

# HILL TOP PREPARATORY SCHOOL

## 2016 - 2017 PARENT AND STUDENT HANDBOOK

### INTRODUCTION

We believe that our students benefit from clear expectations and are most successful when they understand those expectations. Therefore, Hill Top Preparatory School has taken great care to be as explicit as possible in the Handbook.

Please note that the parent and student signatures on the **Enrollment Contract** signify acceptance of the rules and regulations of **The Hill Top Preparatory School**, which include but are not limited to those stated in this handbook. A parent's or student's inability to support and/or abide by these rules and regulations can result in disciplinary action.

### HILL TOP GOALS

The goals of the Hill Top program are:

- \* to develop the compensatory academic skills and content knowledge to prepare students to be suitable candidates for post-secondary education.
- \* to build self-awareness, self-esteem, and self-confidence to a level where the students possess the life skills necessary to be responsible and independent adolescents and young adults.
- \* to provide a school environment that promotes student wellness through nutrition education and physical activity as part of the learning experience.
- \* to enable its students to appropriately adapt to any environment.
- \* to develop a strong value system emphasizing integrity, respect for others and ethical behavior.
- \* to create an environment that feels safe for students to make academic, social and emotional gains.

### ACADEMIC PROGRAM - CURRICULUM

The academic program is broken into two divisions, each of which is led by a team leader and has a core team of faculty members.

#### Middle School

The Middle School team consists of grades five through nine and focuses on preparing our students for academic, social and emotional challenges. Each year, the students take Reading, Language Arts, Math, Science, Social Studies, Skill Development Courses, and Physical Education. The Skill Development Courses focus on exposing the students to or improving their skills in the following areas: computer skills, library skills, the visual arts, the performing arts, and health. All students also participate in group counseling ("Group") every year. Finally, middle school students should demonstrate competency in computer and Internet applications.

#### Upper School

The Upper School team consists of grades ten through twelve and focuses on preparing our students for graduation, post-secondary education and beyond. Students in grades 10 and 11 must take English, Math, Social Studies, Science and Physical Education every year. All students also participate in group counseling ("Group") every year.

To qualify for graduation, Hill Top students must fulfill the following requirements in grades 9 - 12\*:

English:	6-8 credits***	Electives:	3-5 credits
Science:	3-4 credits~(Biology Required)		
Math:	3-4 credits~(Algebra I Required)		
History:	4 credits	Graduation Project:	0.5 credit
Phys. Ed:	2.4 credits (.6 units/year)		
Health:	1.0 credit		

\* One credit equals any course that meets 5 days each week for the entire academic year.

~ In Math & Science students must have 3 years of one and 4 years of the other.

\*\*\* Students transferring into grades 10 through 12 may not meet this requirement.

**ANY COURSE FOR WHICH A STUDENT RECEIVES A FINAL GRADE OF “F” MUST BE REPEATED, EITHER AT HILL TOP OR AT AN APPROVED SUMMER SCHOOL PROGRAM.**

Students who transfer into Hill Top Preparatory School from other public or private schools will only receive credit if they have received a C- or better in their courses. Students may be expected to repeat courses in which they have received a grade lower than a C-. Courses may be repeated at Hill Top or at an appropriate summer school program with the approval of the Assistant Head of Program.

## PHASING

Students at Hill Top are “phased” in each class in order to ensure progress and mastery of both skill and content. As expectations at a given phase are met or additional support is needed, teachers may choose to change the level of academic challenge and/or support by changing a student’s phase. A student’s phase may vary from one class to another.

<b>Significant Accommodations (SA)</b>
<p><b>Definition:</b> Students work slowly and require a significant level of teacher direction, guidance and oversight along with revised assignments in order to achieve concept mastery. Work at an SA phase is not at a college-preparatory pace or level.</p>
<p>Students at the SA phase would receive one or more of the following:</p> <ul style="list-style-type: none"> <li>• Modified assignments</li> <li>• Modified tests</li> <li>• Slower paced instruction</li> <li>• Use of supplementary materials on quizzes and tests (i.e. notes, textbook, word bank)</li> <li>• Omission of more challenging topics</li> <li>• Significant extensions on assignments</li> <li>• Minimum expectation for individualized work at home</li> <li>• Scribing and/or typing assistance</li> <li>• Significant one-on-one support during class, mentor period and beyond</li> <li>• Oral exams</li> <li>• Practice tests and/or additional literature guides and study materials are provided</li> <li>• Significant extra time on tests (i.e. greater than 100%)</li> <li>• Increased support with executive function skills</li> <li>• Writing assignments in the assignment book or creating lists of work (Upper School only)</li> <li>• Regularly scheduled mentor periods</li> <li>• Math Help activity</li> <li>• Adaptive activities (physical education and art only)</li> <li>• Modified penalties for late work</li> <li>• Retests with no penalties</li> <li>• Phase-appropriate grading</li> <li>• Teacher signature of assignment book (9<sup>th</sup> - 12<sup>th</sup> grade only)</li> </ul>
<p><b>NOTE: STUDENTS WHO NEED TO BE CONSISTENTLY PLACED AT THIS PHASE IN MULTIPLE CLASSES ARE NOT FUNCTIONING AT THE COLLEGE PREPARATORY LEVEL AND WILL MEET WITH GREATER CHALLENGES OVER TIME. WITH THE SIGNICANT SUPPORT, STUDENTS MAY ACHIEVE AT A HIGHER LEVEL. HOWEVER, THEY ARE <u>NOT</u> FUNCTIONING AT A LEVEL COMMENSURATE WITH THEIR GRADE LEVEL PEERS. PARENTS MAY BE ADVISED TO CONSIDER AN ALTERNATE PROGRAM AS A RESULT.</b></p>

<b>With Accommodations (WA)</b>
<b>Definition:</b> Students may work slowly and/or require an additional level of teacher direction, guidance and oversight in order to achieve concept mastery.
Students at the WA phase would receive one or more of the following: <ul style="list-style-type: none"> <li>• Extended deadlines for assignments (up to 100%)</li> <li>• Teacher notes</li> <li>• Retests (for middle school students only; not available in mathematics)</li> <li>• Scribing and/or typing assistance</li> <li>• Additional one-on-one support during class or mentor period</li> <li>• Frequent redirection for behavior (for middle school students only)</li> <li>• Oral exams</li> <li>• Additional practice tests, literature guides and study materials</li> <li>• Extra time on tests (up to 100%)</li> <li>• Regularly scheduled mentor periods</li> <li>• Math Help and/or Study Hall activity</li> <li>• Extra support in developing ideas</li> </ul>
<b>Instructional (IN)</b>
<b>Definition:</b> Work and instruction are delivered at a grade-appropriate, college-preparatory pace with a balance between independent work and teacher direction.
<b>Advanced (A)</b>
<b>Definition:</b> Student is responsible for highly independent work with limited teacher oversight and instruction.
<b>Independent Study (I)</b>
<b>Definition:</b> Student is participating in an independent study program or college level instruction.

**GRADING SYSTEM**

<b>A+</b>	98 - 100%	(4.0)	<b>C+</b>	77 - 79%	(2.33)
<b>A</b>	94 - 97%	(4.0)	<b>C</b>	74 - 76%	(2.0)
<b>A-</b>	90 - 93%	(3.67)	<b>C-</b>	70 - 73%	(1.67)
<b>B+</b>	87 - 89%	(3.33)	<b>D+</b>	67 - 69%	(1.33)
<b>B</b>	84 - 86%	(3.0)	<b>D</b>	64 - 66%	(1.0)
<b>B-</b>	80 - 83%	(2.67)	<b>D-</b>	60 - 63%	(0.67)
			<b>F</b>	0 - 59%	(0)

**I (Incomplete)** Work not completed by a specified date will become a zero.

**F (No Credit) below 60%**

(A student receiving an “F” for a final course grade will not receive credit for that course.)

