Eagle Hill School

SUMMER COMMUNITY HANDBOOK



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Mission and Philosophy

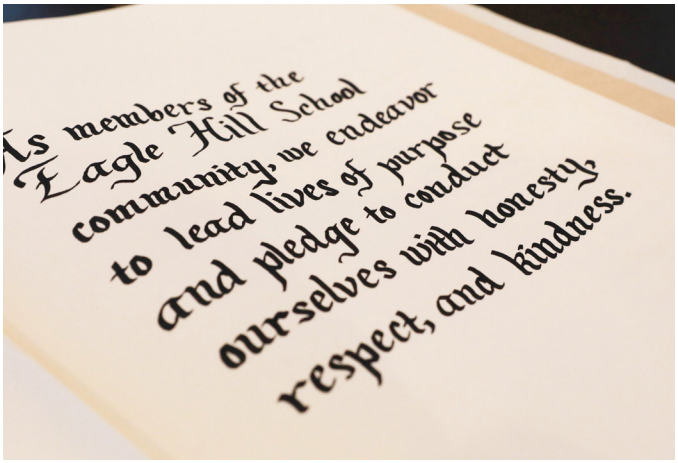
Eagle Hill School (EHS) educates students with learning (dis)abilities by providing an intimate and encouraging community that honors the individual, values learning diversity, and cultivates international mindedness.

EAGLE HILL SCHOOL BELIEVES

- that every student can learn.
- that every person who interacts with a student is a teacher.
- that learning differently demands teaching differently.
- that the foremost responsibility for pedagogical decisions lies with individual teachers.
- that all teachers should have the necessary resources for implementing the curriculum.
- that parent partnerships are an essential component in the pursuit of academic and social development.
- that we must encourage students to learn about learning and to form their own beliefs in a search for intellectual autonomy.
- that personal and social growth must be nurtured alongside intellectual development.
- that the exploration of the arts and exposure to athletics are essential components in the development of independent, curious, and critical thinkers.
- that we must cultivate in our students a sense of moral responsibility for their thoughts and actions.
- that we should inspire our students to be global citizens who embrace the differences in the world that they will inherit.

EAGLE HILL SCHOOL CORE VALUES

By accepting enrollment at Eagle Hill School students agree to conduct themselves in accordance with the values of Eagle Hill School: honesty, respect, kindness, and purpose. Students should use these values to inform their decisions, actions, and attitudes in all situations, both on campus and away from campus. Students must abide by the major school rules as outlined in this handbook and strive to be people of impeccable character.



Honesty

Honesty produces trust—in ourselves and those around us—and serves as the core principle at Eagle Hill. A student's personal development and our community's welfare are dependent upon placing this quality above all else.

Respect

We live in a diverse community made up of many cultures, languages, races, genders, sexual orientations, and learning styles. Respect for these should inform all decisions, actions, and attitudes in all situations, both on campus and away from

campus. Similarly, a student should not undertake any behavior that results in damage to school or personal property.

Kindness

A young adult's ability to recognize and respond to another community member's needs is a foundational element of compassionate and principled citizenship. It is paramount for EHS students to understand this and that kindness is to be given, not just acknowledge when received. Kindness increases our ability to form meaningful connections with others and is the third core value at Eagle Hill.



Purpose

People with purpose tend to live longer, be open to new experiences, demonstrate qualities of resilience, and are more socially connected. To cultivate purpose, EHS values students' worth and expects they will actively reflect on the roles they can have in their own lives and the lives of those around them. Purpose is something to strive for in every moment.

Dishonesty, disrespectful behavior and/or unkind acts are violations of Eagle Hill School's Core Values and may subject a student to disciplinary action up to and including dismissal.

COMMUNITY EXPECTATIONS

Eagle Hill School, in its academic, student life, and disciplinary programming, adheres to the principles of learning diversity. Learning diversity is an approach that values the inevitability of human diversity as it is expressed in intellectual, academic, social, cultural, and other terms.

One of the core tenets of learning diversity is a reliance, whenever possible, on principle rather than policy. Principles can guide understanding and decision-making, responding robustly to changing contexts, histories, and circumstances; the necessarily formal and sometimes formulaic nature of policies is not often able to take into account the wide and differing experience of individuals.

For this reason and to the extent that it is possible, disciplinary decisions in routine matters (e.g., room maintenance, homework completion, disagreements among students) are made by individual faculty members based on their expertise, the school's Core Values, and the details of a particular situation--in much the same way that parents might make such decisions at home.

Many such situations may initially be handled with a conversation or a short-term behavioral consequence. In cases of more serious or persistent concern, school administration will support faculty decision-making and may deem in-school suspension, at-home suspension, or dismissal the appropriate outcome.

In some cases, a particular expectation is so important to the safety and well-being of the entire community that more formal policies are necessary. Those policies are outlined in detail below and apply at all times while at Eagle Hill, from enrollment to graduation, online and in-person, during vacation periods and on school trips. If EHS is presented with information that students have violated school rules while away from campus, disciplinary action may be taken up to and including suspension or dismissal.



Academic Programming

THE ACADEMIC DAY

The summer school day at Eagle Hill School is divided into nine periods, approximately 40 minutes in length. Typically, a student's day consists of four academic classes, four elective classes, and one period for lunch. Schedules are designed by the academic advisors based upon student needs and skill levels.

SUMMER SCHOOL CREDIT

Summer school courses are non-credit courses. However, if during the regular academic program, an Eagle Hill School student fails a course but earns a numeric grade of 50% or better for the semester or year, the student may attend the Eagle Hill School summer program to earn credit for that course. If a numeric grade of 80% or better is earned for a summer course, a numeric grade of 65% will be entered for the corresponding course that was failed and credit for that course will be granted.

Credit will not be granted for summer school courses in any other circumstances.



