Emergency Dismissal Procedures

School cancellations and delays will be announced via the AlertNow Rapid Communication Service. They will also be announced beginning at 6:00 a.m. on TV Channels 3, 8, and 30 and the school website, www.hamdenhall.org. If the early morning announcement states “Hamden Hall - Early Dismissal,” parents should consult the school’s website or call the school for the anticipated dismissal time. We will also activate the AlertNow Rapid Communication Service when there is a change in dismissal time. Any time parents are concerned about the weather, they should feel free to arrive early at the school to pick up their children. Parents must first check in at the appropriate division office prior to picking up their child. Parents of student drivers must call the Middle and Upper School Office to inform the school that their child is leaving.

*NOTE: Hamden public and parochial school announcements DO NOT include Hamden Hall. Unless you hear the name Hamden Hall School announced, school will be in session.*

Evacuation Procedures

In the event an unusual emergency (such as fire) occurs on campus, the following evacuation plan will be set in motion:

PreSchool, PreKindergarten, Kindergarten and Grade 1 students will go with their teachers to the home of Mr. and Mrs. Izzo, 29 Blake Road.

Students in Grades 2, 3, and 4 will go with their teachers to the home of Mrs. Carroll, 35 Carleton Street.

Students in Grades 5 and 6 will go with their teachers to the home of Mr. Christman, 27 Carleton Street.

Students in Grades 7 through 12 will meet behind the Business Office and then proceed to 20 Davis Street with the following teachers: Mr. Greenawalt, Ms. Barnstable, and Mrs. Porto.

Lockdown and Shelter in Place Procedures

Lockdown and shelter in place procedures are reviewed with students, faculty, and staff annually. For security reasons these procedures are not published in the Middle and Upper School Student/Parent Handbook.
Hamden Hall School does not discriminate in the conduct and operation of its educational programs and activities, including admissions and employment, against persons on the basis of their race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation, in accordance with relevant governmental statutes and regulations.
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Contact People/Phone Numbers

Head of School ......................... Robert J. Izzo .................. 203-752-2602

Academic Dean ............................ Kimberly Porto ............. 203-752-2643

Upper School Dean of Students .... John Greenawalt .............. 203-752-2646

Director of Middle School ............ Brian Christman ............. 203-752-2629

Director of College Counseling .... Kiki Carlson .................... 203-752-2639

Dir. of College Counseling, Emeritus... Frederick B. Richter .... 203-752-2623

IT Operations Manager ............... Ryan Madden ................. 203-752-2632

Librarians ................................. Pam Wilonski and Lee Anne Hicks... 203-752-2600x229

Dir. of Curriculum & Instruction... Helen Barnstable ............. 203-752-2648

Athletic Director .......................... David Doyle ................. 203-752-2656

School Nurse .............................. ........................................ 203-752-2605

Study Center Coordinator............. Lisa Motter .................... 203-752-2645

Study Center Coordinator.............. Susan Gonnelly ............ 203-752-2600 x235

Counseling & Dean of Faculty...... Suzanne Hamlin-Smith ....... 203-752-2644

Consulting Psychologist ............. Dr. Thomas M. Fahy ........... 203-410-0745

Grade 9 Class Dean ..................... Charles Alexander ...... 203-752-2600 x340

Grade 10 Class Dean ...................... Janet Izzo ..................... 203-752-2612

Grade 11 Class Dean ...................... Sarrah Gavin .............. 203-752-2600 x447

Grade 12 Class Dean ..................... Kimberly Porto .......... 203-752-2643
Mission Statement

Hamden Hall Country Day School, an independent, college preparatory, co-educational PreSchool through grade 12 school, fosters the individual growth of every student. We challenge students to develop a strong sense of personal integrity, social responsibility and a global perspective while preparing them for demanding academic programs at the collegiate level.

Core Values

**Excellence** - Hamden Hall School expects students to continually strive for excellence by giving maximum effort in every aspect of School life in which they are involved.

**Support** - Hamden Hall School is a supportive community based on mutual trust and recognition of the needs and aspirations of all its members.

**Participation** - Hamden Hall School expects students to be active participants in the life of the School.

**Accountability** - Hamden Hall School expects students to take responsibility for their academic progress and their personal behavior.

**Respect** - Hamden Hall School seeks to have every student develop a genuine respect for the diverse ethnic and cultural backgrounds, interests, and talents in our School and in our community.
Honor Code

*Integrity* and *responsibility* are words that embody the moral and ethical foundation of Hamden Hall Country Day School. The Honor Code is the structure that defines and promotes these values within the School community. It is composed of two parts: an Honor Pledge and an Honor Contract, and all students will be expected to abide by this code. It states:

**Honor Pledge**

As a member of the Hamden Hall community, I pledge my honesty, academic integrity, sportsmanship, and stewardship, and I expect others to be responsible and to do the same.

To reaffirm their pledge, students will print ‘HH Honor Pledge’ and sign their names on all in-class exams, quizzes, and applicable take-home assignments. Teachers will be responsible for clarifying specific class and department expectations.

By signing the pledge, students affirm their academic integrity as defined in the Honor Contract below.

**Honor Contract**

**Honesty**: I pledge to relate and communicate with others in a spirit of openness and truth. My fairness, truthfulness and sincerity will not be compromised by intentional deception.

**Academic Integrity**: I pledge to have neither given nor received aid whenever a teacher requires that the honor code be signed for an assignment.

**Sportsmanship**: I pledge to respect teammates and opponents in all extracurricular clubs and athletics. I will strive for courteous relationships and graceful acceptance of results in all competition.

**Stewardship**: I pledge to take good care of my school’s campus and facilities. I will respect others and their property, and I will use educational resources and athletic equipment responsibly.
Academic Schedule - Middle School - 2019-2020

For Middle School students, medical appointments are best made after 3 p.m. Check seasonal athletic schedule for game days. Athletic game days extend to approximately 5:30 p.m.

Daily Schedule for Grades 7 and 8
Week A

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>8:00 A</td>
<td>8:00 D</td>
<td>8:00 E</td>
<td>8:00 F</td>
<td>8:00 C</td>
</tr>
<tr>
<td>8:55 B</td>
<td>8:55 C</td>
<td>9:20 C</td>
<td>8:55 E</td>
<td>8:45 A</td>
</tr>
<tr>
<td>9:50 E</td>
<td>9:50 B</td>
<td>10:05 F</td>
<td>9:50 D</td>
<td>9:30 Dept/Div Meeting MS Study Hall</td>
</tr>
<tr>
<td>10:45 Extra Help/Study Lunch</td>
<td>10:45 Extra Help/Study Lunch</td>
<td>10:50 Extra Help/Study Lunch</td>
<td>10:45 Extra Help/Study Lunch</td>
<td></td>
</tr>
<tr>
<td>11:50 D</td>
<td>11:50 F</td>
<td>11:50 A</td>
<td>11:50 C</td>
<td>11:50 B</td>
</tr>
<tr>
<td>1:05 F</td>
<td>1:05 A</td>
<td>1:05 D</td>
<td>1:05 B</td>
<td>1:15 E</td>
</tr>
<tr>
<td>2:00 MS Sports</td>
<td>2:00 MS Sports</td>
<td>2:00 MS Sports</td>
<td>2:00 MS Sports</td>
<td>2:00 MS Activities</td>
</tr>
<tr>
<td>3:15 Dismissal</td>
<td>3:15 Dismissal</td>
<td>3:15 Dismissal</td>
<td>3:15 Dismissal</td>
<td>3:00 Dismissal</td>
</tr>
</tbody>
</table>
For Middle School students, medical appointments are best made after 3 p.m. Check seasonal athletic schedule for game days. Athletic game days extend to approximately 5:30 p.m.

### Daily Schedule for Grades 7 and 8

**Week E**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>8:00 E</td>
<td>8:00 C</td>
<td>8:00 A</td>
<td>8:00 F</td>
<td>8:00 A</td>
</tr>
<tr>
<td>8:55 B</td>
<td>8:55 A</td>
<td>9:20 C</td>
<td>8:55 D</td>
<td>8:45 F</td>
</tr>
<tr>
<td>9:50 D</td>
<td>9:50 B</td>
<td>10:05 F</td>
<td>9:50 E</td>
<td>9:30 Dept/Div Meeting MS Study Hall</td>
</tr>
<tr>
<td>10:45 Extra Help/Study Lunch</td>
<td>10:45 Extra Help/Study Lunch</td>
<td>10:50 Extra Help/Study Lunch</td>
<td>10:45 Extra Help/Study Lunch</td>
<td></td>
</tr>
<tr>
<td>11:50 F</td>
<td>11:50 D</td>
<td>11:50 E</td>
<td>11:50 B</td>
<td>11:50 C</td>
</tr>
<tr>
<td>1:05 C</td>
<td>1:05 E</td>
<td>1:05 B</td>
<td>1:05 A</td>
<td>1:15 D</td>
</tr>
<tr>
<td>2:00 MS Sports</td>
<td>2:00 MS Sports</td>
<td>2:00 MS Sports</td>
<td>2:00 MS Sports</td>
<td>2:00 MS Activities</td>
</tr>
<tr>
<td>3:15 Dismissal</td>
<td>3:15 Dismissal</td>
<td>3:15 Dismissal</td>
<td>3:15 Dismissal</td>
<td>3:00 Dismissal</td>
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</tbody>
</table>
For Upper School students, medical appointments are best made on Thursday afternoons.