Each marking period, students will receive grades in content. A content grade will be based upon performance in the areas of Content, Mechanics and Participation.

**Academic Progress Reports (APRs)/Report Cards/Evaluative Reports**

Academic progress reports will be generated at the mid-point of each marking period and be available to the parent(s) of each student via the Parent Portal. APRs will not become part of a student's permanent record. Report cards are issued on a quarterly basis. Evaluative reports will accompany the report card at the end of the 2<sup>nd</sup> and 4<sup>th</sup> marking periods. These reports are used for informational and communication purposes as well as to determine the receipt of a gold award.

**Homework**

Homework is used as a necessary extension and reinforcement of in-class work. While new material may be assigned for homework, it will always be related to concepts and principles introduced in class. The amount of homework will be reasonable and will be determined by each teacher with consideration given to the phasing system. Students failing to do homework will be required to complete their work during mentor period with their mentor or the teacher in question. Parents are asked to provide a quiet study place, establish an appropriate time, check assignment books/PCR and support the school's approach to homework.

**Late Work Policy**

At least 10 percentage points with a maximum of 50 percentage points per day may be taken from work submitted after the due date. It is at the teacher's discretion to determine the number of percentage points removed for late work. All work should be submitted, but the highest grade possible will be 50%, less the points removed for the quality of the work. Seniors have two days to submit late work. Seniors who do not submit work within two days of the deadline will receive a zero for that assignment.

**Extra Credit**

Extra credit may be given at the teacher's discretion. However, students putting forth minimal effort will not be eligible for extra credit work.

**Cheating/Plagiarism**

Hill Top Preparatory School students are expected to put forth their best academic effort while maintaining academic integrity. Students found copying the work of other students or allowing others to copy their work will receive a zero on the assignment as well as disciplinary consequences. Students found cheating or plagiarizing on major assignments and tests will suffer both academic and disciplinary consequences. Refer to the disciplinary policy on page 10 of this Handbook for details.

**Activity (8<sup>th</sup>) Period**

A required activity period will be held for the last forty minutes of the school day on Monday, Tuesday, Thursday, and Friday. Non-credited activities will comprise athletic, leadership, artistic expression, technology or academic and other student interests. Students will receive a grade of "outstanding," "satisfactory," or "unsatisfactory." Year-long credited electives are also offered to 10<sup>th</sup>-12<sup>th</sup> grade students and will receive a letter grade and 0.5 credits.

**Mentors and Mentor Period**

- Each student will be assigned an academic mentor who will address both academic and organizational issues.
- Mentor period is held Monday through Friday for 40 minutes.
- Students must meet with their mentor or one of their other teachers during mentor period.
- Students will receive a grade of "outstanding," "satisfactory," or "unsatisfactory."
- Mentors are one of the main points of contact and communication for parents with question or concerns.

**Parent Conferences**

Parent conferences will be scheduled twice a year, once in the fall and once in the spring. In the fall, parents are invited to schedule an appointment with the teachers with whom they wish to meet. The purpose of the fall conference is to provide an opportunity for parents to learn from teachers how the school year has begun. In the spring, parents are required to schedule a conference with the student's mentor and counselor. Student attendance is required at the spring conference. The purpose of the spring conference is to review the student's Personal Education Plan (PEP) and discuss goals for next year.

**Juniors, Seniors and Their Parents**

In keeping with Hill Top Preparatory School's mission of preparing students for the post-secondary environment, juniors and seniors are expected to manage routine maintenance of grades, assignments, deadlines, and other academic responsibilities, including those associated with the Graduation Project. This policy is in effect because sending graduates to post-secondary education without age-appropriate and comprehensive experience of managing their own educational life would do those students a grave disservice.

Examples of independent junior and senior responsibilities include, but are not limited to, maintaining assignment books, making parents aware of upcoming requirements or events, meeting deadlines, submitting paperwork to the college counselors, and arranging to make up work before/after short absences, or even after foreseeable extended absences, (such as school or family trips). *Mentors and Graduation Project advisors are available as consultants and resources to juniors and seniors at their request. Just as in college, academic advisors and learning support staff will assist students only at the students' request.*

At the discretion of the mentor, Headmaster, Assistant Headmaster, and/or Academic Committee, exceptions will be made for serious unforeseeable circumstances, such as extended illnesses. In those cases, mentors, graduation project advisors, or classroom teachers may be asked to communicate directly with the parents and others in regard to deadlines, make-up work, etc.

**ASSIGNMENT BOOKS**

The school will provide a Hill Top Prep assignment book to each student. Time is given in each class for students to accurately write down their assignments. The use and organization of this book will be one focus of the work between the student and the mentor. Students in fifth through eighth grades will have their assignment book signed daily by their teachers. Parents of Middle School students are encouraged to check assignment books. Students who lose their assignment book may purchase a new one for \$15 through the Registrar.

**AWARDS****Academic Awards**

At the end of each semester, Hill Top Preparatory School gives out academic awards. These awards, listed below, recognize students for both academic achievement and effort.

**Honors** - Awarded to students who have achieved a grade point average between 3.0 and 3.5 for the semester with no grade below a B-. Students receiving a "U" unsatisfactory for mentor period, activity period or Spirit Week will not be eligible to receive this award.

**High Honors** - Awarded to students who have achieved a grade point average between 3.6 and 4.0 with no grade below a B- for the semester. Students receiving a "U" unsatisfactory for mentor period, activity period or Spirit Week will not be eligible to receive this award.

**Special Recognition** - Awarded for a variety of reasons, such as community service, improved academic performance, increased effort, etc.

### **Additional Recognitions**

Students may be recognized at various points throughout the year for effort, acts of kindness and compassion, and/or other gestures that may be considered “above and beyond.”

**Spirit of the Hawk** - The Spirit of the Hawk is how Hill Top recognizes the positive impact our students make in the community. The Spirit of the Hawk enables faculty members to highlight students who show courage, perseverance, leadership or service (The Spirit of the Hawk Pillars). During community meeting, any faculty member may give a brief explanation of how a student exhibited one of the four traits and present the student with a Spirit Tag.

**The Unsung Hero Award** - Voted on by the faculty and awarded at the end of the year, this recognizes the student who, more than any other, has consistently gone above and beyond the call of duty in numerous areas of the school community.

**Headmaster’s Award** - Voted on by the faculty and awarded at the end of the year to one middle school student and one upper school student, this award recognizes the students who have made the most dramatic turn-around in academic performance and relationships.

**Middle-School Award** - Voted on by the faculty and awarded at the end of the year, this award is presented to a middle school student in recognition of his or her excellence in academic performance and relationships.

**Upper-School Award** - Voted on by the faculty and awarded at the end of the year, this award is presented to an upper school student in recognition of his or her excellence in academic performance and relationships.

## **ATHLETICS**

The following intramural and/or interscholastic sports are typically offered during the school year: soccer, cross country, horseback riding, wrestling, basketball, tennis, outdoorsmanship, bowling and golf. All students participating in athletics are required to have written physician’s approval prior to the beginning of the first practice of the season. Sport forms are attached to the “Physician’s Report of Physical Exam”.

A middle school student will be allowed to participate in varsity athletics when, in the judgment of the coach and Athletic Director, the student possesses the skill and emotional and physical maturity to safely compete.

### **Eligibility for sports**

Students are eligible for sports as long as they consistently exhibit responsible behavior and their schoolwork is up to date with no failing grades. Should the academic standards for scholastic eligibility as adopted by the Commonwealth of Pennsylvania’s Board of Education not be met, it is at the discretion of the coach and Athletic Director in consultation with other relevant parties (i.e. teacher, mentor, counselor, Assistant Head of Student Life, Headmaster) to make the student ineligible for sports. The ineligibility will continue indefinitely until the situation is remedied. If necessary, an Academic Progress Report could be arranged for any athlete who is doing poorly in a course. Hill Top’s eligibility policy, while strict, has produced improvement in the areas of academic and behavioral responsibility and independence.

