through Wave by Friday at 3:00 p.m.
- ☐ At time of departure, students are to sign-out with the Deans' Office, the Dorm Parent on Duty, or the Dean on Duty.
- ☐ Failure to follow procedure will result in a disciplinary response.
- ☐ Falsifying any part of a sign-out request is an Honor Code violation.

## **Weekends and Vacations**

An open weekend begins following a student's last commitment of the week (Friday, Saturday, or Sunday afternoon commitment, where applicable). For example, students may not depart on Friday overnight and return on Saturday for School commitments. They must meet with their last class, take their last examination, participate in athletics, and attend every other required school commitment as scheduled before departing for a weekend overnight leave. The same expectation exists leading into School breaks. Early departures and/or late returns to school from weekends or vacations are typically unexcused absences.

Students are permitted to leave campus to an approved adult-hosted location as specified and parent-approved on Wave. Students are not permitted to stay in a hotel without an adult host 21 years or older. All boarding students are required to return from their weekend before 7:15 p.m. Sunday. They are also required to return from holiday weekends and vacation breaks by 7:15 p.m. Any time a student will be late, they must call the Dean on Duty to notify them. Recurring late returns will result in a disciplinary response.

The School has traditionally set aside several designated "closed" weekends when our boarding students stay together on campus as a community. These weekends afford our students the opportunity to bond with their peers, support their teams, attend dances, and participate in other activities as a school. All boarding students must stay on campus during these designated weekends. All special leave requests must be requested and approved by the Deans' Office.

The School does not provide housing during Long Weekends (fall, winter, spring), Thanksgiving, Winter Holiday, and Spring Recess. Students must make plans to leave campus after their last commitment and may not return until the designated date and time. Dormitories close at 4:00 p.m. on departure days. Dorms open at 3:00 p.m. on arrival days following a school break.

The Hill School is obligated to know how to reach all Hill students during weekends and breaks. Therefore, any change or cancellation of approved weekend leave plans must be made through the Deans' Office or with the

Dean on Duty. To cancel their approved weekend leave plans, students must inform the Dean on Duty and the Dorm Parent on Duty as soon as they are aware that they will not be leaving campus for the weekend leave.

### **2023-24 School Year Closed Weekends**

- ☐ September 8 – September 10
- ☐ September 15 – September 17
- ☐ November 3 – November 5
- ☐ January 12 – January 14
- ☐ May 24 – May 26

## **Fire Safety**

There should be no open flames of any kind in our residence halls because of the potential danger for dormitory fires. Matches, lighters, candles, incense, etc., may not be used in the dormitories.

The School conducts dormitory fire drills and makes periodic inspections of student rooms to help assure that our dormitories are safe places. Electrical fire and safety hazards are sometimes discovered during these safety inspections, and students may be asked to remove an electrical cord or an appliance.

Do not overload or alter electrical circuits or power strips. Power strip use is limited to computer components or low voltage items. Do not use power strips as extension cords.

Do not use multi-plug outlets in electric receptacles to create more plug-ins as this will cause an electrical circuit overload. Novelty LED lights can be hung on the wall with adhesive/stick on hooks. Do not use push pins or nails to hang lights.

Students may not tamper with smoke or fire detectors, fire alarms, fire extinguishers, or any other fire safety equipment.

We want students to be comfortable in their home away from home, but please do not bring an inordinate amount of furniture or items to the campus. Couches, coffee tables, cloth wall hangings, and extra chairs can block exits. False ceilings or vertical room dividers are prohibited, as is hanging anything from light fixtures and sprinkler heads.

Appliances are not allowed in dorms. Each hall has a communal refrigerator and a microwave oven for student use.



Staircase  
*Youngmoo Kim '16*



### **Important Safety Tips**

- ☐ Program Hill Security's phone number into your cell phone: 610-327-3060. Also, program in your Dorm Parents' and prefects' numbers.
- ☐ Keep your dorm room locked and valuables in your lock box.
- ☐ Travel into Pottstown in groups of two or more; take the main roads and avoid back alleys.
- ☐ Do not keep large sums of cash in your wallet or in your room.
- ☐ Do not prop open outside dorm doors.
- ☐ Register your bicycle at the Security Office. Lock up your bicycle in an assigned storage location. Buy a good caliber U-bolt lock to protect your bicycle.
- ☐ Secure your belongings when away for a weekend or on vacation.
- ☐ Do not bring valuables to the gym.
- ☐ Label all your belongings including smartphones, tablets, and calculators. Install "Find My iPhone" app on your iPad and iPhone.
- ☐ Keep your eyes open, report suspicious behavior, and be an activist in your hall.
- ☐ Theft in dormitories can happen. Report suspicious activity to your Dorm Parent.
- ☐ Keep an eye out for strangers on campus and immediately call Hill Security with an accurate description.
- ☐ Report thefts and crimes immediately to your Dorm Parent, the Deans' Office, and Hill Security.
- ☐ Potential safety issues and concerns may be directed to a Dorm Parent, the Deans' Office, or Hill Security.

## **Packing Checklist for Boarding Students**

Attending The Hill represents most students' first experience living away from home. Therefore, we encourage students to make their dorm rooms feel "like home." Photos of family and friends, plants, and a favorite pillow or blanket are a few of the comforts of home students may want at The Hill. Please review the NOT PERMITTED LIST on page 31 very closely.

Student dormitory rooms have some basic items that every student needs for safety, comfort, and the ability to function within a residential community. Our student rooms come in all shapes and sizes. Except for a few rooms, all our dorm rooms are doubles. Living in a dormitory community with other teenagers helps students develop important life skills and independence. Below students will find an outline of what items are provided by the School, items to bring, items to consider bringing, and prohibited items.

Dormitory Furnishings: The School provides basic furnishings for residential living - window blinds and/or shades, twin bed and mattress, desk, chair, wastebasket, dresser, and closet space per person. Here are a few additions to bring to campus.

**Bedding:**

- ☐ XL Twin sheets - two sets
- ☐ Mattress cover
- ☐ Blanket
- ☐ Pillows
- ☐ Bedspread, comforter
- ☐ Sleeping bag (sixth form only for form retreat)

**Toiletries:**

- ☐ Towels/washcloths
- ☐ Shower caddy/Shower sandals/flip flops
- ☐ Personal toiletries (shampoo, soap, toothbrush, toothpaste, razors, etc.)
- ☐ Tissues
- ☐ Hand sanitizer

**Clothes/Storage:**

- ☐ Dress code items (see page 58 for specifics)
- ☐ Winter jacket/parka
- ☐ Gloves, scarf, winter hat
- ☐ Clothes hangers
- ☐ Rain/snow boots
- ☐ Umbrella and rain jacket
- ☐ Laundry bag
- ☐ Laundry detergent, stain remover, dryer sheets (if not using the laundry service)
- ☐ Clothes drying rack
- ☐ Small sewing kit
- ☐ Under-the-bed bins or storage crates

**Desk and School Supplies:**

- ☐ Traditional alarm clock is required for third form boarding students
- ☐ Energy-efficient desk lamp
- ☐ School supplies (i.e., pens, binders, notebooks, highlighters, stapler, etc.)
- ☐ USB or flash drive
- ☐ Stamps/envelopes/address book
- ☐ Calendar/assignment book/planner
- ☐ Backpack/tote bag
- ☐ Three-prong extension cord (UL approved)
- ☐ Three-prong power strip and surge protector
- ☐ Flashlight
- ☐ Dry erase markers

**Food/Food items:**

- ☐ Snacks (with sealable containers to store leftovers)
- ☐ Drinks (water/sports drinks/soda)
- ☐ Reusable mug/cup
- ☐ Dishes/bowls/plates/utensils
- ☐ Environmentally-friendly dishwashing liquid/sponge
- ☐ Two reusable water bottles with names clearly on them

**Medical/Health Related Items:**

- ☐ First aid kit
- ☐ Over-the-Counter medications (Note: prescription pain and psychotropic medications must be stored at the Wellness Center)

**Other items you do not need, but many students like to have:**

- ☐ Fan
- ☐ Decorations (must be hung so as not to damage walls or paint or create fire hazards, Command™ Strips preferred)
- ☐ Pictures from home
- ☐ Bedside table
- ☐ Non-toxic cleaning supplies (disinfectant, cleaning spray and/or wipes)
- ☐ Cell phone and charger
- ☐ Headphones for use during study hall
- ☐ Books for pleasure reading
- ☐ Board games and a deck of cards
- ☐ Sunscreen and sunglasses
- ☐ Bug spray
- ☐ Sports equipment like a tennis racket, Frisbee, golf clubs, ice skates
- ☐ Blanket for outdoor use

**Items to consult with your roommate about bringing:**

- ☐ Rug
- ☐ Curtains
- ☐ Accent chair
- ☐ Small sofa (Note: students are responsible for storing furniture over the summer)

## **Not Permitted List**

- ☐ 3D printers
- ☐ Air conditioners
- ☐ Air Fryers
- ☐ Alcohol, nicotine, illegal substances, and accessories
- ☐ Any networking hardware such as hubs, routers, switches, and Wi-Fi access points or extenders
- ☐ Blenders (electric or USB-powered)
- ☐ Candles/incense
- ☐ Coffee makers of any kind
- ☐ Darts/dart boards
- ☐ Drones
- ☐ External monitors over 27"
- ☐ Firearms, weapons, or paint guns (including bb guns, air guns, hunting rifles, ammunition, bows, arrows, or knives)
- ☐ Fireworks or explosives
- ☐ Fog machines
- ☐ Halogen lamps/bulbs
- ☐ Hammocks
- ☐ Hot pots/hot plates, including George Foreman Grills
- ☐ Hoverboards/electric skateboards, electric scooters, e-bikes, minibikes (powered transportation vehicles)
- ☐ Immersion coils
- ☐ IoT devices (lightbulbs, robots, Wi-Fi speakers, etc.)
- ☐ Iron
- ☐ Lava lamps
- ☐ Lighters/matches
- ☐ Mercury thermometers
- ☐ Microwave ovens
- ☐ Non-approved prescription drugs
- ☐ Portable grills
- ☐ Projectors
- ☐ Power tools
- ☐ Refrigerator
- ☐ Security devices or cameras
- ☐ Space heaters
- ☐ Streaming devices (Roku, Fire Stick, Chromecast, smart TV)
- ☐ Sun lamps
- ☐ Tattooing tools/ear piercing guns and accessories
- ☐ Toasters/toaster ovens or any kitchen electrical appliance
- ☐ TV/DVD players
- ☐ Water dispenser/delivery
- ☐ Voice assistant devices (Amazon Echo, Dot, Google Home, etc.)



## Summer Storage and Shipping

The Hill School contracts with Dorm Room Movers to oversee and handle all moving, storage, and shipping needs for our returning and graduating students. All Hill families are eligible to use this service if they wish to store any belongings over the summer or have their belongings shipped to college (or anywhere else). Families interested in working with Dorm Room Movers can register online. Dorm Room Movers customer service team is available via online chat, email at [info@dormroommovers.com](mailto:info@dormroommovers.com), or phone 623-295-0589. We encourage families to use this service; it will be the only option for summer storage. All items not stored will need to be manually removed from campus or discarded by the last day of school. Student accounts will be charged if rooms need repair or are left untidy.

Dorm Room Movers is an independent service provider. The School is not responsible for any items stored, and will not make restitution for any lost, damaged, or missing items.

Any items left in dormitory rooms or any other areas on campus may be discarded or donated to a local charity.



Picnic Bench  
*Charles Hogan '19*



Trust Me  
*Megan Mikuen '19*

# Day Student Life

## SECTION CONTENT

- 34 Drop-Off and Pick-Up
- 34 Attendance
- 34 School District Transportation
- 35 Motor Vehicles
- 35 Lockers
- 36 Dorm Access
- 36 Evening Responsibilities
- 37 Overnight Requests
- 37 Boarding Requirement



*Local day students represent approximately 20 percent of The Hill School's student body. Day students and their families are a vital part of The Hill community, and we encourage day students to become fully involved members by participating actively in campus life. We especially welcome day students to be on campus during the weekends and participate in events planned by our Student Life Association. Residential programming offers day and boarding students an opportunity to unwind from a demanding weekday schedule and to build lasting friendships by socializing together as a community. It is just as important for day student parents and guardians to get to know their child's adviser, and to encourage their child to take full advantage of the School's academic, athletics, and social life. Day student families are also essential in helping to host boarders for weekend overnights, or boarders who live too far from campus to travel home for holidays and long weekends.*

**For questions or support at any time, day student families may contact the Day Student Dean at [deilberg@thehill.org](mailto:deilberg@thehill.org).**

## **Drop-Off and Pick-Up**

Students are to be dropped off and picked up at the CFTA Parking Lot. Please refrain from using the Gatehouse and driving on campus.

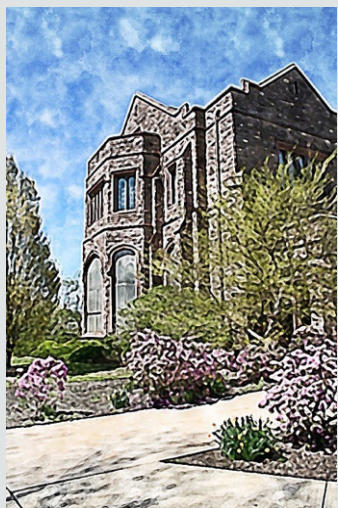
## **Attendance**

Day students must remain on campus from the beginning of their first commitment until their last commitment for the day. Unless they are informed to the contrary, we expect day students to attend all required School functions, including those special events which occur in the evening or weekend hours. All students must attend seated dinners. Please check the School calendar and website for School obligations and plan out-of-school commitments accordingly. Requests to miss school for medical appointments should be communicated via email to [daystudentill@thehill.org](mailto:daystudentill@thehill.org). Students are to communicate in advance with the Deans' Office all other requests to miss any School commitment. Please see pages 46 and 51 for our policy on academic and athletic absences.

## **School District Transportation**

School district transportation is coordinated through one's public school district. Parents and guardians are to contact their school district if interested in bussing. If a day student normally uses transportation provided by a public school district, either the student or their parents/guardians should notify that school district when transportation is not needed. Too often bus and van drivers are found waiting for students who have failed to notify their school district that they would not need the transportation provided. Also, day students should be aware when their school district will not provide transportation on certain holidays, in-service days, etc. so that they can make other arrangements. Check the calendar and website of the school district where the student resides for more information.

If, during the school day, the weather deteriorates and there is the likelihood of an early pick-up, those students bussed by public school districts should check with the Community Life Office. Students will be notified as soon as information is received from the school districts.



Memorial Room Outside  
Artist Unknown



In the event of a Head of School Holiday, school districts will be notified to cancel transportation and parents/guardians will be responsible to make other arrangements if needed.

## **Motor Vehicles**

Day students are expected to adhere strictly to the following regulations, or their privileges will be revoked regardless of the inconvenience caused by the loss of these privileges. In addition, students may be subject to disciplinary action

These regulations stem from insurance requirements and applicable laws, as well as the School's interest for the welfare of its students:

1. Day students must register their vehicles at the Deans' Office. Students will be assigned a parking area and issued a parking permit.
2. At no time should a day student accept a boarding student as an occupant passenger in their motor vehicle. Day students who violate this rule will lose their driving privileges and are subject to further discipline.
3. Day students may transport other day students to and from school only with the permission of the parents/guardians of both the driver and the passenger.
4. At no time should a day student drive their vehicle on campus or park outside of the CFTA parking lot. Driving to the Far Fields is not permitted.
5. Day students who drive their motor vehicles to School may not leave campus until after their last School obligation of the day. Students may be assigned a weekend of detention for their first violation. A second occurrence may result in the loss of driving privileges.
6. Day students who wish to depart campus to walk to a local venue and return to School are under the boarding rules and should notify an adult when departing campus and update their location in Wave in real time. Day students requesting to leave campus using School-approved transportation are under boarding rules.
7. The School is not responsible for damage or theft to a student's motor vehicle or any items therein.

### **Day Student Tips for Success**

- ☐ Budget your time wisely.
- ☐ Make friends with boarders- invite them to your home.
- ☐ Join a carpool.
- ☐ Know the rules regarding day students.
- ☐ Take care of the Student Center, Map Room, and locker areas.
- ☐ Reach out to your day student prefect with questions.

## **Lockers**

Day student lockers are in the Student Center and the Athletics Facility. Students may request a locker in the Student Center with the Community Life Office. The School requires that day students lock their lockers. They should not store belongings on top of the lockers or on the floor of the day student locker area.



Day students are to keep their athletics equipment in their athletics lockers in the Athletics Facility. Athletics lockers will be assigned at the beginning of the year. Note that the locker rooms in the Athletics Facility are to be used for dropping off bags in the morning and for changing clothes for co-curriculars in the afternoons. The locker room is not a space for socializing during free time, and access will be restricted during the academic day. Students are also responsible for keeping the gymnasium locker room organized and securing their belongings. The School is not responsible for theft as the facilities are, at times, rented to outside organizations.

## **Dorm Access**

Day students are assigned to an affiliated dorm. They cannot enter the dorm without a host from that dorm.

## **Evening Responsibilities**

Day students may not depart campus in a vehicle until after their final commitment, including seated dinners. Day students are to check in with their affiliated dormitory by 7:30 p.m. and Wave appropriately. Only sixth form students are permitted to use the Student Center or the Map Room during study hall hours. Day students who are on campus after 7:30 p.m. on a study hall night are required to be with an instructor receiving extra help, working with a classmate in a dormitory, attending a required function, or in the Warner Center or Shirley Quadrivium if they are open. All day students may also use the Ryan Library during study hall; however, third formers are only permitted in the McNally Room. Failure to attend a seated dinner and instead traveling off campus for dinner is a campus boundary violation.

Campus Curfew is the time that boarders have their final check-in at the dormitory and the latest day students are to depart campus:

**Monday, Tuesday, Wednesday, Thursday:** 9:30 p.m.

**Friday:** 10:00 p.m.

**Saturday:** 11:00 p.m.

**Sunday:** 7:30 p.m.

Students may not be on campus after final dormitory check-in without Deans' Office approval.

### **Day Student Guidelines for Property Protection**

- ☐ Lock all valuables in your locker.
- ☐ Take your laptop or iPad home with you at the end of the day. Install the "Find My iPhone" app on your iPad and iPhone.
- ☐ Do not leave coats, books, or other valuable items in the Student Center or Map Room.
- ☐ Mark your backpack clearly with your name so that it is easy to identify.
- ☐ Write down serial numbers of all valuable equipment: headphones, computers, cell phones, etc.
- ☐ ITS can assist you in identifying the appropriate serial numbers to record.
- ☐ Give a copy of this inventory to the Deans' Office to place in your file for easy access if something goes missing.
- ☐ Register your automobile with the Deans' Office. Park in your assigned area and lock your vehicle.
- ☐ Report missing items immediately to the Deans' Office.

## Overnight Requests

Occasionally, if School-required events are expected to end after 10:00 p.m. or require being on campus prior to 8:00 a.m., or if inclement weather arises, a day student may request to remain overnight at School. The day student requesting to spend the night must report to the Deans' Office personally before noon to complete an Overnight Request Form and receive permission from the dorm parent (one guest per room). A parent is required to phone the Deans' Office, 610-705-1288, or e-mail [permission@thehill.org](mailto:permission@thehill.org) before noon of that day to confirm the request. Students are required to stay with a boarder of the same form. When day students spend the night on campus, boarding rules apply. Violations will result in normal disciplinary consequences, including loss of dormitory privileges. If a day student needs a place to stay during school nights for personal reasons, they should reach out to other day student families to host.

### **Social Saturdays**

- ☐ Day students are invited to spend the night on campus for recreational purposes on Saturday nights of open weekends. Students may not request to stay overnight on Fridays unless the student is required to attend an event ending after 10:00 p.m. on Friday or a Saturday requirement prior to 8:00 a.m.
- ☐ Day students should make such requests in the Deans' Office by Thursday at 1:30 p.m. The deadline for completed request forms is Friday at Noon.
- ☐ Parents/guardians must confirm requests with the Deans' Office by Friday at noon. All deadlines must be met; late requests and confirmations will not be accepted.
- ☐ Day students are under the School's boarding rules while on campus.

## Boarding Requirement

All students must board at The Hill for at least one year to be eligible for a diploma. Typically, day students fulfill this requirement during their sixth form year.



Painting  
*Harry Park '19*



Sheppard House  
*Catherine Macklin '13*

# Academics

## SECTION CONTENT

39	Daily Academic Schedule	46	Promotion/Re-Examinations
40	Academic Graduation Requirements	46	Course Selection and Summer Work
41	Homework and Studying	46	Academic Absences
41	Use of Generative AI Tools	47	Sixth Form Regulations
41	Full-Period Assessments	47	Study Abroad
42	Returning Student Work		
42	Term Summary Assessments		
42	Academic Work During School Holidays		
42	Grades		
43	Grading System		
43	Incomplete Grades		
44	Extra Help and Academic Support		
44	Academic Accommodations		
45	Independent Studies		
45	Flex Period Student Guidelines		
46	Students of Academic Concern		



*The Hill School has very high expectations regarding academics, which revolve around respect: respect for learning, respect for self, respect for others, and respect for the environment in which we live.*

## Daily Academic Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A (8:25-9:13)	C (8:25-9:40)	E (8:25-9:40)	A (8:25-9:40)	G (8:25-9:40)
B (9:20-10:08)				
Break	Chapel (9:50-10:15)	F (9:47-11:02)	Advisory (9:50-10:15)	Chapel (9:50-10:15)
C (10:20-11:08)	D (10:25-11:40)		Break	B (10:25-11:40)
D (11:15-12:03)		Lunch (11:47-12:17)	G (11:17-12:32)	
Adviser Lunch (12:10-12:45)	A (12:24-1:39)			Lunch (12:39-1:09)
E (12:52-1:40)		Flex Period (1:46-2:08)	Faculty Meeting (1:16-2:16)	
F (1:47-2:35)	B (2:15-3:30)			
G (2:42-3:30)				



## **Academic Graduation Requirements**

Graduation requirements depend upon the year a student is graduating from Hill. Please read carefully.

### **Arts**

- ☐ Students entering in the third form: at least 3 terms of Arts courses.
- ☐ Students entering in the fourth form: 3 terms of Arts courses.
- ☐ Students entering in the fifth form: 2 terms of Arts courses.
- ☐ Students entering in the sixth form: 1 term of an Arts course.

### **English**

- ☐ Required each year a student is at Hill. This requirement may be met through enrollment in English 1, 2, 3, and 4.
- ☐ Fifth and sixth form students may also meet the English requirement for those two years by enrolling in Humanities 3 and 4.
- ☐ No student may graduate without successful completion of the English 4 requirement.

### **History and Social Sciences**

- ☐ Students entering in the third form: 20th Century History taken in the third form and United States History taken in the fifth or sixth form.
- ☐ Students entering in the fourth form: two years of History and Social Sciences, one of which must be United States History taken in the fifth or sixth form.
- ☐ Students entering in the fifth or sixth form: one year of United States History.

### **Languages** (*Greek, Latin, Arabic, Chinese, French, Spanish*)

- ☐ Completion of the study of one World or Classical Language through the third-year level or
- ☐ Completion of the study of two different languages through the second-year level.

### **Mathematics**

- ☐ Completion of Integrated Mathematics 33 or higher.

### **Religious Studies and Philosophy**

- ☐ One year of Religious Studies and Philosophy.

*This must be taken in the fourth, fifth, or sixth form year. In addition to courses offered by the Religious Studies and Philosophy Department, Greek 3 Honors and Advanced Latin Seminar also fulfill the requirement when taken simultaneously with a second language at an upper level. Postgraduates are not required to take a Religious Studies course.*

### **Science**

- ☐ 2 years of Laboratory Science.

### **Important Notes**

- ☐ All course plans are subject to the approval of the Director of Studies and Instruction.
- ☐ Fifth and sixth form course plans must also be approved by the College Counseling Office.
- ☐ All students must be enrolled in at least five classes per term.
- ☐ Under no circumstances will a student be allowed to enroll in more than six graded courses with the sole exception of an Engineering course as the seventh graded course.
- ☐ Students planning to study away from Hill for a year or a semester must first consult with the Director of Studies and Instruction to make sure their overall academic program satisfies Hill's graduation requirements.

### **Course Additions**

Students may add a term course through the end of the first week of that term. A year-long course may be added through the end of the fourth week of the fall term but not thereafter.

### **Course Changes and Drops**

Sixth form students have until the midterm of the fall term to drop a year-long course without the drop being recorded on their transcript. A term course can be dropped by the end of the fourth week of that term to avoid being recorded. After those deadlines, all dropped term or year-long courses will be recorded as either W for nongraded courses, WP for Withdrew Passing, or WF for Withdrew Failing. Year-end transcripts for students who change levels by the deadline will only record the course into which the student changes. The grade for the year will be determined by the grades for the course into which the student changes, with the exception of embedded honors where all grades will be included.

Under form students have until the end of the first week of the winter term to drop a year-long course without the drop being recorded on their transcript. A term course can be dropped by the end of the fourth week of that term to avoid being recorded. After those deadlines, all dropped term or year-long courses will be recorded as either WP for Withdrew Passing or WF for Withdrew Failing. The grade for the year will be determined by the grades for the course into which the student changes, with the exception of embedded honors where all grades will be included.

It is critical that fifth and sixth formers consult their college counselors before making any schedule changes. Sixth formers may need to report any dropped courses to colleges. Exceptions to the course change policies may be granted by the Academic Dean and Director of Studies and Instruction in consultation with the instructor, department chair, adviser, and college counselor, as needed.

### **Homework and Studying**

- ☐ Students will be informed through Canvas of their evening work in any course, which typically happens by the end of the period that class meets. If necessary, a teacher may post an assignment on Canvas up to 30 minutes after the end of that academic day.
- ☐ Homework assignments are either due at 10:30 p.m., 8:15 a.m., or during the class meeting.
- ☐ Any full-period assessment or any formal writing assignment has at least a week's notice of the due date.