Student Life and Information

The following is an alphabetical list of topics to provide you with additional information about Eagle Hill School. While this is not an exhaustive list of topics, you will find some useful information about how certain situations are handled and definitions of some of the terms frequently used on campus.

ALLOWANCE

Allowance is distributed once a week to all students. The parents determined an amount on opening day. That amount is then distributed from the Student Spending Account on the appropriate day. Allowances range from a minimum of $5.00 to a maximum of $25.00. Please note that excessive amounts of cash are unnecessary and generally lead to difficulty in money management.



BICYCLES

Students are welcome to bring their bicycles or ebikes to school. We will provide a locked storage room where bicycles and ebikes can be housed when not in use. All students must wear a helmet when riding a bicycle or ebike. Bicycles and ebikes cannot be stored in the dormitory.

COMPUTERS AND INTERNET ACCESS

All students are required to provide their own laptop computer equipped with wireless capabilities and Microsoft Office. For Windows based computers, we recommend Windows 7 or greater. For Macs, we recommend OS 10 or greater.

All students will have the ability to access the school's wireless Internet service from their classrooms and dormitories. Internet is available daily at 7:00 a.m. and shuts off at 10:00 p.m. Sunday through Thursday nights and 11:00 p.m. on Friday and Saturday nights. Students are required to turn their computers in to the dorm counselor each evening beginning at their lights out time. This varies by age. Computers will be stored in a locked charging cabinet and will be returned to students the next morning before classes. Students are expected to abide by the terms of the school's *Acceptable Use Policy* (page 15) at all times.

DRESS CODE

During the school day there is no formal dress code for our students; however, we do have some expectations that students are expected to adhere to. Students must wear clothing that is clean and neat. No ripped, torn or graffitied clothing is permitted. Additionally, tank tops or cut-off clothing are not permitted.

Other Notes

Students are expected to maintain traditional hairstyles that are conservative in nature and reflect the student's natural hair color.

Piercings are permitted for male and female students; however, we expect students to be respectful of the spirit of the dress code. Choices in this area that are not consistent with the conservative nature of the policy will be considered a violation of our Core Values and will be considered by the administration on a case-by-case basis. Please feel free to consult with the administration prior to making a decision in this area.

Students are best served if they time their haircuts with vacation periods. Occasionally, we will be able to arrange a trip to a local barbershop or we may be able to arrange for a local hairdresser to come to campus. Spaces are limited and should not be counted on. Students are not permitted to cut or color their own hair or that of others. We ask that students not bring hair clippers.

DORMITORY LIVING

All students are assigned a room by the Assistant Head of School for Student Life with the assistance of the admission department. Students are encouraged to be good neighbors and good citizens in the Eagle Hill School community. Students are expected to be courteous and respectful.

Our summer students are housed in Harmsworth Hall. Each student is given his or her own room. The rooms are situated in suites, with typically six students sharing a common bathroom. Students are placed together with consideration given to age and personality. We are a school of individuals and it is not entirely unusual when students do not see eye to eye. However, we view this as an opportunity to teach a lifelong lesson. It is our expectation that both individuals try his or her best to resolve differences.

By making the effort to compromise and work things out students have the opportunity to grow and develop interpersonal skills that will help them in future interactions. We also try to teach students that by being considerate of others' feelings and space many of these difficulties can be avoided. be positive. Be polite.



The dormitories are a great place to develop friendships. Students are encouraged to get to know the other students on their floors. Activities are often planned for the dormitory residents to interact and to develop a sense of camaraderie.

FIRE SAFETY

Tobacco products, incense, candles and fireworks pose a serious danger to all residents and are prohibited. Students are not permitted to own hot pots, rice cookers or any grills and space heaters. Additionally, coffee-makers and tea pots that do not have an automatic/ emergency shut-off feature are not permitted. The obstruction of smoke detectors in rooms or common areas, as well as the inappropriate use of fire alarms, fire extinguishers, etc. is a major rule violation.

FITNESS CENTER

Students are encouraged to take advantage of the fitness center on campus, are required to attend an orientation, and must sign a contract for usage.

Students can utilize the nautilus or cardiovascular machine in the fitness center or can play basketball in the gymnasium. We ask that any individual that utilizes this facility return all equipment to its proper storage site. We also ask that students have a pair of athletic shoes for exclusive use in the fitness center.

HEALTH SERVICES

Health Services is staffed by four full-time Registered Nurses.

A nurse will evaluate any student not feeling well or injured and render appropriate treatment. If more advanced treatment or evaluation is required, the nurse will arrange for the student to be seen by either the school physician or at the local emergency room.

The Health Center arranges for any needed appointments with local providers. Parents or guardians will be contacted prior to any appointment being scheduled. In the event of an emergency, all attempts will be made to contact parents as soon as possible; however, emergency treatment will not be delayed for telephone notification to parents. When the nurse is not present on campus, the supervisory staff will coordinate the required care and consult one of the nurses if necessary. All faculty members are trained in First-Aid, CPR, the use of the Automatic External Defibrillator (AED), and use of the EPI-PEN.

HEALTH SERVICES HOURS

School days 7:00 a.m. to 11:00 p.m.
Weekends/holidays 8:00 a.m. to 11:00 p.m.

The nursing staff at EHS may only administer those dietary supplements and vitamins that are reviewed and registered by the FDA/USDA. Thus, only those supplements and vitamins that are registered on the following website can be administered: bit.ly/EHS-Supplements, Additionally, in accordance with Massachusetts Law 94c, the nursing staff is only permitted to administer FDA approved drugs prescribed by a medical professional. Therefore, it is unlawful for the health center to hold or distribute any CBD products except for the seizure medication Epidiolex. Students may be allowed to keep certain topical acne medication and emergency asthma inhalers in their rooms after being cleared by the nurse. All other medications/vitamins must be given to the nurse upon arrival at the school. The school maintains a supply of common-over the counter products such as Tylenol and Motrin, so there is no reason to send individual supplies of these products.