**Daily Schedule for Grades 9-12**

**Week A**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
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<td>8:55</td>
<td>B</td>
<td>8:55</td>
<td>8:05</td>
<td>F</td>
</tr>
<tr>
<td>9:50</td>
<td>E</td>
<td>9:50</td>
<td>10:05</td>
<td>C</td>
</tr>
<tr>
<td>10:45</td>
<td>Break</td>
<td>10:45</td>
<td>10:50</td>
<td></td>
</tr>
<tr>
<td>11:05</td>
<td>D</td>
<td>11:05</td>
<td>11:05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lunch Block</td>
<td>11:05 Lunch Block</td>
<td>Lunch Block</td>
<td></td>
</tr>
<tr>
<td>1:05</td>
<td>F</td>
<td>1:05</td>
<td>1:05</td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td>Extended Lab Extra Help Office Hours Clubs</td>
<td>2:00 Extended Lab Extra Help Office Hours Clubs</td>
<td>2:00 Class Meetings/Announcements/Advisors</td>
<td>2:00 Extended Lab Extra Help Office Hours Clubs</td>
</tr>
<tr>
<td>2:50</td>
<td>Dismissal</td>
<td>2:50 Dismissal</td>
<td>2:45 Dismissal</td>
<td>2:50 Dismissal</td>
</tr>
</tbody>
</table>

**Time:**
- 8:00 - 8:55: First Period
- 8:55 - 10:05: Second Period
- 10:05 - 10:50: Break
- 10:50 - 11:15: Third Period
- 11:15 - 12:00: Lunch Block
- 12:00 - 1:05: Fourth Period
- 1:05 - 1:55: Fifth Period
- 1:55 - 2:50: Sixth Period
- 2:50 - 3:00: Dismissal
For Upper School students, medical appointments are best made on Thursday afternoons.

### Daily Schedule for Grades 9-12

#### Week E

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 E</td>
<td>8:00 C</td>
<td>8:00 A</td>
<td>8:00 F</td>
<td>8:00 A</td>
</tr>
<tr>
<td>8:55 B</td>
<td>8:55 A</td>
<td>9:20 C</td>
<td>8:55 D</td>
<td>8:45 F</td>
</tr>
<tr>
<td></td>
<td>10:45 Break</td>
<td>10:50 Break</td>
<td>10:45 Break</td>
<td>10:15 US Assembly</td>
</tr>
<tr>
<td>11:05 F</td>
<td>11:05 D</td>
<td>11:05 E</td>
<td>11:05 B</td>
<td>11:15 C</td>
</tr>
<tr>
<td>Lunch Block</td>
<td>Lunch Block</td>
<td>Lunch Block</td>
<td>Lunch Block</td>
<td>Lunch Block</td>
</tr>
<tr>
<td></td>
<td>1:05 C</td>
<td>1:05 E</td>
<td>1:05 B</td>
<td>1:15 D</td>
</tr>
<tr>
<td>2:00 Extended Lab Extra Help Office Hours Clubs</td>
<td>2:00 Extended Lab Extra Help Office Hours Clubs</td>
<td>1:55 Advisors / Class Meetings/ Announcements</td>
<td>2:00 Extended Lab PL Grade 9 Health Grade 10</td>
<td>2:00 Extended Lab Extra Help Office Hours Clubs</td>
</tr>
<tr>
<td>2:50 Dismissal</td>
<td>2:50 Dismissal</td>
<td>2:45 Dismissal</td>
<td>2:50 Dismissal</td>
<td>2:50 Dismissal</td>
</tr>
</tbody>
</table>
School Rules
When students enter Hamden Hall, it is understood that they and their parents agree to support all of the rules and regulations of the school. School rules are in effect during the school day and during any school sponsored activity or trip.

Student Conduct
Students are expected to behave in a manner that exemplifies honesty, courtesy, consideration, and respect. Hamden Hall faculty members are expected to admonish students when, in the opinion of the faculty member, the student’s behavior contravenes these principles. It is neither possible nor desirable to establish a rule for every situation, but the school has found it helpful to classify unacceptable behavior into two broad categories.

Inconsiderate Behavior, such as:
- profane or vulgar language
- excessive lateness to classes or appointments
- disruptive behavior in class, study halls, library or assemblies
- inappropriate attire
- littering

Such behaviors are addressed either by a warning by the faculty member, or, if the faculty member so decides, a referral to the Upper School Dean of Students, Assistant to the Upper School Dean of Students, or Director of the Middle School for disciplinary action. Disciplinary action could include Early Morning Study Hall, Saturday Morning Work Detail or, for Middle School Students, lunch or Friday afternoon detention or Saturday Morning Work Detail.

Serious Misconduct, such as:
- behavior which impairs the good name of the Hamden Hall community
- the use, possession, or sale, while under school supervision and jurisdiction, of tobacco, alcohol or illegal drugs
- unexcused absences from school
- defacing or deliberately damaging school property
- dishonesty, academic or other
- repeated infractions of any of the school rules

Offenses which constitute behaviors of Serious Misconduct are referred to the Upper School Dean of Students, Assistant to the Upper School Dean of Students, or the Director of Middle School for investigation and judicial process. Students found guilty are liable for an Administrative Warning, Administrative Probation, Suspension, or Dismissal.
School Rules
If at any time during a student’s attendance in grades 9-12 the student is adjudged guilty of Serious Misconduct and subjected to probation, suspension, dismissal or expulsion as a result, officials of Hamden Hall School will respond affirmatively to any question on any Secondary School Report or equivalent form requesting disclosure of such adjudication and penalty. Should such adjudication and penalty occur at any time subsequent to the submission of the Secondary School Report(s) to colleges, school officials will submit to such colleges an amended report disclosing that adjudication and penalty. Should a student be separated from or elect to withdraw from the school for any reason at any time subsequent to the submission of application(s) to college(s), the School will notify those colleges of the separation.

Additionally, school officials will respond honestly to any question regarding the school’s knowledge of a candidate’s conviction of a misdemeanor, felony or other crime, at any time during the student’s attendance in grades 9-12, unless prohibited by applicable law to do so.

Furthermore, each senior and his/her parent(s) or guardian(s) shall be required to sign a waiver of any and all rights of privacy and confidentiality which might apply to such incidents and disclosures.

Should any student or his/her parent(s) or guardian(s) refuse to sign the waiver, school officials will respond to such requests for disclosure as follows:

“Hamden Hall Country Day School does not have parental and/or student consent to disclose information and/or records concerning school-related disciplinary or criminal history regarding [name of student].”

The school expects every student subject to the disclosures described above to respond honestly to all such questions appearing on any applications, and to provide a complete and honest written explanation as requested on such applications. School officials will respond honestly to any and all requests by a college or colleges for confirmation of the truth and accuracy of such explanations.

Statement on Plagiarism and Homework Assistance
It is essential that students learn to distinguish their own original ideas from those that come from other sources. Plagiarism means using someone else’s ideas and presenting them as your own. Cheating and plagiarism, whether on a homework, project, a quiz, or a test, show disrespect for the work of others and a profound lack of scholarly integrity.

Hamden Hall has always encouraged parents to take an active interest in the ongoing education of their sons and daughters. Studies show that students who
receive regular academic support from a parent, tutor, relative, and/or friend frequently encounter more academic success than less well-supported students. These guidelines are intended, thus, not so much to limit parental involvement in their children’s education as to depict our view of an optimal homework relationship between parents and students at Hamden Hall.

By following these guidelines, parents can assist their children with their homework without fear of compromising their children’s growth towards becoming independent learners.

- In general, discussion is public, composition is private. Conversation between students and parents (or tutors) about assignments may be beneficial when they foster critical thinking. However, when it is time to actually draft an essay, for example, the student should be alone. The written work must be his or her own.
- Plagiarism is Serious Misconduct and will result in disciplinary consequences.
- Students are expected to read original texts and to think critically and should not use any form of study aid, whether hard copy or digital (such as Cliff’s Notes, Spark Notes, etc.).

**Statement on Bullying, Harassment, Intimidation and Discrimination**

Hamden Hall seeks to be a community in which every individual is treated with sensitivity and respect. Every member of the community has the right to work, to learn, and to grow in an environment of support, tolerance, and sensitivity to our differences, especially those based on race, ethnic origin, religion, gender, gender identity and expression, and sexual orientation. This environment must be free from verbal, physical, and psychological intimidation or harassment.