Although academic work is the priority, absence from practice and/or games due to homework will not be excused. A student who cannot balance academic and athletic responsibilities will not be permitted to participate on a team. Commitment to one’s team demonstrated by regular attendance in practices and games is highly valued. Any student who does not regularly attend practices or games may be removed from that team at the coach’s or Athletic Director’s discretion. Detention or other disciplinary actions pre-empt participation in athletics and all other activities.

## ATTENDANCE POLICY

Consistent daily attendance is required and crucial to success. Students benefit greatly from structure, multi-sensory instruction, class participation, and interactions with peers and teachers. Our attendance policy reflects the importance we place on students being present for in-class instruction.

### General Procedures

- If a student is going to be absent or late, **THE PARENT IS RESPONSIBLE FOR CALLING TO NOTIFY THE SCHOOL.** If a student fails to arrive at school by usual means and time, the school will attempt to notify the parent or guardian.
- **The parent must provide a signed note indicating the reason for the student's absence or tardiness. Students may not sign their own excuse or permission notes or call in their own absence. If a note is not provided, the absences will be listed as unexcused (see below re: unexcused absences).**
- Students arriving late to school must check in at the front office and receive a note before going to class.
- After the sixth (6<sup>th</sup>) absence in a semester or third (3<sup>rd</sup>) unexcused lateness, the parents will receive a letter from the Receptionist as a reminder of the school's attendance policy.

### Absences

- Only extended medical and clinical leaves will be recorded with no credit lost. A clinical or medical leave is a period of time during which a student is **under the care of a health care professional** for the treatment of medical, social, emotional or behavioral concerns. Any non-clinical absences will count toward the eight day limit per semester.
- If a student is absent from school, he/she may not participate in school activities or school athletic events that same day.
- Any student missing three (3) or more consecutive days will be required to bring in a note from a physician.
- After six (6) absences in a semester, a meeting with the mentor, counselor and a member of the Hill Top administration will be held to discuss a plan to avoid future absences.
- One week notice to the Receptionist's office is required for college trips, religious observance and vacations that require the student's absence.
- Unexcused absences are the same as cutting school and may result in disciplinary action (see p. 12). Missed homework, class work and tests/quizzes will be made up; however, a maximum of 50% credit will be received.
- **ANY STUDENT WHO HAS MORE THAN 8 ABSENCES IN ONE SEMESTER, EXCUSED OR UNEXCUSED, FROM ANY SINGLE CLASS, OR ANY FULL OR PARTIAL SCHOOL DAY WILL LOSE 5 PERCENTAGE POINTS FROM HIS/HER MARKING PERIOD GRADE FOR EACH ABSENCE OVER 8 IN THE AFFECTED CLASS OR CLASSES. LOST TIME CANNOT BE MADE UP; THEREFORE, SHOULD A STUDENT ACCRUE MORE THAN 20 ABSENCES DURING THE SCHOOL YEAR, THE ACADEMIC COMMITTEE WILL CONVENE TO DETERMINE WHETHER CREDIT WILL BE GRANTED. STUDENTS WHO LOSE CREDIT DUE TO ABSENCES MUST EITHER REPEAT THE COURSE DURING THE ACADEMIC YEAR OR ATTEND SUMMER SCHOOL.**

### Vacations

Vacation taken when Hill Top Prep is in session is discouraged. However, should it be necessary for you to schedule such a vacation, the Receptionist and mentor must be notified **at least one week prior** as to the exact dates of the time away. Hill Top will approve such a request only if a student's work is up to date. Arrangements for work to be completed during time away must be made no later than one week prior to the scheduled vacation. Students will be expected to make up work missed while they were away within one week upon return. Please remember that this time away from school will count toward the eight-day limit per semester.

### Religious Holidays

Parents of students who will miss school due to religious observance must inform the Registrar in writing at least one week prior to these holiday absences. This time away will not count toward the eight-day limit.

### Tardiness

**ANY STUDENT ARRIVING LATE TO SCHOOL FOUR (4) TIMES DURING ANY MARKING PERIOD, FOR ANY REASON OTHER THAN A MEDICAL APPOINTMENT OR BUS LATENESS, WILL RECEIVE DETENTION.**

## DISCIPLINARY POLICY

The happiness and well being of our school community depend upon our positive interactions with one another. We need to respect each other's differences, strengths and weaknesses and remember that we are all part of one school. Hill Top students will find that the faculty, staff and administrators treat them with the utmost respect. We expect that this respect will be mutual. We also expect that all students will be respectful to one another as we are a very small school with a family-like atmosphere. This fact allows for a wonderfully supportive environment, a free-flowing exchange of ideas and opinions and an opportunity for everyone to succeed.

### Awards System

Hill Top encourages its students to perform to the best of their ability, act as responsible members of the school community and enhance their own personal growth both in and out of school. To reward students who put the time and effort into achieving these goals, Hill Top offers an Award System. Through this system, students achieve varying degrees of independence as well as privileges based on their performance in the classroom, their behavior at school and their participation in positive extracurricular programs either in or out of school.

If a student has achieved a B (3.0) average with no grade lower than a B-, no grades of Unsatisfactory (U), and has accumulated two or fewer disciplinary referrals in a review period, he/she is eligible for the **GOLD AWARD**. Earning a Gold Award makes student eligible for privileges.

Students who earn Gold Awards for 6 out of 7 review periods throughout the school year and work to improve themselves or their community in or out of school during that time will be awarded the **PLATINUM AWARD**. This award is made at the end of the year.

### Discipline System

Hill Top Prep maintains a commitment to provide a very supportive and caring environment. **Any behavior that interferes with teaching and learning places a strain on our community. These behaviors will result in disciplinary action.** The Assistant Head of Student Life handles all disciplinary issues on an individual basis. Disciplinary consequences are based upon predetermined levels, but may be modified according to circumstance, degree of seriousness and the well being of the student or school community. The Assistant Head of Student Life, in consultation with the faculty, counseling staff, the Disciplinary Committee and the Headmaster, is responsible for the assignment, coordination and supervision of disciplinary consequences. Disciplinary issues that are deemed by the Assistant Head of Student Life to be serious in nature may be immediately referred for review to the Disciplinary Committee, which is comprised of the Assistant Head of Student Life, the Assistant Head of Program and the Director of Support Services.

The disciplinary system is a tool that is used to discourage, monitor, and provide consequences for inappropriate behavior in school. Under this system any faculty or staff member may issue a disciplinary referral (write-up) as set out in the disciplinary policy to students who disobey rules.

**Minor infractions** of the disciplinary policy that occur in the classroom will result in the following consequences:

- 1) **Verbal Warning** - no disciplinary referral will be issued, but if the behavior continues consequences will follow.
- 2) **Teacher-Supervised Detention** - the student receives a disciplinary referral and serves a detention either during lunch or activity period.
- 3) **Referral** - the student is referred to the Head of Student Life for more significant consequences.



**Major infractions** of the disciplinary policy regardless of where they occur on campus will result in a referral to the Assistant Head of Student Life's office and consequences will be determined by the Assistant Head of Student Life and the Disciplinary Committee.

When very serious infractions or repeated violations of Hill Top's Disciplinary Code occur, the Disciplinary Committee will meet to discuss the issue and appropriate consequences, which could include suspension, expulsion and/or probationary status. The student(s) along with their parents are invited to meet with the Disciplinary Committee **after** which a recommendation is made to the Headmaster who will then make the final decision. In such cases, the student(s) are suspended out of school until the Headmaster's final decision has been made.

If a student is unable to remain in class due to his/her behavior, the student will be temporarily removed until the Assistant Head of Student Life feels that the student is able to return to class. If the student is unable to return to class that day, a parent will be asked to pick up his/her child. A disciplinary referral will be recorded for the inappropriate behavior and further consequences may be issued.