### **Use of Generative AI Tools**

Use of or consultation with generative AI tools as a substitute for student effort and academic engagement is viewed by the School as unapproved assistance from another person; therefore, unless otherwise specified, using generative AI tools to complete an assignment or assessment is not permitted. If the use of AI is permitted by the instructor, students who use AI on assessments or assignments are required to acknowledge its use. Failure to do so would be in direct violation of the third tenet of the Honor Code: *Our academic work is an honest expression of our ability.*

### **Full-Period Assessments**

Students who have three full-period assessments on the same day may ask their teachers whose assessment was announced last for permission to complete that assessment on an alternate date. Students should make this request well in advance to allow time for students and teachers to plan.

## **Returning Student Work**

- ☐ Understanding the value of timely feedback to our students, Hill faculty will make every reasonable effort to return minor assessments within two or three class meetings and major assessments in a week.
- ☐ Teachers typically tell their students when they are planning to return assessments.
- ☐ Work included in a midterm grade is typically returned no later than the same day midterm grades are due to the Academic Office.
- ☐ Work included in a term grade is typically returned no later than the first day of the next term. Aside from the final assessment, teachers grade and return to students any work included in the spring term grade prior to the last day of the term.

## **Term Summary Assessments**

Summary examinations and assessments may be held during the last week of the fall and spring terms. Students are expected to take any such assessments at the scheduled time, particularly since some may include a participation component. The final assessment in a course in the Fall or Spring Term may account for up to one-third of the term grade, as announced on the course syllabus.

Final assessments in different sections of the same course will be substantially similar. Changes to a student's schedule during the final week of a term may only be granted by the Academic Dean. The schedule for the final week of the term may be found on The Hill's calendar. Students who take an AP exam for their course may be exempted from the spring final exam, as determined by the teacher and department.

## **Academic Work During School Holidays**

- ☐ Courses that require summer academic work should be indicated in the course description.
- ☐ Teachers may assign a typical night of homework for the first day of classes after a long weekend or a longer break.
- ☐ The teacher of an Advanced Placement or College Level course may assign additional work/reading over breaks or recesses that are a week or longer (Thanksgiving, Winter, and Spring). That work should take a typical student in the course no more than four hours to complete. The course description and syllabus typically indicate that work will be expected over breaks and teachers should detail what that work will be at the start of the year/term.
- ☐ The teacher of an Honors or regular course may assign additional work/reading over breaks and recesses that are a week or longer (Thanksgiving, Winter, and Spring). That work should take a typical student in the course no more than two hours to complete. The course description and syllabus typically indicate that work will be expected over certain breaks, and teachers detail at the start of the year/term.

## **Grades**

Grades are reported to students and parents at the middle and end of each term. Grades within a term are calculated based on the policy in each teacher's syllabus published on Canvas. For year-long courses, the year-end grade is an average of the three term grades.

Mid-term grades are indicative of a student's progress at that point of the term, but they do not necessarily reflect half of the grade for the term; it may be more or less than half, depending upon the course's grading policy and the length of the term.

Grading System				
Letter Grade	Percentage Grade	Equivalent GPA	Honors	Ap and Post-AP
A+	97-100	4.333	4.875	5.416
A	93-96	4.000	4.500	5.000
A-	90-92	3.666	4.124	4.583
B+	87-89	3.333	3.750	4.166
B	83-86	3.000	3.375	3.750
B-	80-82	2.666	2.999	3.333
C+	77-79	2.333	2.625	2.916
C	73-76	2.000	2.250	2.500
C-	70-72	1.666	1.874	2.083
D+	67-69	1.333	1.500	1.666
D	63-66	1.000	1.125	1.250
D-	60-62	0.666	0.749	0.833
F	0-59	0.000	0.000	0.000

☐ Dean's List is earned with a GPA in the top-20 percent of that student's form each term.

## Incomplete Grades

A student who receives an Incomplete (I) for a grading period needs to make up that work promptly. While specific deadlines may vary, the rule of thumb is that the student has as many days to make up their work as they were absent from school.

Immediately upon returning from an extended absence, a student should consult with the Director of Studies and Instruction to plan a schedule of make-up work.



## Extra Help and Academic Support

A major advantage of attending a boarding school is the availability of faculty and their willingness to provide extra help to students.

To take advantage of extra help, students should:

1. Appear on time for appointments and notify the instructor of any change of plans;
2. Identify the need for extra help and clearly communicate this need to the instructor; and
3. Prepare to benefit from instruction; e.g., the student should have memorized formulas and vocabulary and be able to pose specific questions to help focus on problem areas.

Extra help sessions are generally group oriented. Students may also seek out the help of a peer tutor or department fellow, who is a student with experience in helping other students in particular disciplines. For those students for whom extra help and peer tutors are insufficient, private tutors may be engaged. The Academic Office maintains a list of tutors who are permitted to work with Hill students. In addition, students may seek out the Learning Support Coordinator in the Academic Office for further help with organization, study skills, and academic support.

## Academic Accommodations

The School does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The Hill School is committed to providing appropriate and reasonable accommodations to students with a diagnosed condition that meets the definitions of a disability established by the Americans with Disabilities Act (ADA). If a student has a disability and would like to request academic accommodations, documentation should be shared with the Academic Office to the attention of the Learning Support Coordinator. This documentation must be current (within the last 3 years) and include a formal psycho-educational evaluation performed by a licensed psychologist or psychiatrist. The Hill School will honor prior documentation that does not meet these standards for 6 months, if the process to acquire a formal evaluation has been initiated. Please note that the provision of accommodations in a previous educational setting does not guarantee that they will consequently be approved at The Hill.

Students with documented disabilities may also be eligible for accommodations through the standardized testing agencies. For more information about this application process, please contact the Learning Support Coordinator.



Archway and Hill Shield  
*Jaeyoung Park '19*



Street View  
*Ashley Delgado '19*

No waivers of academic graduation requirements will be granted.

The School's academic program is rigorous, and students are expected to meet high academic and community standards. As a primarily residential program, the School also expects students to demonstrate a good deal of independence and accountability. These pedagogical components are intended to help students develop for life at Hill and beyond and, therefore, are fundamental to the School's program and environment. The School necessarily takes into account the foundational expectations for students and the services and support it can provide when considering requests for accommodation.

Even after supportive services and accommodations have been put in place, a student may still not be able to satisfactorily fulfill the School's academic requirements. In such instances, the School's Academic Support Team may recommend that the student's needs are inconsistent with, or beyond the scope of, services the School is able to reasonably provide. At that time, the Head of School and/or Academic Support Team will decide whether it is appropriate for the student to remain at the School.

## **Independent Studies**

The Hill offers students the option of engaging in both Regular and Honors Independent Studies.

A Regular Independent Study project is a two-term research project which is undertaken by a Hill School student under the formal guidance of a faculty member. It is designed to provide the able and interested student an opportunity to pursue an independent investigation or study without the requirement of class meetings or tests. Students of any form are eligible to apply. A Regular Independent Study may be a student's sixth or seventh class and upon completion will be awarded a Pass with Distinction, Pass, or Fail.

An Honors Independent Study project is a year-long intense research project which is undertaken by a Hill School student entering the sixth form year under the formal guidance of a faculty member. Work begins the summer before the sixth form year. It is designed to provide the able and interested student an opportunity to pursue a deep independent investigation on a topic outside Hill's curriculum. An Honors Independent Study receives a letter grade and may only be taken as a student's sixth course.

Any student wishing to undertake an independent study must submit a proposal to the Academic Dean, outlining the subject matter and scope of the study. For further information on Independent Studies, see the Academic Dean.

## **Flex Period Student Guidelines**

Flex Period/Office Hours are allocated, unstructured time each week which allow for Hill community members to engage in academic community building outside the constraints of a formal class period. During the Flex Period/Office Hours, students are expected to be in one of the following Academic spaces:

- ☐ Classrooms (Quadrivium Center, Athey Academic Center, CFTA, or Writing Center classroom)
- ☐ Shared academic space (study room, lobby, alcove, Library) with teacher supervision

Students are expected to be in the presence of a Hill Faculty member during the Flex Period/Office Hours. The Grille, Student Center, and Warner Center will be closed. Students may also use this time to meet informally with their Adviser, Coach, or College Counselor; give Admissions tours; or meet with a member of the Counseling staff. Please note that this period may not be used for planned meetings of student clubs or societies. Students should expect that their advisers will provide guidance on how Flex Time/Office Hours should be used and will help students track their academic engagement during these periods.

## Students of Academic Concern

The Executive Committee of the Faculty (“Executive Committee”) will review students who are struggling academically at the end of each term. That group may choose to place a student on a special status to indicate the group’s concern about the student’s ability to successfully complete all of Hill’s expectations. The Academic Dean and Director of Studies and Instruction will communicate the Committee’s decisions to the student and parents. A student placed on academic concern may have their re-enrollment contract held until later (usually May or June) when the School can determine whether the student may remain enrolled in the School.

## Promotion/Re-Examinations

Students should successfully complete all courses in which they are enrolled in order to return to Hill for the following school year. A percentage of 40 or below on a Spring Term exam may be construed as a course failure. Students who fail a course will need to take a re-examination. Re-examinations for failed courses are scheduled by the Academic Office. If the student passes the re-examination, a passing grade is recorded on the transcript.

## Course Selection and Summer Work

Returning students sign up for courses in the spring. Requests for honors and Advanced Placement classes are reviewed by the appropriate department. Before the end of the Spring Term, students will typically know the courses for which they have been approved for the following year.

Students who would like to do summer work to advance within a discipline must speak with the applicable department chair. Summer work may only be done to advance within a discipline to take a higher-level course. It may not be done to fulfill a graduation requirement. Any summer work must be approved in advance by the department chair. Students will need to submit a transcript to the Academic Office as soon as possible after the summer program is completed and prior to the student being placed in the higher-level course.

## Academic Absences

Because of the pace and challenge of The Hill’s academic work, absence from class places a considerable burden on absent students keeping up with their assignments, on classmates who benefit from the participation of the entire class, and on faculty maintaining the level of instruction. Parents are expected to respect the School calendar and understand the importance of student attendance to support and fulfill the School’s commitment to educating and providing a full Hill experience for their child and all Hill students. For this reason, parents should be aware that the School is reluctant to grant permission to miss classes for reasons other than illness or a similar serious matter. Requests for absences due to special circumstances should be made in person by the student at the Deans’ Office. Parents should then contact the Deans’ Office to confirm the request. If a request is approved by the Dean, whether excused or unexcused, it is the student’s responsibility to communicate with their teachers and coaches in advance of the absence (refer to Athletics Absences). If a student is placed on Academic Concern by the Executive Committee, it is unlikely that they will be permitted to miss a class.

**Excused absence.** An excused absence may be granted by a Dean of Students or the Academic Dean. For example, it may be granted to a student who is sent home to recover from an illness or to attend a family wedding or funeral. Some religious holidays qualify the students of that faith for an excused absence. If a student’s absence is excused, they will have the opportunity to make up all of the academic work they missed without penalty. Students typically are permitted one day for each day absent to make up any missed work. Failure to submit missed work promptly after an excused absence may result in the student receiving reduced or no credit for that work.

**Unexcused absence.** When a student is absent from School for reasons that are not accepted by the School, that student will be given an unexcused absence. Students will be required to complete any missed work or

assessments; that work will be assigned grades no higher than 59%. Students should not seek out individual teachers for exceptions to this policy. A student with an unexcused absence will not be penalized for missing meals, Campus Service, and other daily appointments. Students are highly likely to face disciplinary consequences for an unexcused absence.

**Early departures and/or late returns to school from weekends or vacations are typically unexcused absences.**

The School considers class attendance an integral part of the learning process, both for the individual student and the class as a whole. Any student who misses 20 percent or more classes in a term, or 20 percent of the school year in total, may be denied credit for that course.

If the student accumulates absences considered by the School to be excessive, the Academic Dean will confer with the Director of Studies and Instruction, the Dean of Students, relevant department chair, the adviser, the teacher, and, if appropriate, the Wellness Center Director, to determine an appropriate response. This may include, but is not limited to, the required Academic Office Saturday check-in, the student's withdrawal from, or failure to receive credit for the course. The student's transcript would include the notation "no credit" or "withdrawal" next to the course name.

If the decision has been made to remove a student from one or more courses due to excessive absences, the family may be advised how the student might make up the credit(s) in a manner acceptable to the School.

In extreme cases where a student's absence is so lengthy as to be intolerable (in the consideration of the School administration), the student may be required to withdraw from The Hill.

## **Sixth Form Regulations**

1. If a sixth former fails a course during the Spring Term, that failure may be construed as a year-end course failure, as determined by the instructor and the appropriate department chair.
2. Sixth formers must pass all their classes to graduate.
3. Sixth formers should realize that any rule violation during the last half of the Spring Term of school, and in particular during the week preceding Commencement, will place their participation in graduation and their Hill School diploma in jeopardy.
4. All sixth formers, unless officially excused, must attend the Commencement exercises if they wish to receive (or eventually qualify for) a Hill School diploma.

## **Study Abroad**

### ***School Year Abroad (SYA)***

The Hill School is one of 26 independent schools in the United States to participate in the School Year Abroad (SYA) Program, and since the program's inception more than 50 years ago, The Hill School has been a member of the SYA School Consortium. Each year, the SYA program allows 60 American students to live with European families for a full year. SYA Schools are located in France, Italy, and Spain. While abroad, students earn U.S. graduation credits and receive extensive preparation for the challenges of college life. Students are required to have two years of study, if applying to France or Spain, in the country's native language. SYA accepts beginners in the study of Latin and Italian, for the Classics focused program in Italy. Every year, Hill students apply to the program of their choice in the fourth form year, and study abroad during the fifth form year. The School Year Abroad organization's website has additional information. Questions about SYA can be directed to the Chair of the World Languages Department, Mr. Chris DeLucia.



***Semester Schools***

Schools such as the High Mountain Institute and The Island School offer single semester learning experiences to fifth and sixth form students. Hill School students are permitted to apply to such schools. Upon acceptance, the student is required to confer with the Director of Studies and Instruction to map out a course of study that will incorporate the semester school's offerings into the student's overall Hill course plan.

Questions about the above study abroad opportunities can be directed to the program coordinator, Academic Dean Katy Hudak, at [khudak@thehill.org](mailto:khudak@thehill.org).

# Athletics, Arts, and Community Service

## SECTION CONTENT

50	Athletics	54	Arts
50	Athletics or Afternoon Activity Requirement	55	Community Service
50	Code of Ethics for Players and Spectators		
51	Athletics Eligibility: Age, Training, Rules, and Athletics-Specific Consequences		
51	Athletics Absences		
52	Participation on Outside Athletics Teams		
53	Away Trips		
53	Dress for Athletics Participation		
53	School-Issued Uniforms and Equipment		
53	Student Leadership in Athletics		
53	Brookside Country Club		



*The Hill School firmly believes that education continues outside the classroom. To that end, and in support of our mission to educate students “for life”, our afternoon activity requirement involving athletics, arts, or community service is considered co-curricular rather than extra-curricular. Working with teammates, fellow cast and crew members, or friends towards a win, an excellent performance or exhibition, or in service to others provides unparalleled learning experiences and character development.*

## **Athletics**

The Hill Athletics program creates opportunities for student-athletes to compete at the highest level of independent school sports. We are committed to providing an experience that develops character, emphasizes teamwork, and encourages healthy lifelong habits.

The athletics curriculum offers interscholastic sports for students at varsity, junior varsity, or thirds levels of play. To provide for greater concentration on skill development and physical training for younger athletes, additional teams and activities have been added to enhance progressive reinforcement of sport-specific skills, sportsmanship, and team effort.

Interscholastic athletics or other afternoon activities are required of all students in each term of the year. You may follow [this link](#) to the Athletics Requirements page on The Hill School website.

## **Athletics or Afternoon Activity Requirement**

Interscholastic athletics or another afternoon activity is required of all students in each academic term.

### **Interscholastic Athletics Requirement**

- ☐ Third and fourth formers must play a minimum of one interscholastic sport each year.
- ☐ Fifth and sixth formers must participate in a minimum of one season of interscholastic athletics each year, either by playing, managing, or student training.

### **Important Notes**

- ☐ Certain sports and activities are capped at a specific number depending on space, coaches, etc.
- ☐ Sixth formers can play JV only if space allows.
- ☐ Fifth and sixth formers can play 3rds by approval only.

In addition, a student who chooses to pursue an Honors Independent Study may request to have the afternoon activity requirement reduced during all or part of one term. The request is first made through the student's Independent Study adviser and must then be approved by the Director of Athletics in consultation with the Academic Dean.

Students in any non-athletics activity, team managers, and student assistants to the trainers must complete a weekly fitness program concurrently during that term. Strength and Conditioning requires athletic director approval. Details of all non-interscholastic and other afternoon activities that do not fulfill the interscholastic athletics requirement can be found in the [Co-Curricular Packet 2023-24](#).

## **Code of Ethics for Players and Spectators**

Athletics at The Hill are an integral, co-curricular component of the educational program of the School. All participants, at all levels, and in all circumstances, as well as those who support them, are expected to adhere to the standards of conduct and exemplify the principles and values that inform every other aspect of life at The Hill.

**Thus, Hill student-athletes and supporters are expected to:**

- 1. Respect the opponents**
  - a. Recognize and appreciate excellence regardless of team affiliation
- 2. Respect the officials conducting the contest and accept their decisions**
  - a. Know, understand, and play within the rules of the contest
  - b. Play fairly
- 3. Respect and adhere to the decisions of coaches**

**At all times Hill student-athletes, their coaches, and supporters will:**

- ☐ Accept seriously the responsibility and privilege of representing The Hill;
- ☐ Display positive behavior and use respectful language;
- ☐ Maintain self-control regardless of circumstances or perceived provocation;
- ☐ Accept both victory and defeat with pride, compassion, and grace;
- ☐ Students will not haze each other.

## **Athletics Eligibility: Age, Training, Rules, and Athletics-Specific Consequences**

To be eligible to participate in Hill athletics, a student must be under the age of 19 prior to July 1, in the year after participation. To be eligible to participate in Mid-Atlantic Prep League games and National Prep Wrestling, an athlete must be under the age of 19 prior to September 1, 2023.

An athlete found to have broken training rules may be required to miss the next scheduled game or scrimmage, dismissed from the team, become ineligible for awards, become ineligible for participation in athletics, and subject to additional disciplinary consequences. Training rules generally include the understanding that students will keep themselves physically and mentally healthy so that they can contribute their fullest to the efforts of the team. Using tobacco or any other harmful or illegal substances would be examples of training rule violations.

Mid-Atlantic Prep League policy stipulates those students who are ejected from a game for unsportsmanlike conduct (as opposed to five fouls in basketball or two yellow cards in soccer) must miss the next two games (one game in football). The full details of this policy are available from the Athletics Department.

When suspended or separated from school, students may not be on site during scheduled contests.

## **Athletics Absences**

When an injured or sick athlete has been absent from practice for several days, the medical protocol approved by the Medical Director will be followed as a precondition for resuming interscholastic athletics. This does not refer to athletics absences that are a result of concussions, for which we have a very detailed return to play protocol. The schedule below is a minimum; coaches and athletic trainers have the duty to require more or less time and practice before game eligibility if it is indicated to ensure the safe return of an injured athlete. In cases where an injured or sick athlete has been cleared to play by a doctor, we will still refer to the below schedule in order to assure that student-athletes are returning to play safely, having practiced before they participate in a game. When cleared to play, coaches will use a returning player wisely, considering the returning player's health and the good of the team.

A student-athlete who is absent without an excuse on the day of a competition may not participate in that game. Students who miss games (for excused or unexcused absences) will incur consequences. Such absences include,



but are not restricted to, college visits, athletics participation for an outside team, or family events. Students must talk to their coach, as well as the Deans' Office, when planning such an absence from school, ideally at the beginning of the season. Coaches should understand that these absences may have a legitimate purpose but will rightly insist that the student schedule an absence with the least possible disruption to their team. Students should anticipate any absences for their outside club teams and meet with their in-season Hill coach at the start of the season to discuss the schedule, request excused absences, and fill out the form together (the student can request a form from the Deans' Office).

The student and their family should identify all the occasions over the course of the season or year that the student might miss, understanding that the School and the coach will try to excuse some absences but will not likely allow every absence. It must be understood that a student's missing a game will have an impact on other team members. For example: because it may be necessary to prepare other players to take the missing team member's position in their absence, it is logical that those other players may receive some additional playing time both before and after the absence. Students who miss a game or other athletics event due to an unexcused absence may be subject to disciplinary consequences, disqualification from post-season honors and other appropriate consequences.

Days Since Last Practice	Practices Required for Game Eligibility
0-3	0
4	1
5-8	2
9 and Above	3

## Participation on Outside Athletics Teams

Hill supports our students' pursuit of excellence in a primary sport. All students who wish to participate in an organized non-Hill athletics activity, in addition to their Hill athletics responsibilities, must complete a form to file with the Athletics Department and Deans' Office. The extent of outside play that The Hill will accommodate will be determined by the Athletics Department after conversation with Hill coaches and the student-athlete.



Watercolor  
*Aiden Ma '23*



Dellfield House  
*Ellie Lee '21*



## **Away Trips**

Members of teams taking authorized athletics trips off campus are required to travel to and from their destination with the team and only in vehicles provided by the Athletics Department. Students must Wave accordingly. Athletes must travel as a team unless permitted by the coach to depart the game with parents or other authorized persons. Permission cannot be granted to the student to drive on their own.

## **Dress for Athletics Participation**

All athletes are expected to wear clothing appropriate to their activity's practice conditions. Because of the potential for injury, jewelry of any kind may not be worn while participating in any supervised athletics event under the auspices of the Athletics Department. Use of the parking lots as a changing area is unacceptable.

Hill's indoor and outdoor athletics facilities offer a chance for students to enjoy various physical exercise options. In this environment, shoes should be worn at all times. Shirts that fully cover one's torso should always be worn. Sleeveless shirts are permitted but should not reveal the torso. As in other spaces on campus, clothing that contains alcohol, drug, sexual, or other impermissible references is not permitted.

*Dress Code for Away Trips:* The head coach will determine what Hill athletes will wear to each game; the team uniform, matching Hill School travel gear, or academic dress. Personal casual clothing may not be worn outside the designated dress code.

## **School-Issued Uniforms and Equipment**

Immediately following every game, athletes are expected to turn in uniforms to the Equipment Room. Students not returning to school after a game should turn in their uniform at the game to their coach. At the end of each athletics season, students are expected to return to the Equipment Room all equipment issued for use during that season. Articles or equipment not returned, or returned in unsatisfactory condition, will be charged to students' accounts at "replacement" value.

## **Student Leadership in Athletics**

The Hill Athletics Association (HAA) and the Student-Athlete Advisory Council (SAAC) offer leadership opportunities to student-athletes. The varsity team captains from the current school year comprise the HAA. The Athletics Department selects a representative group of student-athletes to serve on the SAAC; these student leaders serve as liaisons between the student body and the Athletics Department.

## **Brookside Country Club**

The Hill School enjoys a long-term lease with Brookside Country Club which provides access and golfing privileges to members of The Hill community.

The Hill golf teams have access to the course and practice facilities for practice and matches during their seasons.

All Hill students may use the course at designated times, following these guidelines:

- ☐ All golfers must check in with the pro shop before playing, and must show their Hill Student ID.
- ☐ The pro shop will let the students know when the first tee is available.
- ☐ Maximum of four players in a group.
- ☐ Hill students must let the Brookside members "play through" if they are being held up.
- ☐ All players must have their own set of clubs (no sharing).

- ☐ Hill golfers will have the same playing privileges (during the school year, not the summer) as if they were 14–18-yr-old members: they may play any day of the week, after checking in at the pro shop.
- ☐ Saturdays and Sundays, they will be allowed to play after 2 p.m.
- ☐ Brookside will communicate with us concerning course closings (outings, etc.)
- ☐ Minors are not allowed into the Men's Grille – Hill golfers should bring any water/sports drink with them.
- ☐ All Hill students may use the practice putting green prior to their round.
- ☐ Students are not permitted to use the driving range before golfing.
- ☐ Dress code (including practice areas): collared shirts with shirts tucked in. No cargo shorts/pants are allowed. All caps must be worn with the brim facing forward.
- ☐ You are expected to comply with course guidelines regarding pace of play, etiquette, and respect for the course.
- ☐ Student privileges may be taken away if a student fails to follow the above guidelines.

## Arts

The mission of The Hill Arts Department is to instill in each student a sense of the joy of creation and the will to strive for excellence in their life; build a sense of community through cooperative learning, collaborative activities, and shared experiences; provide students with exposure to, appreciation for, understanding of, and opportunities for practical application in the visual and performing arts; and prepare Hill students for further study and/or participation in the visual and performing arts beyond the secondary educational level.

While the Arts Department offers a full range of academic courses, opportunities abound for the students who wish to carry their passion beyond the academic day. Through the Afternoon Arts program, students interested in studio art, theatre, vocal or instrumental music, dance, or sound recording or video production, may utilize their afternoons creating a project, participating in a theatre production, or practicing their instrument. Participating students perform or showcase their work at the end of each term. Additionally, students may audition to join our popular vocal ensembles: the Hilltones and Hilltrebles (please note that Hilltones and Hilltrebles do not count toward the co-curricular requirement).

The Ellis Theatre Guild presents four stage productions each year, including a small cast fall musical, a full-scale musical in the winter, and a non-musical play in the spring. In addition, students may enroll in the class, Introduction to Musical Theatre, a year-long course that concludes with an original musical in the spring.