All medical forms are processed on-line through a provider called Magnus Health Records. Parents are given a link to access their child's medical folder directly from the EHS website. All medical forms require annual updating and must be completed no later than 30 days prior to the start of each session.

Each visit to the nurse is also recorded in their Magnus file. Parents have immediate access to all notes written about their child. The only individuals with access to a child's medical information are the school nurses and parents. The Magnus system complies with all HIPPA and confidentiality guidelines.

We dispense many medications and vitamins each day and we are asking for your help. Vitamins should be limited to a maximum of two. All prescriptions, vitamins, and supplements require a signed medication worksheet or equivalent, with instructions by physician in order for nurses to dispense.

An annual health assessment/physical examination is required for all students attending Eagle Hill School to allow them to participate in all physical fitness and sports programs.

SUPPLEMENTS

At Eagle Hill, we believe that physical health and fitness are integral parts of development and wellbeing. Knowing that many students have individual goals, exercise regimens, and nutritional programs, the school takes a realistic and fair approach to supplements and sports nutrition.

With parental permission, students may keep protein and calorie supplements in their rooms once the product is reviewed and approved by the Health Center. A signed permission slip found on the EHS website Resource Board must be submitted to the Health Center or the supplements will be removed from the student's room.

It is important to note that these products are intended to be supplemental in nature and should not be consumed in place of the traditional dining options on campus. Students observed to be foregoing whole foods and reliant on supplements as a primary source of nutrition may lose permission to have them.

Impermissible products include stimulant and/or thermogenic fat burner and weight loss products, creatine, stimulant-based pre-workout products, and any products with intended hormonal impact (e.g. testosterone boosters).

HELMETS

Any student riding a bicycle. ebike, skateboard, or rollerblades, either on or off campus, must wear a protective helmet at all times. If you are coming to school with a bicycle, ebike, skateboard, or rollerblades, make sure you bring a helmet as well.

LAUNDRY SERVICE

Eagle Hill School uses an outside vendor to provide laundry service. E&R Cleaners of Manchester, New Hampshire provides our service. All boarding students are automatically assigned to the laundry service. If you have questions about the service or plan to launder your clothing yourself at home, you must contact the Assistant Director of Weekend Services. Eagle Hill School is unable to provide facilities for students to launder their clothes on campus.

The E&R plan covers dry cleaning. All items will be cared for according to the label instructions; however, it is important to remember that this is an industrial laundry facility, so the laundering of fine washables and delicate garments is not recommended.



LIBRARY POLICY

Library books and materials, with the exception of reference materials, reserved items, and magazines, may be borrowed for a period of up to two weeks.

Students must check out borrowed items at the circulation desk before leaving the library. Materials are to be shared by all and we expect students to handle library materials carefully so that others may also enjoy them. Borrowing privileges will be suspended until compensation has been received for overdue, lost, or damaged materials.

MAIL

Student mail and packages are distributed via the package room located in the WHIKS Student Union after school each evening. Students who wish to send a letter can give the item to be mailed to the Success Center Director when they have finished.

Stamps are available at the student store.

Your address at Eagle Hill School:

Student's Name
Eagle Hill School
P.O. Box 116
242 Old Petersham Road
Hardwick, MA 01037

FOOD DELIVERY

Eagle Hill doesn't accept items delivered from grocery stores, like instacart or food delivery apps like GrubHubb. It is difficult to guarantee the timely delivery of perishable items, especially over the weekend.

OFFICIAL NOTES

Official Notes are used to inform families of items of note or general impressions. Official Notes are available daily on the Eagle Hill website through your parent portal. These comments are password protected and available only to the individual student and his or her parents, faculty, and administration.

While these reports are generally thorough, they are not intended to be a comprehensive assessment of a student's progress at Eagle Hill School.

PERSONAL PROPERTY

The more items you bring the harder it is to keep track of everything. Make sure that all items (clothing included) are clearly marked with the your name. A lockable trunk is very helpful in keeping items secure. Eagle Hill School will not be held responsible for lost or stolen items.

Students are not permitted to lend or borrow items or money from other students. Historically this has led to many difficulties between individuals and puts the school in the awkward position of mediator.



PETS

Students are not permitted to keep pets in their dorm rooms. This includes, but is not limited to, fish, hamsters, lizards, snakes, birds, dogs, and cats. Families may bring pets to campus to visit; however, they need to be people and animal-friendly. Dogs must

be leashed at all times while on campus. Families should check in with the student life department when scheduling a campus visit about bringing family pets to campus.

REFRIGERATORS

Students are permitted to have refrigerators in their rooms. It is our experience, however, that they are often underutilized, so careful consideration should be made of the usefulness of the appliance prior to purchase. Refrigerators can be no bigger than the 2.0 cubic foot cube. Oversized refrigerators will need to be sent home.

SHIPPING AND STORING

For students who are Summer Only, all items must be moved out of the dorms on move out day. For students returning in the Fall, there is an opportunity to store their refrigerator, as well as one storage bin (so long as it is below 30 gallons in size). For any other items that you will need stored or shipped, we have partnered with Boomerang Storage.

Here is how Boomerang Storage's service works.

- Free Boxes and Tape: Boomerang provides Free Boxes and Tape for packing which will be available in the common room of your dorm.
- Pickup: Your storage will be picked up at your dorm room shortly after you depart.
- Delivery: Boomerang can deliver your storage to your new room before you get back to school.
- Shipping: They can ship to almost anywhere in the world.
- Insurance: All your stuff is insured to up to $100 per box. Some restrictions apply.

How to Sign Up:

Register online for storage or shipping and select a pickup date.