**I. Behavioral Expectations: Proper student behavior**

**1. Respect other people**

- a. Do not tease, make fun of or embarrass others.
- b. Do not call others offensive names or use offensive language.
- c. Always extend courtesy and cooperation to members of the Hill Top community and all guests.
- d. Do not, under any circumstances, hit or touch anyone inappropriately or in any way that the individual does not want to be touched.
- e. "Public displays of affection," which cause others to feel uncomfortable, are not permitted.

**2. Respect property**

- a. Do not take, deface or damage others' property.
- b. Do not litter; clean up after yourself and help others clean up.
- c. Do not alter the state or contents of any classroom (i.e. computer, fish tanks, etc).

**3. Other school rules:**

- a. Cell phones may be necessary for safety and communication purposes; however, unapproved use during school hours is prohibited. Students using their phones for academic purposes must have the permission of their teacher prior to accessing the phone. Students that need to make a phone call must see the receptionist. The first offense will result in confiscation for the day. The second offense will require the student to turn in his/her cell phone to the Assistant Head of Student Life at the beginning of each day for one week. The third and subsequent offenses will require a parent to pick-up the cell phone along with a meeting to discuss further action.
- b. Food and drink with the exception of water is prohibited in the classroom.
- c. Due to health concerns, highly caffeinated energy drinks, including but not limited to Jolt, Red Bull, Amp, Monster, Rock Star, Storm, etc, are not permitted on campus.
- d. Students are permitted in designated areas only and must be supervised at all times.
- e. All students are expected to attend school daily and report to class on time (see attendance policy).
- f. Hill Top is a drug-free and tobacco-free campus. The use and/or possession of drugs or tobacco on campus, in school or private vehicles or at any school related activity is strictly prohibited.
- g. Skateboards, in-line skates, and roller-skates are prohibited.
- h. Due to the distraction to learning, game systems are prohibited during school hours. Although game systems may be helpful during long bus rides, they **MUST BE OFF** and out of sight during school hours. The first offense will result in confiscation for the day. The second offense will require the student to turn in his/her system to the Assistant Head of Student Life at the beginning of each day for one week. The third and subsequent offenses will require a parent to pick-up the system along with a meeting to discuss further action.

- i. Students may not access their personal “e-mail” or “instant message” accounts at school or school events.
- j. Appropriately used iPods and MP3 players are permitted with limited use. Students may listen to these devices in the classroom only with express permission from the teacher. They may also use them during breaks and lunch. They are not permitted during assemblies, Community Meeting or other special school events. Any violation will result in the device being confiscated.
- k. Loaning or borrowing money to/from another student is prohibited. Students are asked to see the Business Manager or Assistant Head should money be needed for lunch or any other reason.
- l. Abuse of any privilege by any student(s) may result in the termination of that privilege for that student, groups of students, or the entire student body.

**NOTE: Hill Top is not responsible for personal equipment (i.e. iPods, iPads, game systems, etc). Expensive equipment or other belongings are brought at the student’s risk.**

#### 4. Serious Infractions:

- a. Smoking
- b. Fighting or other violent acts
- c. Threats, intimidation or harassment
- d. Destruction of property
- e. Theft
- f. Bringing a weapon to school, or use of any object as a weapon
- g. Forgery, plagiarism, falsification, cheating or other misrepresentation
- h. Possession or use of any prohibited and/or controlled substances
- i. Vandalism

#### 5. Plagiarism/Cheating

Academic dishonesty and plagiarism include, but are not limited to, the misuse of electronic information such as software plagiarism, copying another student’s work either with or without his/her knowledge, allowing someone to copy your work, invasion of privacy or violation of copyright laws. In some cases, it can be the quotation of a sentence or two without quotation marks or citation to the true author. In more serious cases, a significant fraction of the work was created by someone else. The consequences for plagiarism/cheating on major projects and tests are as follows:

- a) **First Offense Plagiarism** - The student will be given an opportunity to redo the long-term project or paper for 50% credit. However, should the student choose not to redo the work, they will not receive a grade above a 59% for the marking period. Disciplinarily, the student will serve the equivalent of one week’s detention.
- b) **Additional Plagiarism Offenses** - Student will be placed on a Disciplinary Contract. The student will receive a zero for the work and will not have the opportunity to resubmit it. They will not receive a grade above a 59% for the marking period. The Disciplinary and Academic Committees will meet with the student and parents to discuss the violation to determine consequences, ranging from after school detention to out of school suspension and possible expulsion.
- c) **First Offense Cheating** - The student will be required to retake the test or quiz or redo the assignment, but will only receive 50% credit. Appropriate Disciplinary consequences will be implemented according to the standard Disciplinary policy.
- d) **Additional Cheating Offenses** - The student will be placed on a Disciplinary Contract, which will remain in effect throughout the student’s tenure at the school. The student will receive a zero on the test, quiz or assignment. Violation of this contract will result in a meeting of the Academic and Disciplinary Committees to determine the consequences, which may include expulsion.

## 6. Dress Code

All students are expected to be neatly and appropriately dressed during the school day and at all school events.

**Boys** should wear clean, collared shirts. Oxford, polo or golf-style shirts may be worn buttoned at least to the second from the top. Shirts are not required to be tucked in; however, no undergarments are to be visible at any time. Pants may include khakis, corduroys, jeans or cargo pants that are clean and without holes or frays. In warmer months, shorts may be worn as long as they are clean and without holes or frays and are at least mid-thigh in length. Dress shoes or sneakers are acceptable footwear.

**Girls** may wear all of the above as well as dresses and skirts that are of appropriate length (no shorter than mid-thigh). Girls may also wear tops (not t-shirts) without collars as long as they cover the midriff, shoulders and chest. Leggings may be worn; however, a long blouse or sweater must be worn to reach the mid-thigh.

Students are encouraged to bring appropriate exercise clothes to change into on days they have PE. Hooded clothing with hoods up and hats may only be worn outside.

If a student is unsure about the appropriateness of an article of clothing, they are encouraged to bring the article to school prior to wearing it for approval. Students dressed inappropriately will receive a disciplinary referral and be asked to change. If they do not have an appropriate outfit in which to change, they will be loaned an outfit. Repeated infractions will result in further disciplinary action. On special occasions, such as graduation, field trips and certain sports activities, alternative dress will be specified. This dress code will be strictly enforced.

## II. Disciplinary Code - Levels of Disciplinary Actions

### A. Levels of Disciplinary Action

1. Conference with teacher with possible consequences.
2. Detention by teacher (40 minute maximum).
3. After-School Detention (see below for clarification).
4. Out-of-School Suspension and mandatory Parent Conference.
5. Probationary Contract
6. Expulsion

### Sit Downs

Sit-downs are the first line of intervention. They are problem-solving sessions facilitated by one or more members of the counseling team to address conflict between members of the Hill Top community. They may involve a pair of students, a group of students, and/or students and faculty. The Assistant Head of Student Life, the teacher, the counselor or the student may initiate a sit-down.

### After-School Detentions

After-School Detentions will be held from 3:20 - 4:30 and will be scheduled with the Assistant Head of Student Life. Detentions will be served on the day of the infraction. If detentions are not served in the appropriate amount of time, further consequences may be assigned. It is the responsibility of both the student and his/her parents to arrange to be **picked up promptly at the end of the detention**. After-School Detention takes precedence over all other activities.

**Suspensions**

Suspensions occur when a student's behavior indicates that he/she must be removed from the community. Suspensions may also include a clinical intervention. Further, students are expected to complete work during out-of-school suspension. Parents will be required to come in with the student for a conference before the student is readmitted to school. In-school suspensions are used when a student is not able to remain in class and when a student needs to be accessible to his/her group counselor and teachers, but separated from other students. Out-of-school suspensions are used for more serious behavioral infractions. During a suspension, zeros will be given for in-class grades such as Participation. Further, teachers are not obligated to allow a student to make up work missed due to a suspension. Any work missed due to a suspension is due the day the student returns to school or within the time specified by the teacher. Finally, the "school day" includes all activities, breaks and athletic events held that day. If a student is on in-school or out-of-school suspension for a specific day, he/she is not eligible to participate in any athletic event or activity on that day.