### ***Afternoon Arts***

In conjunction with our interscholastic athletics requirement and other afternoon activities, students interested in studio art, vocal or instrumental music, dance, or video production may utilize their afternoons creating a project, practicing their instrument, etc. A complete description of all Afternoon Arts activities can be found on The Hill website, but students should remember the following guidelines before applying for the program:

- ☐ Admission into the Afternoon Arts program is based upon audition and/or written proposal. Written proposals should be directed to the Afternoon Arts Coordinator on or before September 1 (Fall Term), November 1 (Winter Term), and February 15 (Spring Term). Proposals are considered on a rolling basis and can be submitted any time during the year; preference will be given to early submissions.
- ☐ All students must participate in some form of supervised activity during the period designated for that purpose, each day when school is in session, unless otherwise excused. All students enrolled in Afternoon Arts also must participate in a fitness regimen equal to at least two hours of physical activity per week

under the direction of an authorized arts instructor. Repeated failure to attend these workouts or afternoon sessions will result in removal from the Afternoon Arts program.

- ❑ Third and fourth form students may participate in up to two terms (fall, winter, or spring) of Afternoon Arts during the academic year, but not all students who apply are guaranteed acceptance into the Afternoon Arts program of their choice. Arts Department approval is required.
- ❑ Third and fourth form students who participate in Afternoon Arts must also participate as players in at least one term of interscholastic team sports during the term in which they elect not to participate in Afternoon Arts.
- ❑ Generally, students may not enroll in Afternoon Arts after enrollment deadlines or after being cut from a sport. Arts should be their primary focus and not a default should other things not work out.

## **Community Service**

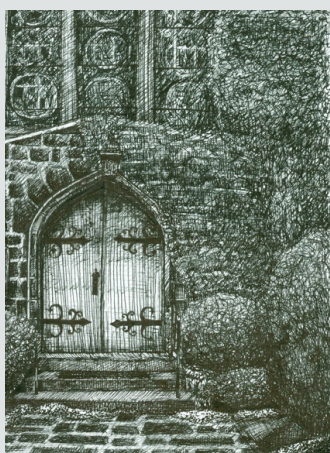
[Community Service](#) always has been an element of life at The Hill School. Our belief in the value of volunteerism is rooted in our mission to “challenge our young people to... serve the common good.” Because service is considered an integral part of living in a decent and caring society, there is no community service requirement per se. Instead, we strive to ensure that all students are motivated to find ways to put others first and help address needs in our greater community - on campus, in Pottstown, and beyond.

Hill’s distinctive [Hobart’s Run neighborhood improvement initiative](#) provides many ways through which students can engage with Pottstown throughout the year, ranging from assisting with Saturday morning block clean-ups and collecting clothing donations for agencies in need, to volunteering at holiday events arranged for underserved families in Pottstown.

Students may choose to participate in the Afternoon Community Service Program, which falls under the Hobart’s Run organizational umbrella. This activity partners with numerous organizations in the Pottstown region, pairing students with opportunities such as tutoring youngsters at a local community center, bringing cheer to a continuing care community, helping maintain a historic local cemetery, assisting with agencies addressing food insecurity, working with Pottstown’s community theater, publicizing local events, and other projects.

Students who choose the Afternoon Community Service Program instead of athletics participation or another afternoon endeavor still participate in some sort of fitness activity twice each week.

**Pottstown CARES** is a collaborative effort between students of The Hill and the Pottstown School District. Initially CARES focused on litter clean- up efforts, but its scope has expanded to include fundraising for the homeless, encouraging small Pottstown business support, literacy-related initiatives, and other goals. CARES meetings usually occur in the evenings. Hill students must apply to participate in CARES.



Chapel  
*Yuting (Tina) Wang '22*

Students who wish to start service clubs are encouraged to do so and are supported by the School.

Service projects frequently are initiated by athletics teams, forms, and even academic classes.

Students also may apply for a position on the high-impact Student Philanthropy Council, which reviews and distributes grants from an alumnus-funded endowment to qualified nonprofits in Pottstown.

# Dress Code

## SECTION CONTENT

- 58 Academic Dress
- 59 Academic Casual Dress
- 59 Casual Dress
- 59 Personal Appearance Guidelines for All Times
- 60 Commencement Weekend Dress





## **Academic Dress**

*To be worn on campus at all times during the academic day unless specified otherwise by the Deans' Office or Head of School.*

### ***Required for All Students***

- ☐ Blazer or Major-H sweater.
- ☐ Pants or skirt.
  - Pants may be khaki, chino, or corduroy (any color) with a leather belt or Hill School belt.
  - Skirt length must be at least to mid thigh.
  - Pant and skirt bottoms should not have holes or be frayed.
- ☐ Button-down Oxford shirt;
- ☐ A tie for students who identify as male; students who identify as female or non-binary may wear a tie. Students may not wear the official striped Hill tie or scarf until awarded at the Alumni Induction Ceremony.
- ☐ Leather dress shoes with a back.
  - Until Fall Long Weekend and after Spring Long Weekend, students may wear leather dress sandals (not flip flops).
- ☐ Students may wear modest earrings during the Academic Day.

### ***Special Occasions and Other Options***

- ☐ A conservative dress with a blazer may be worn on Wednesdays and at seated dinners.
- ☐ Necklines must be no more than 2 inches below the collarbone;
  - V-neck dresses are permitted only if no more than 2 inches below the collarbone;
  - Strapless and sleeveless dresses are not permitted.
  - Dresses must have backs that do not dip below the shoulder-blades.

### ***Winter Term Requirements/Options***

- ☐ A full turtleneck shirt may be substituted for a shirt (and tie, if applicable).
- ☐ If a student wears a winter coat, it is to be worn over the blazer or Major-H sweater and not in lieu of it.
- ☐ Winter boots may be substituted for leather dress shoes (also appropriate for inclement weather in other terms).

### ***Prohibited Items***

- ☐ Exposed undergarments, e.g., camisoles and tank tops.
- ☐ Sweatshirts, hoodies, polo shirts, flannel shirts, or t-shirts worn over dress shirts.
- ☐ Denim of any color, including white or black jeans.
- ☐ Spandex, leggings, jeggings, or other form-fitting pants, skirts, or dresses
- ☐ Sleeveless Oxford shirts (unless covered by a blazer at all times).
- ☐ Moccasins, Toms, canvas Sperry-type boat shoes, or sneakers of any kind.
- ☐ Tube or bandeau skirts or dresses.
- ☐ Shorts

### **Sixth Form Academic Dress**

- ☐ This is a modified dress code only for sixth form students that may be granted by the Head of School, who decides when it is announced, when the dress code is permitted, and the specifics of the adjustments.

### **Academic Casual Dress**

*To be worn at all times outside of the Academic Day for seated dinner, and other designated occasions, as directed by the Deans' Office.*

- ☐ Collared polo shirt or dress shirt. All shirts must have sleeves.
- ☐ Pants, skirt, or conservative dress having sleeves and back. Shorts (4" or longer inseam) occasionally may be permitted in warm weather. No denim permitted.
- ☐ Casual shoes, such as canvas boat shoes or Toms. No athletic shoes or sneakers. Leather sandals or flip flops occasionally may be permitted.

### **Casual Dress**

*To be worn at any time outside of the academic day (buffet meals, weekends, during evening free time) unless designated otherwise. Students should always dress respectably. Bare midriffs, halter and tube tops, short shorts, flannel pants, or other sleepwear are not permitted outside the dormitory at any time. Students are expected to change clothes before coming to the Dining Hall after all athletic activity.*

### **Personal Appearance Guidelines for All Times**

- ☐ Hair should be deliberately organized.
  - Unnatural hair colors or highlights (blue, green, pink, purple, etc.) are not permitted.
  - Hair longer than collar length for male-identifying students should be neatly pulled back during the academic day.
  - Students are to be clean shaven each day. Any medical exception to this expectation needs to be proactively requested by the student to the Director of the Wellness Center for approval. Any religious/ spiritual exception to this expectation needs to be proactively requested by the student to the Chaplain for approval.
- ☐ Outdoor jackets, tank tops, and other sleeveless tops, team uniforms, hats, and athletics practice clothing may not be worn in the Dining Hall.
- ☐ Students are not permitted to get tattooed while a member of The Hill community. Preexisting tattoos may not be visible in academic or academic casual dress.
- ☐ Hats may not be worn inside buildings other than the dormitory.
- ☐ Apparel that is ripped, torn, or contains profane, liquor/drug, sexual, or other inappropriate references may not be worn.
- ☐ Shoes are required in all public areas.
- ☐ Visible underwear/undergarments, including sport bras, are not permitted when out of the dormitory.
- ☐ Students are required to wear shirts at all times when outside of their dormitory room.
- ☐ Pajama bottoms should not be worn outside the dormitory.

## Commencement Weekend Dress

- On Friday of Commencement weekend, Sixth Form students are expected to be in khaki-colored pants or skirts, white Oxford shirts, their official Hill School navy blue Sixth Form Blazer, Hill tie or scarf (received at the Alumni Induction Brunch), and dress shoes for the various Closing Exercises that day – Alumni Induction Brunch, Legacy Tea (if applicable), Gala Dinner, and Class Day Exercises.
- Saturday, for the Baccalaureate Chapel Service and the Commencement Ceremony, students will wear The Hill School Sixth Form Blazer, white pants (offered for sale in The Hill School Campus Store) or paperwhite skirt, or paperwhite dress, The Hill School striped tie or scarf, and dress shoes.
  - All students wear The Hill School Sixth Form Blazer to Baccalaureate and Commencement.
  - All students choose from Hill-issued white pants, a pre-approved paperwhite skirt or dress from a list issued by the Deans' Office during the Winter Term, or a student may purchase a paperwhite skirt or dress not on the pre-approved list for the Deans' Office to approve.
    - If a student seeks to have a skirt or dress approved by Deans' Office, it will be evaluated as follows: conservative and may not be revealing in any way (i.e., the neckline may not be strapless, plunging, or V-neck) should be appropriate for daytime wear, and must be a consistent shade of paperwhite.
  - All students wearing paper-white skirts or white pants must also wear a white Oxford shirt.
  - All sixth form students will get a survey in April asking for their clothing plan for Closing Exercises.
  - Any student wishing to get approval for a skirt or dress needs to have it approved by the Deans' Office no later than May 1.
- **Failure to adhere to Commencement Dress expectations may result in a student not being permitted to participate in all Commencement activities. Students concerned about adherence to their Commencement attire should seek guidance from the Deans' Office to avoid such disappointment and limited or prohibited participation.**



Dell Panorama  
Raina Yang '17



# Rules and Expectations

## SECTION CONTENT

62	Honor Code	71	Motor Vehicle Misuse
63	Bias Speech and Respect for Community Members	71	Commercial Transportation and Ridesharing Services
64	Inappropriate Behavior	71	Cell Phone and Mobile Device Policy
66	Attendance, Absences, and Lateness	72	School Visual and Graphic Identity Policy
67	Campus Boundaries	72	Acceptable Use Policy (AUP)
67	Building Safety Violations	74	Cyber Code
67	Campus Curfew	74	Technology Misuse
67	Dormitory Curfew	74	Inappropriate Messaging
68	Technology Use After Lights Out	75	Social Media
68	Visitation	75	e-Safety Policy
68	Prohibited Possessions or Use	76	Gambling
68	Messiness	76	Soliciting or Unauthorized Financial Activity
68	Leaving Campus	76	Substance Use Policy
69	Dress Code	77	Drug and Substance Testing
70	Fire Safety	77	Parents' Role In Alcohol/Drug Prevention
70	Security and Trespassing	78	Weapons and Firearms
71	Bicycles, Skateboards, Scooters, and Rollerblades		



*The Hill School has very high expectations regarding student conduct which revolves around respect: respect for learning, respect for self, respect for others, and respect for the environment in which we live. More than that, however, our expectations of student conduct are aligned with the concepts of character development that underlie all our guiding principles for students. We expect all students to honor these principles and abide by the School's rules.*

### **Guiding Principles**

- ☐ Act with honesty and integrity.
- ☐ Treat others with respect.
- ☐ Respect the property of others.
- ☐ Stay substance free.
- ☐ Make safety a priority for yourself and others.
- ☐ Uphold dorm rules.
- ☐ Be a positive and cooperative member of the community.

## **Honor Code**

Students are expected to follow all tenants of the Honor Code (refer to page 8) and to approach their academic work with the utmost care and integrity. Lying, cheating, stealing, or other acts of dishonesty (including submitting false information on one's Wave Leave request) are violations of the Honor Code. The Hill School believes it would be unethical to give credit for work determined to have been done without honor.

**Cheating:** No form of cheating, *e.g.*, copying a friend's homework or obtaining online translations, is acceptable. Cheating undermines the integrity of the School's mission toward providing an academically rich environment and deprives students of the opportunity to demonstrate genuine mastery of the curriculum. As a result, any work (whether test, quiz, project, essay, etc.) on which the student cheated will receive a zero (0) grade. As part of their sanctions, the student may be given the opportunity to mitigate the zero by redoing the work for a maximum of half the original points. The determination as to whether the student will be given the opportunity to redo the work will be made by the relevant teacher and department chair in consultation with the faculty adviser to the Honor Council.

**Plagiarism:** To plagiarize is to steal — consciously or unconsciously, deliberately or inadvertently — what another student, scholar, or author has thought, spoken, or written and to present it as one's own. Any time one tries to convince one's reader that what someone else has thought, spoken, or written is their own, they are plagiarizing.

Plagiarism generally takes one of three forms: verbatim copying; paraphrasing, wherein words are changed but the sense of the original material remains the same; or the lifting from the original of an apt word or phrase, which expresses the meaning one wants more accurately and expressively than one can do oneself.

Acknowledgment of indebtedness to the work of others should be made through appropriate citation and bibliography. Materials quoted directly, materials paraphrased, and ideas or concepts "borrowed" from another's writings must be given recognition in both citations and bibliography, except in the case of very short papers, in which correct citation may suffice by itself. Passages, sentences, or phrases taken verbatim from others' writings must be set off in quotation marks or placed in block quotation form if the passage is of considerable length. If one is uncertain whether an element of an essay should be given a footnote, they should assume that it should be.

Plagiarism pertains not only to the use of scholarly materials and book-length works, but also to the use of so-called "study guides," "student aids," and "critical outlines" commonly available for many works. These "aids"



and “guides” include Spark Notes, Cliffs Notes, Monarch Notes, College Outline Series, Barron’s Guides, and all such supplementary study materials.

In the event a teacher has reason to believe that a student may have plagiarized, the teacher will notify the head of their department and the faculty adviser to the Honor Council. The teacher or faculty adviser may resort to the use of website plagiarism detection sites or services to clarify an allegation. The faculty adviser in consultation with the Academic Dean or Dean of the Shirley Quadrivium Center will then examine the details of the case to determine whether it constitutes plagiarism and, therefore, must be brought before the Honor Council.

**Theft:** Theft of any kind, including the unwarranted use of another’s network password, identity, digital copying of software or music, debit/credit card use, is a very serious breach of the community’s core standards of the Honor Code. As such, any instance of theft is likely to result in an Honor Council Hearing or could be a Discipline Committee Hearing depending on the specific circumstances. For further clarification of the Acceptable Use Policy, refer to page 72.

## **Bias Speech and Respect for Community Members**

The School seeks cultural competency for all community members and expects all community members to respect others, especially around race, gender, ethnicity, religious affiliation, ability, and other aspects of people’s identity. We strive to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others, and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets.

The School invites sincere discussion and questions and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another’s speech, whether in person or online, should contact their Adviser, Dorm Parent, or the Dean of Students office so that the School can respond appropriately.

Any form of spoken, written, listened to (in music or a podcast, etc.), or visual expression that is prejudiced against a particular person or group (including, but not limited to: race, ethnicity, gender, sexual orientation, socioeconomic status, religion, gender identity and expression, ability, or physical appearance) is classified as Bias Speech. These expressions are not acceptable in any context or across any circumstance, including situations where a student induces or encourages another to express themselves in this way.

Expectations are the same for all students, even if a student identifies as a potential victim of their own expressed bias; a student is not excused from this expectation if they use or participate in any form of profanity, even in a self- or group-deprecating manner. Any confirmed instance of profanity or bias speech (including online or expressed on social media) will result in a formal School response, with the goal of fostering a healthy, inclusive, and safe community. Students are expected to treat all individuals with respect and kindness, whether a part of the Hill community or not. Failure to do so will result in a School response.

The School distinguishes between this form of expression that is used generally and when it is directed toward another person based on how they identify. When specifically directed toward another person(s) (Hill community member or not), it is considered a “Level 3 Offense” under “Identity-Based Misconduct” and will likely result in an appearance before the Discipline Committee. When bias speech is used generally and not specifically directed toward another person or group (e.g., singing along to lyrics with bias speech, using offensive language in a social context, microaggressions, etc.), it is still unacceptable with the following School response trajectory:

- First Offense will likely result in a Weekend of Detention with mandated time of educational training from the DEI Committee;

- Second Offense will likely result in a Restriction and further Educational Training from DEI Committee; and
- Third Offense will often result in a Discipline Committee Hearing.

Any reported instance of biased speech will be reviewed by the Deans' Office and representatives from the DEI Committee. Again, any instance of blatant language or action directed toward another person based on their identity is considered a Level 3 offense and will often result in a Discipline Committee Hearing. School response may include some form of mediation facilitated by the Counseling Office and/or Dean of Spiritual Life and Equity, if the victim consents.

Hill will not endorse language or expressions that do not align with our core values of inclusion, honor, respect, accountability, and tolerance. The purpose is not to limit thoughts or restrict freedoms, but rather to make clear where the boundaries of appropriate discourse exist. We hope all students will learn how to treat others with respect, thus preparing them for life beyond Hill. Accordingly, students in the presence of bias speech or any discriminatory behavior who do not attempt to intercede will be held accountable under this area of incitement. Hill students are expected to intervene to stem any behaviors that are potentially hurtful.

**Identity-Based Misconduct:** By word or action, any maltreatment by a Hill student toward another person that is implicitly or explicitly rooted in the receiver's identity is likely to result in an appearance before the Discipline Committee, which would include a voting representative of the DEI Committee. This behavior is unbecoming of a Hill student and will not be tolerated. Under this sort of circumstance, a student also may be charged with Disrespectful Behavior, Disreputable Behavior, Bullying, and/or any other violations involved in the sequence of events.

When bias speech is used generally and not specifically directed toward another person or group of people (e.g., singing along to lyrics with bias speech, using offensive language in a social context, microaggressions, etc.), it is still unacceptable, but considered under the response trajectory of "Bias Speech" of *The Hill School Handbook*. If any form of biased speech expression takes place online or on social media, the School will respond in the same manner as if it happened in person.

Students may report instances of biased speech or identity-based discrimination to any School employee, by submitting an email to [biasincident@thehill.org](mailto:biasincident@thehill.org), or by submitting a Bias Incident Report on Wave. When responding to these reports, the School will make every effort in protecting confidentiality of the student or students who submitted. There are, however, circumstances when confidentiality is difficult to achieve.

## **Inappropriate Behavior**

Behavior is based on respect for others, kindness, awareness, safety, and pride in our School. Behavior is governed by two rules: students cannot hurt themselves, and students cannot hurt others. More than that, however, our expectations of student conduct are aligned with the concepts of character development that underlie all our guiding principles for students. We expect all students to abide by the School's rules set forth in this *Handbook* and otherwise.

While it is not possible to identify every type of conduct that is unacceptable, below is a representative list of behaviors that violate the School's conduct expectations. More details about many of these expectations are included in other policies in the *Handbook*.

**Bullying:** The School does not tolerate verbal or physical behavior that constitutes bullying. Please refer to the School's Interpersonal Misconduct policies for more information about bullying and other prohibited conduct.

**Disorderly Conduct:** Misconduct that disrupts the order of classes, dormitories, sports, meals, and other school events, on or off campus, will be considered disorderly conduct and result in a disciplinary response. Minor confrontations may be considered disorderly conduct.

**Disreputable Behavior:** A student should not show blatant disrespect towards the community or its individual members. There should be no intentional action that disrupts the operation of the School community, or endangers the physical, mental, or emotional health of its members, or brings discredit to the School. Violating federal, state, or local laws is considered disreputable behavior. Any excessive or repeated failure to meet school duties or expectations is also disreputable behavior.

Damages to school property will be repaired at the expense of the students. In addition, students may face disciplinary consequences for damaging school property in any way.

**Disrespectful Behavior:** Treatment of other community members in any disrespectful manner for any reason is unacceptable, no matter the circumstances. Students are responsible for the impression their actions and words give off, regardless of their intentions.

**Falsifying Documents:** Students may not falsify documents. This includes the purchase, possession, use, or creation of counterfeit documents, (e.g., driver licenses, ID cards, Wave Leave requests, etc.)

**Harassment or Discrimination:** Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment for a student; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to or not objecting to the behavior. The School does not tolerate verbal or physical behavior that constitutes harassment or discrimination. Please refer to the School's Interpersonal Misconduct policies for more information about harassment, discrimination, and other prohibited conduct.

**Hazing:** Hazing or rituals in any club, team, dorm, group, etc that adversely single out any member or make them uncomfortable in any way are strictly prohibited. Please refer to the School's Interpersonal Misconduct policies for more information about hazing and other prohibited conduct.

**Inaction in the Presence of Improper or Disrespectful Behavior:** Students in the presence of any inappropriate or illegal activity who do not attempt to intervene will be held proportionately accountable.

**Insensitive or Inappropriate Displays of Affection:** Out of consideration for all members of our community, we expect our students to refrain from those public displays of affection which may make others feel embarrassed or uncomfortable.

**Interfering with an Investigation:** Students are expected to fully and genuinely cooperate with any investigation by School officials or by outside authorities. They are therefore expected to keep related conversations with officials or observations strictly confidential from other community members while the investigation is ongoing to preserve the integrity of the investigatory process.

**Listings or Rankings:** Making lists or rankings of any sort related to community members is considered bullying and will be treated as such. There are no circumstances under which this act is justifiable.

**School Ambassadorship:** Students should realize that they represent the School community at all times, both on or off campus, including overnight stays in hotels, private homes, or accommodations provided by other schools. As ambassadors of The Hill School, students should understand our expectations for good behavior. While it is not the School's intention to monitor students in all of their off-campus activities, the School may take disciplinary action in response to inappropriate conduct occurring outside of campus.

**Tattooing:** Students are not to possess or use any tattooing accessories or paraphernalia.

## Attendance, Absences, and Lateness

**Absences:** Students are expected to attend all required meals, study halls, athletic practices / co-curricular meetings, Chapel services, dormitory meetings, teacher meetings, and other school functions. A student who needs to miss a seated meal or other community commitment for a special occasion must have prior permission from the Deans' Office.

**Absence from Class:** Students are expected to attend and be on time for every class. Regular class attendance increases a student's probability for successful performance and fosters the development of punctuality, self-discipline, and responsibility. Any absences without pre-approval from the School will be considered unexcused. The School monitors student attendance and takes appropriate steps to address any concerning attendance patterns. Unexcused absences may result in reduced grades, no credit for missed work, and/or disciplinary action, as determined appropriate by the School. Disciplinary responses for absences from any class are usually handled in the following manner:

1 <sup>st</sup> absence	Detention
2 <sup>nd</sup> absence	Weekend of detention
3 <sup>rd</sup> absence	One day restriction and a weekend of detention
4 <sup>th</sup> absence	Two days restriction and a weekend of detention
5 <sup>th</sup> absence	Deans' discretion including a possible appearance before the Discipline Committee

**Absence from Required Special Events:** Special speakers, assemblies, performances, team competitions, theatre productions, evening programming, seated meals, awards ceremonies, and other special events are considered important aspects of a student's educational and cultural experience at The Hill School. Both boarding and day students are expected to attend such required events.

**Campus Service Absence:** Students are assigned campus service to allow them to develop a sense of ownership in the operations of the School. Failure to attend campus service impacts others.

**Improper Campus Departure:** Students may not leave campus in a motor vehicle without the Deans' Office and parental permission (through Wave). Any time a student departs campus with an approved leave request on Wave, they are to sign out with a faculty member prior to leaving.

Students may walk into the local surrounding area after academic hours on weekdays until 7:15 p.m. or dark, whichever comes first, but should Wave accordingly in real time and inform the Deans' Office, their Dorm Parent on Duty, or the Dean on Duty prior to departing (to provide specific plans) and upon return.

**Lateness:** Students are expected to arrive on time for classes, meals, school functions, and commitments; to respond promptly to requests for information, forms, etc.; to return Library books and athletics equipment promptly; and to follow School schedules for study hall, sign-out, check-in, lights out, etc.

Any time a student is expecting to be late returning to campus, they should inform the Deans' Office (between 8 a.m. - 4:30 p.m.) or the Dean on Duty (after 4:30 p.m.).

Students who are on a weekend leave or vacation are to return prior to 7:15 p.m.

**Failure to Respond to School Communication:** Students are expected to respond to all communications and inquiries from School personnel in a timely manner. Students also are expected to carry out all duties discussed with School personnel within the time specified.

## Campus Boundaries

Students are expected to be within campus bounds by campus curfew. Campus bounds are defined by the dotted line as shown on the Campus Bounds map on page 23; a Campus Boundaries Map is also posted in the dormitories, but if a student cannot find the map they are expected to proactively seek clarification with the Deans' Office or the Dean on Duty. After campus curfew, students may not cross Dell Road unless they are traveling to the CFTA or athletics complex for athletics, academic purposes (including music practice, art, and theatre), or a School-sponsored event. This includes faculty residences when invited by a faculty member for extra help, adviser meetings, etc. Students are also to be in well-lit areas after dark. The Class of 1971 Garden is also out of bounds after 7:30 p.m. unless it is specifically opened and available to students after this time. Students are expected to honestly communicate their locations on Wave in real time.

## Building Safety Violations

The roofs, fire escapes, and upper-level porches of The Hill School buildings are unsafe places for student activities. Students must stay off these locations at all times to avoid personal injury and damage to school structures.

Students also are not to remove screens from dormitory windows.

## Campus Curfew

Students may not travel off campus until after the academic day is complete. All students seeking to leave campus when permitted are expected to sign-out using proper protocols on Wave.