For this reason, Hamden Hall expressly prohibits any form of antisocial behavior, including, but not limited to, any form of bullying (including cyberbullying), harassment, sexual harassment, intimidation, dating violence or discrimination on school grounds; at school-sponsored events, functions, or programs (whether on school grounds or off campus); on a school vehicle; or through the use of technology or an electronic device that is provided by the School. In addition, antisocial behavior of this kind that occurs off school grounds or through the use of private technology or an electronic device, while off school grounds, that is not provided by the school is unacceptable if the behavior creates a hostile environment at school for a targeted student; infringes upon the rights of a targeted student; or affects the educational process or orderly operation of the school. Students who engage in such antisocial behavior may be subject to disciplinary action, up to and including expulsion, in accordance with the School’s disciplinary policies.
School Rules

The possession of any weapons, tools, or objects to threaten the well-being of others (including firearms, knives, etc.) poses a severe threat to the safety of the entire community. The School Administration reserves the right to summarily suspend or dismiss a student for an offense which endangers life or health, or poses a special threat to any member of our School community.

Harassment
Harassment is any action – written, verbal, or physical – or electronic communication, whether a single incident or series of incidents, that is reasonably perceived as being intended to humiliate, annoy, or ridicule another individual, or is motivated by any actual or seeming characteristic, such as race, color, sex or gender, gender identity or expression, religion, national origin, age, sexual orientation, or disability in accordance with applicable federal and state laws. Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his or her protected status.

Sexual Harassment
It is the policy of Hamden Hall that any form of sex discrimination or sexual harassment is forbidden, whether by students, school employees or third parties subject to the control of the school. Students, school employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Hamden Hall sex discrimination and sexual harassment policy shall be subject to disciplinary action.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of the education program.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from a school’s educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive that it interferes with or limits a student’s ability to participate in or benefit from the school’s program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student’s submission to, or rejection of, sexual overtures or advances will affect the student’s grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature,
School Rules

including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol.

Hostile Environment

A hostile environment is when antisocial behavior has a negative and disruptive impact to the learning environment, altering the conditions of education and learning. The impact is sufficiently severe or pervasive and may include intimidation, retaliation, or further harassment. Hamden Hall commits to establishing and maintaining a learning environment free from antisocial behaviors. Professional development, prevention activities, parent education, student assemblies and other strategies are possible measures that the school may take to ensure a positive and productive environment. Additionally, students and their families are expected to exhibit courteous behavior to all members of the Hamden Hall community.

Intimidation

Intimidation includes behavior that intentionally causes another individual to be severely and pervasively fearful of their safety or property. Intimidating behavior may be inferred from conduct or words.

Bullying

Bullying is the repeated use by one or more students of a written, verbal, electronic communication (such as cyberbullying), physical act or gesture that is directed at another student in the School and which:
• Causes physical or emotional harm to the student or damage to his/her property;
• Places the student in reasonable fear of harm to himself/herself or his/her property;
• Creates an intimidating or hostile environment for such student that affects the learning environment and/or orderly operation of school;
School Rules

- Infringes on the rights of the targeted student to fully participate in school activities; or
- Poses a substantial disruption to the educational process of the School.

Bullying shall also include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cell phones, or other mobile electronic devices or any electronic communications.

Dating Violence
Dating violence means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship. Hamden Hall specifically prohibits any form of dating violence and reserves the right to take appropriate disciplinary action for such conduct.

Retaliation
Hamden Hall will not tolerate retaliation against any person who makes a good faith report of inappropriate behavior or provides information during an investigation of reported incidents of inappropriate behavior. Retaliation is any form of intimidation, reprisal, or harassment directed against a student or other individual who reports antisocial behavior or provides information during an investigation.

Complaint Procedures
It is the express policy of Hamden Hall to encourage students who feel they have been the victims of harassment, intimidation, bullying, or discrimination, as described above, to promptly report such concerns to the School. Any student who feels that he or she is the victim of harassment, discrimination, bullying or intimidation should immediately report the matter, verbally or in writing, to any of the following: Head of School, Upper School Dean of Students, Director of Middle School, Class Dean, Advisor, Upper School Counselor, Athletic Director, School Nurse, Academic Dean, or Director of Curriculum. Hamden Hall will not retaliate against any individual for filing a complaint or making a good faith report, or for providing information in connection with a complaint, and will not knowingly permit retaliation by its
employees or students. Any individual who feels he or she is being subjected to retaliation for making a complaint or participating in an investigation should report the matter to the individuals designated above.

Investigation: Hamden Hall’s policy is to investigate each complaint promptly and to keep complaints and the result of the investigation confidential to the fullest extent practicable and consistent with an effective investigation. If an investigation confirms that a violation of this policy has occurred, then appropriate corrective actions, including disciplinary measures determined at the School’s discretion, will be taken. In investigating complaints of harassment, intimidation, bullying or retaliation under this policy, the School may impose discipline for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and even if the conduct does not rise to the level of violation of this policy. Hamden Hall will advise interested parties of the outcome of the investigation, although not necessarily all details of the actions taken to maintain a safe environment. If the student is not satisfied with the results of the investigation or the response to the report of harassment or retaliation, the student should make a full report of the concerns (including the original complaint and the concerns about the response) to the next higher level, up to the Head of School. No student should ever be afraid to take good faith concerns about harassment, intimidation, bullying, or retaliation, or failure to respond to any report to a higher level of school authority.

Violations of any section of this policy will not be tolerated and may result in discipline, up to and including expulsion.

Statement on Substance Abuse
The School strives to provide its students with a safe environment that is free of drugs, alcohol and tobacco. Because of its interest in the health and safety of its students, the school has adopted the following policy: The School will not tolerate the use, possession, or distribution of prescribed or nonprescribed drugs, alcohol, and tobacco while students are under school supervision and/or jurisdiction. This includes tobacco products such as chewing tobacco or tobacco paraphernalia, cigarettes, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery systems or vapor products, chemicals, devices that produce the same flavor or physical effect of nicotine substances, as well as any other tobacco or nicotine innovations. Any student involved in the use or distribution of prescribed or non-prescribed drugs, alcohol, and tobacco as described above, either on campus or at school-sponsored functions, may be subject to one of the following actions:
• probation and suspension
• suspension with professional counseling required before re-admittance to the School
• expulsion
School Rules
The circumstances of each case will be considered in determining the disciplinary action taken. The School reserves the right to require a student suspected of substance abuse to be tested, and students will remain on campus or at the designated school activity site until picked up to go home.

Attendance
Regular attendance and participation in class sessions are an essential component of a Hamden Hall education. Excessively long or excessively frequent absences, even for medical reasons, can be grounds for loss of credit for any course. Medical excuses for excessively long or excessively frequent absences will be reviewed by the School Administration and the School’s consulting psychologist, and they will determine if and when absences warrant loss of credit and what requirement will be imposed for work to be made up.

A.) Attendance Expectations: All students are expected to be on the campus from the time they arrive at school in the morning until the last academic class or required activity of the day is completed. Students with athletic or activity commitments after the regular school day are typically expected to remain on campus until all commitments for the day are completed. Students who ride school buses home from school are expected to remain on campus until their bus leaves for home. The only exceptions are seniors who have Senior Privileges, which begin in November of the senior year.

B.) Leaving Campus During School Hours: Students who wish to leave campus before the last commitment of the day is completed, must receive permission from the Head of School, the Upper School Dean of Students, the Academic Dean, or the Director of Middle School. Students must sign out in the Middle and Upper School office before departing.

C.) Loss of Course Credit Due to Absence: Students who miss more than 10% of a course may not receive the academic credit necessary to advance to the next grade level, or in the case of seniors, to graduate. To make up missed class time above the allowed limit, students may be required to attend summer school at the family’s expense and take at least the equivalent number of class hours which have been missed above the allowed limit. Students in summer classes must successfully fulfill the requirements of the course(s) in which they are enrolled, and the School reserves the right to require particular courses for summer work. In the event of illness documented by the family physician, the school may waive the summer school requirements.

D.) Absence vs. Participation in Athletics or Activities: Students must attend at least the last three academic classes on the day of an activity or athletic event in order to participate in the activity or athletic event for that day or evening. Practice and games in athletic activities are required and an unexcused absence is considered a class cut. Requests to miss athletics should
School Rules

be sent to school by 8:30 a.m. at the latest and must be approved. A call, note, or e-mail from a parent needs to be directed to the Athletic Director and Upper School Dean of Students. Please be aware that coaches do not excuse students.

E.) All-Day Absence Because of Illness: In the case of illness, parents should call 203-752-2642 or email attendance@hamdenhall.org by 8:30 a.m. to inform the school of the student’s absence. It will be determined whether the absence is excused or unexcused. Parents may make requests for assignments. Anything not posted in the learning management system (OnCampus) may be picked up at the conclusion of the day (3:00 p.m.) in the Upper School Office in Lower Swain or for Middle School students outside of the Director of Middle School’s office in Whitson.