Door to Door Storage and Shipping pick up dates:

You can leave your storage in your room, labeled and in a neat pile, and Boomerang will pick it up after you leave school. How easy is that!?

If you have any questions, please do not hesitate tocontact Boomerang and ask. Boomerang is always happy to assist!

Site and Web Chat: Boomerang Storage

E-mail: service@boomerangstorage.com

STUDENT SPENDING ACCOUNT

Parents deposit money into an account for the purpose of covering student expenses and incidental charges. Funds are withdrawn from the account as the expenses are incurred.

Examples of such expenses include laundry charges, student store charges, travel expenses, spending money, weekend activities, etc. The account must maintain a minimum balance of $300 if the student is to participate in school sanctioned events.

A money permission is sometimes appropriate on special occasions when a student and parent feels that the weekly allowance is not sufficient for the expenses of that week. Should something come up where a student needs more cash, parents can authorize an additional withdrawal from the student's kiosk account by logging onto the Student Spending Account and moving additional funds to the Kiosk Account.



STUDENT STORE AND CAFE

The student store is a small campus store located in the WHIKS Student Union. The store primarily offers classroom supplies, hygiene products, and some clothing items. Candy and soft drinks must be paid for out of the student's weekly allowance, developing financial management skills. All other items can be charged to the student's spending account. Charges will be reflected on monthly statements.

SUMMER SESSION TRAVEL POLICY

Opening Day and End of Summer Travel

If your student requires public transportation for the arrival or departure to/from the summer session, flights into/from Boston/Logan (BOS), Bradley/Windsor Locks (BDL), or Worcester (ORH) Airports can be accommodated. Arriving flight times must be



within the timeframe of 12:00 p.m—8:00 p.m. and departures from 7:00 p.m.—11:59 p.m. Complete airlines itineraries must be submitted to our travel coordinator. Transportation to/from the Worcester Train station and Springfield Train Station is also available during this timeframe.

Before making any specific plans, please log in to the summer session site from the Eagle Hill webpage, and reference the travel tile on the resource board.

Accommodations cannot be made for students to stay at school prior to Opening Day/after Closing Day. Campus opens at 1:00 p.m. on Monday, June 26 and closes at 2:00 p.m. on Friday, July 28. Any questions regarding opening or closing day travel can be emailed to Alicia Quigley at aquigley@eaglehill.school.

Although rare while the summer is in session, in the event that a student requires EHS-provided transportation to a public transportation venue on a Friday or Sunday during the summer session, families should contact Alicia Quigley, assistant director of weekend services, via email at aquigley@eaglehill.school.

Our drivers are teachers and resident counselors so we must limit the times that EHS-provided transportation can occur.

In order for Eagle Hill School to attempt to arrange transportation for a student to or from a public transportation venue, the following criteria must be met:

- The Assistant Director of Weekend Services must have two weeks advance notice of any trip.
- Travel arrangements must be made so that no class time is missed.

EHS-provided transportation can only occur at the following times:

Fridays for flights departing after 6:30 p.m. from Bradley Airport and for flights departing after 7:30 p.m.

From Logan Airport, for trips departing between 5:30 p.m. and 6:15 p.m.

From Springfield Union (Train or Bus) or for the train departing at 5:20 p.m. from Worcester Union

Sundays for flights arriving at Bradley Airport or Logan Airport by 5:00 p.m., for trains/buses arriving at Springfield Union at 6:20 p.m., and for the train arriving at Worcester Union at 5:50 p.m.

Travel that does not meet these criteria will not be completed by Eagle Hill School. In all cases parents may make private travel arrangements with independent transportation providers. Eagle Hill School does not coordinate business with Uber drivers.



Major School Rules

ONLINE BEHAVIOR

Students are subject to EHS's rules and disciplinary responses for conduct online as well as offline.

GAMING SYSTEMS

During the summer school program, gaming systems (gaming consoles or gaming computers) are not permitted in individual dormitory rooms. Opportunities for social interaction via gaming will be offered through school activities and clubs throughout the summer.



DRUGS AND ALCOHOL

Eagle Hill School forbids the use, purchase, possession, distribution, misuse and sale of alcohol, illegal drugs, and unapproved dietary supplements. In addition, students who are found in the presence of others violating these rules—regardless of the level of their participation—may be subject to disciplinary action up to and including dismissal. Distribution, sharing or selling, of illicit substances is considered an additional offense to using banned substances.

Eagle Hill School reserves the right to search any student's personal belongings, dormitory rooms, lockers, and automobiles (if applicable) when a violation of the code of student conduct is suspected. These violations include, but are not limited to, violations of our drug and tobacco policies, theft, and self-injurious behavior. There may be a situation in which a student's person should be searched. In that case, the student would be asked to empty his/her pockets and pat him/herself down in the presence of at least two members of the faculty/administration.

Drug Testing

1. When an EHS employee suspects that a student, due to his or her behavior or circumstance, has been using drugs, they will refer the matter to a Dean or Assistant Head of School who may bring the student to the Health Center where a urine sample will be collected. Students may also be subjected to hair testing at that time.
2. Collection of the samples will proceed in accordance with the Health Center's collection policy.
3. A positive test for drugs will be interpreted as evidence of a major school rule violation.
4. Testing does not require the prior notice or consent of parents

Eagle Hill School reserves the right to screen for illicit drugs if the school deems it appropriate. The cost of these screens is billed to the student bank account. Admitting to using or testing positive for any of the substances in the screening, regardless of whether the substance was consumed on campus or off campus, is considered a violation of the Eagle Hill School drug and alcohol policy. A student's refusal to submit a specimen will be interpreted as a positive result.

It should be understood that any single violation of the drug and alcohol policy may result in dismissal from Eagle Hill School.

If the school decides not to expel the student for such an infraction, then the student will serve a three-day suspension in addition to meeting with our Dean of Students (DOS) and together, the student and the DOS will create a support plan.