Students are responsible for returning to campus on time according to the schedule set forth below, or by dark, whichever occurs first.

Security will not be available for routine transportation from town or from the airport and train station unless prearrangements have been made ([transportation@thehill.org](mailto:transportation@thehill.org)).

Seated Dinner Evenings	6:00 p.m.
Buffet Dinner Evenings	7:15 p.m.

## Dormitory Curfew

Students may not leave the dormitory after check-in until the morning and then must remain on campus until the end of the academic day. Students are not to leave the dormitory to pick up food deliveries after evening dorm curfew. Students may not leave their dormitory hall after 11:00 p.m. (or an earlier designated time by dorm parent). These instances will be treated like leaving the dormitory after check-in. Please review the curfew policies in Residential Life for more information.

**Dormitory Morning Curfew** Monday through Saturday, students may not leave the dormitory prior to 7:30 a.m. breakfast. On Sunday, students may not leave the dormitory until 9:00 a.m. The following exceptions to the morning curfew are:

- ☐ Students who have a Wave-approved leave are to sign out with the dorm parent on duty prior to departing the dormitory.
- ☐ Students may exercise in the Athletics Facility starting at 6:15 a.m. Monday through Friday. Students are to Wave-ON ATHLETICS FACILITY.
- ☐ Students may use the Far Fields to exercise after sunrise. From sunrise to the end of the academic day Monday through Friday, or from sunrise to 11:30 a.m. on weekends, students wishing to use the Far Fields



to exercise are to call the Security radio (610.327.3060) and inform Security of their plans. After calling Security, students are to Wave-ON FAR FIELDS.

**Pottstown Sunrise:** <https://sunrise-sunset.org/us/pottstown-pa>

Students departing the dormitory during morning hours before classes begin are expected to follow regular School rules and expectations.

## **Technology Use After Lights Out**

Technology policies vary by form, enforced in dormitories, genuinely should be followed by residents for their health and to develop proper habits. Recurring disobedience in this area will result in escalating response, including but not limited to confiscation of device(s).

## **Visitation**

Students may not enter halls or dormitories assigned to the opposite sex. However, students seeking help from a faculty member who lives in a dormitory that houses the opposite sex may visit the faculty member from an outside or stairwell door. Students may study in other common rooms during study hall hours as allowed and directed by dorm parents. After the Fall Term, designated common rooms are open for social visitation; hours and regulations are posted in *Today On The Hill* (Daily Email publication to all community members). Students visiting other dormitories are always expected to Wave accordingly in real-time.

## **Prohibited Possessions or Use**

The rules on possession and use protect everyone's safety and help keep our focus on our students and our community. Detention may be imposed for a first offense with more significant consequences if violations continue. Boarding students may not have monitors/projectors exceeding 27 inches, refrigerators, air conditioners, and other unauthorized items in their rooms (please review the NOT PERMITTED LIST, for more information). Gaming systems are allowed in rooms of prefects and sixth form students but cannot be used during the academic day. Likewise, computer gaming and video streaming are not permitted during the academic day.

## **Messiness**

Students are expected to keep their dormitory rooms, Student Center, Map Room, and other public areas (both indoors and outdoors) neat and in good order, and to discard trash and recycling in appropriate receptacles. Violations of any of these requirements may result in a demerit.

## **Leaving Campus**

Whenever a boarding student leaves campus, the student must inform the School of their plans in real time. If departing on a School trip, a student is responsible for changing their location accordingly on Wave in real time. If walking off campus, a student is responsible for first seeking permission from the Deans' Office, the Dean on Duty, or their Dorm Parent on Duty, then changing their location accordingly on Wave in real time. If ever leaving the care of The Hill School or leaving campus in a motor vehicle, a student must follow expressed guidelines for submitting a leave request and getting approval from parents and the School. Then, at the time of departure, the student must see a faculty member to be properly signed out. The same expectations are in place for returning to campus.

Students who leave the care of School without having an approved Leave Request will likely have to appear before the Discipline Committee.

Students who have approved Leave Requests but do not sign off or back on with an appropriate faculty member in real time will receive detention or possibly restriction.

When planning to depart campus during daytime hours (and not overnight), a student can only be off campus for up to four hours. If longer, a host over 21 years of age responsible for the student's care must be designated. When planning to depart overnight, a host over 21 years of age must be designated.

Students requesting to miss School commitments during the requested departure must meet with a Dean. The School is less likely to approve Leave Requests that include any missed commitments.

### ***When Leaving Campus:***

- ☐ Use Wave prior to departure;
- ☐ Travel in groups of two or more;
- ☐ Take your cell phone;
- ☐ Use public roads; do not walk through private property;
- ☐ Wear a helmet if biking and observe traffic signs, be aware; and
- ☐ Upon return to campus, sign in with faculty member using Wave.

**Unauthorized Off-Campus Departure:** Students may not depart campus in a vehicle or otherwise, without an approved leave. Students must complete a Wave Leave Request and/or follow specified procedures before departure. Students must sign out with the Deans' Office, Dean on Duty, or Dorm Parent on Duty, and receive confirmation prior to departing.

**Field Trip Expectations:** Students attending Hill-sanctioned trips off campus are expected to adhere to the same standards as when they are on campus. Ahead of these experiential learning opportunities, students are required to commit to and adhere to the full adherence to community expectations in representing the School in a dignified manner. Violations of School rules during off campus field trips are treated as if they happened on campus. The failure to honor the field trip expectations may also constitute a separate violation.

## **Dress Code**

The Hill School sets a high standard for students in their dress and appearance to express pride in themselves and their respect for one another. We also believe that different occasions require Academic Dress, while other occasions lend themselves to more casual dress. If a student is told by a faculty member to change into new clothes that are compliant with the dress code, they will do so. Repeat offenders will be subject to a proportionately more severe response.

Academic Dress will be worn throughout the academic day whenever students are in an academic or public area, Chapel service, meal, required evening performance, or any other designated occasion. Students will wear Academic Dress beginning with breakfast through the final class period of the day whether or not a student has completed all class obligations.

While the dress code includes some gender-specific expectations, the School recognizes that not all students express their gender in line with their biological sex and thus supports any student's expression of gender within the spirit of the dress code. It is important that students genuinely adhere to this expectation.

Please review the dress code section in the *Handbook* for more information.

## **Fire Safety**

There should be no open flames of any kind in our residence halls because of the potential danger for dormitory fires. Matches, lighters, candles, incense, etc., may not be used in the dormitories.

The School conducts dormitory fire drills and makes periodic inspections of student rooms to help assure that our dormitories are safe places. Electrical fire and safety hazards are sometimes discovered during these safety inspections, and students may be asked to remove an electrical cord or an appliance.

Do not overload or alter electrical circuits or power strips. Power strip use is limited to computer components or low voltage items. Do not use power strips as extension cords.

Do not use multi-plug outlets in electric receptacles to create more plug-ins as this will cause an electrical circuit overload. Novelty LED lights can be hung on the wall with adhesive/stick on hooks. Do not use push pins or nails to hang lights.

Students may not tamper with smoke or fire detectors, fire alarms, fire extinguishers, or any other fire safety equipment.

We want students to be comfortable in their home away from home, but please do not bring an inordinate amount of furniture or items to the campus. Couches, coffee tables, cloth wall hangings, and extra chairs can block exits. False ceilings or vertical room dividers are prohibited, as is hanging anything from light fixtures and sprinkler heads.

Appliances are not allowed in dorms. Each hall has a communal refrigerator and a microwave oven for student use.

**Open Flames and Fire Hazards:** The possession or use of an open flame, including matches, lighters, candles, cigarettes, incense, fireworks or any other fire hazard in a school building, is a serious safety threat to the members of our community. Violators will likely appear before the Discipline Committee and may be automatically suspended.

## **Security and Trespassing**

Students may not possess or use unauthorized keys, access cards, locks, computer passwords, or fire extinguishers. Tampering with door locks, electrical wiring, smoke detectors, or fire alarms endangers all dorm occupants and will not be tolerated. In addition, students may not be in a locked room (dorm, classroom, etc.) by themselves or with others.

Trespassing, gaining entrance to a locked building, or being in a restricted area, including digital spaces in any fashion, is a major rule violation. Propping open any locked door on campus jeopardizes the safety of its occupants.

Violations in this area include a student (or students) being in a permitted area with one or more other individuals who are not permitted to be in the same area.

Areas that may be technically accessible, but are still not permitted for access at certain hours, are considered restricted.

All construction zones are expected to be genuinely observed.

## **Bicycles, Skateboards, Scooters, and Rollerblades**

Students are expected to wear helmets at all times, on or off campus, when riding bicycles, skateboards, scooters, and roller blades. Riding indoors is not allowed. Bicycle racks are located around campus and students are advised to use bike locks. Bicycles may not be stored inside dormitories. The Seal Patio, surrounding walkways, and inside buildings are off limits for bicycles, skateboards, roller blades, and scooters. Additionally, skateboards and scooters may not be used on the hill from the Library to the CFTA or on the hill from Dutch Village to the Laundry Building. Pottstown city ordinances make it unlawful to roller skate, roller blade, or skateboard on any street in the Borough, so students are expected to ride on sidewalks, except for downtown in the Business District where riding is not allowed. Failure to wear a helmet or to abide by these expectations may result in equipment confiscation and disciplinary action.

## **Motor Vehicle Misuse**

Driving, parking, or keeping a motor vehicle without Deans' permission; transporting others without Deans' permission; riding in another's car without Deans' permission; or driving on campus, including to playing fields, are violations of School rules. Depending on the circumstances, incidents of motor vehicle violations may be considered a Level 2 or Level 3 offense and may result in an appearance before the Discipline Committee.

Please see the Motor Vehicle Policy for more information about the School's motor vehicle-related expectations.

## **Commercial Transportation and Ridesharing Services**

When taking any form of commercial transportation, a student and their family are responsible for complying with a company's procedures and expectations.

The School is aware that many ridesharing services are offered to the public. The School has reservations about the safety of these ridesharing services, because of unsafe incidents involving drivers of branded ridesharing vehicles and abductions of ridesharing passengers by persons falsely posing as drivers for legitimate ridesharing services. Individuals who provide ridesharing services are not employees or agents of the School, and the School does not and cannot perform background checks on such individuals. Nor can the School monitor which ridesharing services provide rides to persons under 18.

It is the School's preference not to allow students to be picked up from the School by any ridesharing service. However, the School will permit a student to use ridesharing services only upon: (a) the School's receipt of the parent's or guardian's signed approval that is covered by a student Transportation Permission and Release Form; and (b) a parental approval of each separate trip using a ridesharing service through regular Wave protocols for any kind of Leave Request (regardless of transportation usage). If a student is given permission to use ridesharing services, the use of such services is only permitted on Friday evenings, Saturdays, and Sundays. The School will maintain a log of all requests for off campus leaves that each include/require parental and School approval.

## **Cell Phone and Mobile Device Policy**

While recognizing the value of mobile technology and communication, our community is committed to creating a welcoming and inclusive environment where students and faculty actively and genuinely interact with one another and guests. Furthermore, as an educational institution, the School makes healthy social skill development a priority. While phones can enhance these skills, they can also inhibit them and prevent the community from reaching its potential in any number of ways. Therefore, a proper balance of access and usage is imperative.

Personal interactions are the top priority for community members at all times. Therefore, cell phones should never interfere with the many opportunities for personal interactions. Given this priority, there are some specific expectations and boundaries limiting mobile device usage when we gather as a whole community or in small groups.

Mobile devices, including but not limited to, phones and wearable technology (such as headphones), should not be in use or visible during any School activities (classes, Chapel, performances, study halls, meals), or while walking around campus. During the Academic Day, students are strongly encouraged to have their devices not visible, either leaving in their backpack or in their dormitory room. When a student is accessing or using their device at inappropriate time, they will be subject to temporary confiscation and other possible disciplinary response.

That all said, there are understandably important uses for devices that make it logical to have them accessible when appropriate. Therefore, the following expectations are in place:

- ☐ All student mobile phone numbers must be registered with the Deans' Office (any number changes should be communicated when applicable).
- ☐ Students often choose to utilize the convenience of a card holder attached to a mobile phone. All buildings require swipe card access, although the card does not need to be in the phone holder.
- ☐ Whether for calls, texting, emailing, general app use, mobile phones should be used only in quiet spaces, where use will not deter from or interrupt others' personal interactions.
- ☐ Students should understand that they have limited expectations of privacy while using the School's network. For instance, anything a student posts on a device on the Hill network can be searched for and found by the School or law enforcement.
- ☐ Students are expected to password protect mobile devices out of sensitivity for privacy issues.
- ☐ Student's use of technology is expected to comply with the Acceptable Use Policy (see below).

Students acting in violation of this policy will be referred to the discipline system and possibly have their device confiscated for a designated period of time. Repeated violations will lead to escalated disciplinary response.

## **School Visual and Graphic Identity Policy**

The School has specific guidelines regarding The Hill School's visual and graphic identity. Individual students and student groups (e.g., teams, clubs, etc.) may not create their own logos, t-shirts, or other merchandise without consulting with the Office of Strategy Management.

## **Acceptable Use Policy (AUP)**

The Hill believes strongly in the ability of technology to transform learning, and, thereby, to transform lives. Technology puts the world at our fingertips, changes the way we teach, accelerates our understanding, and aids us in reimagining the solutions to problems. It is a vital resource to the educational process, enabling each of us to learn in our own style. It has reshaped the way we look at and process information, forever changing the way we educate.

The Hill School is an educational institution, and, to protect this valuable resource, this policy has been created to foster and protect the educational and instructional needs of the School. In so doing, this policy seeks to provide responsible shared use of the School's technology resources.

As technology is a rapidly changing field, regular changes to this policy may need to be made to reflect those changes. The most recent version of this policy will always be posted on the School website or can be requested in hard copy from the School. Continued use of The Hill School's technology resources – in any fashion – constitutes agreement to abide by any current and updated versions of this policy.

Please also note that this policy does not, in any fashion, circumvent, override, or minimize any other policies, rules, and/or regulations of the School. Those policies, rules, and/or regulations remain in full force and effect when using the School's technology resources.



### ***No Expectation of Privacy***

There should be no expectation of privacy on The Hill School's technology infrastructure. Any data that is traveling in or on; transiting in, out, or through; residing within; or otherwise accessible on the School's technology infrastructure is subject to review at any time for any reason, and no notification will need to be made that such review has occurred. You understand that files stored on School servers are not private, and emails transiting our network – whether from a School email address or not – are not private and are subject to being reviewed as well.

### ***Acceptable Use Policy and Off-Campus Access***

The School may discipline a student, faculty, or staff member for violating this policy while accessing the internet or the School's technology infrastructure either on campus or away from campus when a user's activity relates to or adversely affects the School or its students, faculty, or staff. This includes, but is not limited to, postings on social networking sites such as Facebook, Twitter, Snapchat, or Instagram.

### ***Respect for Copyrights and License Agreements***

Software and data may be provided to you by the School which has been obtained by various contracts and/or licenses. You agree to respect the copyrights and/or license agreements for such programs and data, and you agree not to reverse assemble or reverse compile such programs in whole or in any part. If you are unclear as to whether you have permission to copy software or data, assume that you may not.

### ***Code of Conduct***

Your online behavior is a reflection of you and your work. Please be courteous and be respectful of both you and others. Unacceptable and/or inappropriate use of the School's technology infrastructure will result in disciplinary action. Examples of unacceptable and/or inappropriate use include but are not limited to:

- ☐ Posting threatening or bullying comments or pictures.
- ☐ Using the School's technology resources for any illegal activity, including copyright violations, gambling, etc.
- ☐ Viewing pornographic, sexually explicit, violent, or threatening content.
- ☐ Using or possessing software movies, or other digital videos which have been downloaded or are otherwise in the user's possession without the appropriate purchase or registration of the software, including the payment of any fees to the owner of the software or videos.
- ☐ Creating, modifying, or willfully disseminating computer viruses, spyware, adware, or other damaging programs.
- ☐ Falsifying an email message, i.e., make a message appear to come from someone who did not send it.
- ☐ Sending spam or mass emails/postings.
- ☐ Degrading or disrupting equipment or systems performance.
- ☐ Gaining unauthorized access to resources, data, or entities.
- ☐ Invading the privacy of others.
- ☐ Using the account of another user.
- ☐ Vandalizing the data of another user.
- ☐ Wastefully using a finite resource.
- ☐ Attempting to cover for bad behavior by using anonymity, i.e., posting hurtful anonymous messages.
- ☐ Violating system and infrastructure security and/or integrity in any fashion.

### ***Exercise of Control***

The Hill School may exercise, cause, create, or put into effect any controls which it determines are necessary to enforce this policy or to otherwise insure system stability, reliability, or integrity.

### ***Acknowledgment***

In order to make sure that all members of The Hill School community understand and agree to these rules of conduct, all students, faculty and staff are asked to sign a copy of this Acceptable Use Policy. All members of the community are to abide by these School policies in letter and spirit and understand that violating them will result in disciplinary action by the School, up to and including dismissal.

## **Cyber Code**

All students are expected to adhere to the Cyber Code, whether on or off campus. The Cyber Code pertains to any form of media that can be distributed electronically to a mass audience such as social media posts, webpage creation, song production and distribution, and so forth. All students will sign the Cyber Code at the start of the School year.

- ☐ I will be kind and show respect online;
- ☐ I will not participate in hurtful behavior;
- ☐ I will help foster a kind and respectful online environment;
- ☐ I will not target individuals or groups in an effort to harm, demean, or degrade them whether they are members of our community or not;
- ☐ I will not take part in creating social media pages or posts that may be harmful or offensive to others; and
- ☐ I will follow these principles because it is important to me that Hill remain a loving home and not a hostile environment to any one individual or group. I will be mindful of everything I say or post.

All efforts to ensure appropriate online behavior are valued in The Hill Community so that technology resources are comfortable available and accessible to all.

## **Technology Misuse**

The School expects the proper use of technology including when it is used, as well as, how it is used. More serious violations of technology misuse include:

- ☐ Violation of the Acceptable Use Policy, Cyber Use Policy, or e-Safety Policy.
- ☐ Any group email posting without faculty permission.
- ☐ Use of inappropriate language, photo, or video in a text, email, or web posting.
- ☐ Identity or password theft (also considered an Honor Code violation).
- ☐ Invasion of privacy by taking and/or posting pictures or video.
- ☐ Students may not record, screen capture, or distribute all or parts of any class videos, without advance and direct consent from the instructor.
- ☐ Students may not record, post, share, or otherwise transmit information and images without advance and direct consent from the individual.

## **Inappropriate Messaging**

Students are expected to express themselves in the cyber realm at the same standard that they would in-person. There are also state laws around what is appropriate on device messaging and any time a law is suspected to have been violated, the proper state and local authorities will be notified. This includes, but is not limited to, the act of “sexting” or even making a request therein.

**Sexting and Sexually Explicit Material:** The School prohibits students from creating, requesting, sending, or possessing any written message, image, or video that contains explicit representations or references to sexual

conduct, sexual excitement, or nudity. Pennsylvania law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the School may contact law enforcement should any student violate this policy.

**Online Behavior & Group Chats:** Students in any kind of group chat, whether active participants or not, are responsible for all content that takes place in that space. This will include any or all of the School rules outlined in the *Handbook*. Students are expected to intervene directly or by informing a School employee for any inappropriate or disrespectful behavior that takes place in a group chat.

## **Social Media**

The School understands the desire of students to use social networking websites, Internet bulletin boards, blogs, chat rooms, and other online resources or websites (e.g., TikTok, YouTube, Facebook, Twitter, Instagram, Snapchat, Pinterest) (collectively referred to as “Social Media”). Whether or not a student chooses to use social media is a decision the student should make in consultation with the student’s parents. However, to the extent that students engage in social media, participation should be done responsibly with a mind toward how both the forum where one chooses to participate and the content posted reflect on that person individually and on the School. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand before participating in social media. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing social media and the School’s network. Students are expected to comply with the policies outlined in the School’s Acceptable Use Policy regardless of whether they are using School-provided equipment or their own personal devices.

## **e-Safety Policy**

The School incorporates online and remote learning programs in its curriculum and program. The purpose of this e-Safety Policy is to help ensure a safe, secure, and supportive online and remote learning environment for students, employees, and all members of the School community, consistent with the School’s standards, mission, policies, and protocols. The School strives to create such an environment while also making it as effective and user-friendly as possible. At all times, however, the School’s online and remote learning environment is subject to the requirements and limitations of the School’s online and remote learning technology.

This e-Safety Policy is intended to work in concert with the School’s other rules and policies, including those set forth in this Handbook. Students and parents are, therefore, expected to continue to comply with all School policies and standards of academic and social behavior as stated in the *Handbook* and elsewhere. This policy sets forth additional, modified, and/or clarified expectations for the School’s online and remote learning environment.

- ☐ **Dress Code:** When visible in the online and remote learning environment, and in any related interactions, students are expected to be appropriately dressed, which requires that students adhere to the Dress Code Policy as stated in the *Handbook* or to any directed modifications.
- ☐ **Cyberbullying and Online Conduct:** When participating in the online and remote learning environment, and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.
- ☐ **Remote Environment:** Students may not use virtual backgrounds while participating in online and remote learning environments unless authorized or directed by the teacher. Backgrounds and physical spaces captured in online and remote learning should not have vulgar or profane words or images. Backgrounds should be appropriate. For example, students should not be sitting in a bed, but should be setup at a desk or table.
- ☐ **Chat Functions:** Students are expected to use any chat functions in an appropriate and respectful manner.

- ❑ **One-On-One Interactions:** School faculty may provide virtual one-on-one meetings with students as appropriate.
- ❑ **Recording:** Online and remote learning sessions and communications should not be considered confidential and may be recorded. Students are prohibited from: (a) recording any part of any online and remote learning program without direct consent from the teacher or adult in charge, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the School, its employees, or anyone else in relation to the School's online and remote learning programs.

All members of the School community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the School will strive to support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

## **Gambling**

The School prohibits any practices such as the exchange of money or goods for the purpose of a bet. School-wide raffles, guessing games, and trivia contests which raise money for charity do not fall into this category.

## **Soliciting or Unauthorized Financial Activity**

The selling of any goods for profit and soliciting, either by students or outsiders, for magazines, records, stationery, books and the like, is not permitted. This includes any financial activity over Venmo or the like.

## **Substance Use Policy**

**Alcohol and Drugs:** A student may not buy, sell, possess, or use alcohol or other unauthorized drugs or substances, including tobacco and tobacco-related products (including e-cigarettes and vaping), and/or any paraphernalia associated with the use of illegal drugs and may not intentionally misuse products that can act as inhalants, while enrolled in the School. Such conduct is also prohibited by all students while on campus and at School-sponsored events and activities off campus. The School provides information to students about the health and social impact of drug, substance, and alcohol use and abuse. Students are prohibited from using medications, both prescription and over-the-counter, in any manner other than as prescribed or intended by the manufacturer.

The School strives to maintain our dormitories as safe spaces for our students. As such, Substance Use Policy violations (usage and possession) that occur in the dormitories are considered even more serious and will result in an automatic dismissal.

As a way of letting students know that their health and safety are of a paramount concern, the School encourages students to ask for help from adults should they find themselves or another student impaired, ill, or struggling with substance use or abuse. The School's ICare policy (see page 106) provides students with a way to access support around alcohol and substance use issues without concern that reaching out for help will trigger the disciplinary process.

If a student's behavior gives a faculty member cause for concern, that student will be confronted immediately. If this confrontation leads the faculty member to believe that the student is under the influence of drugs or alcohol, the student may be escorted to the Wellness Center and examined by a nurse, and the Dean on Duty will generally be called. If there is still question in the minds of this group concerning the use of drugs or alcohol, then the Dean or faculty member, in consultation with the nurse, may require a drug test so that proper care may be given.

**Tobacco and Nicotine:** Students may not be in possession of or use tobacco or nicotine products in any form— including but not limited to cigarettes, cigars, chewing tobacco, snuff, and dip. (Use or possession of

a vaporizer or other electronic delivery instruments will be treated as tobacco/nicotine paraphernalia.) A first offense typically results in restriction for five days, a weekend of detention, placement in the ICare Program, and participation in a tobacco cessation program. Subsequent offenses may result in suspension, an appearance before the Discipline Committee, or immediate dismissal from the School. Indoor smoking involving a lit flame is also considered a violation of the Open Flames and Fire Hazards policy.

## **Drug and Substance Testing**

Drug testing can be a useful tool for protecting a student's health and welfare and providing motivation for a student to remain drug free. The School may test students for substances at any time, and when appropriate, place a student in a mandatory random testing program (as part of ICare). The primary goal of this testing is the long-term well-being of the student at the School and beyond. Refusal to take a test will generally be treated as a positive test result.

The School does not permit students to tamper, evade, or refuse to cooperate with testing. Evidence of attempted adulteration or refusal to cooperate with testing procedures in any way may be handled as if the test results were positive. These kinds of actions would also be seen as needing supplemental School response, including the possibility of required withdrawal.

Testing may be by any accepted method selected by the School, including analysis of blood, breath, saliva, urine, or hair. Analysis is done by a School-selected outside laboratory and the fee is set by the laboratory, not by the School. Parents are responsible for the cost of testing.

## **Parents' Role In Alcohol/Drug Prevention**

Parents are often concerned about the use of alcohol and drugs by students and the social acceptability of its use. The following goals have been developed for parents as a guide for discussion and as a foundation for community agreement:

*As parents, we will:*

- ☐ Become informed about the facts of alcohol and drugs so that we can discuss these substances credibly with our children.
- ☐ Develop and communicate to our children a clear position about alcohol and drug use.
- ☐ Promote and encourage social activities without alcohol and drugs.
- ☐ Not serve alcohol to other people's children who are under the legal drinking age or allow under-age people to bring alcohol or drugs into our homes.
- ☐ Support School and law enforcement policies regarding the use of alcohol and drugs by young people.
- ☐ Request and endorse the implementation of comprehensive and meaningful alcohol and drug abuse prevention programs.