F.) Illness:

1. Any student with an elevated temperature of 100.5 or over should remain home until his/her temperature has been normal without medication for 24 hours.
2. If your student vomits or has diarrhea in the morning before school, he/she should stay home. Generally, he/she should stay home at least 24 hours after the last episode of fever, vomiting, or diarrhea.
3. If student has a rash which you would like to be checked by the school nurse, please accompany the student to school in the event of exclusion from school due to suspicion of communicable disease.
4. All communicable diseases, e.g. strep throat, mononucleosis, head lice, ringworm, etc., must be reported to the school nurse even if diagnosed on the weekend or over vacation. It is important to alert parents of other students who may have been exposed in the event another student has similar symptoms. Names are kept confidential. Without adequate information, we cannot prevent unnecessary transmission of communicable diseases in school.
5. Students being treated for communicable disease (conjunctivitis, impetigo, and streptococcal infections) may return after a full 24 hours of antibiotic therapy.
6. Illness During the Day: Upper and Middle School students who become ill during the school day must report to the school nurse. Permission must be obtained from the nurse before a student is allowed to go home. In the case of students with driving permission, parents will be notified before a student will be allowed to go home. Before leaving campus all students must sign out in the Upper School Office. In the event of illness or injury during Athletics, parents will be notified as soon as possible.
School Rules

Medication
If your child must take a medication while at school, or on a field trip, including any over-the-counter drugs, it can be administered under the following conditions only:

1. An authorization form provided by school personnel is completed and signed by both the primary health care provider and parent guardian (even for over-the-counter drugs).
2. Medication, not to exceed a 45 day supply, comes to the school nurse’s office in the original bottle or container, properly labeled with the student’s name, strength, and dosage of the medication; time for administration; and date and number of prescription.
3. The medication is delivered by an adult to the School Nurse or designee.
4. Students are not allowed to transport medication to and from school.

Health Update
Many times students will become ill, develop allergies, sustain an injury, have an operation or surgical procedure, obtain a prescription for new glasses or lenses, or receive an immunization booster during school vacations. Please inform the nurse so that the student’s health record can be updated.

Reminder
If you have further questions, please call the School Nurse at 203-752-2605.

G.) Make-up Work: Students missing class for any reason will be expected to make up the work to the satisfaction of the teacher. For each excused absence, a student is given up to two days for each day absent to make up the work. For any unexcused absence, a student should expect a zero for all class work or evaluations missed. Teachers are not expected to give extra help in order to catch a student up after any unexcused absence. Work required over extended excused absences that last more than three days will be made up as determined by the Academic Dean or Director of Middle School after consultation with teachers.

H.) Class Cuts: No class cuts are allowed. Failure to attend a formal teacher conference (one that is scheduled in writing) constitutes a class cut.

Penalties for class cuts:
• for each class cut: one Saturday work detail
• for the cut of a full day: Multiple Saturday work details or a punishment deemed appropriate by the Upper School Dean of Students or the Director of Middle School.
School Rules

Further unexcused absences will result in additional disciplinary action including the possibilities of suspension and expulsion.

I.) Tardiness: All students who are tardy to a first period class must check-in and receive a note from the Attendance Monitor before they will be allowed to enter class. It will be determined whether the tardiness is excused or unexcused. Tardies, excused or unexcused, are disruptive and the school affirms its policy of penalties for tardiness in an effort to discourage and prevent them. Students can expect that for unexcused tardies:

- Three unexcused tardies or six excused tardies will result in Early Morning Study Hall for Upper School students and Lunch Detention for Middle School students. Failure to report will result in an escalation of punishment.
- Repeated unexcused tardies will result in additional Early Morning Study Hall, Lunch Detention, Saturday Work Detail, or In-School Suspension, depending on the pattern of tardies.

J.) Requests for Planned Absences: Occasionally, family needs and the demands of Hamden Hall compete for students’ time. Any planned long term absences (beyond three consecutive days) must be approved by Mrs. Porto or Mr. Christman.

- Parents of Middle School students must submit a written request to the Director of Middle School. Parents of Upper School students must submit a written request to the Upper School Dean of Students.
- The request should be submitted at least two weeks in advance to allow students and teachers to plan for homework, tests, etc.

We understand that at times you may choose to miss school while it is in session. These kinds of absences have an impact on students’ academic achievement. While faculty will post assignments on OnCampus, it is impossible to recreate the teacher/student interactions and classroom activities that would have supported the learning experience that was missed. Your child is responsible for turning in all missed assignments on the day he/she returns and will need to reschedule missed assessments with the teacher as soon as possible. Special circumstances that interfere with your child’s ability to complete the work need to be discussed with Mrs. Porto or Mr. Christman. Please be sure your child informs all of his/her teachers in advance of the trip.

K.) No absences, other than those absences for reasons of illness, are permitted during examination periods. Also, parents should be aware that, during the winter, make-up exams due to inclement weather may be scheduled on Saturdays and students are expected to be here if make-up exams are needed.
Disciplinary Procedures

Teachers are responsible for classroom management. Any student behavior that interferes with the proper procedure will be handled by the individual teacher or, in cases of repeated disruptions, by the appropriate administrator. Teachers will use discretion in disciplining their students, the object being to discourage inappropriate behavior and to minimize classroom disruptions.

Discipline in the Middle and Upper School is the responsibility of the Upper School Dean of Students, the Director of Middle School, and the Middle and Upper School faculty. Those responsible for discipline are expected to seek a balance between consideration of individual circumstances and “automatic” penalties when discipline is required; thus, a good deal of discretion is allowed in handling each disciplinary case. The most common methods of disciplining students in Middle and Upper School are as follows:

Early Morning Study Hall

Early Morning Study Hall for Middle and Upper School students is held from 7:25 a.m. to 7:55 a.m. on school days. Lunch Detention may also be assigned to a Middle School or an Upper School student. Early Morning Study Hall may be assigned by any faculty member and reported to the Director of Middle School or the Upper School Dean of Students.

Work Detail

Work Detail is held from 8:00 a.m. to 11:00 a.m. on Saturday mornings as required. The Saturday morning work on campus is supervised by a faculty member. Any faculty member or administrator can recommend a student to Work Detail if that faculty member or administrator determines that the student’s behavior is in conflict with the school’s core values. The student’s parents and advisor will be notified when a student is assigned to Work Detail.

The Honor Committee

In the Upper School, the Honor Committee is directed by the Upper School Dean of Students. It is composed of the four Class Deans and four students. Students are chosen from the Student Government. In the Middle School the Committee is made up of the Director of Middle School, the student’s advisor, and at least two other Middle School faculty members. No students serve on the Middle School Committee. When, in the judgement of the Upper School Dean of Students or the Director of Middle School, a student has committed a major infraction or repeated infractions of school rules, the student’s case may be brought before the Honor Committee. The Upper School Dean of Students and Director of Middle School reserve the right to make his or her own decision rather than convene as an honor committee meeting.
School Rules

The following procedures will be followed:

1. The student, the student’s parents, class dean and the student’s advisor will be notified that the student is to go before the Honor Committee.

2. A meeting of the Honor Committee will be scheduled at a time when the student and the student’s advisor can both be present for the duration of the meeting.

3. The Upper School Dean of Students or the Director of Middle School will meet with the student and the student’s advisor to explain the procedures to be followed in the Honor Committee meeting.

4. The Honor Committee will hear testimony from the student and any others the Honor Committee feels are necessary to hear. Any member of the Honor Committee may ask questions to clarify the testimony of anyone appearing before the Committee.

5. Members of the Honor Committee directly involved in the case will be excused from the Committee for the case in question.

6. Once the Honor Committee is satisfied that sufficient testimony has been heard, the accused student will be excused to sit with the advisor and the Committee will discuss the case.

7. When the Upper School Dean of Students or Director of Middle School decides sufficient discussion has taken place, he/she will ask the Honor Committee to decide by majority vote if the student is guilty or not guilty.

8. If the student is found not guilty, the meeting ends and the student is so informed.

9. If the student is found guilty, the Committee discusses possible penalties for the student.

10. When the Upper School Dean of Students or Director of Middle School decides sufficient discussion has taken place, he/she will ask the Committee to decide by majority vote the Committee’s recommended penalty.

11. If the Committee recommends expulsion, the case is automatically sent to the Head of School for his review.

12. If the Committee’s recommendation is accepted by the Director of Middle School or the Upper School Dean of Students, one of them notifies the student and the student’s parents.

13. If the Committee’s recommendation is not accepted by the Director of Middle School or the Upper School Dean of Students, the case is referred to the Head of School.