Additionally, while the student may return to classes after the suspension, a negative drug test must be produced within fourteen (14) calendar days of the date of the original drug test. If a negative test is not provided within fourteen (14) calendar days of the original test, then the student will be placed on a leave of absence from school. The leave will extend for a maximum of forty-five (45) days from the date of the original test or until the student produces a negative test, whichever is sooner.

In the case of THC, instead of being sent home for a period of 45 days, students who are not able to provide a negative test within 14 calendar days will begin submitting samples for leveled testing. This provides more granular information about the amount of THC in the system. Students will begin with a baseline level test on day 14. After that, all subsequent level tests should decrease in level. Any increase in level indicates further use and will be considered a second strike.

A student unable to produce a negative drug screen within forty-five (45) calendar days of the original positive test will be expelled from Eagle Hill School. It is also important to note that a student on a leave of absence for violating the drug and alcohol policy will not receive academic work at home or receive academic credit during that period of time. A student violating the drug and alcohol policy for the second time will be expelled from school. If permitted to return, a student will be subject to random urine testing and periodic hair testing for the balance of their tenure at EHS.

EHS also forbids the possession of drug paraphernalia, including vaporizers and electronic smoking devices. All students who are found in possession or the presence of drug paraphernalia will be subject to an immediate urine test or hair sample.

Eagle Hill also reserves the right to search any student's room or personal belongings if there is a suspicion of illicit drugs or paraphernalia.

TOBACCO—POSSESSION AND USE

Eagle Hill School is a tobacco free campus. No student may smoke, use, or possess any tobacco product, including e-cigarettes or vaporizers on school grounds or on school-sanctioned trips. EHS reserves the right to screen for nicotine if the school deems it appropriate. The cost of the test is billed to the student's EHS bank. Testing does not require prior notice or consent of parents Students who are tobacco users must find ways to effectively manage this habit prior to arriving on campus. Support will be made available for tobacco users; however, the ultimate responsibility lies with the student to comply with the policy.

Smoking in the dormitory or inside any building is grounds for immediate dismissal.

We understand that managing an addiction is a challenging endeavor for an adolescent, and we will try to work with any student who is actively working with us in this area. It is important to point out, however, that we will determine, in our estimation, if the student is working at managing this behavior.

Tobacco Use Violations:

First violation: Three-day in school suspension and meeting with the Dean of Students. All students found in possession of or in the presence of vaping paraphernalia will be subject to an immediate urine test or hair sample test for illicit substances. Mandatory meeting with the DCE and engagement plan created.

Second violation: Three-day at home suspension. Mandatory meeting with the DCE, Dean of Students and parents.

Third violation: At home suspension. Return pending administrative review of program. Parents and student must submit a letter indicating how they would support their child's issue moving forward if the student were allowed to return to school.

AMNESTY POLICY

The Eagle Hill Amnesty Policy serves to aid the administration, faculty, staff, and students in maintaining a safe community that is rooted in honesty and trust, and recognizes the pressures that exist for school-aged children, both on and beyond campus.

First and foremost, our expectation and goal is to be a substance-free school. However, no school is immune to episodic use of drugs, alcohol, and/or other substances or at-risk behaviors. The school's primary concern in these instances is the health and safety of the student(s) involved in and those affected by such use. This policy allows for students to seek help, for themselves or others, without fear of disciplinary action.

Amnesty cannot be invoked after the initial discovery of use by a faculty member and is not intended to be a route to circumventing potential disciplinary action. It is to be used as a means to provide assistance and help for students.

When a student reports to a faculty member (or independent counselor), in order for amnesty to be invoked, the faculty member needs to immediately report it to the administrator on duty.

After declaring amnesty or having it declared on their behalf, students will be evaluated, treated medically and tested to determine the validity and particulars of substance use and/or behavior. It is expected that all contraband in the student's possession is surrendered. The student's room will be searched to ensure compliance. Parents/family will be notified.

In the event there are suspected to be additional students under the influence or in possession connected to this instance of use, there is a one-time opportunity for the reporting student to identify those individuals under the banner of the amnesty policy. If the identified student refuses amnesty and is suspected of use, then that student will be subject to the disciplinary policy based on outcomes of a further investigation. Similarly, students who are later discovered to be associated with this instance of use will be handled under the appropriate section of the disciplinary policy.

There may be rare cases when amnesty is invoked and will not be granted, for example, a student who is determined to be supplying (i.e., selling or sharing) substances to other students or who has already been identified as having violated the drug and alcohol policy.

Amnesty Policy Process

A student who is under the influence of drugs or alcohol or experiencing harmful thoughts/behaviors OR has concerns about his or her own use or thoughts/behaviors OR the substance use or behaviors of another student may utilize the amnesty policy in the following ways:

1. by requesting assistance from a faculty or staff member (including health center staff) on their own behalf or that of another student.
2. by having another student invoke the policy on his or her behalf.

Students reporting another student will remain confidential and not be named. In addition, students are encouraged to enlist the assistance of health center staff in instances of emergency or suspected overuse/ imminent harm.

Follow-up

A follow-up protocol for each amnesty event will be determined in conjunction with the Assistant Head for Student Life, Dean of Students, and Health Center staff. The primary purposes of this protocol will be to ensure that the student can move forward safely and to establish a plan to avoid recurrence. At the discretion of the staff involved in the process, and in coordination with the student's family, this may include but is not limited to on or off campus counseling, periodic drug testing, or, depending on the severity of the situation, enrollment in formal treatment programs.

The costs associated with testing, treatment, counseling, and any necessary follow-up programs are the responsibility of the student's family.

An amnesty event will not appear on the student's record and is considered a confidential medical event.