*In addition, we will:*

- ☐ Take responsibility for our own children and be concerned for the welfare of the children of others.
- ☐ Set a responsible example for our children.
- ☐ Attempt to resist peer pressure and encourage our children to do likewise.
- ☐ Help our children develop healthy concepts of themselves and effective problem-solving, decision-making, and communication skills.
- ☐ Not sponsor or condone activities our children or we are unable to control (such as parties with limited or no adult supervision).



- Communicate openly with other parents to establish a sense of community and to provide support in giving consistent messages to our young people.

The School's counseling staff is available for consultation with parents and students on a variety of issues, including drugs and alcohol.

## **Weapons and Firearms**

Students may not be in possession of fireworks, firearms, shotgun, rifle, pellet gun, weapons, knives, cutting instruments, nun-chuck sticks, or any other tool, instrument or implement capable of inflicting serious bodily injury. This includes any misuse of common tools or accessories.

# Discipline Guidelines

## SECTION CONTENT

- 80 Discipline Committee
- 81 Honor Council
- 82 Executive Committee of the Faculty
- 82 Executive Council
- 83 Accountability and Failure to Cooperate in the Disciplinary Process
- 83 Disciplinary Consequences



*Faculty and students at The Hill School have developed fundamental standards of conduct based on the School's philosophy and principles regarding good character. Standards have evolved over time to protect students from behavior that is not healthy or safe, to foster the cohesion and morale of the community, and to enhance education by discouraging impediments to healthy learning. We expect and need the cooperation of families and all community members in upholding our standards. We believe that parents and the School share the task of establishing the right balance of freedom and responsibility, realistically and consistently, for young people. The guidelines in this section apply to all conduct by students, whether on or off campus, as long as they are enrolled at the School.*

*The faculty and administrators seek to help students learn how to manage their behavior more effectively and deal with difficult situations constructively. If a student is involved in a problem, the student is encouraged to express an opinion about the cause of the problem, and to explain the student's reasons for choosing to respond as the student did. The student is then encouraged to examine the consequences of the student's actions, and to discuss alternative actions the student could have chosen. If a student fails to deal with the problem in an acceptable manner, the teacher may suggest that the student take an opportunity to "pull one's self back together," or take such other actions as the teacher may deem to be warranted. If the teacher asks the Assistant Head or the Head of School to assist in resolving a problem, the Assistant Head or Head of School may first attempt to help the student find an acceptable resolution. If the Assistant Head or Head of School determines that parental involvement would be appropriate, then the Assistant Head and/or the Head of School will contact the parents to discuss the situation. The goal is to help each student understand what type of behavior is expected, and learn to assume responsibility for the student's actions.*

*Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action. The School may contact parents to address both minor and more serious instances of misconduct, at any stage of the discipline process.*

*The consequences of misconduct (and/or attempting misconduct) applicable to all students are detailed below. These examples are intended to provide students and their families with a general understanding of the School's disciplinary approach; however, the School will respond to each situation with a response that the School determines is appropriate.*

*Serious discipline cases may be heard by the Discipline Committee, the Honor Council, or the Executive Committee depending upon the circumstances surrounding adverse behavior. However, the Head of School has absolute authority over all disciplinary matters. The Head of School holds the prerogative to determine whether the Discipline Committee, the Honor Council, or the Executive Committee should be convened in any particular instance, as well as the disciplinary response regardless of whether any such committees have been convened.*

*Students and their families are expected to cooperate fully with the prescribed processes outlined; failure to do so may result in a required withdrawal and other appropriate consequences ahead of any prescribed process.*

*The School may disclose the circumstances of any major school rule violation to the School community for the purpose of educating its students about sound, ethical behavior, and providing clarity regarding disciplinary decisions. Therefore, students should not have an expectation of privacy when they are found in violation of the School's rules and expectations and are subject to disciplinary action.*

## **Discipline Committee**

The Discipline Committee convenes to hear cases involving the violation of major school rules, including recurring failure to adhere to lesser school rules. It also serves as an advisory group to the Deans' Office. During the discipline process, parents are to remain off campus so that the student involved may focus on their responsibilities with the Discipline Committee.

A student who is brought before the Discipline Committee may choose a faculty member and another Hill student to serve as formal supporters before, during, and after the hearing. Following a question-and-answer period to clarify the student's disciplinary case and history, the student and their supporters may have an opportunity to speak to the character of the student under review.

After the statements have been heard, if there are no further questions, the student and their supporters will be excused from the meeting to allow the Committee to deliberate. During this deliberation, the Committee may consider the student's entire Hill School record. The Committee may then vote on a recommendation to the Head of School on appropriate next steps for the student and community, including whether the student should be required to withdraw from The Hill School. The final decision is ultimately made by the Head of School, who has ultimate authority over all disciplinary matters. The decision will then be communicated to the student and the student's parents. The Dean of Students and/or the Head of School will share the appropriate details of each case with faculty and students.

### ***The Discipline Committee***

The Discipline Committee is typically composed of the following representatives; however, the School may adjust the committee composition depending upon the misconduct involved, the availability for the representatives, and other considerations.

- ☐ Dean of Students – Chair (non-voting)
- ☐ Associate Dean of Students – Minutes (non-voting)
- ☐ Three Faculty Representatives, possibly including a Form Adviser (voting)
- ☐ One Sixth Form Co-President – Student Chair (voting)
- ☐ Two additional Student Representatives from the Prefect Council or Student Government (voting)
- ☐ When a student is being reviewed for actions around identity-based misconduct, one of the student representatives may be from the Diversity, Equity, and Inclusion Committee.

## **Honor Council**

The Hill School Honor Council serves multiple functions. First, the Honor Council educates and informs the School community about the Honor Code, academic honesty, and personal integrity. Second, the Honor Council serves as an advisory group to the Deans' Office. Third, it convenes to hear cases involving Honor Code violations such as lying, cheating, stealing, and plagiarizing. During the process, parents are to remain off campus so that the student involved may focus on responsibilities with the Honor Council.

The most serious or egregious Honor Code violations are typically heard by the entire Council. Some cases, deemed by the faculty adviser to the Honor Council to be less severe than those necessitating a full hearing, may be subject to an honor conversation or meeting. The honor conversation typically includes the faculty adviser, the student being reviewed, and the student's adviser. The honor meeting typically includes the faculty adviser, the Honor Council President, and two of the Honor Council representatives who share the same form as the student in question (fourth form representatives will participate in third form cases, since third form students do not serve on the Honor Council). The student's faculty supporter also will attend. The School's response to the student's actions in such cases will be determined by the faculty adviser to the Honor Council, in consultation with the Academic Dean and/or the Dean of Students. Possible consequences include restriction or suspension.

A student brought before the entire Honor Council for a hearing may choose a faculty member and another Hill student to support them. Following a question-and-answer period to clarify the student's offense, the student and supporters may each respond to the conduct being discussed and speak to the character of the student. After the statements have been heard, if there are no further questions, the student and supporters will be excused from the meeting, allowing the Council to deliberate on the case. During this deliberation, the Council may consider the student's entire Hill School record. The Council may then vote on a recommendation to the Head of School regarding the disciplinary consequence or if the matter should be remanded to the Dean of Students and faculty adviser to the Honor Council for a response. The final decision regarding the student's punishment is ultimately made by the Head of School. The decision will be communicated to the student and the student's parents.

When a disciplinary case includes, but is not limited to an Honor violation, the Discipline Committee will review that violation within the scope of events.

### ***The Honor Council***

The Honor Council is typically composed of the following representatives; however, the School may adjust the council composition depending upon the misconduct involved, the availability for the representatives, and other considerations:

- ☐ A faculty member, non-voting, appointed by the Head of School, serves as the faculty adviser to the Council.
- ☐ Two members of the faculty appointed by the Head of School have votes in the Council.
- ☐ Seven students, fourth to sixth form, elected by the student body. Two students from each form plus an additional elected student from the sixth form have votes in the Council.
- ☐ Sitting members of the council will elect both an Honor Council President and Vice President at the end of each academic year.

## **Executive Committee of the Faculty**

The Executive Committee meets after each term to review the academic and disciplinary progress of at-risk students and to make recommendations to the Head of School concerning any actions to be taken regarding those students, including the possibility of a decision not to invite the student to return for the following year. The Committee includes the administrative officers, Form Advisers, Academic Department Chairs, and other faculty members appointed by the Head of School. The Academic Dean serves as Chair.

The final meeting of the year includes a portion called “June Review.” At this meeting, the Committee will review the progress of students who have raised academic or disciplinary concern. Students can be placed on June Review at any time during the course of the year and will be notified accordingly, along with their families. When a student is placed on June Review, their enrollment contract for the following school year is placed “on hold” until after the Executive Committee convenes and provides further instruction. The Executive Committee will recommend to the Head of School whether such students should be invited to return for the following school year; however, the Head of School has ultimate authority over these decisions, including whether to release the enrollment contract.

## **Executive Council**

The Executive Council may meet in lieu of the Discipline Committee, Honor Council, or the Executive Committee in cases that are considered confidential, which may include highly sensitive information (e.g., sexual misconduct or harassment), or when students violate major school rules immediately before or during an examination week.

When the Executive Council meets in lieu of the Discipline Committee, it typically consists of three faculty members serving on the Discipline Committee, the corresponding Form Adviser, the Dean of Students (non-voting facilitator), and the Associate Dean of Students (non-voting facilitator).

When the Executive Council meets in lieu of the Honor Council, it will typically consist of the faculty adviser, two faculty members serving on the Honor Council, the Dean of Students, and the Academic Dean.

When appearing before the Executive Council, the student in question may choose a faculty member to serve as formal support. During the process, parents are to remain off campus so that the student involved may focus on responsibilities with the Executive Council.



When the Executive Council meets in lieu of the Executive Committee, it will typically consist of two faculty members serving on the Discipline Committee or Honor Council, the appropriate Form Dean, the Dean of Students, the Associate Dean of Students, and/or the Academic Dean.

## **Accountability and Failure to Cooperate in the Disciplinary Process**

If a student, who the School has concluded has engaged in misconduct, does not acknowledge wrongdoing at an acceptable level, that student's case may be reviewed by the Executive Council for "fact-finding" and resultant recommendation on next steps. This level of Executive Council Hearing may include any faculty or student accounts on the circumstances that the School determines are relevant.

Students are expected to be truthful - the failure to be truthful, including the failure to take accountability for one's actions particularly when questioned by School officials, constitutes an unwillingness to cooperate with School processes. If a student cooperates but a parent or parents are not supportive and/or actively obstruct the School process, the student may still be required to withdraw.

## **Disciplinary Consequences**

The School believes it is important to help students understand the possible consequences for misconduct. The consequences set forth below, including but not limited to demerits, detention, restriction, suspension, conduct warning and withdrawal, are examples of disciplinary actions that the School typically imposes; however, the below list is not exhaustive.

### ***The Demerit System***

Demerits are issued when a student fails to meet their prescribed School responsibilities, such as violating the dress code or being late to class. Demerits are intended for mistakes and should not be used to avoid community commitments. Whether misconduct is subject to the demerit system or treated as more significant misconduct is determined by the School. Parents/Guardians can always access demerit history in their child's MyBackPack account.

Twice each trimester (at the mid-point and end of the term totaling six times each academic year) the School will review the demerits a student has accumulated. If a student accumulates more than the allotted demerits per half-term, as outlined below, the student may face increased disciplinary consequences.

Third Form Boarders	5 demerits per half term
Fourth, Fifth, and Sixth Form Boarders	4 demerits per half term
Day Students	3 demerits per half term

Students will receive the following consequences after exceeding their respective demerit limit:

- ☐ One demerit – detention.
- ☐ Two demerits – weekend of detention.
- ☐ Three demerits – three days of restriction and a weekend of detention.
- ☐ Four demerits – Deans' discretion, including a possible appearance before the Discipline Committee.
- ☐ Exceeding the demerit limit twice in one school year – three days of restriction and a weekend of detention.
- ☐ Exceeding the demerit limit three times in one school year – Deans' discretion, including a possible appearance before the Discipline Committee.

Students who show a pattern of missed commitments may be subject to appropriate consequences at the Deans' discretion. Demerit lists are tracked in the Deans' Office with updates to faculty on a weekly basis. Students are notified of demerits received through email after the demerit has been submitted to the Deans' Office.

**Excessive Demerits or Repeated Restrictions:** Students may not exceed the demerit limit three times in one calendar year or exceed the limit by four demerits. Students who earn three restrictions over a three-term period (in one school year or over two different school years) will likely be required to appear before the Discipline Committee.

### ***Detention***

Detention is supervised by a faculty member. It is in session during non-holiday weekends from 7:30 p.m. to 10:30 p.m. on Saturday nights and from 8:00 a.m. to 11:00 a.m. on Sunday mornings. Students are typically assigned to the next scheduled detention following the School issuing this consequence. Students assigned to detention are ineligible for a weekend overnight sign-out, even if it was approved prior to the detention being assessed.

When students are assigned to detention, or any other disciplinary response, they are expected to attend these consequences faithfully. Students who are late or absent from assigned consequences, or fail to act properly during detention, may be assigned an additional detention, restriction, or receive other consequences.

When serving detention, students are not permitted to have any phone, tablet, computer, or any electronic devices. They should prepare for the time accordingly. Students are not permitted to sleep during detention and should arrive prepared to be occupied and productive in some manner throughout that time.

### ***Restriction***

Restriction requires that the student spend their free time in private study and/or service to the School. It is meant to provide a sense of the separation from The Hill community. When students are on restriction, they will be under supervision of the Deans' Office during any free time. While serving restriction in the Deans' Office, the student will have limited access to any electronic devices or accessories including headphones; when permitted to access devices, students will be able to use them for academic work only. They should prepare for the time accordingly. Students are not permitted to sleep during restriction and should arrive prepared to be occupied and productive in some manner throughout that time.

A component of restriction is required service to the community, which takes place in the afternoons following the academic day. Depending on the length of a restriction, a student may spend up to three days completing this service in lieu of their co-curricular requirement. If service is not possible, a student may still miss their co-curricular requirement for up to three days. Placement on restriction is typically accompanied by at least one weekend detention. Students who earn three restrictions over a three-term period (in one school year or over two different school years) may appear before the Discipline Committee, placed on June Review, or receive other disciplinary consequences.

Failure to comply or genuinely cooperate with any of the prescribed regulations will result in restriction being extended, an additional and separate restriction, an appearance before the Discipline Committee, or other disciplinary consequences.

### ***Loss of Privileges***

Privileges may be revoked if a student fails to meet the expectations associated with those privileges, in addition to the disciplinary consequence associated with the rule violation. For instance, students who fail to honor the room visit standards may lose the visitation permission.

### ***Loss of Leadership***

Leadership positions are a privilege and may be revoked for minor and major rule infractions when the misconduct raises concerns about the student's ability to be an appropriate role model or representative of the School. The loss of a leadership position may be in addition to the disciplinary consequence associated with the rule violation.

### ***Suspension***

Students who have engaged in a serious act of misconduct may be suspended from School and prohibited from attending all School-related activities. The School will determine the type (whether on or off campus suspension) and the duration of the suspension, as well as the conditions for the student's return.

Suspension is particularly likely where a student has compromised the health or safety of fellow community members. Suspension begins immediately upon issuance of the consequences, and parents or guardians are responsible for all transportation and supervision arrangements. The Academic Office will coordinate with the suspended student regarding academic work. It is then the suspended student's responsibility to communicate with their teachers and make arrangements to keep up with their work. Students may not be on campus or act as weekend hosts while suspended. Upon return to campus, the student will meet with the Dean of Students and the student's adviser. Students who serve a suspension may be placed on conduct warning for at least one year.

When the Deans' Office is investigating a major infraction, a student may be immediately suspended pending further direction.

### ***Conduct Warning***

Conduct Warning results from serious rule infractions. Conduct Warning will be imposed as appropriate for a specific duration, up to and including the remainder of a student's Hill career. Once on Conduct Warning, students bear the burden of demonstrating that they want and are able to remain in The Hill community. If a student becomes eligible to go off Conduct Warning, they may attempt to petition off, which may include writing a reflection and meeting with the Dean of Students.

If a student violates a major school rule while on Conduct Warning, they may be subject to a heightened disciplinary consequence, including the increased likelihood of separation from Hill.

### ***Withdrawal or Dismissal from Hill***

A student may be permanently separated from the community following a major School rule infraction or an accumulation of concerns related to a student's academic, attendance, or disciplinary record. A separation can be a required withdrawal or a dismissal, as determined appropriate by the School.

Students who are dismissed or required to withdraw from the School, or withdraw in the face of disciplinary action, may not return to campus until a year after their form is graduated or as otherwise restricted by the School.

A student who is required to withdraw or is dismissed from Hill may not receive further academic evaluation by the School or credit for the semester in which the separation occurs. The transcript may be designated "withdrawal" or "dismissed," as applicable with its corresponding date. If a student withdraws pending a disciplinary outcome, the transcript may include such designation.

### ***Rule Violations***

Each student bears responsibility for making their various Hill commitments and doing so in a genuine and respectful manner. The School responds accordingly and proportionally when students fail to make a commitment or fall short of expectations when at or within a commitment. The School uses a tiered system to help students anticipate the disciplinary consequences associated with a rule violation, which classifies offenses as Level 1, 2, or 3. However, students should understand that the discipline consequences are at the discretion of the School, and the School handles disciplinary matters on a case-by-case basis.

Level 1 offenses are typically handled under the Demerit System or detention. However, students who violate multiple Level 1 offenses may be subject to heightened discipline consequences up to and including required withdrawal or dismissal, especially if there are patterns and aggregations of these levels of rule violations.

### ***Level 1 Offenses***

The student's responsibility for their own personal behavior, possessions, and appearance is an important lesson in a Hill education, one that will serve the world well. To help Hill students develop healthy, productive habits, the School expects the following conduct and behavior. Demerits are assigned for Level 1 offenses in order to monitor behavior and guide individual development.

**Examples of Level 1 Offenses include, but are not limited to, violations of the following policies and expectations:**

- ☐ Absences
- ☐ Bicycles, Skateboards, Scooters, and Roller Blades
- ☐ Campus Service Absence
- ☐ Cell Phone Use
- ☐ Dress Code Violations
- ☐ Failure to Respond to School Communications
- ☐ Messiness/Lack of Cleanliness
- ☐ Personal Misconduct
- ☐ Lateness
- ☐ Technology Use After Lights Out

### ***Level 2 Offenses***

Level 2 offenses are considered more serious rule infractions. Students knowingly in the presence of these rule violations add support by their presence and may also be held accountable for violating a major rule. Level 2 violations typically result in detention or restriction, but in some instances could lead to suspension. It is also possible that a student violating a Level 2 rule may face a Discipline Committee Hearing, especially if there are repeated violations.

**Examples of Level 2 Offenses include, but are not limited to, violations of the following policies and expectations:**

- ☐ Absence from Campus
- ☐ Absence from Class
- ☐ Absence from Required Special Events
- ☐ Building Safety Violations
- ☐ Disorderly Conduct
- ☐ Field Trip Conduct
- ☐ Gambling
- ☐ Inaction in the Presence of Improper or Disrespectful Behavior
- ☐ Insensitive or Inappropriate Displays of Affection
- ☐ Motor Vehicle Misuse
- ☐ Prohibited Possessions or Use
- ☐ Soliciting or Unauthorized Financial Activity
- ☐ Technology Misuse

- ☐ e-Safety Policy Violation
- ☐ Unauthorized Off-Campus Departure



Hill House  
Megan Mikuen '19

### **Level 3 Offenses**

Level 3 offenses are considered the most serious rule infractions that often compromise the health of the community in some way. Level 3 violations will almost always result in restriction or suspension. Students will often face a Discipline Committee or Honor Council hearing, which leads to suspension or required withdrawal.

**Examples of Level 3 Offenses include, but are not limited to, violations of the following policies and expectations:**

- ☐ Alcohol and Drugs
- ☐ Bullying
- ☐ Campus Boundaries
- ☐ Campus Curfew
- ☐ Commercial Transportation and Ridesharing Services
- ☐ Disreputable Behavior
- ☐ Disrespectful Behavior
- ☐ Dormitory Curfew
- ☐ Drug and Substance Testing
- ☐ Excessive Demerits or Repeated Restrictions
- ☐ Falsifying Documents
- ☐ Field Trip Conduct
- ☐ Harassment or Discrimination
- ☐ Hazing
- ☐ Honor Code Violations
- ☐ Identity-Based Misconduct
- ☐ Inappropriate Messaging
- ☐ Interfering with an Investigation
- ☐ Leaving Campus
- ☐ Listings or Rankings
- ☐ Motor Vehicle Misuse
- ☐ Nonconsensual Sexual Intimacy
- ☐ Online Behavior & Group Chats
- ☐ Open Flames and Fire Hazards
- ☐ School Ambassadorship
- ☐ Security and Trespassing Violations
- ☐ Sexting and Sexually Explicit Content
- ☐ Substance Use
- ☐ Tattooing
- ☐ Tobacco and Nicotine
- ☐ Visitation
- ☐ Weapons and Firearms



# Expectations for Student Interpersonal Relationships

## SECTION CONTENT

- 89 Sexual Intimacy and Consent
- 90 Bullying, Harassment, Discrimination, Hazing, Sexual Assault, and Sexual Harassment
- 93 Legal Definitions and School Policies
- 93 Reporting Complaints
- 94 Confidentiality
- 94 False Complaints
- 94 Responding to Complaints
- 96 Sanctuary Policy Applicable to Sexual Assault



*The Hill School is committed to providing a safe and productive environment for all members of its community. To maintain this environment, the School, in compliance with the legal requirements of the Commonwealth of Pennsylvania, has established policies, rules, and guidelines on how we treat one another. These rules and guidelines reinforce the important boundaries across interactions between community members to promote a safe environment for its students and employees.*

*Awareness, respect, and acceptance of individual identity are central tenets of the School. All members of the School community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards. The School expects all members of the School community to treat others with civility, respect, and dignity and to interact (whether in person or electronically) politely and appropriately.*

*In addition, as a residential community, the School's environment presents unique opportunities to develop lasting partnerships with peers, faculty, and staff. The School strives to help students develop such close connections. However, the School expects these relationships to be appropriate and healthy. The School endeavors to promote healthy interpersonal relationships through education and intervention.*

*Students and parents/guardians are encouraged to communicate with the Associate Head of School, the Dean of Students, advisers, or the School's Wellness Center staff with any questions or concerns regarding these policies. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct and essential to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.*

## **Sexual Intimacy and Consent**

The School strives to educate students in all aspects of their lives—the intellectual, physical, spiritual, and moral—especially in how they relate to one another. The School recognizes that sexuality is a normal part of human nature, and its discovery is often a part of adolescence. However, the School does not endorse or condone sexually intimate activity by or among students and advocates postponing sexual intimacy until students are past adolescence. Any level of sexual intimacy can bring with it physical, psychological, and emotional challenges that can be overwhelming to students. Moreover, in a residential community such as Hill, there are special considerations that students must respect: the campus is a shared space, and all members of the community have the right to be free of unwanted exposure to the intimate, sexual behaviors of others.

A sexually intimate relationship is not limited to only sexual intercourse, but rather any actions that include intentional contact between individuals with the intention of arousal. A relationship in the eyes of the School may be different than how students may perceive it. The School has equal expectations for students regardless of their gender or sexual orientation.

Students who would like to talk about the meaning of sexual intimacy in a relationship, or who engage in sexually intimate activity and then want to report or discuss the situation, are encouraged to reach out to a trusted adult or the School's Wellness Center staff so that appropriate support may be provided. Under certain circumstances, the School may be obligated to report to government authorities (including the Department of Human Services of the Commonwealth and law enforcement).

If students are found to have engaged in sexual activity, or in a situation that suggests they have been sexually intimate, the School will generally first respond to the situation as a health issue. This response may include notification to parents/guardians and, as appropriate, referral to the School's Wellness Center.

It is imperative that students understand and appreciate that certain sexual activity may violate the law and, therefore, is prohibited by the School. Following Pennsylvania law, the School prohibits students from engaging in nonconsensual sexual activity. Consent must be the basis for every sexually intimate encounter. Consent means the voluntary, positive agreement to engage in specific sexual activity. We expect "affirmative consent" in any

exchange between students, on or off campus. However, as described below, certain circumstances may make it impossible for a person to legally give consent.

- ☐ Under Pennsylvania law, the age of consent for sexual activity is 16.
  - By law in Pennsylvania, there can be no consent to sexual intercourse if the individual is between the ages of 13-15 and there is more than four years difference in the age between the participants.
  - An individual under the age of 13 can never consent to sexual intercourse.
  - While individuals who are 16 or 17 years old can consent to sexual activity under Pennsylvania law, if the other participant is over the age of 18, the individual 18 or older may be charged with corruption of a minor.
- ☐ Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated (whether due to drugs, alcohol, a mental disability which renders the individual incapable of consent, or some other condition).
- ☐ Consent cannot be obtained by threat, coercion, or force. In other words, if threat, coercion, or force is used, any “agreement” does not constitute consent.
- ☐ Consent is ongoing and may be withdrawn at any stage during an encounter.
- ☐ Consenting to one behavior does not obligate a person to consent to any other behavior.
- ☐ Consenting on one occasion does not obligate a person to consent on any other occasion.

Communicating consent means:

- ☐ The person is legally capable of giving consent.
- ☐ An ongoing verbal interaction, taken one step at a time, to an expressed and honest “yes.”
- ☐ Obtaining verbal consent to engage in specific activity and to progress to new, different, or more intimate activity, regardless of who initiated the contact.
- ☐ Being clear about desires and expectations.
- ☐ A clear “yes.” The absence of “no” should not be understood to mean that there is consent.
- ☐ Remaining open to and respecting another’s expression of disagreement to engage in a particular activity. “No” means “no” in any sexual encounter.