**Probationary Contract**

A probationary contract may be required in response to serious academic or disciplinary concerns. Probationary contracts stipulate specific behavioral and/or academic requirements that the student must fulfill in order to remain enrolled at Hill Top. Students who are not able or are unwilling to abide by the stipulations set forth in the probationary contract may be asked to leave the school. All contracts will be reviewed regularly, but may remain in force for the duration of the student's Hill Top career. The student and his or her parents must sign and abide by the contract.

**Expulsion**

Expulsion is a measure of last resort. It is used in cases where an infraction is deemed so severe that the student's presence at school is detrimental to the Hill Top community and/or when it is judged that the student cannot sufficiently benefit from the level of behavioral intervention and counseling support provided by our program. The Disciplinary Committee makes recommendations regarding expulsions to the Headmaster with the final decision being made by the Headmaster exclusively. **No tuition adjustment is made in cases of expulsion.**

**B. Consequences for Unexcused Tardiness and Absences**

1. Tardiness to class
  - a. Students who are late to class must make up the time at the teacher's discretion or a disciplinary referral will be made.
  - b. Students who are chronically tardy will be referred to the Assistant Head of Student Life for further disciplinary action.
2. Cutting class/school
  - a. Any student who cuts class will receive a disciplinary referral. Repeated offenses in this area will result in referral to the Disciplinary Committee.
  - b. Any student who cuts a full day of school will receive a disciplinary referral and an automatic referral to the Disciplinary Committee.
  - c. Content for any missed class or classes will be made up for a maximum of 50% credit at a time to be determined by the teacher(s) and/or the Assistant Head of Student Life.
  - d. The student will receive zeros for in-class grades such as Participation.

**III. Other Disciplinary Issues**

**It is important that we do whatever is necessary to protect the health, safety and well being of all members of the school community. Accordingly, the school reserves the right (and in some cases may be required) to contact law enforcement authorities.**

**A. Search**

In our commitment to protect all members of our Community, Hill Top Preparatory School reserves the right to search a student or any person at any time on the Hill Top campus, in a school vehicle, or on a school trip or activity. This right to search includes the person, possessions, property, book bags, and vehicles. Failure to comply will result in serious consequences, even expulsion. Parents will be notified by phone immediately if/when it becomes necessary to search a student and/or their possessions.

**B. Sexual Misconduct**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with the student's performance or creating an intimidating, hostile or offensive educational environment. Sexual misconduct, including sexual harassment, will result in either suspension or expulsion depending upon the severity of the offense. Sexual harassment on the part of students or staff will not be tolerated at Hill Top. Any student wishing to file a complaint of harassment should first speak to his or her Counselor or Mentor who will then set up a meeting with the Assistant Head of Student Life. At this meeting, the Assistant Head of Student Life, the Counselor or Mentor and the student will further discuss the nature of the harassment. The harassment will be investigated thoroughly and promptly. The school will take appropriate disciplinary action against individuals found to have engaged in harassment. The school will keep the information as confidential as possible. There will be no retaliation against a student who "in good faith" has raised a claim of harassment and disciplinary action will be taken against anyone who retaliates against a reporter of harassment.

**C. Threatening Behavior or Words**

So that all members of Hill Top feel physically and emotionally safe all threats are taken seriously. All forms of threat are prohibited. Threats "in jest" are inappropriate and will have disciplinary consequences. In light of tragic school events throughout the Commonwealth in recent years, as directed by the Delaware County Judge President, a student who makes a serious and intentional threat must be immediately suspended and referred to law enforcement officials. Hill Top will comply with this directive. The directive requires that the student be detained and undergo a psychological evaluation. The courts will determine consequences for the student. A student may be expelled for making a threat.

**D. Weapons**

Weapons or the use of an object as a weapon is forbidden. Bringing, possessing, or using a firearm, knife or weapon of any sort on the Hill Top campus or during any school activity or trip may result in immediate expulsion. Law enforcement authorities will be summoned to address the problem. If a student has knowledge of another student or person violating this rule and fails to inform school authorities in a timely manner, that student may be expelled.

**DRUG AND ALCOHOL POLICY****IN THE CASES OF DRUG AND/OR ALCOHOL POLICY INFRACTIONS HILL TOP IS REQUIRED TO NOTIFY POLICE.**

Being under the influence of any medication not specifically prescribed for the student or any controlled or other substance while at Hill Top is strictly prohibited. The use, trafficking, and/or possession of any controlled substance or paraphernalia (including, but not limited to, alcohol, illegal, non-prescription and/or prescription drugs not prescribed for that student and any associated paraphernalia) either on campus, in cars, in school vehicles or at any school-sponsored activity is strictly prohibited. An offense will result in the student being required to submit to an immediate drug test (see below). Additionally, the student will be referred to the Disciplinary Committee for consideration for expulsion or probation. Probation may include periodic random drug testing, drug treatment, random searches, community service, and/or other requirements deemed appropriate. Probationary status will be reviewed annually by the Disciplinary Committee. Depending on the circumstance, expulsion from Hill Top may occur.

Secondarily, there are students at Hill Top who are prescribed medication for a variety of reasons. It is important to note that any personal misuse or distribution of personal medication to another individual is treated as seriously as the situation described above.

**Drug Testing**

Hill Top Preparatory School has the right to require a student to take a drug test at any time. The drug test must be performed immediately at the Disciplinary Committee's request at an approved facility at the family's expense. The parents must forward the results to the school as soon as they are made available. Any parental non-cooperation with this policy may result in grounds for immediate expulsion. Drug tests are mandated by the school only when a student's behavior or change in behavior creates a strong suspicion that the student's behavior has been altered through the use of illegal substances or medications not prescribed to that particular student. Parents will be notified immediately by phone when any such suspicion exists.

**DRIVING PERMISSION**

The procedure for acquiring driving permission is as follows:

- 1) A written request from the student must be given to the Transportation Director. It should be dated and include the student's and parents' signatures.
- 2) The request will be reviewed for approval by the Assistant Head of Student Life. The considerations include the student's responsibility, behavior, attitude, diligence in meeting academic obligations, respect for property and punctuality.
- 3) If driving permission is granted, the student will be given a Driver's Contract stating the rules. The student and parent must sign this sheet and return it to the Director of Transportation before he or she may begin driving to school.
- 4) The student must park in designated areas only and obey all driving regulations to, from, and on campus.
- 5) Driving permission must be renewed each year.
- 6) Students who drive to school may not transport other students in their vehicles unless notes granting permission from both students' parents/guardians have been submitted to the Director of Transportation. Hill Top Preparatory School reserves the right to look at each case individually and determine if the student may transport others.
- 7) Students may not travel to or from school, on either a one-time or regular basis, with another student or that student's parents, without written permission from both sets of parents.
- 8) **The Hill Top campus speed limit is 10 mph.**
- 9) To maintain one's driving privilege, student drivers must sign in at the Front Office by 8:10 a.m. each school day and must sign out at the same location at the end of the school day.

Driving to Hill Top is a privilege and may be suspended or revoked if it is abused. If a student's request to drive is not granted, the student may reapply for this privilege as determined by the Director of Transportation. On occasion, a student will be given driving permission on a probationary basis.

**ENROLLMENT CONTRACTS**

Hill Top's staff reviews each student's overall behavior and performance during that academic year, as well as the overall appropriateness of Hill Top's program for that student. A committee carries out further review of each student's status. These recommendations are forwarded to the Administrative Committee which decides whether the enrollment contract is to be issued, held, or not renewed for the following year. Each contract that is issued with an addendum will have specific requirements that the student must meet in order to return to Hill Top the following year. Parents of students for whom contracts have specific addendums will be notified of the decision regarding re-enrollment at the end of the third marking period.