If a student is discovered to be under the influence of or partaking in substance use (e.g. producing a positive drug test), a previously invoked amnesty event does not excuse the student from responsibility and the student would be subject to disciplinary action, which will take into account previous use, including events occurring while under the amnesty policy. A student may, however, seek amnesty again whether by self-reporting or being reported by others.

Importantly, repeated invocations of amnesty are grounds for consideration of a student's likelihood of success and/or appropriateness at Eagle Hill and may result in the mandate of a medical leave or withdrawal.

For Students

Any concern regarding the safety of a student or reference to suicide or harm to others needs to be reported IMMEDIATELY. Do not wait to report this.

Substance Abuse Warning Signs

- Use/Increasing use of alcohol or drugs
- Sleep disturbances (sleeping too little or too much)
- Gradual withdrawal from friends/family
- Gradual loss of interest in things one cares about
- Communicating about death or suicide through writing, artwork, or class discussion
- Sudden change in appearance
- Overreaction to criticism; overly self-critical
- Sudden or unexpected change in school behavior (grades dropping, attendance issues, change in peer relationships, disciplinary issues)
- Persistent physical complaints (such as headaches, nausea)
- Difficulty completing tasks, concentrating, making decisions
- Increased negativity in personality or attitude

In instances of substance abuse, or at-risk behaviors (including but not limited to depression, eating disorders, volatile or troubling interpersonal relationships), students are encouraged to report as soon as they are comfortable and safe to do so.

Confidentiality is an utmost consideration for reporting students and the identities of those reporting will not be communicated to the person at-risk, unless the reporting student wishes to be known.

SEXUAL INTIMACY

Eagle Hill School encourages students to build social attachments to the other students here at school. It is important that students learn the skills necessary to be a good friend and engage in healthy relationships. We will work with all of our students to help them develop these skills and negotiate the challenges of adolescent life. We expect students to respect the boundaries that the faculty puts forth with respect to physical and emotional connections made between individuals.

Sexual activity is prohibited on campus and is subject to local and federal regulations in addition to any consequences assigned by the school. Students are not permitted to visit members of the opposite sex in their dormitories, and couples may not be in one another's dormitory rooms. Disregard for this policy may be grounds for suspension or other disciplinary response. Sexual assaults or any other uninvited behavior are dealt with swiftly and severely.

STATUTORY RAPE AND INDECENT SEXUAL ASSAULT

Consent is an unambiguous and conscious decision by each party to engage in sexual activity. In Massachusetts, sixteen is the age at which a person can consent to intercourse. It is fourteen for touching another's private areas. Legally, under age students cannot consent to those activities and should be aware that sexual activity with others under aged students constitutes a crime.

All cases of unwanted sexual contact and/or rape should be reported to the Assistant Head of School for Student Life, the Dean of Students, Dean of Support Services, or Head of School. If there is reasonable suspicion that a student under sixteen has engaged in intercourse, the mandated reporter has a legal obligation to report to the Department of Children and Families as well as the Department of Early Education and Care.

CELL PHONES

Cell phones are allowed for use during student freetime, however, cell phones are not permitted after lights out or during the academic day. For that reason, students are required to turn in their cell phones into their dorm counselor each evening at their lights out time. This varies by age.

Cell phones will be stored in a locked charging cabinet and will be returned to students the day after classes. Should a student need to contact home during these hours, landline school phones are easily accessible on each dorm floor and in every classroom.



THEFT AND UNAUTHORIZED ACCESS

Any unauthorized use of others' possessions without their prior permission is considered theft. Similarly, unauthorized entry into a room or building, or possession of an EHS key that is not one's own, is not permitted. Both are breaches of trust and considered a major rule violation.

WEAPONS

Students are not permitted to possess or use any dangerous weapons such as guns, knives, ammunition, paintball guns or martial arts paraphernalia. In the case of paintball guns and martial arts equipment, students may apply for special permission from the Head of School. All approved equipment must be stored with the student life department and may not be kept in individual dormitory rooms. Once approved, arrangements can be made through the Dean of Students.

Anti-Hazing, Anti-Bullying and Harassment

ANTI-HAZING

Statement of Intent

Eagle Hill School is committed to providing a caring, friendly, and safe environment for all of our students, faculty, and staff. It is understood that Eagle Hill School has an obligation to promote mutual respect, tolerance, and acceptance among its students, faculty, and staff. Hazing, of any kind, form, or nature, is not tolerated. Students and employees who violate this policy are subject to disciplinary action up to and including dismissal.

Policy

Any student or employee who has knowledge of the occurrence of hazing is to notify any teacher or staff member, who will attempt to rectify the situation immediately and notify the Head of School. The Head of School, at his discretion, will take appropriate disciplinary action.

The Commonwealth of Massachusetts has enacted a law (M.G.L. c. 269 paragraphs 17 -19) regarding the enforcement, reporting, and notification to students and groups in secondary schools of the anti-hazing provisions. Chapters 17 through 19 are as follows:

Chapter 269; Section 17. Definition

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Reporting

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

Chapter 269: Section 19. Notification

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

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

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

copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.



ANTI-BULLYING POLICY

Statement of Intent

Eagle Hill School is committed to providing a caring, friendly, and safe environment for all of our students, faculty, and staff. It is understood that Eagle Hill School has an obligation to promote mutual respect, tolerance, and acceptance among its students, faculty, and staff. Bullying, harassment, or discrimination of any kind is unacceptable. This policy shall be interpreted and applied in a manner consistent with all applicable state and federal laws.

This policy applies to student, faculty, and staff while on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival or departure from school, at any school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus which manifests itself at school and results in a disruption of the educational process. Students who violate this policy are subject to disciplinary action, up to and including dismissal.

What is Harassment?

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. has the effect of substantially interfering with a student's educational performance or employee's work performance, or either opportunities, or benefits;
3. has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being;
4. has the effect of substantially disrupting the orderly operation of the school.