The School will generally consider it a disciplinary offense for students to engage in sexual activity at School or any Hill event, program, or activity. That all said, non-platonic relationships are acceptable if they are fully consensual and are not in violation of the above standards. Furthermore, when sexually intimate activity is accompanied by violations of other School rules (such as parietal rules, curfew, abuse of technology, consumption of alcohol, etc.), the School may respond with disciplinary action.

The School prohibits and may be obligated to report sexual activity that violates the law, including rape, sexual assault, and statutory rape.

Sexual activity, of all kinds, is prohibited between any student or applicant and any School employee, and such misconduct may constitute felony institutional sexual assault under Pennsylvania law.

## **Bullying, Harassment, Discrimination, Hazing, Sexual Assault, and Sexual Harassment**

The School does not tolerate verbal or physical behavior that constitutes bullying (including cyber-bullying), hazing, harassment, discrimination, sexual harassment, and sexual assault (collectively referred to as “interpersonal misconduct”). At the heart of each of these infractions is unkind, cruel, or threatening behavior to others that is easily recognized and completely inappropriate.



The School is dedicated to preventing interpersonal misconduct by fostering a positive school culture and providing a curriculum that encourages social skills development. We work to enhance students' abilities to develop healthy relationships and to take positive action when they witness or experience any form of interpersonal misconduct. The School is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the School community.

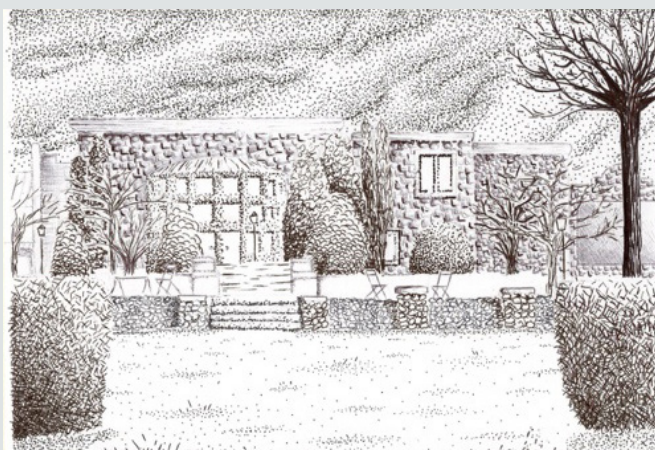
Interpersonal misconduct is prohibited on the School's campus and the property immediately adjacent to School grounds, on School vehicles, and at School-sponsored events, activities, athletic contests, and off-campus trips. School-owned technology may not be used to intimidate, harass, threaten, or bully another student. In addition, interpersonal misconduct is prohibited at a location, activity, function, or program that is not School-related or through the use of technology or an electronic device that is not owned, leased, or used by the School, if such conduct: (a) creates a threatening or hostile environment at school for a student, (b) infringes on the rights of a student at school, or (c) substantially disrupts the educational process or the School's orderly operations. Though interpersonal misconduct that occurs outside of the above locations may be outside of the School's disciplinary reach, we still encourage families and students to share potential incidents with a trusted staff member (as discussed in more detail below) if the School may need to have a heightened awareness of protecting students' safety while at school.

### **Definitions**

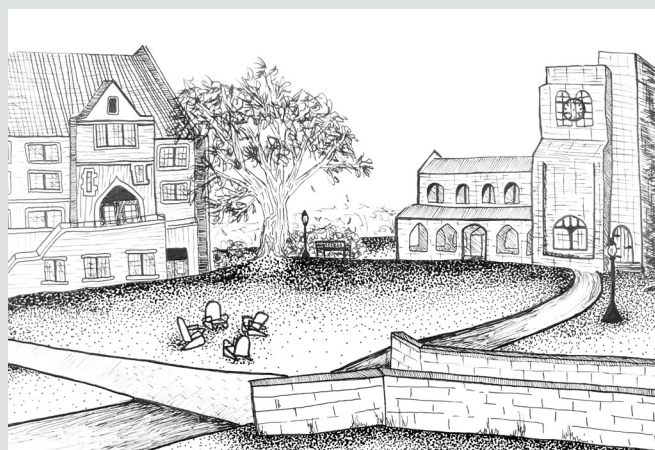
**Aggressor:** A student who engages in bullying (including cyber-bullying), harassment, discrimination, hazing, sexual assault, sexual harassment, or retaliation towards another student.

**Bullying:** Bullying is defined as the use of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, by one or more students directed at a target that: (a) causes physical or emotional harm to the student or damage to the student's property; (b) places the student in reasonable fear of harm to the student's self or damage to the student's property; (c) creates a threatening or hostile environment at school for the student; (d) infringes on the rights of the student at school; or (e) substantially disrupts the educational process or the orderly operations of the School. Bullying is typically a deliberate misuse of power in a relationship through verbal, physical and/or social behavior and may include, but is not limited to: (a) sending or posting of hurtful text or images to or about others; (b) making lists or rankings; (c) physical confrontations such as restraining; and (d) any advances or actions (physical or otherwise) that may be deemed inappropriate or unwelcome by the School.

**Bias:** A bias-related incident occurs when language or behavior conveys prejudice against a target because of a dimension of the target's identity (race, color, national or ethnic origin, ancestry, gender, religion, gender



Class of 1971 Garden  
Irene Lee '14



Quad  
Liz MacMurray '20

identity, gender expression, sexual orientation, or mental or physical disability, or any other applicable legally-protected status).

*Cyber-Bullying:* Cyber-bullying is bullying through the use of technology or electronic communication. Examples of electronic communication include e-mail, text message, instant message, internet communications (such as webpage or blog), and facsimile. Cyber-bullying can include the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying, as defined above. Cyber-bullying includes, but is not limited to, the distribution by electronic means of a communication to more than one person, or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

*Disrespectful Behavior:* Treatment of other community members in any disrespectful manner for any reason is unacceptable, no matter the circumstances. Students are responsible for the impression their actions and words give off, regardless of their intentions.

*Harassment or Discrimination:* Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment for a student; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to or not objecting to the behavior.

Harassment and discrimination can take many forms. Examples include, but are not limited to, limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics, as well as slurs, jokes, epithets, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons/graffiti regarding a legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes. Harassment also includes sexual harassment (as defined below).

*Hazing:* Hazing means subjecting a student to a physical or mental health injury for the purpose of initiating, admitting, or affiliating a student into any organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, including any society, athletic team, fraternity or sorority, or other similar group. Prohibited conduct includes, but is not limited to, whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity, which is likely to adversely affect the physical or mental health or safety of a student, or which subjects the student to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Conduct may constitute hazing regardless of whether consent is implied or given.

Hazing is expressly prohibited at The Hill School. Students should also understand that hazing is illegal in the Commonwealth of Pennsylvania and that such misconduct may constitute criminal conduct.

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

*Racial Discrimination:* Racial discrimination is a type of discrimination (as defined above). Racial discrimination involves treating a target unfavorably because the target is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Racial discrimination can occur when the target and aggressor are the same race or color.

*Retaliation:* Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct (including, but not limited to, bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment), provides information during an investigation, or witnesses and/or has reliable information about such misconduct.



***Sexual Assault:*** Sexual assault occurs when a target is forced or coerced into sexual activity without giving consent. Sexual activity includes, but is not limited to, touching or fondling, either directly or through the clothing, of another's intimate areas or any contact, intrusion, or penetration of another's sex organs, anus, or mouth.

***Sexual Contests:*** Sexual contests describe circumstances when individuals compete with one another to achieve sexual goals or milestones. Examples of sexual contests include, but are not limited to, keeping lists of sexual exploits, winning a prize for accomplishing a sexual goal, or being expected to accept a consequence for failure to achieve a sexual goal.

***Sexual Harassment:*** Sexual harassment is a type of harassment (as defined above). Sexual harassment includes unwilling and unwanted sexual attention, regardless of gender, from anyone with whom a target may interact while attending the School or School-sponsored programs and events.

Examples of behavior that may constitute sexual harassment include (regardless of whether the intent or consequence of such behavior is to make the target feel uncomfortable): (a) offensive body language (staring and/or leering at a person's body or standing/brushing too close); (b) offensive or unwanted sexual comments, abuse, jokes, or insults, delivered verbally or in writing; (c) derogatory or pornographic posters, cartoons, or drawings; (d) pressure for sexual activity (such as hazing or threats, as well as repeated requests after rejections); (e) offering favors or benefits in exchange for sexual acts, or threatening mistreatment if one does not engage in sexual acts; and (f) offensive or unwelcome physical advances (including kissing, hugging, pinching, grabbing, groping, "playful" slapping, etc.).

***Target:*** A student against whom interpersonal misconduct or retaliation has been perpetrated.

## **Legal Definitions and School Policies**

In accordance with the School's mission, values, and standards of conduct, the School has supplemented and/or provided broader protections against bullying, discrimination, harassment, and other inappropriate conduct than may be required under applicable laws. In essence, the School's standards may be stricter than the law and the School may impose discipline accordingly. The School's efforts to enhance its protection of students in no way expand an individual's rights under applicable laws. Further, the School may modify and amplify the standards set forth above and use its discretion in the interpretative enforcement of all ideals and standards of conduct.

## **Reporting Complaints**

A student who is the target of interpersonal misconduct, or who has witnessed such misconduct or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by the School, is expected to report the matter promptly (either orally or in writing) to the Dean of Students or to any other administrator, faculty, or staff member with whom the student is comfortable speaking. If a student is uncomfortable contacting one of these individuals, the student may ask a School Counselor, Wellness staff members, another adult, or a classmate to help and be present with the student when making a report.

With respect to reporting sexual assault in particular, students are strongly urged to speak to a trusted adult on campus or at home, to a member of the Wellness Center staff, or to an external [insert name of local resource]. When making such outreach, students may share as little or as much information as they would like; however, there may be limits to which the School can respond based on the degree of information shared.

Parents/guardians who have witnessed or have information about an incident of interpersonal conduct or an incident of retaliation are strongly urged to immediately notify the Dean of Students or a School Counselor.

The School expects students and parents/guardians not to make anonymous reports. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine

the facts of what occurred if complaints are made anonymously, and disciplinary action will not be taken against an individual solely on the basis of an anonymous report.

## **Confidentiality**

The School cannot promise absolute confidentiality to those reporting interpersonal misconduct, as there may be a need to share information during an investigation or otherwise. However, the School will act with a high level of discretion and only disclose such information on a need-to-know basis.

## **False Complaints**

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons. Therefore, the School expects the honest and full disclosure of facts by all involved and does not tolerate knowingly-false accusations.

## **Responding to Complaints**

The goals of an investigation, and any supportive, disciplinary, or other remedial process that is imposed following that investigation, are to correct the situation to the extent reasonably possible and to take steps to prevent repetition of the incident and retaliation.

When a complaint is brought to the attention of the Dean of Students, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors). The School also seeks to prevent the disruption of the learning environment while the investigation is undertaken. The School may use strategies, such as increased supervision, stay-away mandates, personal safety plans, academic accommodations, modified residential assignments, and other strategies to prevent misconduct, witness interference, and retaliation during and after the investigation. In addition, students may be subject to on-campus restrictions, change status from boarding to day, or placed on leave during the course of the investigation, as determined appropriate by the School.

The Dean of Students or the Dean's designee are generally responsible for conducting an impartial, fact-finding investigation of the complaint. However, other administrators and external resources may be used to conduct the investigation, as determined appropriate by the School. This investigation may include interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or parties who have information relevant to the alleged incident. The School may consult with faculty, Wellness Center staff, the parents/guardians of the alleged target(s) and/or the alleged aggressor(s), or any other person deemed to have knowledge about, or circumstances surrounding, the complaint. The School expects students and their parents to cooperate with the School's investigations, which includes not retaining legal counsel to represent the student in any school investigations.

The School neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. The School will not take adverse action against a student for making a good faith report of interpersonal misconduct. The School will address, consistent with its disciplinary policies, an individual who is found to have engaged in retaliation against a student for filing a complaint or participating in the investigation of a complaint.

Upon completion of the investigation, the Dean of Students (or the Dean's designee) will generally determine whether and to what extent the allegation of interpersonal misconduct has been substantiated. The Dean of Students may then recommend to the Head of School (or the Head's designee) whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented. At the discretion of the School, the Discipline Committee may be convened to make recommendations regarding the disciplinary response. The Head of School (or the Head's designee) will consider any recommendations from the Dean of Students

and/or the Discipline Committee if it convenes, but the Head of School (or the Head's designee) will determine any appropriate disciplinary action for a student who is found to have committed an incident of interpersonal misconduct or retaliation. The School will also consider whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students.

Information about consequences or other corrective action may be shared with the School community as deemed appropriate by the Head of School. Such announcement may be made in person, by electronic communication, or otherwise. Resources such as counseling or referral to appropriate services are available to all students, including the alleged aggressor(s) and target(s), during and after an investigation.

### ***Notification to Parents/Guardians***

The School will generally notify the parents/guardians of the alleged target(s) and aggressor(s) after a complaint has been filed and to report the results of the investigation. Parents/guardians of the target(s) will generally also be notified of any action to be taken to help prevent further acts of interpersonal misconduct or retaliation. However, parents/guardians should understand that the amount of information shared by the School may be limited by confidentiality laws protecting student and employee records, privacy considerations, and concerns regarding the integrity of the investigatory processes.

### ***Notification to Government Authorities***

In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under Pennsylvania's Child Protective Services Laws, law enforcement or other appropriate government agencies, such as ChildLine may be notified. At any point after receiving a report of interpersonal misconduct, the School may notify local law enforcement or other government agencies. If the School receives a complaint involving students from another school, the School may notify the appropriate administrator of the other school so that both may take appropriate action.

If the School determines it is appropriate to notify government agencies of a report of interpersonal misconduct, the School may defer investigative steps until notification that such authorities have concluded their initial fact-gathering and have authorized the School to proceed.

### ***Reporting and Response Sequence***

Below we have listed the potential steps the School may take once it receives a report of personal misconduct. Please note that these steps are not mandatory and subject to change based on each unique situation.

Depending on the circumstances (including whether the alleged aggressor is another student, a member of the faculty/staff, or an individual not associated with Hill), some steps may not be necessary, may be completed in a different order, or additional steps added.

- ☐ Student or witness makes report (either orally or in writing) to the Dean of Students or to any other administrator, faculty, or staff member with whom the student is comfortable speaking. (If a student is uncomfortable contacting one of these individuals, the student may ask a School Counselor, Wellness staff members, another adult, or a classmate to help and be present with the student when making a report.)
- ☐ When a complaint is brought to the attention of the Dean of Students, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors).
- ☐ The Head of School, Dean of Students, or other designated official may take steps to facilitate the commencement of an impartial, fact-finding investigation of the complaint.
- ☐ School investigations may include, but are not limited to interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or parties who have information relevant to the alleged target.

- In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse, the School may notify Pennsylvania ChildLine, local law enforcement, or other government agencies. In the event that outside authorities convene an investigation, the School may defer investigative steps until notification that state and local child protective services or law enforcement authorities have concluded their initial fact-gathering.
  - School officials may notify the parent(s) or guardian(s) of all students involved either before or after the notification to Pennsylvania ChildLine.
- Any time a student is accused of interpersonal misconduct, the School may determine that they must be off campus, change status from boarding to day, and/or be subject to on-campus restrictions for the duration of all investigations. The School may also require students to re-affirm their commitment to engage in appropriate communication and behavior, including potentially new restrictions and expectations, while the investigation is ongoing.
- Students involved may have regular check-ins with a counselor at least once per week, whether on or off campus.
- If there are updates in the status of any external investigation by law enforcement and/or child protective services, the Dean of Students may communicate those updates to the students involved and their parent(s)/guardian(s), if permitted to do so.
- If formal criminal charges or protective orders are brought against student(s), the School may determine that a separation from school is appropriate, even if the School has not conducted or completed its investigation.
- The School may notify all involved students and parents/guardians at key stages in the process.

### **Sanctuary Policy Applicable to Sexual Assault**

Student health and safety are more important than discipline. Therefore, a student should not refrain from seeking help for fear of discipline by the School. If a student is violating a School rule when the student needs to call for help due to a sexual assault, the student will generally be granted sanctuary from discipline for the rule violation (unless, for instance, the student perpetrated the sexual assault). We reiterate that we expect students to promptly report to a School employee any incident where the health or safety of a student may be at risk.

Generally, after a report of sexual misconduct is made, the School will take temporary and proportionate safety measures to address individual and campus safety and the well-being of students, staff, and faculty. Those measures may include extending academic accommodations, modifying residential assignments, access to mental health/medical resources, implementing campus restrictions, leaves of absence, or changing a student's status from boarding to day. The School may also require students involved to have regular check-ins with a counselor, whether on or off campus.

# Student Health Services

## SECTION CONTENT

98	Health Care Services	103	Special Circumstances
98	Health Forms	103	Health Insurance
98	Services and Fees	103	Immunizations
99	Confidentiality of Health Information	104	Caretaker Designation
99	Medication Policy	104	Prevention
100	Wellness Center Communication	105	Clinical Counseling Services and
100	Chronic Illness Management		Prevention Education
100	Sports Medicine	106	Immediate Care (“ICare”)
100	Sports Status		
101	Absence from Classes Due to Illness		
101	Medical Appointments and Observances		
102	Medical Leave of Absence		
103	Medical Chaperones		





## Health Care Services

Health care services available to Hill students on campus include general medical care provided by the Wellness Center staff, mental health services including counseling sessions with the Counseling Center, and sports-related prevention and injury care with the Athletic Trainers. Services are designed to provide care primarily for boarding students. Day students are encouraged and expected to use their local healthcare providers for their routine and episodic needs beyond first aid and minor symptom control during the school day.

The Elliott Menkowitz, MD P'83 '94 Wellness Center, located on the lower level and east end of Hunt Upper School dormitory, is a 14-bed facility that also includes a medication room, two exam rooms, and a treatment room. Our health care team consists of a physician/Medical Director, a nurse practitioner/Director of Wellness, licensed and registered nurses, and an office manager. Our team collaborates closely with the Counseling Center and the Athletic Trainers. While students are on campus, the Wellness Center is open 24 hours a day, seven days a week for any student health needs or concerns. The Wellness Center is not a hospital, and there are limits to the care the School provides. The School primarily utilizes the nearby Pottstown Hospital - Tower Health, located approximately two miles from campus, for medical emergencies. Additionally, we have access to an extensive, larger medical community with various medical specialists represented. We have an excellent working relationship with local orthopedists to assist with sports injuries.

**The Wellness Center is open 24 hours a day while campus is open and available to students for any health needs or concerns throughout the school year.**

## Health Forms

Each year the Wellness Center requires families to provide health information, including an annual physical exam, proof of up-to-date immunizations, and an Authorization to Treat and Share Health Information form, to be completed and returned prior to students' arrival on campus for the upcoming school year. In part, this information is obtained to comply with state law; it is also needed to keep the School well-informed of the health of students in its care. Forms are generally made available to returning families in early May and to new families in early June. In addition, the physical exam must be dated after May 1. Health forms are due by July 15 and should be submitted electronically through the electronic health record Patient Portal. A late fee may be billed to the student account if forms are not completed by the due date. Students may be prohibited from arriving to campus without clearance from the Wellness Center.

*Note: In the interest of best practice, the Wellness Center will not accept a physical exam or prescription medication order form completed by a medical provider who is also the student's parent.*

The Wellness Center does not contact parents routinely concerning their child's nonemergency medical care and treatment. Of course, Hill encourages parents to contact the Wellness Center if they have any questions or need further information.

## Services and Fees

The following services are provided by the Wellness Center and included in boarding tuition: medical evaluation and treatment of acute illness or injury, overnight observation and care, postoperative care for emergency surgery, individual doses of non-prescription medications, basic wound care and first aid treatment, general health counseling, daily medication administration, pharmacy delivery of medication, and assessment of any health and wellness cares and concerns that arise during the school year.



Pipes  
*Sabrina Messineo '20*

Services resulting in additional charges include prescription medication copays or any other copays imposed by insurance, non-prescription medications not available in the Wellness Center, vaccines required by the Commonwealth of Pennsylvania or the School, drug tests, travel-related testing, and possibly specific and/or complex care that is outside the scope of the Wellness Center's typical services. Parents are responsible for all charges incurred through the hospital, local physician offices, dental offices, and other specialty offices. There also are fees for transportation to medical providers who are located outside of the local area surrounding the School.

## **Confidentiality of Health Information**

The Wellness Center keeps all medical history and medical records confidential except as may otherwise be required by applicable law or as required by School policy. It is very important that up-to-date comprehensive health information pertaining to student's physical and emotional health be provided in detail. We encourage and expect families to convey any significant issues to the Wellness Center before the start of school in the summer health forms and throughout the year as needed. As a residential boarding school, we may from time to time and on a need-to-know basis be required to share the minimum necessary information with select Hill employees, such as school counselors, faculty, dorm parents, coaches, advisers, and other Hill employees when the information is critical to the care, health, safety, and well-being of the student.

## **Medication Policy**

If a student must take a daily prescription medication, parents are expected to provide the School with a Permission to Medicate Form signed by the student's doctor and parent(s). The Wellness Center staff in collaboration with the parent/guardian and the student's physician, will establish an individualized medication administration plan for any students who must take medications at school.

A responsible adult should deliver medications to the School in a pharmacy- or manufacturer-labeled container. Please ask your pharmacy to provide separate bottles for School and home. Medications will be dispensed by Wellness Center staff. Medications should be picked up at the end of the school year. Any medications left after one week of School closure in June will be destroyed.

The Wellness Center staff, in collaboration with the parent/guardian and the student's physician, will also establish an individualized medication administration plan for any student requesting medication self-administration privileges. The student will be involved in the decision-making process and the student's preferences respected to the maximum extent possible. In a collaborative effort, the Wellness Center staff together with the student, the student's parent/guardian, and physician will determine the student's understanding of the student's medication(s) and competency in the administration of the student's medication(s). Based on this determination, the Wellness Center staff will allow or disallow self-administration privileges in accordance with state and federal laws. The self-administration of medication(s) shall include self-administration while on School property or during School-sponsored trips. A duplicate dose of life-saving medication provided by the parent/guardian will be stored at the School Health and Wellness Office. It is the responsibility of the parent/guardian to notify the Wellness Center staff in order to update the student's medication administration plan with respect to any medication(s), dosing revisions, and health status changes.

Misuse of the privilege to self-administer medication(s) will result in immediate revocation of said privilege(s). The School will not assume any responsibility for students not in compliance with this medication self-administration policy.

*Over-the-Counter (OTC, or Non-Prescription Medications):*

- ☐ Boarders are allowed to keep FDA-approved OTC medication in their room for the treatment of minor discomforts such as headache, menstrual cramps, and stomachache.
- ☐ ALL medication must be purchased in the United States and must be labeled in English.
- ☐ Students cannot share their medication with anyone else.
- ☐ All OTC medication must be in the original manufacturer's labeled container.
- ☐ Nutritional Supplements and Performance-Enhancing Products
- ☐ The Hill School Wellness Center regards and respects the statement from The American Academy of Pediatrics (AAP), which emphasizes "Parents need to be aware that dietary supplements are not regulated by the U.S. Food and Drug Administration (FDA). Studies looking at the purity of supplements find high rates of contamination with possibly harmful substances. Also, many products do not contain the ingredients listed on the label." Therefore, we discourage their use and recommend that families discuss with their child's healthcare provider the safety and effectiveness of any supplements.

**NOTE: Students are NOT ALLOWED to make online purchases or directly accept mail delivery of medication or nutritional supplements.** Medications should be addressed to the Wellness Center so the medication can be reviewed by the Wellness Center staff.

## Wellness Center Communication

Students may be notified via email, phone call, text, or secure message through the Patient Portal if they are required to report to the Wellness Center for any medical care, follow-up, or appointments. Failure to respond to the Wellness Center communications may result in Deans' Office and parental notification.

## Chronic Illness Management

It is imperative that the Wellness Center staff is well informed of a student's chronic health conditions (such as, but not limited to, asthma, diabetes, allergy shots, EpiPen prescription, food allergies, disordered eating, anxiety disorder, depression, seizure disorder, etc.). The Wellness Center staff will work in conjunction with the student's primary care provider or specialist to ensure that the student's health and wellness are monitored and maintained. A student may require regularly scheduled visits with the Wellness Center team. Students requiring weekly or monthly injections for immunotherapy will be treated by a local allergist in their office.

## Sports Medicine

The School has certified athletic trainers to work with the School's sports programs, providing immediate evaluation, first aid, and rehabilitation modalities to injured student-athletes. The athletic trainers refer more complicated or serious injuries to the Wellness Center or outside providers for evaluation by a nurse practitioner or physician. Some cases will require consultation with a specialist (e.g., orthopedist, cardiologist, or neurologist). Injuries or illness may cause athletes to be held out of athletics until it is safe for them to return. Athletes who are not at risk of extending an injury or compromising their health and well-being will likely be able to participate in athletics with little or no restriction.

## Sports Status

The Wellness Center staff will assign students a sports "status" based on their illness/injury. Students are responsible for knowing their sports status and to follow it accordingly.

#### Sports Status Levels:

- ☐ Sport Status #1: No restriction.
- ☐ Sport Status #2: Practice with limitations.
- ☐ Sport Status #3: No participation. Report to coach and observe practice.
- ☐ Sport Status #3C: Concussion Protocol
- ☐ Sport Status #4: Rehab only – Report to athletic trainer or off-campus physical therapy.
- ☐ Sport Status #5: Report to Wellness Center during sport time; Day Student may go home.

### **Absence from Classes Due to Illness**

Students who are ill and miss all classes that day may not participate in athletics or co-curricular activities on that day.

Students who are out ill for an extended period of time or who are placed on Medical Leave by the School are eligible to complete their academic work in the appropriate manner if and when medically able to do so.