14. Any party to the case has the right to appeal the case to the Head of School.

15. If the case is referred to the Head of School, the Head of School’s decision is final.
Dress Code

Hamden Hall is an institution that requires a degree of formality and decorum from its students in both manner and style. In the matter of clothing, we recognize the need for individual expression; however, the appearance of the student body must be presentable and appropriate. If a dress code rule is repeatedly violated, that student will lose privileges accordingly. Clothes should be in good repair with no holes or rips, be of a material other than sweatpant material, and they should not be mesh, sheer, or see-through.

Tops

- Sweatshirts, collar, collarless shirts, blouses, sweaters
- Solid colored or patterned
- Hamden Hall, college, sports, or most clothing brand logo sweatshirts/t-shirts provided that the brand logo is no larger than pocket-size
- Must not display any message or any writing or image other than what is outlined above.
- Must have a finished hemline
- No athletic wear or pajamas
- No visible undergarment showing

Bottoms

- Dress pants, skirts, dresses, khakis, corduroys, shorts, jeans, solid colored or patterned leggings, and joggers are allowed but not in sweatpant material
- Must not display any message
- No athletic wear or pajamas
- No visible undergarment showing

Clothing should cover chest, stomach, sides, back, and buttocks.

Hats, visors, headgear and hoods are not permitted indoors. Students who are repeatedly reminded to remove his/her hat, headgear, or hood while indoors will lose the privilege of bringing or wearing these items/clothing to school.

Most footwear is acceptable except for plastic, rubber or foam flip flops or slides.

Headphones may not be worn when you are moving or in class.

Exceptions can be made for medical, religious, or cultural reasons.
Academic Information

Academic Probation
Any student receiving three or more D’s (any grade in the 60’s) or one or more F’s (below 60) at the end of each semester is placed on Academic Probation. Those students on Academic Probation are required to attend an additional study hall(s) during the week, as their schedules permit, and/or receive weekly instruction in the Study Center. A student placed on Academic Probation for several semesters jeopardizes his/her place at the school. Faculty reviews occur at the end of each semester.

Advisor System
All students are assigned an advisor who serves as the student’s advocate in both academic and disciplinary matters. Grades and comment forms go through the advisors, with whom students are expected to review their progress each quarter. The advisor is also the liaison between parents, teachers, Class Deans, and the Academic Dean.

Barbara Olin Taylor Learning Commons
The mission of the Learning Commons is to enhance the academic environment of the school and provide students and faculty the support they need to be effective users of ideas and information. To support the academic pursuits of students, the Learning Commons provides access to several online databases as well as circulating print nonfiction and reference materials. To foster a love of reading, the Learning Commons has a large selection of print YA fiction and eBooks available for students to read for pleasure. Students are welcome to check out laptops to use within the Learning Commons to complete classwork. Students are responsible for all items checked out. Respect for an atmosphere of learning is expected.

Learning Commons hours are 8:00 a.m. to 4:00 p.m. and are subject to change. To keep the library neat and clean for all users, no food or drink is allowed (with the exception of bottled water).

Books
New textbooks, as well as limited used textbooks, are sold through our online bookstore with MBS Direct at www.mbsdirect.net. Hamden Hall’s booklist can be accessed by subject on the MBS Direct website and will include each book’s ISBN. A few digital texts are purchased directly by the school, and families are billed through the Business Office. There will be a link from Hamden Hall’s website directly to our webpage on MBS Direct’s website. Because of the high cost of textbooks, we encourage you to keep them with you or in your locker at all times.
Cell Phones/Mobile Devices

Middle School

The use of cellphones/mobile devices (mobile tablets, e-readers, multimedia players, gaming systems, etc.) is not permitted during school hours without the permission of a faculty member.

Upper School

The use of cellphones/mobile devices (mobile tablets, e-readers, multimedia players, etc.) is permitted during class and assemblies only with the explicit permission of a faculty member or study hall proctor. Students must follow school guidelines for mobile device use in specific areas on the campus. Adherence to the Honor Code is expected at all times. Cell phones/mobile devices must be off or in silent mode at all times during the school day on the main campus. Talking on cell phones is prohibited at all times while in classroom buildings. Students may not wear headphones while traveling between buildings; however, a student may wear them while in designated common student spaces (e.g. courtyard, library, student lounge areas).

Class Deans

Each grade in the Upper School will be assigned a Class Dean. The Class Dean will serve as a resource for, and build relationships with, all members of the class and their families. Each Class Dean will work with the Academic Dean and other Class Deans to monitor the current Upper School advisor system and augment and modify the advisor system as needed. Class Deans will work with Hamden Hall faculty to create an environment that is safe, welcoming and caring, and inspire students to pursue their highest aspirations. In addition, Class Deans will be proactive in assisting the Upper School Dean of Students in enforcing the procedures and policies outlined in the student handbook. Parents are encouraged to contact their child’s Class Dean and/or Advisor with any questions or concerns.

Course Changes

1. With the consent of the Academic Dean, a student may withdraw from any course and substitute another until the end of the second week of the first semester or, in the case of one-semester, spring term courses, the end of the second week of the second semester.
2. A student may withdraw or be withdrawn from a full-year course only at the recommendation of the department in which the course is offered and the direction of the Academic Dean, at the completion of the first semester. The grade received by the student for the first semester will be recorded on the transcript and, if the course was passed, one-half credit (or one-fourth credit, in the case of full-year-half-credit courses) awarded.
3. Withdrawals not conforming to the criteria of either 1 or 2 are not
Academic Information

permitted unless approved by the department in which the course is offered and the Academic Dean.

4. Where sections of a course are grouped by ability, a student may be moved from one to another section of the same course at any time at the direction of the instructor, department chair, and Academic Dean.

5. Any reduction to a schedule comprising more than the standard, five full-credit courses, subsequent to the beginning of each semester shall be made at the direction of the Academic Dean.

6. In the event of a medical emergency, schedule reductions or other adjustments may be made at the discretion of the Academic Dean.

Examinations

Most Upper School courses include an examination at the end of each semester. Semester examinations count 20% of the semester grade; examinations covering a full year count 20% of the year grade. A final examination grade of less than 40 may result in automatic failure in that course.

During examination periods, students should report to their examination rooms at least fifteen minutes prior to the start of the exam. After the last exam for the day, students are encouraged to depart for home. If departing between exams, a note must be given or a phone call made to the Upper School Dean of Students. All students, with the exception of seniors with senior privileges, are expected to remain on campus until they leave for the day.

- Learning Commons books must be returned or accounted for prior to exams.
  Exam results will be withheld until all accounts are cleared.
- No tests, quizzes, or papers shall be given on the three academic days preceding exams unless these assignments are part of being given in lieu of an exam or assessment.

AP Exams

Students who have an AP exam are not required to attend classes on the day of that exam. Any evaluation scheduled or due on an AP student’s exam day should be rescheduled to a day when the student has no AP exam. AP students are responsible for reminding classroom teachers ahead of time when they are scheduled to take AP exams.

1. All AP students are expected to take the AP examination. All students registered in an AP course in the first week of the second quarter will be billed by the business office at that time for the cost of a completed exam. In extenuating circumstances, the school may excuse a student from taking the AP examination.
**Academic Information**

2. All students enrolled in classes preparing for the AP examination shall take a midterm which will serve as a pre-exam test designed by the instructor to enable him/her to project a grade (1-5) likely to be earned by each student. Any student who earns a pre-exam grade of 1 or 2 has time to improve his/her projected score. The student is encouraged to meet with the teacher in order to design a plan for improvement. If the student is still likely to achieve a result of a 1 or 2 at the end of the third quarter, the student shall be required to take a final exam in the course to be graded and applied to the student’s final grade in the course consistent with the departmental rules for weighting final exams. As an exception to the policy requiring all AP students to take the AP exam, students required to take a final exam may opt out of the AP exam, and his/her examination fee will be refunded.

3. Any student whose final average in the AP course is below 70 must take such a final exam.

**Extra Help/Tutoring**

There are several times during the week set aside for extra help with teachers. However, students are encouraged to request extra help at any time convenient to them and their teachers. An extra help session initiated by a teacher is a required appointment. No teacher is expected to give extra help to students whose absence was unexcused or who have not been completing the required work for the course. Students on Academic Probation or with specific, documented needs will be required to use the Study Center, as deemed necessary by the Study Center Coordinators and the Academic Dean.

**Grades and Comments**

Grades with comments describing a student’s performance will be sent to the parents of the middle and upper school students at the end of each quarter. A Four-Week Interim Report will be mailed for all students receiving a 70 or below in any course after the first month of the school year and after the first month of the second semester. These reports are informal in nature and are intended to provide early warning about impending difficulties. Teachers may also take this opportunity to acknowledge significant positive change. Parents desiring more frequent updates on their child’s progress should contact the student’s advisor or class dean.