**FEES**

A fee schedule, which includes an application fee, new student fee, deposit and tuition payment information is provided with the enrollment contract and financial contract. In addition, we require each student to have a small fund which is kept in the business office. The amount will be \$30 cash in small bills. Students can access these funds for emergencies or in the case of a school trip where the students may need a small amount of spending money. Questions regarding fees should be directed to the Business Office. Hill Top Preparatory School reserves the right to change its prices and pricing policies without prior notice. See Financial Standing below.

## FINANCIAL STANDING

Students, former students, and graduates are in good financial standing when their accounts with the business office are paid in full. Those individuals whose accounts are not paid in full will not receive transcripts, diplomas, or other forms of recognition, recommendation, or comment from this institution. Hill Top reserves the right to ask that a student not come to school until tuition has been paid, as stated in the enrollment contract. If the payments of a student's tuition, fees, or financial accounts are delinquent at the end of a semester, academic records and reports will not be released. A student may not attend classes the next marking period until the financial delinquency has been paid or satisfactory arrangements have been made in writing with the school's business office. If a student transfers to another school and accounts are delinquent, Hill Top Preparatory School will not release academic records and reports to the receiving school until the accounts are paid. Additionally, the student will not receive any credit for courses taken at Hill Top. A student may graduate only after all financial obligations are satisfied.

## GROUP COUNSELING REQUIREMENTS

Hill Top Prep provides many programs that ensure personal and social development. One such program is group counseling. Each student enrolled at Hill Top will participate in group counseling ("Group") at least twice a week. Group is an opportunity for students to address topics such as relationships, self-awareness, advocacy and emotions in a small, safe environment. It is understood that if the counseling staff of Hill Top feel that individual psychotherapy or medical consultation is advisable for a Hill Top student in addition to the support they receive in group, the parent or guardian will make the necessary arrangements. The counseling staff will, of course, work closely with parents who request assistance in selecting appropriate outside professional resources. In order for counseling to be effective, an understanding of confidentiality is critical. That is, "What is discussed in Group stays in Group." Parents are asked to please understand and respect this policy. Additionally, students are reminded that a breach in Group confidentiality will lead to disciplinary action. Ultimately, if a student is unable to maintain Group confidentiality or appropriately participate in weekly group sessions, the appropriateness of that student's placement at Hill Top will be reviewed.

## GUESTS AND VISITORS IN SCHOOL

Requests to have a guest must be directed to the Assistant Head at least one or more full school days prior to the requested visit. The Assistant Head will approve or deny the request. The School requires that the parent/guardian of the host student and the parent/guardian of the guest sign permission forms. If visitation is approved, the guest will follow the host's schedule with the exception of Group and will be expected to participate in all scheduled activities. Hill Top students will be held responsible for the behavior of their guests. In addition, all visitors, including former students and parents, must sign in at the front office and display a guest-badge at all times.

## HEALTH REQUIREMENTS

All new students, students entering sixth and eleventh grades and any student that will be participating in an after school sport at any time during the school year are required to have a yearly physical exam completed by your family physician. The physician must also sign off on the sports participation area of the physical exam form (located at the bottom of the physical form) if the student is participating in an after school sport, including Outdoorsmanship.

The following forms must be completed and returned to Hill Top on or before the first day of school: Student Emergency Card (yellow), Physician's Report of Physical Examination as outlined above including the Sports Participation Area signed if the student is participating in an after school sport, Dental Examination form (new students and 7<sup>th</sup> grade), Medication Request Form (if applicable).

## HILL TOP CUP

Growth at Hill Top prep is measured not only academically, but socially as well. Hill Top students are strongly encouraged to become and remain active participants in the school community. Hill Top offers dozens of opportunities to get involved in the community including athletics, the arts, Fun Friday trips, skiing and camping excursions, clubs, dances and many, many more.

The Hill Top Cup is a yearlong challenge which provides a little extra incentive for students to become socially engaged. Students are divided into teams which compete to be the most actively involved group of students in the school. Each time a student participates successfully in a student life activity, they earn a point for their team. Teams also earn points through their combined efforts during several team challenges each year. The progress of each student and each team is tracked by the Head of Student Life. Each marking period, the team with the most points earns an off campus lunch trip. At the end of the year, the team with the most Hill Top Cup points overall, is presented with the coveted Hill Top Cup and enjoys a reward day off campus.

## HIV/AIDS POLICY

Hill Top is committed to education in all aspects of human development relevant to adapting its student body and staff to the challenges and demands of society. Relevant to this commitment is the adoption of the following policy on HIV/AIDS, which shall apply to all staff, students, and employees of The Hill Top Preparatory School.

Whereas, it has been established that as a sexually transmitted disease, prevention is the essential current treatment of HIV/AIDS. Any case of HIV/AIDS involving a student, staff member or employee will be addressed on an individual basis consistent with the current advice to the Headmaster provided by the Center for Disease Control regarding confidentiality.

## IDENTIFICATION CARDS

Identification cards will be issued to all Hill Top students to be used on various field trips and for admission purposes to some community functions.

## ILLNESS

All students are expected to attend school unless they are ill. Should a student become ill in school, the parent or guardian will be notified and suitable arrangements will be made to have the student go home. In the event of serious illness or injury requiring emergency attention, every effort will be made to contact the parent or guardian. Should emergency room treatment be necessary, the student will be taken to Bryn Mawr Hospital. To give the best possible care to our students in such emergencies, it is required that each student have on file an Student Emergency Card that has been signed by his/her parent/guardian. Should a parent or guardian be unwilling to sign such a release due to religious beliefs, a statement documenting these beliefs and detailing the medical steps that Hill Top is allowed to take must be submitted to Hill Top. It is most important that the school is informed of any allergy, condition or medication that might complicate or interfere with the treatment of a student in an emergency situation.

Homework will be given to a student with an illness if the student will be out of school for an extended period of time and the parent requests the work with sufficient notice for the teachers to accumulate the assignments.

Any student who has been absent from school due to a serious illness or who has sustained an injury that has required medical treatment and/or hospitalization may not return to school nor participate in school athletics and/or extracurricular activities without written permission from the attending physician. This note should be given to the Receptionist with a copy to the Athletic Director and the Nurse. Any student, who has been absent from school due to viral or bacterial infections (e.g. flu, respiratory infections, gastroenteritis, strep throat), fever (temperature over 100.6 degrees), etc., is asked not to return to school until well. Upon return to school, he/she will be expected to resume normal school activities, including athletics and physical education, unless a written excuse is presented to the school nurse from the attending physician. Because we are concerned about spreading communicable diseases throughout the school, you are asked not to send your child to school when he or she is ill.



### INDIVIDUAL EDUCATION PLANS (IEP)/PERSONAL EDUCATION PLANS (PEP)

The Individual Education Plan (IEP) is a school district document. They are written for students whose tuition is being paid by his/her school district. Regardless, Hill Top feels that it is important for our staff to be part of this process. The meetings are to be held at Hill Top and arrangements must be made through the Assistant Head of Program. Typically, the student's counselor and mentor are present at the meeting in addition to the Assistant Head of Program. Prior to the IEP meeting, the Hill Top staff will gather grades, testing results, strengths, needs, goals, etc from the student's teachers and this information will be made part of the IEP at the meeting. Should this process lead to a due process hearing, please contact the school so that Hill Top's guidelines for participation may be explained.

Hill Top Preparatory School creates a Personal Education Plan (PEP) for each student every year that reflects the needs and accommodations at Hill Top. It does not project future needs in other environments. The student's teachers, mentor and counselor meet to discuss the student's areas of strength, areas of need and accommodation. This form will be shared with parents and students at the spring conference. Further, the PEP is used during IEP meetings, to aid in testing and more.

### LUNCHES

The school does not have a cafeteria and leaving campus during lunch periods is not permitted. Therefore, students should either bring lunch or purchase their lunch through Hill Top's hot lunch program. Students may purchase lunch at the beginning of each semester through the Assistant Head of Student Life.