What is Cyberbullying?

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

What is Cyberstalking?

Cyberstalking is the willful and repeated use of digital technologies including, but not limited to, email, social websites (e.g. Facebook, Instagram, Snapchat), chat rooms, video game chat rooms, and instant messaging to harass, intimidate, or frighten someone.

Bullying, Cyberbullying, and or Harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
2. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.

3. Perpetuation of conduct listed in the definition of bullying, harassment, an/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

   a. incitement or coercion;

   b. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the school system;

   c. acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

Signs and Symptoms of Cyberbullying

Indications of bullying:

- Is wary or frightened walking around alone on campus
- Does not want to attend class, school trips, etc.
- Becomes withdrawn, anxious, or lacking in confidence
- Attempts or threatens suicide or run away
- Cries themselves to sleep or has nightmares
- Feels ill in the morning consistently
- Begins to do poorly in school work
- Comes in with torn clothes or books damaged
- Has possessions which are damaged or "go missing"
- Asks for money or starts stealing money (to pay bully)
- Has monies continually "lost"
- Has unexplained cuts or bruises
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above
- Is afraid to use the Internet or phone
- Is nervous or jumpy when a cyber message is received

These signs and behaviors could indicate other problems; however, bullying should be considered a possibility and should be investigated.

Procedures

All administrators, faculty, and staff, in collaboration with parents and students will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

Proper prevention and intervention steps shall be taken based on the level of severity of infraction.

- Report bullying incidents to faculty or staff members within 30 days of the incident. Failure to report the incident in the time specified may be deemed as the incident being abandoned.
- Any allegations of bullying or violation of this policy must be put in writing and submitted to the Assistant Head of School for Student Life.
- Allegations of bullying or violation of this policy by a faculty or staff member must be submitted in writing to the Human Resources Director.
- Anonymous bullying reports may be submitted to the Human Resource Director. Formal disciplinary actions may not be based solely on the basis of an anonymous report
- Notification of parents will depend on the seriousness of the incident and parents may be asked to attend a meeting to discuss the problem
- If necessary and appropriate, police will be consulted in extreme cases.
- The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.
- An attempt will be made to help the bully(ies) change their behavior.

Resolution

The investigation of a reported act of bullying of a student, employee, or other person providing service to the school is deemed to be a school-related activity. It is acknowledged that the school will investigate all complaints and reports of bullying or harassment, whether or not the complaint is in writing.

Informal Resolution—where the administrator, along with the complainant and the accused may agree to informally resolve the complaint. The incident and the resolution must be documented utilizing the official notes system of the Eagle Hill School website.

If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) work days after the informal meeting and submitted to the Head of School.

Formal Resolution—the complainant/student/employee or parent(s), on behalf of the student, may file a written complaint with the Head of School.

The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in the official notes system of the Eagle Hill School website.

External Investigation

If the act is outside the scope of the school and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent(s) notified, and the referral noted in the school's specified data system. While the school does not assume any liability for incidents that must be referred for external investigation, it encourages the assistance and intervention of the Head of School, as appropriate.

Confidentiality

To the greatest extent possible, all complaints will be treated as confidential in accordance with the Family Educational Rights and Privacy Act (FERPA); the Health Insurance Portability and Accountability Act (HIPPA), and any other applicable state and federal laws.

Limited disclosure may be necessary to complete a thorough investigation and it is the school's obligation to investigate and take corrective action which may supersede an individual's right to privacy.

The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of the reported act shall be protected to the extent possible.

Retaliation Prohibited

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this policy.

Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as iterated in this policy, shall be treated as another incidence of bullying.

Constitutional Safeguard

This policy does not imply to prohibit expressive activity protected by the First Amendment of the United States Constitution.

ACCEPTABLE USE POLICY

Purpose

The purpose of Eagle Hill School's computer network is to enhance and support the mission of the school.

The Internet

The Internet is a worldwide network of computers that allows users to communicate and exchange information electronically. When used properly, the Internet is an excellent educational resource; however, the Internet also contains the potential for abuse. For safety purposes, the school employs filtering and firewall technology; however, the school cannot control the content obtained from other systems, some of which may be controversial or offensive. Eagle Hill School makes no warranties of any kind, whether expressed or implied, for the services it is providing and specifically denies responsibility for the accuracy or quality of information obtained through its services. Students are expected to abide by the terms of the school's Acceptable Use Policy at all times.



Privacy and Administrator's Access to User Files

Users should not assume that uses of the school network are private. Computer use and Internet access are automatically logged and logs may be monitored. All communication, including e-mail messages and attachments, transmitted or stored using school provided resources may be reviewed to maintain system integrity and appropriate usage standards, and to ensure the technology is being used in a manner in accordance with the mission and philosophy of the school. All users are expected to use appropriate judgment and caution in communications concerning students and faculty to ensure that personally identifiable information remains confidential. Files that threaten system integrity or demonstrate inappropriate use of network resources may be removed at any time.

Personal Safety

The Internet is a publicly accessible network. Unfortunately, there are people who may want to make contact with users for inappropriate purposes or under false pretenses. Although the school uses filtering and a firewall, screening for such inappropriate use is difficult. Users should never

reveal their name, address, phone number, age, or any other personal information about themselves or anyone else when communicating with someone they have met online. Users should never arrange to meet with someone they have met online and should immediately inform a school administrator of any online communication that is threatening, harassing, or otherwise inappropriate.

Behaviors and Consequences

Misuse of computers and/or Internet access may result in disciplinary action. Users may also be held legally and/or financially responsible for any damages that are a result of misuse. The school administration will determine what constitutes inappropriate use and their decisions are final.

Changes in Acceptable Use Policy

Eagle Hill School reserves the right to change this policy at any time.