**Day Students** Day students who are ill and unable to attend class must have a parent notify the Wellness Center by 8:25 a.m. on each day of illness. The preferred method of notification is for a parent to email [daystudentill@thehill.org](mailto:daystudentill@thehill.org). This email will notify both the Wellness Center and the Deans' Office. Alternatively, a parent may call the Wellness Center at 610-705-1111. If the Wellness Center has not received notification by 8:25 a.m., and the student is reported absent from a class or other obligation, the Wellness Center may contact the parents. Missing more than three days for illness requires a note from the student's primary care provider. If day students become ill while on campus, they must be excused by the Wellness Center (and check out through the Wellness Center) before departing campus to go home. Upon returning to school, the day student must check in with the Wellness Center prior to attending class or other obligations.

**Boarding Students** Boarding students who are too ill to attend class must report to the Wellness Center prior to the start of classes, or at any time if they become ill during the day. Boarding students are not allowed to remain in their rooms if they are ill during the school day. Students will be evaluated in the Wellness Center by a nurse, nurse practitioner, or physician. Students who check into the Wellness Center after the class has begun will not be excused from that class. A student who becomes ill during the night should contact a dorm parent or prefect and report to the Wellness Center prior to the start of classes.

Boarding students who do not return to campus following a vacation/holiday break due to illness, or go home due to illness, are required to check back in via the Wellness Center prior to going to the dormitory or classes. If the absence is three days or more, a note from the student's primary care provider must accompany the student upon return to school is required, unless otherwise advised by The Wellness Center. The Wellness Center may require the student to remain home longer due to the communicability or nature of that illness, and other considerations. The Wellness Center requires the parent(s), not the student, to call The Wellness Center directly if their child will be remaining home ill beyond the expected time frame.

### **Medical Appointments and Observances**

Medical appointments arranged by the parent must be communicated directly to the Wellness Center prior to the date of the appointment in order for the absence to be excused. The Wellness Center will list the student as excused, and it is the student's responsibility to communicate with teachers regarding any missed or due work for that day. All students, day and boarding, who leave campus for a medical appointment, must check out and back in through the Wellness Center. Parents and students should strive to schedule appointments when they will not interfere with the student's academic, co-curricular, or other campus obligations. Further, parents and students should avoid scheduling appointments which require an extension of a vacation, holiday recess, or weekend at

home. All other non-medical appointments or occasions, including religious observances (whether observed on or off campus), must be cleared through the Deans' Office in advance to be approved/excused.

## **Medical Leave of Absence**

A medical leave from school may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Students who are absent, or who anticipate an absence, for an extended period due to illness or special medical care, may be placed on a Medical Leave of Absence. The health forms packet includes a letter describing the process of Medical Leave. The Medical Leave Committee (MLC) makes recommendations to the Head of School regarding both being placed on Medical Leave and subsequent return to Hill. The MLC, chaired by the Medical Director, typically consists of the Director of Counseling, the Academic Dean, the Director of Residential Life, and the Dean of Students.

The principal goal of a medical leave is to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the School's opinion, meets these needs, the School may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School) to allow the School to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the School may require that the student be evaluated and subsequently placed on medical leave. The School may initiate a discussion of a leave of absence in circumstances including, but not limited to:

- ☐ When mental health or physical symptoms are or may be impeding a student from functioning appropriately academically;
- ☐ When a physical or mental health condition interferes with a student's attendance at school;
- ☐ When a student behaves in ways that may be self-destructive or dangerous to others;
- ☐ When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- ☐ When a student exhibits symptoms or behavior that is of concern to the School.

The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school; and the further steps that the School may require if the situation does not improve.

The School may detail the parameters of the leave, including anticipated conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the student must make arrangements to make up missed work either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course.

To return to School from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a



physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. The decision regarding any student's return to the School from a medical leave remains at the discretion of the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in the residential program, overnight field trips or other residential-style School activities.

## **Medical Chaperones**

The Wellness Center maintains a small team of medical chaperones who are available to accompany students during off-campus medical appointments. Students are also accompanied by a Hill adult to the emergency department. If a medical chaperone is not available for an emergency or unplanned trip, the student may be accompanied by a Dean on Duty or other Hill adult. For routine, scheduled off-campus appointments, a medical chaperone will accompany younger students. For older students, use of a medical chaperone will be determined by preferences of the student, parent(s), and/or Wellness Center staff. There is no charge for this service.

## **Special Circumstances**

Some students will turn 18 years old while attending The Hill School. As such, they are no longer considered minors from a general legal perspective.

However, because Hill has an enrollment contract with the parents, Wellness Center staff may still consult with, involve, and communicate with parents in general regarding the student's healthcare, except when specific situations require otherwise. Please refer to the Students Age 18 and Older policy on page 122 for more information.

## **Health Insurance**

All students are required to have health insurance that is valid for care in Pottstown and the surrounding region. In order to assist with this requirement, the School offers families the opportunity to purchase health insurance for students through the School. Alternatively, families can provide the School with evidence of a valid U.S.-based health insurance policy, that has coverage in Pottstown and the surrounding areas. Parents are required to contact their insurance company to verify the plan's coverage. If information about insurance is not provided prior to the start of school or if the School determines that the coverage is inadequate, the School may enroll a student in the School's health insurance plan and bill the student account accordingly.

For those who purchase the health insurance plan offered by the School, the Wellness Center will receive the insurance cards from the insurance company in August. We will provide a copy of the cards to students in September. Students who are being enrolled in the insurance plan offered by the School will not have a separate prescription insurance card.

## **Immunizations**

In accordance with Pennsylvania law, Hill requires all students to provide proof of up-to-date immunizations or an exemption before attending School. In Addition to the immunizations required by Pennsylvania law, Hill may require additional vaccines. Currently, Hill requires students to obtain an annual flu shot and the primary series vaccination against COVID-19.

Proof of immunization should be recorded on a Certificate of Immunization form and signed by a medical professional. A student with a qualified religious and/or medical exemption must provide the School with a written statement of exemption, pursuant to state law. A medical exemption must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A religious exemption

must be signed by the student's parent or guardian, attesting that immunization conflicts with their sincerely held religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption may not be permitted to attend the School or participate in any School activities.

## **Caretaker Designation**

Consistent with the requirements set forth in the Enrollment Contract, students must have a caretaker in close proximity of the School that is able to take care of the student in the event of an emergency or other situation requiring the student to leave campus. For students whose parents/guardians live near campus, their parent/guardian is presumed to serve in this role, unless the family notifies the School otherwise. For students whose parents/guardians live more than 500 miles from campus, families must designate a caretaker. The requirements for the caretaker are set forth below. The caretaker's information should be submitted to the Wellness Center via the Caretaker Designation form. The designated caretaker may be someone different from the emergency contact provided to the School on other forms. Parents/guardians are required to inform the designated caretaker of the expected responsibilities and agree to perform those duties if called upon to do so.

### ***Caretaker Requirements***

Parents of domestic students who live more than 500 miles from campus and students whose primary address is outside the U.S. must designate a local caretaker. This caretaker must commit to traveling to the School to pick up the student within 24 hours of notice by the School. This caretaker must be at least 21 years of age and must live within driving distance of the School, preferably within a 3-hour drive. The circumstances in which the caretaker's services would be required include illness, injury, discipline, mental health concerns, or other indications as determined by the School.

### ***Expectations if a Caretaker is not Designated or Available***

If a caretaker is not provided or the designated caretaker cannot fulfill the duties set forth above, the parent(s) will be required to travel to the School and arrive at the School within 48 hours to assume care for the student when required by the School.

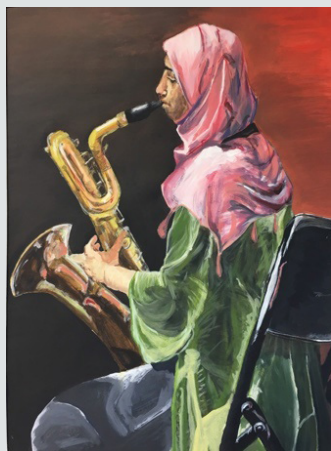
If a caretaker is not designated or cannot fulfill the required duties, or if the parent(s) is/are unable to come to campus to assume care for the student, the family will be required to contact and secure a professional guardian agency at their own cost. Please contact Ms. Qiu ([hqiu@thehill.org](mailto:hqiu@thehill.org)) for further details on available guardian services.

If a guardian has not been secured by the parent within 48 hours of an identified need for one, the School may enroll the student into the services of a professional guardian organization of the School's choice and at the parent's expense.

The Hill School organizes an International Host Family Program which can provide limited support to international students. This program is intended to provide hospitality at times during the school year, such as when students are unable to return home for a long weekend or have travel plans that do not directly align with the School calendar. However, the host program is not a legal substitute for a caretaker, who might be needed for more substantial, complex, or lengthy care.

## **Prevention**

As part of the summer health forms, students and parents are required to review and sign educational materials regarding sudden cardiac arrest and concussion.



Soaad Elbahwati  
Jaeyoung Park '19

## **Clinical Counseling Services and Prevention Education**

The counseling program is an extension of the goals of a Hill education. As such, it seeks to be an integral part of the safety net specifically set in place to secure the emotional well-being that we know promotes the best learning in our students. The Hill School counselors abide by a Joint Statement on Integrated Mental Health Care in Independent Schools (2008) that states: *Emotionally healthy young people are happier, perform better, stay in school longer, miss fewer classes, and contribute more to the scholastic, athletic, social, and artistic life of their school than less healthy peers.* Though Hill School students will often explore the concerns they may experience in social, academic, or personal areas of life with a range of faculty, they also may do so with licensed mental health professionals through our clinical counseling services. All students are eligible for free counseling. In addition, the School may require a student to see a school counselor.

**Counseling Center Location:** The Hill School Counseling Program is located on the west end of the Wellness Center of the Upper School building on the first floor. (End closest to the Chapel)

**Counseling Center Phone:** 610-705-1043 (Internal Ext. 7043)

**Director of Counseling Phone:** 610-705-1162 (Internal Ext. 7162)

**Counseling Center Hours:** Monday – Friday 8:30 a.m. - 4:30 p.m.

### ***Prevention Education Specialist***

In addition to counseling services, The Hill School offers a robust prevention education curriculum called Eudemonia, which covers various topics related to student well-being.

### ***Clinical Counseling Approach/Method***

The Hill Counseling Program is a triage-down model, typically initiated by a student or faculty member. Upon receiving a referral, a screening session is conducted. If further counseling is the next step, the student starts with an assessment that helps determine a counseling recommendation. The assessment process covers six-dimension areas and allows screening for mental health concerns such as anxiety, disordered eating, substance abuse, trauma, student safety, and internet addiction. School Clinicians are licensed to provide individual, family, and group counseling on various concerns. School Clinicians use outcome-based measures to help clients benefit from clinical services while in counseling. Students may access counseling services on a limited basis or even one time through drop-in services. All students need to do is request to speak with a counselor. The student and counselor may determine if ongoing counseling is necessary or if drop-in support is sufficient.

### ***How do I get started?***

The first step in receiving counseling services is to contact The Hill Counseling Center at [counseling@thehill.org](mailto:counseling@thehill.org), or by simply walking into the Counseling Center and asking to speak to a School Clinician.

### ***Student Informed Consent***

All students who request regular clinical services will sign an informed consent. This form on the counseling website explains the counseling process and students'

rights. Pennsylvania students aged 14 or older can request counseling services without parental knowledge. Parents are also expected to acknowledge and sign this form during the onboarding process.

### ***Eudemonia and Health+ Prevention Education***

Our Prevention Education Specialist, Mr. Doug Jones, has a Master's Degree in Counseling Psychology, and a certification in Applied Positive Psychology. The Hill School Prevention Education program is a three-tiered approach to health and wellness:

1. Using evidence-based surveys to measure current students' risk and protective factors.
2. Using this data to build specific prevention education programming to reduce risk factors and bolster protective factors.
3. Educating students with strategic programming provides opportunities for reflection and discussion within spiritual life, residential life, and Eudemonia.

Students will engage in required Eudemonia and Eudemonia Health+ over the course of third, fourth/fifth, and sixth form years. These workshops will be taught by the Prevention Education Specialist. For more information about the Eudemonia and Health+ curriculum, don't hesitate to contact the Director of Counseling.

### ***ICare Counseling***

Students enrolled in the ICare program will be assessed by a School Clinician with specific training and credentials in adolescent substance abuse assessments. Recommendations from the assessment will be communicated to the student and their parent(s). The Dean of Students will be notified as a student completes all required expectations of the ICare process, including formal counseling.

### ***Participation in Student Surveys***

There are times when participation in student surveys is requested. The purpose of this data collection is to better understand program outcomes thus improving school programs. Any student or parent who has concerns with these surveys should feel free to discuss these concerns in more detail with a School Clinician or may always opt out of participation.

### ***What if I have a crisis?***

Crisis intervention services are offered during regular Counseling Center hours (Monday-Friday 8:30 a.m.-4:30 p.m.). For crises outside of normal Counseling Center hours, call/contact a dorm parent to get in touch with a counselor on call or call Hill Security (610-327-3060).

### ***For More Information:***

Please see [The Hill School Counseling Center webpage](#) for more information and frequently asked questions.

## **Immediate Care ("ICare")**

### ***Getting Help for Yourself or Another***

The use and abuse of alcohol and drugs can lead to serious health consequences. As a way of letting students know that their health and safety are of paramount concern, the School encourages students to ask for help from adults should they find themselves or another student impaired, ill, or struggling with substance use or abuse.

The ICare program is intended to provide students with a safe space where they can receive counseling, assistance, and guidance for substance abuse. Participation in the ICare program is voluntary and does not grant students immunity from all discipline. ICare is not an alternative to discipline apart from the conduct directly related to the student's own substance use that would otherwise be violations of the School's drug and substance use rules. Students electing to participate in ICare may still be subject to disciplinary consequences for conduct beyond the use or possession of alcohol or drugs.

### ***Basic Principles of Activating ICare and Eligibility:***

- 1. Proactive and Student-Initiated Referral:** ICare referrals must be student initiated and preemptive. To activate the ICare process, students must communicate with any Hill employee about their own substance use/possession, or use/possession by another student, before any School employee learns of, suspects, begins investigating, observes, detects, or discovers that student's substance use/possession or a violation of any School rule that subsequently reveals substance use/possession. Students who are discovered by the School using or in the possession of alcohol, drugs, or nicotine may not be referred to ICare; these instances will be handled consistent with the School's discipline guidelines.
- 2. Wellness Center and Medical Care:** As soon as is practical, a student who is referred to ICare will be escorted to the Wellness Center for assessment, care, and further questioning about their substance use. In some cases and emergencies, a student may be transported to an outside medical facility (at their family's expense).
- 3. Compliance, Cooperation, and Honesty Required:** A student referred to ICare must comply with all ICare procedures and cooperate fully, honestly, and immediately about their substance use/possession. If the student fails to cooperate or declines to enter ICare, they permanently forfeit ICare eligibility and will be subject to disciplinary action, consistent with the School's discipline guidelines.
- 4. Identification of Other Students Involved:** Students referred to ICare (and students who have been caught using/possessing substances) are strongly encouraged to identify other students with whom they have been using substances. During their evaluation and questioning at the Wellness Center, a student may forfeit their ICare eligibility if they fail to identify other students with whom they were using substances within the previous 12 hours, who are likely under the influence, and who may need urgent medical attention.
- 5. Student Already in ICare:** The above intake process operates in the same manner for a referred or self-referred student who is already enrolled in ICare (see below for detailed trajectory).

### ***ICare Admission and Assessment***

- 1. ICare Expectations:** In the days after being first referred to ICare, and after initial eligibility and compliance is confirmed, the School will present the student with a statement of expectations for ICare that may incorporate a substance use assessment, reaffirms a no-use expectation, requires substance testing (at the family's expense), and other components that the School believes are necessary to support the student. Once a student and their parent(s) acknowledge the statement, the student may formally receive ICare support. A student in ICare is subject to its standards for the remainder of their Hill career. However, after one year a student may become eligible for lower levels of accountability (insofar as substance screening and required counseling) after one year.
- 2. Assessment, Counseling, and Support:** As noted, a student admitted into the ICare program will be assessed by a School Clinician who has specific training in the assessment of substance use. Students are expected to follow all recommendations from that assessment and failure to do so may be considered a major rule violation. It may be determined that a student needs a higher level of care than The Hill School can provide. In that event, a medical leave or separation from the School may be necessary for the student to receive the necessary level of care.
- 3.** Students in ICare are expected to sign an informed consent and a release of information to allow School personnel to communicate on a need-to-know basis regarding the care and support of the student while at school. Similar authorizations may be required for communication with the student's outside providers.



### ***Scope of ICare***

Although ICare provides an initial wellness and safety-based alternative to the Hill's disciplinary system for substance-related use or possession, it has its limits. If a student in ICare violates the requirements for the program, is referred again for subsequent use, admits to subsequent use on their own, and/or the result of a required substance test is positive for any substance (or at an increased level during initial reinstatement tapering period), the student may be prohibited from participating in the ICare program and separated from the School. In addition, ICare participation does not limit the School from imposing disciplinary action on the student for misconduct. This includes misconduct the School discovered after the student's participation in ICare but which occurred prior to such participation. ICare is a program for currently enrolled students and, therefore, is unavailable to students on medical leave or who have been separated or withdraw from the School.

### ***ICare Definitions and Other Items***

- ☐ For the purposes of ICare, use or being under the influence of improper "substances" is defined as drinking alcohol in any amount, ingesting prescription medications beyond one's own prescribed dosage, smoking or ingesting any type of drugs in any amount including marijuana and THC, and/or ingesting any substance via the electronic delivery method (e.g., vaporizer, e-cigarette, wax pen, Juul etc.) even if it is purported or believed to be a nicotine-only product.
- ☐ For the purposes of ICare, possession of improper "substances" is defined as possessing or controlling alcohol in any amount, prescription medications that do not comply in type or amount with one's own prescription, drugs in any amount including marijuana and THC, and any drug paraphernalia or electronic delivery method devices, even if the devices are purported to be used for nicotine-only products.
- ☐ A student enrolled in ICare who is caught, discovered, or found to be using, possessing, or under the influence of substances loses their ICare eligibility, is subject to the traditional disciplinary process, and forfeits any opportunity for Medical Leave or Medical Withdrawal.
- ☐ A student who makes an ICare report that is knowingly fraudulent may be disciplined up to potential of required withdrawal.
- ☐ Only current students may make ICare referrals.
- ☐ Reports of a student's substance use while off campus (including school recesses, weekend leaves, and summer vacation) likely will be treated as referrals to ICare.
- ☐ Students in ICare are expected to comply with the no-use requirement even when away from campus and over the summer; a positive drug test result will be classified as a violation of the ICare no-use expectation regardless of when or where any substance was purportedly used or injected.
- ☐ A student enrolled in ICare may be placed on Medical Leave or required to separate from the School at any time, including when initially referred, depending on the specific circumstances of their usage or possession.
- ☐ While the Deans' Office generally does not notify all employees when students enroll in ICare, the Deans' Office may use its discretion to notify key employees for the health and support of the student, e.g., adviser, dorm parent, coach.
- ☐ Students who are caught using, possessing, or under the influence of substances and subjected to the discipline system but not required to withdraw, may be required to participate in ICare and subject to all of ICare's expectations and support as a requirement of their continued enrollment at the School.
- ☐ As noted, all ICare drug testing, both initial and random, will be billed to the student's family. Each drug tests range from approximately \$35 - \$200, depending on the level of testing, and billing to families is typically done in batches at the end of a term or year. The initial substance test after an ICare referral is typically a full panel analysis, which is the generally most expensive of drug test procedures.

# Additional Student Services and Resources

## SECTION CONTENT

110	Archives Center
110	Business Office
110	Campus Store
110	College Counseling
112	Humphrey Family Writing Center
112	ID/Access/Debit Account Card
113	Information and Technology Services (ITS)
113	John P. Ryan Library
114	Laundry Service and Facilities
114	Lost and Found
114	Office of Institutional Giving (OIG)
115	Technology
115	Transportation



## Archives Center

The Hill School Archives, located on the fourth floor of the Ryan Library, house the collection of memorabilia consisting of *The Dial* yearbooks, *The Hill News* newspapers, *The Record* literary magazines, *The Hill School Bulletin/ Hill Ties* alumni news, and a vast array of photographs, letters, and documents illustrating buildings, faculty, defining moments, sports teams, and reunions. Photograph albums and student scrapbooks span the period from the late 1880s through the 1940s, while items of clothing, including athletic jerseys, uniforms, and blazers, date from the late 19th century through the 1950s and beyond. Files containing correspondence shed light on the turning points in the history of The Hill School. The holdings have grown as a result of discoveries made on the campus, as well as items sent by alumni and friends of the School. Students have access to this area upon permission. Selected archival materials, frequently arranged around a theme, are often displayed on the first floor of the Ryan Library, Student Center, and in other areas on campus.

## Business Office

The Business Office is located at 701/703 E. High Street. When visiting the Business Office, please enter from the rear of the building, as the front doors are for the private faculty residences above the office. Students are encouraged to keep important papers such as passports and I-20s in the Business Office safe.

## Campus Store

The Campus Store is located on the lower level of the Athey Academic Center. School supplies, Hill spirit wear, gift items, toiletries, healthy snacks, other food items and dorm supplies may be purchased there. In addition, there is an ATM located outside the Campus Store available to students at any time the Athey Academic Center is open.

### **The Campus Store is open:**

Monday–Friday and on Saturdays while school is in session; see posted weekly store hours.

Our online store is open 24 hours a day. We offer a “Pick Up in Store” option. When checking out, please select this instead of “Standard Shipping” to pick up your items on campus.

<https://www.thehill.org/campus-store>

## College Counseling

The college search and application process are vital to the educational experience at Hill. Our structured program allows students to explore their interests, talents, ambitions, and long-term aspirations with the intention of making sound, individually focused choices. We help students base these decisions upon self-knowledge, careful research, and critical assessment of the personal values inherent to each individual.

Students are assigned to a college counselor in the winter of their fourth form year for course counseling purposes; individual, college-focused meetings begin in the fifth form year. Formal programs (including college fairs, numerous workshops, and a weekly college seminar in the fall and early winter of fifth form year) allow Hill students to engage with the application process in informative ways. Individual meetings with the college counselors attend to the unique specifications of each student’s process. Consistent communication between students and counselors is essential to a successful student-driven experience. Parents are a vital part of the college process, and we encourage their collaboration with the college counselors as well.

### ***Change in Curriculum***

Sixth form courses are listed on a student's transcript. If a course change among core academic courses occurs after the deadline for adding/ dropping a course or level (as set by the Academic Office) or a transcript has been released to colleges on a student's behalf, the student is obligated to share the change in curriculum with the college admission office(s) immediately.

### ***Reporting Disciplinary Actions***

Appropriate behavior and integrity form the foundation of a student's Hill experience and our Code of Conduct and Honor Code closely govern all aspects of student life. Hill expects students to respond honestly to any discipline questions asked on college applications.

In the case of withdrawal or separation due to discipline, sixth form students who have been accepted to college or currently are engaged in the college admission process are expected to notify colleges within 10 calendar days from the official date of a disciplinary withdrawal. The College Counseling Office will work with the student to develop an accurate, appropriate explanation of the student's actions and resulting withdrawal. After the student discloses the information to colleges, or if the student does not self-report within 10 calendar days, the College Counseling Office will communicate directly with the colleges, reporting incidents honestly, and with sensitivity and support towards the student.

The Hill School and its College Counseling Office will only report disciplinary action that results in a withdrawal or separation from the School. In doing so, Hill adheres to the professional guidelines set out by the National Association for College Admission Counseling (NACAC). The College Counseling Office will work with the student under these circumstances to explain the student's withdrawal.

### ***The Honor Code and the College Process***

The college process is an important part of a student's Hill experience; students work individually with a counselor with the expectation of submitting applications that are genuine, honest, and speak to each student's unique profile. The Honor Code and school rules apply to work done in the college process as it does in all other areas of school life. Specifically, any component of the college application process including, but not limited to, standardized testing, essays, applications, portfolios, and resumes that misrepresent a student's ability or qualifications may be considered an Honor Code violation. In addition, students who receive unpermitted aid or assistance from outside coaches, agents and/or counselors in writing essays and/or completing the application may be considered to have violated the Honor Code.

### ***College Visits***

College visits are an important and informative part of a college search, yet do not take precedence over a student's daily responsibilities at Hill. To maintain an appropriate balance between school requirements and college visits, we have established the following parameters:

- ☐ Each sixth former will be allowed five academic days away from campus for the specific purpose of visiting colleges.
- ☐ Students must have a parent/guardian contact the College Counseling Office to initiate the visit process.
- ☐ Once parental contact is received, an appointment at the college has been scheduled, and travel plans have been shared with the College Counseling Office, students must obtain a College Visit Request Form from the College Counseling Office.
- ☐ Final permission for the requested college visit will be contingent upon approval of the student's teachers, dorm parents, coaches, and appropriate advisers, all of whom may revoke this privilege due to poor performance in class or within the community.
- ☐ Students may not take more than three consecutive academic days to visit colleges.



- ☐ Productive use of vacation and school holidays for visiting colleges is highly recommended.
- ☐ College visits after the National Candidates Reply Date of May 1 will not be approved except in exceptional circumstances.

### ***College Visits for Underform Students***

Each fifth form student may be allowed one academic day away from campus for the specific purpose of visiting colleges. Fifth form students should follow the same process outlined above to seek permission for a college visit. Such requests are scrutinized with great purpose; the onus is on the student to prove that the event in question is so important and unique that missing class at Hill is justified.

Third and fourth form students are not permitted to miss school for the purpose of a college visit except in special circumstances and with the approval of the College Counseling Office. Productive use of vacation and school holidays is highly recommended when planning a college visit.