**Graduation Requirements**

- **Total Credits:** 19
- **Courses Per Year:** 5
- **English:** 4 years (including at least one course per semester)
- **History:** 2 1/2 years (including U.S. History)
- **Foreign Language:** 3rd year level completed
Mathematics: Math through Junior year (including Geometry and Algebra II)
Science: 2 years (including Biology and a Physical Science)
Performing & Visual Arts: 1 year
Sports: 4 years (See Athletic Information on pages 35-38)

Except as follows, a graduating senior must earn five full credits in the senior year. Seniors enrolled in three or more college-level (AP and equivalent or higher) courses may apply to the Academic Dean for permission to take a reduced load of four and one-half credits for that year. Such permission is normally granted, but remains discretionary with the Academic Dean.

Seniors with a cumulative average of 88 or above in any course in the second semester may request exemption from the final exam in that course (if one is administered). Such exemptions are made at the discretion of the teacher. All seniors enrolled in a full-year course must pass such courses for the second semester in order to pass and receive credit for the year.

All seniors will undertake a ‘Senior May Project’ (see next page) in lieu of class attendance and must successfully complete that project as described in her/his application in order to graduate.

Academic Credit Policy for Work Done Outside of Hamden Hall
All departmental requirements must be completed at Hamden Hall except where a specific exception is made by the Academic Dean or in the case of a student transferring into Hamden Hall with credits already granted on a transcript from an accredited institution. For any summer study done outside of Hamden Hall, prior approval must be obtained and a qualifying exam may be required in order for summer credit to be awarded. Summer courses do not count toward the total number of credits required to graduate.

Homework Expectations
In general, Middle School students are expected to work 30 minutes per night, per course offered that day. Upper School students should be working approximately 45 minutes per night, per course offered that day. Any student with an excused absence may take up to two days per each school day missed to complete outstanding work. This does not apply to long-term projects or papers, which require the express permission of the Academic Dean. A student whose absence is unexcused should expect to receive a zero for any homework or evaluation missed. Work required over extended excused absences that last more than three days will be made up as determined by the Academic Dean after consultation with teachers.
Honor Roll
Any student whose weighted academic average is 90 or above earns Honor Roll status. The Honor Roll is posted twice a year, at the end of each semester. At the end of the first semester, semester grades are used to determine academic standing. At the end of each year, year grades are used, except where there are only semester grades available. In this case, the second semester grade will be used for those courses only. Upper School students who have achieved Honor Roll for the previous year are normally invited as guests of the Cum Laude Society to attend its fall banquet.

Incompletes
Students whose quarter or semester grades are recorded as incomplete have two weeks to make up the work missed except under extenuating circumstances. Anything outstanding at the end of two weeks or the time designated by the teacher and the Academic Dean will be counted as a zero in computing the final grade.

Senior May Projects
All seniors will pursue a ‘May Project’ during the last month of the senior year in lieu of attending classes. Regular course work is to be completed before May Project. A typical May Project consists of a full-time, unpaid internship with a for-profit or not-for-profit business under the sponsorship of a qualified adult professional. A senior pursuing a May Project is excused from all regular school commitments except Advanced Placement courses and varsity sports for the duration of the project term.

Senior Privileges
Senior ‘open campus’ privileges are open to all members of the senior class, except those on Academic or Social Probation or in disciplinary difficulty where the privilege has been revoked. Senior privileges allow a senior to sign out and to be off campus during free time. Senior privileges do not permit a senior to cut a class, activity, or other school commitment. Seniors with two D’s or one F in the preceding marking period must attend study hall and may not assume this as ‘free time’.

If a senior is ill, the school must be notified of this fact prior to 8:30 a.m. Seniors, if they have study hall at the beginning of the day, must sign in by 8:30 a.m. Seniors who are tardy or who are not meeting the responsibilities that are inherent in senior privileges will lose them. Seniors are responsible for reading all announcements pertaining to seniors and for attending Wednesday and Friday assemblies. The school cannot be responsible for students while they are off campus. However, we expect students to conduct themselves in a manner which will not bring discredit to Hamden Hall.
Senior open privileges begin on the first Monday in November. These privileges will continue throughout the duration of the school year as long as there are no serious infractions of either the spirit or letter of these regulations.

Severe Allergy Statement-Nut Sensitivity Policy
Hamden Hall Country Day School acknowledges its responsibility to reduce, to a reasonable practicable extent, the exposure of its students, employees, and visitors to nuts in the school environment. We have students on campus who are severely allergic to nuts and the purpose of this Nut Sensitive Policy is to avoid the severe, life threatening allergic reaction while in the school setting. Please do not send in any food that contains nuts. The cafeteria will also endeavor to maintain a nut free environment.

For further information on our Nut Sensitivity Policy please contact the school nurse.

Study Hall
All students in grades 7-12 are placed in a supervised study hall each day. It is expected that this time will be used for quiet study or extra help with a classroom teacher. Students wishing to receive extra help need a written note from the teacher involved. Seniors with a weighted average of 82, with no grade below 75, and Juniors and Sophomores with a weighted average of 85, with no grade below 75 are exempt from an assigned study hall. Second semester freshmen on the honor roll are also exempt from an assigned study hall.

Technology
Responsible Use Policy
We are pleased to provide students at Hamden Hall Country Day School access to computer facilities and a managed wireless network (HH Wi-Fi) as a resource for educational purposes. These facilities exist in order to enhance educational opportunities by providing improved access to information, to increase opportunity for collaboration, and to heighten creativity and efficiency. Any use of Hamden Hall Country Day School’s computing facilities, including the use of our wireless network and personal and school devices, must be consistent with our school-wide Honor Code, centering on honesty, academic integrity, sportsmanship and stewardship. Even when not on the school network, students should represent HHCDS in a manner that is consistent with our school-wide Honor Code. Students are expected to understand that their actions outside of school reflect directly on the entire school community and on each student. The use of technology by students must fall within responsible use as outlined below.
Hamden Hall’s Honor Code in Relation to Technology Use:

Honesty
I will:
Cite all images and information that I use in an appropriate manner
Represent myself honestly
Follow all guidelines posted by my instructors and administration

Academic Integrity
I will:
Trust the value of my own intellect and seek assistance when needed
Undertake research honestly and credit others for their work

Sportsmanship
I will:
Respect the privacy of teachers and my fellow classmates
Respond thoughtfully to the values and ideas of others
Not send mean or inappropriate messages or emails
Not bully anyone online
Remember that I represent not only myself, but Hamden Hall Country Day School

Stewardship
I will:
Use the Internet in support of educational and research objectives consistent with the mission of HHCDS
Keep my information private
Take care of school and personal devices
Report misuse or any inappropriate behavior to administration

Student Access Policy
In order to use a computer on campus, you must log in with your network username and password. If you forget your password or suspect that your password has been compromised, please notify your teacher.

Consequences
Hamden Hall email accounts are granted to students starting in grade six. This Hamden Hall account is for academic use only. Hamden Hall email accounts are property of Hamden Hall and may be subject to administrative monitoring without notice. All violations of Hamden Hall Country Day School rules involving the use of computer facilities will result in the same disciplinary actions that result from similar violations in other areas of Hamden Hall life. Hamden Hall reserves the right to determine if an action not mentioned is inappropriate and subject to discipline.
Academic Information

Respecting Resource Limits
The Hamden Hall network is a finite resource. Therefore, the use of the school network, including the Internet, is limited to educational and career development activities. Streaming video and unusually large file downloads and uploads should not be accessed for non-academic purposes in order to conserve bandwidth.

Email
Hamden Hall email accounts are granted to faculty, staff and students in grades 6 – 12. This Hamden Hall account is for academic use only and should not be distributed publicly or submitted to any mail lists, solicitation, or used to join personal social networking sites, including Facebook, Twitter, etc. This account should not be used to distribute spam, jokes, viruses, chain letters, etc. All passwords should be kept private. If you forget your password, or suspect that it has been compromised, please notify a member of the Technology Department or one of the librarians. Any abuse of the privilege of a Hamden Hall email account will result in appropriate disciplinary action. Hamden Hall email accounts are property of Hamden Hall and may be subject to administrative monitoring without notice.

FileServer
Hamden Hall offers a fileserver and a centralized backup system for students, faculty and staff. Users must respect our resource limits and save only academic files to their Home Directory. We recommended utilizing cloud-based storage when possible (e.g. Google Drive). Cloud-based storage extends your storage capacity while also allowing you to work on your files from home. Please consult with a member of the Technology Department for further assistance with this.

Website/OnCampus
Hamden Hall uses the learning management system, OnCampus, from our website provider, Blackbaud. The system helps to keep you informed of upcoming news and events, view photos and videos of school and community events, and access important student information like attendance and report cards. Important notices and downloads will be posted to the Middle and Upper School Parent and Student Groups. We ask that you check this often. Selected news and announcements will be cross-posted to the Middle and Upper School pages found under the Academics menu on our home page www.hamdenhall.org.
Students in grades 7 -12 will receive their own OnCampus accounts and will be expected to check them regularly, especially during school cancellations due to inclement weather. Teachers may also post additional activities or assignments during inclement weather.