APPEAL PROCESS

A parent or guardian may appeal a disciplinary decision made by the administration. Generally reserved for dismissals, the appeal process is designed to provide parents the forum to be heard after a decision has been rendered.

Upon being notified of the official school decision, a parent or guardian has five (5) calendar days to appeal that decision. The appeal must come in the form of an email sent to the attention of the Head of School.

The email must address two specific questions:

1. What new, salient information that was not known or discussed at the time of the initial decision can you provide?
2. What adaptations or modifications will be made to assure this type of behavior does not occur again?

The Head of School will review the letter and an administrative meeting will be held to discuss the additional information provided by the appeal. A final decision will be returned in three (3) working days with official written documentation to follow.

Users' Responsibilities

We expect all users to abide by the following rules when using the school's network and equipment:

- Handle school computers and equipment with care.
- Do not install, remove, or modify any software or hardware on any school computer.
- Report damaged or malfunctioning school equipment to the Director of Technology. Do not attempt to repair school computers or equipment.
- Respect security. Never share your passwords with anyone else. Do not attempt to log on to another person's account or access files that you are not authorized to view.
- Respect and protect the rights of others when online. Users are expected to use appropriate language at all times and to behave in a manner consistent with the policies outlined in Eagle Hill School's Community Handbook.
- Credit research information obtained from electronic sources, such as websites or other Internet-based resources. Do not violate copyright laws by copying, sending, or receiving copyrighted material without permission from the copyright holder.
- Use the Internet responsibly. Do not access inappropriate sites on the Internet. If you accidentally access an inappropriate site, close the browser window and inform the faculty member on duty or network administrator immediately.
- Never share personal information about yourself or anyone else on social networking sites, bulletin boards, chat lines, or other systems.
- Do not attempt to "hack" or break into other computers, intrude into other people's files, or use the school's computers or network to break into other systems or engage in any other unlawful activities.
- Make backup copies of important files.

Weekends

HOME AWAY FROM HOME

Eagle Hill School prides itself on epitomizing that "home away from home" feeling, which extends naturally to our weekends together during the summer. We find this is a great time to catch up with each other, work on assignments, read for the love of it as well as take the opportunity to explore the area, be part of a new activity, or shop for essentials or items for one of our special events.

Weekend Sign-ups

Weekends provide both on and off-campus activities, posted throughout the campus and on the TV screens. Sign-ups for off-campus trips are generally available on Sunday evenings for students to indicate their preferences, and on Thursdays at lunch, our assistant director of weekends hosts a sign-up survey and is available to answer any questions or offer help.

We remind students that if they have signed up for trips with prepaid tickets, they may be charged for any late withdrawal. Students will be required to sign up for one off campus and one on campus activity or trip each weekend of the summer.

The Weekend Team

The weekend team includes our director of weekends and assistant director of weekends, our faculty, and consistent weekend dorm counselors so that families can be assured of our kind supervision and care. Please contact the weekend office regarding any changes to travel plans or if we can help in any way.

WEEKEND CONTACT INFORMATION

Mrs. Di Riley *Director of Weekend Services*
Phone Number/Voicemail: 413-477-6000 ext.1241
Weekend Office e-mail: diriley@eaglehill.school

Mrs. Alicia Quigley T*ravel Coordinator and Assistant Director of Weekends*
Phone Number/Voicemail: 413-477-6000 ext.1220
Weekend Office e-mail: aquigley@eaglehill.school





Breaches of Core Values and Major School Rule Responses

In recommending or determining disciplinary action, the administration of Eagle Hill School may consider the student's present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury or harm resulting therefrom while taking into account the best interest of the school. If deemed appropriate, the administration may choose to impose one or more of the following actions:

Concern: This is the first line of discipline for behavior that is unwanted. A faculty may have a conversation with a studen, in the moment, at the end of a class, or after school to discuss a plan for improving behavior.

Detention: Detention is used at the teachers discretion to address repeated or more serious behavioral concerns. This session, to be served after school with the issuing teacher, can be used to discuss, reflect on, and generate positive intervention plans to guide students towards meeting behavioral expectations and standards. Detentions can also be assigned by the dorm counselors or the dean of students for students who are late leaving the dorm, out of dress code, or for other minor infractions.

Dormed: Dorming, or rooming, is utilized at a dorm counselor or duty faculty members' discretion to address repeated or more serious social behaviors. The adult will have a conversation with the student about their behavior and have a conversation about expectations before the student returns to their dorm room for the designated time period. Dorming may be followed up by a conversation with the student life administration team.

In-school Suspension: The expectation for our students is progress, not perfection. There is an understanding that, throughout their time here, students are going to make mistakes. An in-school suspension fee of $150 will be charged to the student's bank account.

Out-of-School Suspension: For specified period of time, a student is sent home and banned from attending classes or participating in the Eagle Hill School program. The student is responsible for completing make-up work satisfactorily and submitting it to each teacher returning to school.

Dismissal: The student is permanently separated from the academic and residential program at Eagle Hill School. The student may no longer participate in any school program or related activity.

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SUMMER COMMUNITY HANDBOOK

Student Acknowledgment and Pledge

I hereby accept my place in the Eagle Hill School community and in doing so agree to conduct myself in accordance with the values of Eagle Hill School: honesty, respect, kindness, and purpose. I pledge that these values will inform my decisions, actions, and attitudes in all situations, both on campus and away from campus.

By my signature below, I affirm on my honor that I will abide by the COMMUNITY HANDBOOK as I strive to be person of impeccable character.

Student: _____

Signature: _____

Date: _____

Note: You may access an electronic copy of the SUMMER COMMUNITY HANDBOOK by logging in to the Eagle Hill School website: www.eaglehill.school in the Resources Section. Failure to return this acknowledgment and pledge will not relieve a student from being responsible for knowing or complying with Eagle Hill School's Core Values and the rules contained within the Community Handbook.