### MEDICATION

If a student is required to take prescribed medication while at school, the necessary Medication Request Form must be completed and signed by the physician and parent and kept on file in the nurse's office. **A new medication request form must be completed at the beginning of each school year.** These forms are available from the school nurse. All medications, prescription or non-prescription, are to be left with the school nurse during the day. No student is permitted to carry any medicine on his/her person or in a school bag. **Inhalers and Epipens may be carried by the student if authorized in writing by the parent and MD. If a student typically takes medication at home before school, the school suggests that a one day supply of this medication be left with the nurse at school. This will allow a student who may have missed his or her morning dose of medicine to receive that dose in school.** All prescription medications should be in their original pharmacy labeled bottle with the student's name, medication, dose and time of administration. Over the counter medications must be in their original container and accompanied by a note from the parent. The nurse will notify the parents when more medication is needed.

\*PLEASE NOTE: No prescription medication will be dispensed until the signed Medication Request Form is completed and signed by the physician and parent!

**PLEASE INFORM THE SCHOOL NURSE OF ANY CHANGES IN YOUR CHILD'S MEDICATIONS. EVEN IF YOUR CHILD DOES NOT TAKE ANY MEDICATION DURING THE SCHOOL DAY, CHANGES IN MEDICATION TAKEN AT HOME CAN HAVE AN IMPACT ON THE STUDENT AND THEIR SAFETY WHILE AT SCHOOL.**

### NATIONAL HONOR SOCIETY

Membership in the National Honor Society conveys recognition for the accomplishments of outstanding students. Chapters in more than 12,500 high schools across the nation strive to give practical meaning to the Society's goals. The objectives of the Hill Top Chapter of the National Honor Society are to create enthusiasm for learning, stimulate a desire to render service, promote leadership, and develop character in the students.

To be eligible for membership, the candidate must be a sophomore, junior, or senior who has been in attendance at Hill Top for at least one semester. Candidates must have a cumulative high school scholastic average of at least 3.3 in all academic subjects and no academic courses (math, science, English or social studies) at an SA phase.

No student is inducted simply on the basis of a high academic average. Candidates are then considered on the basis of service, leadership potential, and character as demonstrated by activities and teacher evaluations. The selection of each member to the chapter shall be with the approval of the faculty. Once selected, the members have the responsibility to continue demonstrating these qualities.

## PARENT AVAILABILITY

Regardless of the age of the student, parents must provide to the receptionist notification of any moves, changes in phone numbers (including cell phones), vacations, business trips, etc. **Parents must provide a phone number where they can be reached at all times.** Should parents find it necessary to be away from home overnight, the receptionist should be notified in advance and provided with the name of the adult who is responsible in the parent's absence, along with a contact phone number and the duration of parent's absence.

## PARENT BEHAVIOR

A critical component for a student's progress at Hill Top Preparatory School is parental support of, and cooperation with, the school's programs and staff. Honest inquiry in the best interest of the student is encouraged. However, behavior that is disruptive, disrespectful, or detrimental to the school community or programs will not be tolerated. In addition, sending or responding to any electronic communication (i.e. email, texts, phone calls) with your child during the school day is not permitted. If contact needs to be made, parents should contact the school directly.

In extreme cases, if in the Headmaster's judgment the behavior of a student's parent(s) interferes with or is not supportive of the school's mission, progress, or staff, that student may be permanently dismissed from school and/or the student's parent may be required to refrain from coming to campus. In addition, such behavior may lead to enrollment contracts for the following school year being withheld or cancelled.

## PERMISSION TO RECORD AND ACCEPTABLE USE

No one may use a recording device to record non-class or class activities. No student may record any class activity without permission from the teacher. The student may only use the recordings to further his/her education. Such agreements will identify the class periods in which such recordings are permitted and will permit the teacher to require that certain class sessions not be recorded. Such recordings may not be shared, duplicated or provided to others in any way, nor may they be played for others to listen, other than, in the case of the teacher, for the students in the class. Any use which, in the sole and absolute discretion of the Head of School, violates the letter or spirit of this policy may result in withdrawal of permission to record and may result in discipline up to and including termination or expulsion.

## PHYSICAL EDUCATION

All students are required to take physical education each year unless the student has a medical statement from a physician stating the reason for the student's inability to participate and the length of time for which such physical education restriction is to apply. If an extended incapacity occurs, the Commonwealth of Pennsylvania requires that an alternate activity related to physical education be provided if credit is to be given. Such credit is required for graduation. Students are expected to wear sneakers or appropriate footwear for physical education classes and whatever proper safety equipment is dictated by the activity. Any questions concerning physical education should be directed to the Director of the Physical Education Department.

## RESIDENCE

Students in attendance at Hill Top are required to live at home or in a residence approved by Hill Top in consultation with the student's parents.

## SCHOOL BAGS

School bags are required, should be an appropriate size and must remain with the student at all times. As a safety issue, school bags are not to be left in the Mansion's front hall, in hallways or in any way obstruct traffic flow.

## SCHOOL DAY

The school day begins at 8:20 a.m. and ends at 3:20 p.m. Monday, Tuesday, Thursday and Friday. On Wednesday, the school day ends at 2:40 p.m. As needed, a student may request, or be invited to attend, a tutorial/coaching period from 8:00 a.m. to 8:20 a.m. Students may not arrive on campus earlier than 8:00 am. Additionally, students may not stay at school later than 15 minutes beyond dismissal of school or an after-school activity. Beyond these times, a \$10 supervision fee for every fifteen minutes or portion thereof will be charged to the student's account.

## SCHOOL OFFICE HOURS

School office hours are maintained on most days from 8:00 a.m. to 4:00 p.m. Parents should not assume that staff will be present beyond these hours.

## SPIRIT WEEK

Each year, all Hill Top students take part in Spirit Week. Spirit Week programs are developed around the Spirit of the Hawk character education and recognition program and consist of activities, projects and experiences both on and off campus that reflect the four Spirit of the Hawk pillars: Courage, Perseverance, Leadership and Service.

Spirit Week is anything but traditional, classroom-based education. It is an opportunity for our students to participate and learn in ways that just are not possible during a typical week of school. The activities and experiences are designed to address the social and developmental needs of our students and as such, represent an integral component of the Hill Top curriculum. Throughout Spirit Week, our students will have opportunities to broaden their understanding of the world and themselves while developing and strengthening skills that will serve them in the classroom and beyond.

As with any other day of school, attendance during Spirit Week is mandatory for all students, except seniors. Missed days or parts of days, regardless of the reason, could result in a "U" (Unsatisfactory) grade for Spirit Week.

## STUDENT ACCIDENT INSURANCE

Student accident insurance is provided to all students. The insurance covers any injury that occurs at school, a sports activity or any school-sponsored event. Questions about student accident insurance should be directed to the Business Office. All parents must provide proof to the school that they have adequate health and accident insurance for the student as a condition for attending Hill Top.

## TECHNOLOGY

Hill Top Preparatory School is lending faculty members and students laptop computers and graphing calculators (students enrolled in Algebra II, Pre-calculus and Calculus only). This technology can be used on and off campus by faculty and students to enhance, enrich, and facilitate teaching, learning, administrative duties, and school communications. The use of this technology must be in support of education and research and consistent with the educational objectives of the school. Irresponsible use of the school laptop may result in the loss of borrower privileges.

### General User Rules:

- Users are expected to protect school laptops from damage, theft, and misuse due to negligence on his/her part. Borrower is monetarily responsible for any costs related to this negligence. When not in use, always keep your laptop protected using the provided carrying case, avoid exposure to extreme temperatures, and never leave your laptop unattended.
- Users should have NO EXPECTATION OF PRIVACY. School equipment is not for personal use. Hill Top reserves the right for authorized personnel to review all email and files for content and appropriate use. By agreeing to this agreement, you waive any right to privacy for any such material.