Parents can request their unique username and password using the email
address the school has on file. If you have any questions, please contact Ryan Madden, IT Operations Manager, at rmadden@hamdenhall.org.

**Wireless Access Policy**
We are pleased to offer students access to wireless internet. Personal laptops must be configured to connect to the secure wireless network. Please see a member of the Technology Department if you need assistance connecting the network. Your network user ID and password are necessary to connect to the Hamden Hall wireless network. Students are expected to adhere to the school-wide Honor Code while using HHWiFi_Aruba.

**Laptop/ Personal Electronic Use Policy**
All students in grades 7 and 8 are required to bring recommended device to classes. Students in grades 9-12 must bring a laptop, tablet, or convertible device for use in school. All students must adhere to the Acceptable Use Policy for their division. It is imperative that students who are using laptops/personal electronic devices in class and in study hall do so in a fair and effective way to enhance their learning experience while not disrupting the learning experience of others. Students should adhere to the guidelines below for using laptops/personal electronic devices in class and in study hall. Failure to comply with these rules could result in loss of privileges. Wearable technology may not be worn without permission of a faculty member.

**Administrative Monitoring**
Hamden Hall Country Day School reserves the right to log network, internet and email use. This means that the administration may, at its discretion, review the sites, programs and emails accessed by individual users. Such monitoring may be conducted without notice.

**Student Responsibilities**
Students are expected to follow the guidelines stated below as well as those given orally by the faculty, administration, and parents and to demonstrate ethical behavior in using computers on campus. The use of Hamden Hall computers implies agreement to respect the equipment and the rights of other users in accordance with the following rules:

**Users should not:**
- have food or drink near a computer
- play music or sounds that may disturb others (use earphones if necessary)
- attempt to gain unauthorized access to private information on a school computer
- use the Hamden Hall network to write or distribute viruses, spyware, malware, etc.
**Academic Information**

- use technology available for financial or commercial gain or for political lobbying
- circumvent the internet filtering software to access blocked websites
- use the network to harass, cyberbully or discriminate against others
- use profanity, obscenity, discriminatory language, vulgarities and other inappropriate language or graphics on the network
- reveal any personal, confidential or private information about other individuals
- use the system to obtain inappropriate material
- violate any federal or state copyright laws
- plagiarize information that you find on the Internet
- violate any federal, state, local or common law, criminal statute or laws

**Social Media Policy**

Current research shows that many adolescents do not have a fully formed ability to grasp the implications of their digital behavior. As a result, we believe that parents should carefully consider whether their child is ready to use social media appropriately. A number of sites have age restrictions, and we feel that they should be observed. We know that the rapid pace of technological change often makes it difficult to keep abreast of the latest social media trends; however, we recommend that parents do as much as they can to engage their children regularly in healthy discussions about their recent online activity and proper social media etiquette. During the course of the academic year, Hamden Hall will endeavor to educate students about responsible use of social media, but the school cannot monitor or control what occurs outside school hours. It is important for the safety of adolescents online that parents monitor their children’s activity and discuss issues of internet safety at home.

**Representation of Hamden Hall Country Day School**

Even when not on the school network, students should represent Hamden Hall Country Day School in a manner that is consistent with our schoolwide Honor Code, centering on honesty, academic integrity, sportsmanship and stewardship. Students are expected to understand that their actions outside of school reflect directly on the entire school community and on each student. Users need to think carefully about what and how something is said. Follow the rule: Do not say something electronically if it would not be said in person. Information posted to the internet is persistent and replicable and can be forwarded, copied or traced. A piece of gossip, an insult or unflattering video will last forever on the internet. Users should be mindful of this.

**Consequences**

All violations of Hamden Hall Country Day School rules involving the use of computer facilities will result in the same disciplinary actions that result from
similar violations in other areas of Hamden Hall life. Hamden Hall reserves the right to determine if an action not mentioned is inappropriate and subject to discipline.

**Athletic Information**

**Philosophy**
Hamden Hall subscribes to the philosophy of a sound mind in a sound body for each student. We believe that athletics are an integral part of the educational process, combining with classroom instruction, student government, the arts, and various extra-curricular activities to provide students with the best possible opportunity for success. We strive to develop the unique potential of each student athlete - the physical, mental, social, and ethical qualities to perform as an individual and/or as part of a team dedicated to a common goal and purpose. We are dedicated to helping student-athletes develop a positive self-image and a sense of confidence, independence, and leadership within the framework of our athletic program. To achieve these goals and receive proper credit necessary for graduation, all seventh through twelfth grade students are required to participate in our athletic program. A variety of competitive interscholastic sports plus non-competitive activities and physical fitness programs are offered each year.

**Attendance**
Attendance at all announced games and practices is, unless noted, required of all team members. All sports attendance issues must be directed to the Director of Athletics and emailed to attendance@hamdenhall.org. They should also be communicated with coaches as a courtesy. Unexcused absences from athletics are treated as a class cut. Absence to attend practices or games for a sport outside the school is not an excused absence. If a student is ill, he or she should not be in school. If a student attends school, but is too ill to exercise, or is injured, he or she is still required to attend practices and games (within reasonable limits regarding their physical condition). Students need a written note from home or the school nurse to be excused from practice; however, a note from home may not necessarily constitute an excused absence from athletic responsibilities. Therefore, timely communication between parents, students, the Director of Athletics, the Upper School Dean of Students and coaches is necessary to avoid misunderstandings. Excessive absence from athletics may result in loss of athletic credit.

**Middle School**
All Middle School students must participate during each of the three athletic seasons. Practice is held at the end of the Middle School day on Monday, Tuesday, Wednesday, and Thursday. Most games are scheduled for Thursdays, though some contests may be scheduled for other days. When the number of students playing a particular sport mandates, there will be “A” and “B” squads, schedules, and games. Some sports make cuts based on the number of
students trying out.

Upper School
Participation is required as outlined in the plan below. All students new to the Upper School must participate in a team sport in their first year. Upper School students who play at the Junior Varsity level may substitute a Hamden Hall extra-curricular activity for an athletic practice on Mondays. Only Hamden Hall extra-curricular activities are acceptable activities.

Interscholastic Competition
Interscholastic teams have mandatory preseason practices for autumn, winter, and spring sports. During the season, practice is held Monday, Tuesday, Wednesday and Friday for two hours per day. Thursday practices are voluntary, with the exception of football. Most games are held on Wednesdays and Saturdays, however, some contests are scheduled on other days because of school conflicts or to meet the schedules of other schools. Athletics is not extracurricular, and attendance at all announced practices and games, unless otherwise noted, is a required school commitment.

Offerings

<table>
<thead>
<tr>
<th>Autumn</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Football</td>
<td>Boys Basketball</td>
<td>Boys Baseball</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>General Exercise</td>
<td>Boys Lacrosse</td>
</tr>
<tr>
<td>Cross Country (co-ed)+</td>
<td>Girls Basketball</td>
<td>General Exercise</td>
</tr>
<tr>
<td>General Exercise</td>
<td>Ice Hockey+</td>
<td>Girls Lacrosse</td>
</tr>
<tr>
<td>Girls Field Hockey</td>
<td>Squash (co-ed)+*</td>
<td>Girls Softball</td>
</tr>
<tr>
<td>Girls Soccer</td>
<td>Swimming (co-ed)</td>
<td>Golf (co-ed)+</td>
</tr>
<tr>
<td>Girls Volleyball+</td>
<td>Wrestling</td>
<td>Tennis (co-ed)</td>
</tr>
<tr>
<td>Sailing Club (co-ed)+#*</td>
<td></td>
<td>Running Club (co-ed)+</td>
</tr>
</tbody>
</table>

+ Upper School sport schedule
# Limited number of slots available
* Fee-based sport

Fairchester Athletic Association - Sportsmanship Policy
The Fairchester Athletic Association league promotes good sportsmanship by student-athletes, coaches, and fans. The League expects all spectators to respect the efforts of the players, coaches, and officials by positive cheering throughout the entire event. The use of inappropriate language, racial or ethnic slurs, or personal insults will not be tolerated and are grounds for removal from the athletic event. Spectators should not address the opposing
coaches, players, or officials before, during, or after the athletic event. Noisemakers are not permitted. Spectators, coaches, and players are expected to respect the facility rules of the opposing school. Play Hard - Play Fair - Play with High Values.

**Competitive Athletics**

<table>
<thead>
<tr>
<th>Autumn</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Football</td>
<td>Boys Basketball</td>
<td>Boys Baseball</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>Dance Team (co-ed)</td>
<td>Boys Lacrosse</td>
</tr>
<tr>
<td>Cross Country (co-ed)</td>
<td>Girls Basketball</td>
<td>Boys Tennis</td>
</tr>
<tr>
<td>Girls Field Hockey</td>
<td>Ice Hockey</td>
<td>Girls Lacrosse</td>
</tr>
<tr>
<td>Girls Soccer</td>
<td>Squash (co-ed)*</td>
<td>Girls Softball</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>Swimming (co-ed)</td>
<td>Girls Tennis</td>
</tr>
<tr>
<td>Sailing Club (co-ed)#*</td>
<td>Wrestling</td>
<td>Golf (co-ed)</td>
</tr>
<tr>
<td>Equestrian*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Limited number of slots available
* Fee-based sport

**Non-competitive Athletics**

Non-competitive sports meet four days per week for one to two hours each day. Attendance is mandatory and absences must be made up to receive credit.