### ***Independent Counselors***

If families are considering hiring an outside agent or application manager for the college admissions process, it is imperative to discuss this directly with their child's college counselor. One of the many benefits of attending The Hill School is our college counselor's deep familiarity with Hill's curriculum and the opportunities for community engagement. Given this, we believe that the Hill counselors are best situated to work closely with students to effectively communicate their experiences and choices, as well as advocate on their behalf directly to colleges and universities. Most admissions offices speak only with school-based officials, and Hill counselors may be the sole representative of the student and the student's family to colleges and universities.

### ***Application Policy***

The individual counseling provided throughout the college process allows students, families, and counselors to partner in formulating a list of colleges that speaks to the interests, achievements, and possibility of acceptance for each student. On average, a responsible process results in the submission of 8-10 applications; at most, students may submit up to 12 applications (permission to exceed this number may be granted by a college counselor if there are extenuating circumstances; a fee may apply). Applying to college indiscriminately does not serve a student well. Counselors will work closely with students to develop an appropriate list comprising of 2-3 "Reach," 4-6 "Target," and 3 "Likely" schools with the goal of finding a good fit. (Please note: The University of California application counts as one application for up to all 9 campuses; the UCAS system allows 1 application for 5 UK universities).

## **Humphrey Family Writing Center**

The Humphrey Family Writing Center is located on the third floor of the Ryan Library. During study hall, Writing Fellows are on duty to assist students who want help with any type of writing, e.g., school papers, Chapel talks, and other projects. It is open Sunday, Monday, Wednesday and Thursday from 7:30 p.m. to 9:30 p.m. Students from any form are allowed to visit the Writing Center. Appointments are taken on a walk-in basis.

## **ID/Access/Debit Account Card**

Every student at The Hill is issued a school ID. The ID Card allows the student to access their dormitory and other access-controlled buildings on campus. The ID Card also is linked to their school debit account. Once parents have deposited funds in their student's debit account, the card can be used for purchases in the Campus Store, The Grille, Ram Shack, or for cash withdrawals in the Campus Store. Students are able to obtain their account balance at the point of each card transaction.

Students must maintain a positive account balance in order to charge purchases or withdraw cash. A minimum balance of \$250 is recommended to start the year. Payment or deposits for student debit accounts can be made



online through My Backpack (MBP) or by bringing cash/check to the Campus Store to make a deposit. Each month, statements are uploaded to MBP for parents to see an itemized summary of their student's debit account activity.

Cards will be replaced through The Hill Security Department with the following fee schedule: first replacement—free; second replacement—\$10; third or additional replacements—\$25. Additional information may be found in the families' section of The Hill School website.

### **ID/Access/Debit Account Card Reminders**

- ☐ Keep it in a safe place — with you, in your wallet or phone, is probably best. If you choose to carry your card on your phone, DO NOT leave your card on the phone when you charge it wirelessly. Doing so will deactivate the card permanently.
- ☐ If it is lost, please report it immediately to The Hill Security Department, Office of Residential and Student Life, or Deans' Office.
- ☐ You may purchase a replacement card through The Hill Security Department, email: [wconrad@thehill.org](mailto:wconrad@thehill.org).
- ☐ You should not use or be in possession of anyone else's card.
- ☐ Found cards should immediately be returned to their owner or turned in to the Office of Residential and Student Life.
- ☐ Remember, you should not keep cash in your room. Put it in your account and take it out in small amounts that you will use quickly. Deposits and withdrawals from your student account can be made with your card at the Campus Store.
- ☐ Some companies will give you a student discount if you are able to show a current student ID.

## **Information and Technology Services (ITS)**

The Library and technology staff and services at The Hill School are integrated into one department to support students, faculty, staff, and the entire Hill School community.

### **John P. Ryan Library**

The John P. Ryan Library provides students and faculty with access to the latest information through books, online databases, periodicals, video resources, and more. On the Library Website, found through clicking the “Our Community” link on The Hill School website, or going to [library.thehill.org](http://library.thehill.org), the following resources are available: HillCAT, the Library online catalog; a myriad of research databases covering most subject areas; links to *The New York Times*, Academic Video Online, Kanopy, and educational video streaming services; tabs to other resources including several eBook databases including our own curated collection of eBooks and audiobooks through Overdrive, Flipster e-magazines, and RefWorks, a powerful bibliography and note taking tool. Library staff are available throughout the week and in the evenings during study hall to assist with all the above tools and/or research projects – from finding to presenting information. The Library's Makerspace is also available whenever the Library is open. The Makerspace is stocked with a variety of equipment and supplies for individual and class projects. Teachers are welcome to bring in their classes to use the Library during the academic day.

During study hall hours, the Library provides quiet places for individual students and locations for group study and collaboration. Students should sign in and out of the Library using the Wave app as they enter and exit. Group study is allowed on the first floor, and there is study space on the lower level and third floor for individual

study. Students are reminded to adhere to The Hill School Honor Code and *Handbook* principles are to show consideration for others studying in the Library. Those individuals creating a disturbance or not working will be asked to leave and may lose library privileges for a period of time.

Faculty members may place materials on reserve for specific courses, and these items are held at the circulation desk for in-library use. Students may check out most material from the Library and are responsible for checking due dates and returning the items on time. Students are not permitted to remove any library materials without checking them out properly. Depriving fellow students of library materials or removing resources from the Library without checking them out can be considered academic dishonesty and theft.

Students with overdue items will be contacted several times before the items are considered lost. Lost items are charged according to replacement cost, plus a \$5 non-refundable processing fee.

### **Library Hours**

#### **Sunday**

11:00 a.m. - 9:30 p.m.

(7:30 p.m. - 9:30 p.m. sixth form only)

#### **Monday, Wednesday, Thursday**

8:00 a.m. - 10:00 p.m.

(9:30 p.m. - 10:00 p.m. sixth form only)

#### **Tuesday**

8:00 a.m. - 7:00 p.m.

#### **Friday**

8:00 a.m. - 9:30 p.m.

#### **Saturday**

Noon - 5:30 p.m.

## **Laundry Service and Facilities**

For students who sign up for the optional laundry service, laundry will be picked up in the dormitories and returned in two days. See dormitory bulletin boards for pickup and delivery schedules. Washers and dryers are also available free of charge in Foster, Markle, Rolfe, Wendell, Upper School, Senter, Ferenbach, and Scheerer dormitories. Students who do not have laundry facilities in their own dormitory may use facilities in other dorms as directed.

## **Lost and Found**

The Lost and Found is located in the Community Life Office in the Athey Academic Center. Return all found items to their owners or turn them in to the Community Life Office. Do not send lost item emails, but rather check the Lost and Found, and report missing items there or to the Deans' Office.

## **Office of Institutional Giving (OIG)**

The Hill School's Office of Institutional Giving (OIG) is in The Class of 1960 Alumni House located at 715 East High Street in Pottstown. This office is responsible for fostering relationships with alumni, parents, foundations, and friends to encourage their support of The Hill's mission and secure the School's future. Specific areas addressed by OIG, led by the Assistant Head of School for Institutional Giving, include capital giving (major and estate charitable giving) from alumni, parents, foundations, friends, and The Hill Fund (annual giving to support the operating budget); and advancement services (gift processing, database management, stewardship, donor research and gift reporting). Objectives include encouraging volunteer service to the School and raising funds to support capital projects, programs, operating support, student aid, and the School's endowment; encouraging a culture of philanthropy among all constituencies; and creating opportunities for alumni/parents to stay connected with the School and network with peers.

## Technology

The Hill School technology staff supports the School's Bring your Own Device (BYOD) program, the high-speed network (HillNet), technologies like touchscreen displays, wireless projection, interactive white boards, video conferencing in all classrooms, and much more. They provide ongoing assistance to students and faculty throughout the year from their offices located on the first floor of the Library.

All new students receive an orientation to our network and to the technology resources and expectations we have here at Hill. All students, faculty, and staff are required to sign our Acceptable Use Policy (AUP) in order to use the School's network. Please review [this policy](#) closely. It explains clearly the School's rules and principles that apply to the use of The Hill School electronic equipment and personal technology on campus, including students' online conduct in email, social networking sites, etc.

Instruction and personal training are available to assist students in their academic use of technology. ITS is pleased to offer Microsoft Office applications and services to all Hill students and employees at no additional cost.

By logging in to Microsoft's Office 365 (O365) portal with Hill credentials, community members can download the entire suite of applications to their Windows, Mac, and mobile devices. We strongly encourage all students and faculty to use Microsoft's digital cloud storage (OneDrive - The Hill School) for storage of all digital files. This additional O365 service provides 1TB of secure cloud storage, with versioning and backup protection, for each individual. Use of this service will prevent data loss due to computer damage or failure. Students should NOT save academic work (or other digital files they value) only on their laptop.

The Hill School provides a variety of electronic equipment, media, and services for School community members use, but academic work and purposes do take precedence over other use. Enrolled students retain their email and network account during vacations and the summer, including access to Library research databases, eBooks, e-magazines and The Hill's learning management system, Canvas.

By and large, students use of School equipment is governed by policies and principles already in place in the *Handbook*: truth, respect, and honor. The AUP seeks to explain and specify some of the ways these larger principles apply in the digital realm and within our School network.

## Transportation

For holiday weekends and long vacation breaks, transportation will be available, for a fee, to and from 30th Street Train Station, Philadelphia Airport, Newark Airport, and the New York Port Authority. Students flying domestically are to fly in and out of Philadelphia International Airport. For certain long vacations, limousine/coach service may also be available for transportation to and from JFK Airport. Students may request transportation by following the link that will be provided in an email they will receive prior to the break. All flight or train information must be provided for airport and train station travel. A full name and cell phone number are required for the trip to the Port Authority. The deadline for submitting a request is 10 days before the break begins. A penalty may be assessed for any reservations made after that time. Students using our shuttles must reserve seats for the departure and the return trip to campus before they leave on a holiday or vacation. ***Note: Hill School transportation departs at scheduled times by prior arrangement; the School is not responsible for transporting students who are late arriving to the bus or van pick up locations.***

On days that The Hill School goes on break/holiday, families are expected to book flights or trains that are departing at least three hours after the student's last commitment. Students will not be excused to miss classes to accommodate early flights. While we make every attempt to deliver students to their destination on time, ***please be advised that The Hill School will not be responsible for direct or indirect costs of missed flights, trains, lodging, or other transportation costs under any circumstance including, but not limited to, weather, traffic, road conditions, equipment/vehicle problems, personnel issues, and/or medical emergencies.***

Students will be provided with the phone number of the driver or chaperone for their van or bus. This is the number they must call should their flight or train be delayed. We recommend that students meeting school transportation carry the School's security phone number, 610-327-3060, with them. Once the weekend or break has begun, late transportation arrangements can no longer be made. Do not fax or leave a message for the School to pick up a student if they did not arrange transportation and receive confirmation in advance.

Private transportation arrangements are to be made in advance. If a student will miss class due to a requested transportation, approval must be obtained from the Deans' Office. In the event a student does miss class without approval, the absence will be unexcused. Students who sign up for transportation and fail to report for their ride may be charged.

Private transportation arrangements may be made by accessing the private transportation link on The Hill's website and completing the appropriate form. Students must provide all of the travel information and their contact information at the time of the reservation request. Questions should be emailed to [transportation@thehill.org](mailto:transportation@thehill.org).

The School is not required to make individual trips to and from the airport or train station if a student fails to make the proper advance arrangements in a timely fashion. All transportation is based on staff availability.

### ***Students Traveling as an Unaccompanied Minor***

Due to changes in airline and train policy, and consequent staffing requirements, we will no longer be able to offer airport or train station shuttle service for children who must travel as an unaccompanied minor. Airline policy now requires children between the ages of 8-15 be accompanied by a chaperone who must sign a waiver and stay with the child at the gate until it is time to board the airplane. Likewise, a chaperone is required to meet the unaccompanied minor at the arrival gate. The Hill School is unable to provide this service. The unaccompanied minor age varies by carrier. Please check with the airline or the train company about their policies regarding unaccompanied minors. Families who believe that their child is sufficiently mature to travel alone may be able to avoid this issue entirely by using a different airline or mode of transportation.

We recommend that if students must travel as an unaccompanied minor, they should contact the following limousine company. They have personnel with experience in providing these services.

**King Limousine:** 610-265-3050

### **Transportation Questions**

Email: [transportation@thehill.org](mailto:transportation@thehill.org)

Phone to Transportation Helpline: 610-705-1010

Internal Extension to Transportation Helpline: 7010

**Transportation Request Forms** can be found on The Hill website and are also located on SharePoint/Students/Transportation.

# General School Policies and Information

## SECTION CONTENT

118	Annual Re-Enrollment
118	Child Abuse and Neglect Reporting
118	Confidentiality
118	Disclosure of Relevant Information about Students
119	Hill School Security
119	International Students
119	Re-Admission
120	Search and Seizure
120	Student Records and Transcripts
120	Students 18 and Older
120	Surveillance Cameras on Campus





## **Annual Re-Enrollment**

Each year, returning families will be mailed a re-enrollment contract and packet on March 1. All eligible re-enrolling students are required to re-enroll for the following school year on or before April 1. In order to be eligible to re-enroll each year, students must meet all academic and community expectations. Families must also meet all financial obligations by the re-enrollment deadline of April 1.

## **Child Abuse and Neglect Reporting**

The School is committed to the highest standards of care for its students, which includes protecting students from inappropriate or hurtful actions by adults responsible for their care.

In accordance with Pennsylvania law, the School's employees (including, but not limited to, its faculty, staff, school administrators, counselors, etc.) are required to report suspected abuse or neglect of a minor to ChildLine under Pennsylvania Child Protective Services Laws (CPSL). (ChildLine is an organizational unit of Pennsylvania's Department of Human Services which operates a Statewide system for receiving reports of suspected child abuse.) This duty to report to ChildLine is triggered when there is reasonable cause to believe that a child is suffering from abuse or neglect. Abuse may include sexual misconduct, sexual exploitation, and physical abuse, whether committed by a parent or guardian, a School employee, a Hill student, or another individual who is not associated with The Hill School. The CPSL requires reporting of suspected abuse or neglect to both ChildLine and to local law enforcement authorities.

An employee has an independent obligation to make a mandated report to ChildLine. The employee may seek the assistance of the School in making the report but is not required to do so before making the report. As an important safeguard to ensure that all suspected abuse or neglect is properly reported, the School has appointed the Dean of Students (or acting Dean of Students) as the administrator responsible for formally making or ensuring that a mandated report of sexual misconduct is made to ChildLine on behalf of the School.

The following procedure is established to ensure that reports are made in a timely and effective manner, and that information about students and their families is treated respectfully. We ask that families understand that the School and its employees are sometimes required to make a report to ChildLine, and we ask that families support our decisions to do so.

## **Confidentiality**

Members of the School community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators and faculty, outside professionals, law enforcement officers, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about a student's ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

## **Disclosure of Relevant Information about Students**

It is in the best interest of students for the School to be fully aware of their medical and emotional health history so that appropriate support can be put in place while at school. Therefore, families are expected to disclose their child's complete social, disciplinary, medical, and academic history, including any psychological and educational evaluations, outpatient or inpatient treatments for emotional or psychological issues that may impact the school experience.

## **Hill School Security**

Safety and security are a priority at The Hill School. Our security staff operates 24 hours per day, seven days a week, 365 days per year. We are equipped with the latest security tools and technology to keep a watchful eye on our historically safe campus community.

Our Security team is available by phone and portable radio to assist faculty, parents, students, and guests.

School officials work closely with all the emergency service providers in our region and have direct communication with these professionals in the event of an emergency. The Hill School Security department has been carefully designed to provide the high level of security available in any public or private high school setting. The Hill School is located directly adjacent to the Goodwill Fire Department. In the unlikely event of an emergency, we thus have paramedics, firefighters, and emergency response professionals just steps from campus. Our Security staff also has direct radio communications with our local police department.

Although we have a broad spectrum of safety and security measures in place, we consider vigilance to be our most powerful resource. We are a tight-knit community where everyone is encouraged to respond to their suspicious instincts. Everyone at The Hill School is considered to be a vital part of our security plan as we work collectively to make this a safe and secure place to live and learn.

## **International Students**

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

## **Re-Admission**

If a student withdraws from The Hill for any reason, they are eligible to apply to the Assistant Head of School for Enrollment Management for re-admission to the School for a subsequent year. When a student leaves because of academic or discipline problems, the School wants to accord the student the opportunity to return if the student has made exceptional progress that has earned a second chance here. The School will not consider applications for re-admission from students who have withdrawn on or after January 1 of the calendar year in which they wish to re-matriculate. The Head of School, given very extenuating circumstances, may allow an exception to this policy.

In reviewing a student's application for re-admission, the Assistant Head of School for Enrollment Management will confer with the Re-Enrollment Committee, and consider the following:

- ☐ The student's overall record at The Hill and the reasons for their withdrawal; and
- ☐ The student's overall achievement at their new school, including their academic, extracurricular, and disciplinary record.

To re-apply, the student should write a formal letter to the Assistant Head of School for Enrollment Management indicating:

- ☐ Why the student wishes to return to The Hill;
- ☐ How the student regards the events that led to withdrawal from The Hill; and
- ☐ Why the student believes they can now experience more success at the School.

The letter and necessary recommendations must be received by the Assistant Head of School before May 1 of the year for which they are applying for fall admission. Also, the student may be required to visit the School for a series of interviews with the Re-Enrollment Committee prior to a final decision.

## **Search and Seizure**

The School may conduct a search of a student and/or the student's belongings (including personal items, such as bags and backpacks, personal electronic devices, and other effects) if the School suspects a student may be violating the law or violating a School rule or code of conduct. To be clear, when appropriate, students may have their personal device confiscated and searched in these instances. Lockers and dorm rooms are the property of the School. Students exercise control over their lockers and dorm rooms from other students, but not from the School and its officials. As a result, the Head of School and the Head's designees, as well as law enforcement officials, may search lockers and dorm rooms as the School determines may be appropriate, which may include random searches. The School and law enforcement officials may seize items that may jeopardize the safety, privacy, or welfare of others, constitute a health hazard, or are otherwise prohibited by the School's policies.

Parking on School premises is a privilege, not a right. As such, any person who operates a vehicle on School property or in connection with any School-related activity is agreeing that the School may inspect and search the vehicle and its contents without notice and without further consent.

## **Student Records and Transcripts**

Students' records are kept on file at the School. Each student's record contains a transcript with grades, athletic involvement, commendations, test scores, formal academic, athletic and advisor comments, advisor letters, and letters involving any major discipline infractions.

## **Students 18 and Older**

In the United States, age 18 is the age of majority, which means that legally, an 18-year-old student is able to enter into (and is required to abide by) contractual obligations. Therefore, the School requires all students, upon their 18th birthday, to review the Enrollment Contract that their parents or legal guardians signed on their behalf and execute an addendum, which provides as follows:

- ☐ Permission for the School to continue to discuss and release information and records to the student's parent(s) and legal guardian(s) about any issues relating to the student's enrollment, including, but not limited to, academic records, academic performance, health matters, disciplinary issues, and financial matters; and
- ☐ Authorization for the School to interact with the student's parent(s) and legal guardian(s) as if the student were under the age of 18.

The student's parent(s) or guardian(s) will continue to be responsible under the terms of the student's Enrollment Contract, including being solely responsible for the payment of all tuition and fees.

## **Surveillance Cameras on Campus**

The School has installed video cameras at certain open and public spaces on campus, such as all official entrances to the School's campus, as well as at key campus crossroads. The School seeks to balance the security, safety, and other benefits derived from the use of video surveillance with any privacy concerns of the School's employees, students, families, and guests. In all cases, security equipment is used in a manner that adheres to legal statutes and ethical standards where the right of privacy is concerned and is not used where there exists a reasonable expectation of privacy, such as in restrooms, locker rooms, etc. In addition, all entrances to the School's campus are posted with signs notifying School community members and other visitors that there are video surveillance cameras actively in use on campus. These surveillance cameras record visual footage in each location, but do not record any sound or other audio.

# Families and The School

## SECTION CONTENT

- 122 Families' Responsibilities
- 123 Multiple Households
- 123 Hosting Students as Weekend Guests
- 124 Family Weekend
- 124 Parents' Guide
- 124 Critical Dates Calendar
- 125 Quick Reference Telephone Numbers





## Families' Responsibilities

The Hill School believes that students learn best when there are positive and productive relationships among parents, educators, and children. The success of these relationships is essential to the fulfillment of the School's mission. Our students' safety and well-being are of paramount concern, whether on campus and in School activities, or off campus in their private moments. In this spirit, it is expected that School families, as members of The Hill School community, will work cooperatively with us to assure the welfare of children in our mutual charge. Therefore, families are to treat everyone with respect and seek to resolve problems through appropriate channels, and to respect the School's responsibility to do what's best for the entire community, while recognizing the needs of their child.

This acknowledgment includes acceptance of different perspectives, support for School-determined consequences for inappropriate actions and behavior, and acceptance that the School must often maintain privacy and confidentiality. Families must comply with laws designed to safeguard children, such as those governing health codes, driving with seat belts, and prohibiting the use of alcohol and other drugs. The School also presumes the use of common sense and of mature responsibility in situations such as being certain that parties are properly chaperoned by appropriate adults, that contact between parents confirms where children will be and under what specific conditions, and that children are guided to respect and obey the federal, state, and municipality laws and the rules of The Hill School community, as well as the sensibilities of others. The inability or unwillingness to adhere to these common sense and legal responsibilities will likely result in the School asking or requiring a family to withdraw their child/children from The Hill School.

The School may respond to known off-campus major school rule violations. We also may, or may be required by law, report illegal activity to the proper authorities. Parents at The Hill School support the following guidelines for student social gatherings:

- ☐ Make it clear that no party is to be held in your home when you are not present.
- ☐ Insist that your child leave a party if they find that no parents are present.
- ☐ Call ahead to confirm that the host parent is aware that a party is being given and will, in fact, be present during the entire course of the event.
- ☐ Know in advance the hours of the party and your child's transportation arrangements.
- ☐ If hosting a party, be aware that large parties are often unmanageable. Insist upon a firm guest list; general invitations inevitably lead to uninvited guests. Discuss party ground rules specifically with your child beforehand and make sure these are explained to your guests prior to the party.
- ☐ Parents should be present and visible at regular intervals during the party.
- ☐ Greeting guests at the door or being introduced to guests helps to establish the proper tone.
- ☐ Remind your children that decent, responsible behavior is not a function of time and place but is to be expected at all times.
- ☐ Parents who will be away for extended periods of time should inform the School of their absence. Such foreknowledge may help us to head off possible trouble.
- ☐ Parents should remember that when they have friends of their own children in their homes, they are responsible for the well-being of those young people.



### Ways Parents Can Stay in Touch

- ☐ Set up a time each week for telephone conversations (before lights out).
- ☐ Send care packages and write letters/emails on a regular basis.
- ☐ Know your child's schedule.
- ☐ Speak with your child's adviser, even when there aren't problems.
- ☐ Check our website; read *The Hill Days* weekly parent e-newsletter; and follow social media for news and calendar updates.

## Multiple Households

For the School to communicate effectively with families and support each student, it is important for the School to be aware of students who spend time in multiple households. On the Parent Portal, parents are expected to identify whether co-parenting arrangements exist. If there are court-ordered guidelines that may impact the student's experience at school, please provide proper documentation to specify primary contact.

Believing that a student's educational experience is enhanced through active parent participation and partnership, the School seeks to facilitate communication with all parents. Absent a court order to the contrary, all parents for whom the School has contact information will receive normal school mailings (i.e., grades, teacher comments, all-School email) and other School communications. As part of this commitment, it is parents' responsibility to ensure that any communication from the School is shared among their family. In addition, parents are expected to include any other parent(s)/guardian(s) of their child on electronic communications to the School, including emails to teachers. Given the unique legal situation of each family, the School may make exceptions to this policy on a case-by-case basis.

## Hosting Students as Weekend Guests

Students who receive an invitation from a host will affirm their plans through their weekend sign-out request on Wave, and host families will then be notified for their acknowledgment and confirmation to host. If the host's confirmation is not received by 10:00 a.m. on the Friday prior to the designated weekend, the student's weekend request will be canceled.



Upper School  
*Liz Kunkle '08*



Meigs House  
*Rachel Sovia '15*

When students are overnight guests in day students' homes, they are not allowed to change plans and stay overnight at another destination. It is an Honor Code violation for students to stay overnight at a different address than what is indicated on their leave requests. Also, their parents may have given specific permission to stay at the requested home only.

## **Family Weekend**

The Hill School hosts Family Weekend in the Fall Term. Family Weekend is an opportunity for parents to meet student advisers, dorm parents, teachers, coaches, and other Hill parents.

Families attend classes, sporting and arts events, and other activities. Families will be sent information prior to the event and are encouraged to check our website.

## **Parents' Guide**

Additional information about life at The Hill is available on our website in the [Families section](#).

## **Critical Dates Calendar**

To view and download a list of important dates for the school year, please click [here](#).



Hands  
Ashley Delgado '19

### ***Quick Reference Telephone Numbers***

**Main School Number** | 610-326-1000  
**Academic Office** | 610-705-1298  
**Admissions Office** | 610-705-1251  
**Athletics Office** | 610-705-1201  
**Business Office** | 610-705-1293  
**Campus Store** | 610-705-1291  
**Center For The Arts** | 610-705-1039  
**Chaplain** | 610-705-1752  
**College Counseling** | 610-705-1276  
**Counseling** | 610-705-1403  
**Deans' Office** | 610-705-1288  
**Head of School's Office** | 610-705-1278  
**Office of Institutional Giving** | 610-705-1180  
**Security 24 hours** | 610-327-3060  
**Security Office** | 610-705-1264  
**Student Activities Office** | 610-705-1367  
**Community Life Office** | 610-705-1286  
**Technology Help Desk** | 610-705-1021  
**Transportation Helpline** | 610-705-1010  
**Wellness Center** | 610-705-1217

A complete listing of telephone numbers can be found through the School website in the [Faculty and Staff Directory](#).