- Each student is provided an individual @hilltopprep.org email address to be used for all school-related activities ONLY. This email is not to be used for personal electronic correspondences, online product registrations or any other uses outside of Hill Top Preparatory School related activities.
- Vandalism will result in cancellation of privileges. This includes any malicious attempt to harm equipment or software, destroy data of another user, and/or the Internet and other networks that are connected to the system.
- The provided laptop carrying case is to be used only for the storage of the laptop and charger. Overloading the laptop bag causes severe damage to the monitor and casing. Damage caused by overloading the bag will be considered negligent.
- The Internet is to be used for scholarly research and as a means of obtaining needed academic information. Accessing pornographic, vulgar, violent, militant/extremist material, etc. is prohibited. When on the Internet, do not reveal any personal information about yourself or others, and do not attempt to purchase goods or services.
- Cell phones and other web-based devices are to be used only for communication with parents during non-school hours or educational purposes with prior approval. Students may not access the school network nor access the Internet on any non-school issued device without written permission from a teacher or the Technology Director.
- Users should save all school-related files to the cloud services provided - Dropbox or Google Drive. This information will be available 24/7. You may be asked to switch to another laptop because of repair. Therefore, make sure all files are stored in Dropbox so they can be accessed from any school computer. Your files are 100% your responsibility. The school will not help you retrieve lost files.
- Users are never to access anyone else's account or allow anyone to use their account.
- Users should NOT attempt to install software or hardware, or change ANY system configuration, without prior consultation with the technology administrator.
- Sound must be turned off except when it is used as part of a class.
- The school is responsible for regular maintenance covered by the laptop warranty. Only Hill Top Technology Staff may conduct maintenance and repairs.
- Hill Top will provide policies that encourage the widest possible access to electronic information systems by students, faculty, and staff, while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system. Hill Top is not responsible, however, for claims and damages of any nature due to a student's use or inability to use the school network and web-based resources, including email.
- By signing the handbook acknowledgment form, you agree and understand that the laptop is an educational tool to be used to enhance the learning process in all subject areas, and that irresponsible use of the school laptop may result in the loss of borrower privileges.

### 3D Printer Policy:

- Hill Top's 3D printer is available to all students to make three-dimensional objects in plastic filament using a design that is uploaded from a digital computer file.
- Hill Top's 3D printer is to be used for academic purposes only.
- Students will not be permitted to create material that is: prohibited by local, state or federal law; unsafe, harmful, dangerous or poses an immediate threat to the well-being of others; obscene or otherwise inappropriate for the education environment; in violation of another's intellectual property rights (not to be used to reproduce material that is subject to copyright, patent or trademark protection).

- The Technology Department reserves the right to refuse to print any 3D request.
- 3D printed objects must be picked up by the individual who printed them, otherwise will become property of the Tech Lab or disposed of.
- Only designated faculty will have hands-on access to the 3D printer.

#### 3D Printer Procedures:

- Design creation: The 3D printer can be used with basic knowledge of Tinkercad, Google Sketchup, and Makerbot. Creating a new design requires an advanced knowledge of 3D modeling software.
- The design file must be saved as an .STL file format.
- Submitting a design for printing: Students wanting to use the 3D printer shall email their .STL file to the Technology Teacher and the teacher will add the model to the printing queue.
- By signing the handbook acknowledgment form, you agree and understand that the 3D printer is an educational tool to be used to enhance the learning process in all subject areas, and that irresponsible use of the 3D printer may result in the loss of privileges.

## TEXTBOOKS

Each year, students receive one set of textbooks for each class. In an effort to be more environmentally-friendly, textbooks will not be looked at as consumable items. As a result, in certain subjects, we will collect the books at the end of each year and reuse them in the following year. The list below contains specific details by course. Furthermore, students whose negligent care makes the textbook unusable in the future will be responsible for replacing the book. To assist in the preservation of the reusable textbooks, students will be required to cover the textbook at the beginning of the academic year. In some cases, students will be provided electronic copies of texts and they are responsible for maintaining and appropriately using those texts.

<b>Subject</b>	<b>Consumable</b>	<b>Non-Consumable</b>
<b>English</b>	Vocabulary Workbooks Study Skills workbook Grammar workbook	Literature Anthologies Novels
<b>Math</b>		All Math Textbooks
<b>Science</b>		All Science Textbooks
<b>History</b>	Current Issues	Geography Civics Ancient Civilizations U.S./American History World Cultures
<b>Other</b>	Spanish I Spanish II	Human Development Health Psychology

If a student needs additional books for medical reasons, a request should be made to the Assistant Head of Program in writing and an additional fee will be charged at that time. The book(s) will not be issued until the fee is received and/or until the book is made available. Additional books will not be issued for students who simply forget to bring materials home as this does not support the skills we are trying to instill with regard to organization.

## TRANSPORTATION

The school district in which a student resides is responsible for transportation to and from school if Hill Top is within 10 miles of the district's boundaries by PA State guidelines. Parents should contact their school district transportation office to make arrangements for this. Each school district will be notified by Hill Top of the names of enrolled students from their districts.

Students coming by public transportation should leave home in time to arrive at their Hill Top pick up point in Bryn Mawr by **8:00 a.m.** There, they will be met by the school driver and transported to the campus. **No food or drink is permitted on the school van.** Hill Top will not return to pick up students at the station if they are late. If a student arrives late at the pick up point, he/she should call a taxi to bring him/her to school at the student's expense. The taxi that is reliable is Main Line Taxi (610-664-0444). Students should make a point of carrying the school telephone number (610-527-3230) with them at all times in case of emergency. Students returning home by public transportation must board the first available shuttle. Students should not expect to be transported in staff-owned vehicles. Occasional van riders should not exceed two (2) trips per week.

If a student needs transportation to the train during the school day in order to go to a scheduled physician's appointment, a parent must notify the Director of Transportation to order a taxi at the appropriate time. The student will be expected to have money for the taxi.

Arrangements for one student to go home with another must be made in advance and a note must be given to the Director of Transportation **from each set of parents.** Phone calls giving permission cannot be accepted except in the case of emergency. Permission slips giving blanket permission for a student to go home with any other student anytime desired will not be accepted. Transportation questions should be directed to the Director of Transportation. All permissions must be in writing and signed by all parents involved.

**While en-route to and from school, students are subject to all of the rules of the school. Any violations will be enforced accordingly, which may result in removal from your mode of transportation.**

## TRIPS

Notification and information about field trips will be sent home prior to each trip. Certain field trips are considered part of class and are, therefore, mandatory. However, other trips (skiing, camping, etc) are considered privileges and are only offered to students who are both academically and behaviorally sound. Students in disciplinary trouble, with a grade lower than a C- in any class or if a faculty member deems it in a student's best interest to be in class may not be permitted to participate in these opportunities. Furthermore, students must be present the day before and after the non-academic trip. **If a student is not in attendance, the days prior and following a non-academic trip, the student may not be permitted to participate in this or future trips.** Additionally, if a student's behavior is inappropriate on a field trip, the student may be denied participation on future trips. A student's eligibility for the trip will be decided at the team meeting prior to the trip and student/parents will be notified if a student is found ineligible for a trip. Finally, if the cost of a field trip creates financial hardship for your family, please contact the Headmaster or the Business Manager.

**WEATHER EMERGENCIES AND SNOW DAYS**

- Decisions regarding school closures will be indicated on the school's voice-mail, our automated message system and will also be available by radio on **KYW-1060 AM** and the local television affiliates of **ABC, CBS, NBC, and FOX**.
- The Hill Top School closing number is **Delaware County #443**.
- Should school have to be dismissed early for a weather emergency, the local television affiliates and automated announcement system will be employed.
- In the event of any confusion or questions, parents should telephone the school (610 527-3230) for information.
- For late or delayed openings, students should follow their school district guidelines as to delays in transportation.