<table>
<thead>
<tr>
<th>Autumn</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Fitness</td>
<td>Health &amp; Fitness</td>
<td>Health &amp; Fitness</td>
</tr>
<tr>
<td>Outdoors Program</td>
<td></td>
<td>Outdoors Program</td>
</tr>
<tr>
<td>Yoga</td>
<td></td>
<td>Running Club</td>
</tr>
</tbody>
</table>

Upper school athletic elective plan:

**Freshman Year and all new Sophomores**

- TWO seasons of athletics required
  - One choice must be for the fall season
  - One season of a team sport
  - One season may be a non-competitive activity

**Sophomore Year**

- TWO seasons of athletics required
  - Both seasons can be a team sport or a non-competitive activity
  - May take Health & Fitness 2 days per week for all three seasons
Athletic Information

c) May take one season of a team sport/non-competitive activity and 2 days per week of Health & Fitness for the other two seasons

Junior Year
- TWO seasons of athletics required
  a) Both seasons can be a team sport or a non-competitive activity
  OR
  b) May take Health & Fitness 2 days per week for all three seasons
  OR
  c) May take one season of a team sport/non-competitive activity and 2 days per week of Health & Fitness for the other two seasons

Senior Year
- ONE season of athletics required
  a) May take one season of a team sport or a non-competitive activity
  OR
  b) May take Health & Fitness 2 days per week for two seasons

Please Note:
- Health & Fitness is not offered on Saturdays.
- New sophomores who play a team sport in the winter and spring may request to be deferred from participation in a fall sport

Independent Electives & Exemptions
(upon approval by the Director of Athletics)
- For sports/activities not offered at Hamden Hall
  a) A student will be granted one season of an athletic requirement

Exemptions for school fine arts
- A student will be granted one season of an athletic requirement
- Out of season participation in a sport Hamden Hall offers may receive credit
  a) It may not be during the same season the Hamden Hall sport is offered.
  b) It can only count as one season of an athletic requirement

Applications for exemptions should be made to the Athletic Director who will provide information necessary for such exemptions. Please note that exemptions are not granted for an entire school year; students who receive a seasonal exemption are still required to participate in at least one athletic program at school over the course of the year. Thursday is usually a day off from athletics; however, there may be a Thursday practice scheduled, especially in the event of a Friday game.
**Athletic Information**

Students with a signed note from a parent or teacher may be excused from a Thursday practice to meet necessary obligations. Students who need to attend extra help tutorials need to present a signed note from a teacher to the Director of Athletics or Upper School Dean of Students before practice. Please note that football practice on Thursdays is mandatory, but students may be excused on Mondays or Fridays in the same manner as above.

The success of our athletic program is not to be measured by the number of wins and losses, and the end result of winning a contest is secondary to the overall education of the athletes. At the sub-varsity level, emphasis is placed on achieving general fitness, learning basic sport skills and how to compete, while developing a genuine enthusiasm for athletics, all of which are necessary for success at the varsity level. At the middle school and junior varsity levels, teams play to win the contest but all students participate.

Varsity level athletics is the highest level of sports competition at Hamden Hall, and as such, contests are played to be won by the most proficient athletes who can best represent the school. While every team member may not play in each contest, coaches attempt to involve every student on the team as much as possible. Non-competitive athletic activities meet Monday, Tuesday, Wednesday, and Friday each week for one to two hours a day.

All Middle and Upper school athletes are to take a Cogstate Baseline Concussion Test before their sport begins. This test is to be taken annually.

**Concussion Policy**

If an ATC/Coach/Athlete/Teammates suspect a concussion, the following protocol will take place:

1. Athlete is evaluated by ATC and/or Coach
   a. Balance
   b. Symptoms
   c. Self-report
   d. History of injury
2. Athlete is removed from play/participation if concussion suspected/diagnosed
3. Athlete’s parent/guardian is contacted by phone
4. An email/text is sent to the academic dean informing of a concussion sustained by athlete
5. If athlete is unable to attend school or needs accommodations after 3 days, a doctor’s note is needed
6. Athlete must pass the Cogstate Concussion Post-Injury Test
7. Once the athlete has been able to go through a full school day with no sign or symptoms a return to play protocol will begin

Return to Play:
Step 1: 30-45 minutes of sustained aerobic activity with increased
**Athletic Information**

heart rate and blood pressure  
Step 2: 30-45 minutes of sport specific activity with no contact  
Step 3: Full non-contact practice  
Step 4: Full contact practice  
Step 5: Full clearance for games and practices  

If there are any symptoms at any step:  
A. Activity is stopped  
B. The step is repeated in 24 hours  
C. Athlete must be symptom free at each step before they are allowed to move to the next step.

**Athletic Spectator Policy**

Hamden Hall is a member of the Fairchester Athletic Association, Western New England Prep School Athletic Association, Connecticut Independent School Athletic Conference, all under the umbrella of the New England Prep School Athletic Council (NEPSAC). All of these associations are committed to providing students with a full, rich athletic program and abide by a code of ethics and behavior for athletes, schools, coaches, and spectators.

In competitive team sports, insistence upon the traditional standards of good sportsmanship is a fundamental value for all of us. We consider it among the most important lessons our student-athletes can derive from their participation in our programs. We expect that the rest of our school communities attending athletic contests - especially staff, parents, alumni and guests - will support these values by their behavior before, during and after games.

We acknowledge that athletes and coaches, as well as spectators, can on occasion be caught up in the intensity of a particular game or match. This should never be an excuse for irresponsible behavior. Just as we expect civility and self-control in the classroom, we believe the same must apply to athletic contests. Sportsmanship, civility and healthy competition are not just part of our athletic programs; they are the purpose of those programs.

With these standards in mind, Hamden Hall abides by the following sanctioned guidelines that govern the behavior of spectators - students and adults - during athletic events involving our schools.

- Spectators will watch games only from those areas defined by each school as ‘spectator areas’.

Spectators must not:

- go onto the field of play during the game  
- deface, damage or remove property  
- use noisemakers indoors  
- engage in heckling or taunting, or use cheers that are profane or mocking  
- call to players, coaches, or officials in an unsportsmanlike manner
Athletic Information

- directly ‘coach’ a player by shouting playing instructions, etc.
- run up and down the sidelines

The use of alcohol, drugs, or tobacco at athletic contests is forbidden.

We expect that all the constituencies of our athletic associations will join in strengthening our commitment to the role of athletics in furthering our educational goals. We regard the above guidelines as essential to that purpose. Spectators who abuse the above guidelines may be asked to leave the game, may be subject to further action by the school, and may cause forfeiture of the game for unsportsmanlike conduct.

Activities

Extracurricular Activities

A school is more than classrooms, academics, and athletics. Activities such as the school newspaper, theater, yearbook, debate team, and literary magazine are vital to the functioning of the school community. Activities provide an opportunity to try something in a non-graded and non-competitive situation, and students are encouraged to take an active role in this part of the school community.

Many activities are offered in the Middle School and Upper School. Some take place during the school day as well as after school. The following are representative examples:

<table>
<thead>
<tr>
<th>Middle School</th>
<th>Upper School</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th Grade Class Trip</td>
<td>Amnesty International</td>
</tr>
<tr>
<td>8th Grade Class Trip</td>
<td>Chamber Music Ensemble</td>
</tr>
<tr>
<td>Assembly Programs</td>
<td>Chess Club</td>
</tr>
<tr>
<td>Community Service</td>
<td>Chorus</td>
</tr>
<tr>
<td>Dances</td>
<td>Community Service</td>
</tr>
<tr>
<td>Debate Club</td>
<td>Conservation Club</td>
</tr>
<tr>
<td>Green &amp; White</td>
<td>Debate Team</td>
</tr>
<tr>
<td>Book Club</td>
<td>Diversity Club</td>
</tr>
<tr>
<td>Human Issues</td>
<td>Gender Sexuality Alliance</td>
</tr>
<tr>
<td>Instrumental Ensemble</td>
<td>Jazz Ensemble</td>
</tr>
<tr>
<td>Literary Magazine</td>
<td>Interact Club</td>
</tr>
<tr>
<td>MathCounts</td>
<td>Literary Magazine</td>
</tr>
<tr>
<td>MakerSpace</td>
<td>Math Team</td>
</tr>
<tr>
<td>Middle School Clubs (vary each year)</td>
<td>Middle School Advocates</td>
</tr>
<tr>
<td>Newspaper</td>
<td>Model U.N.</td>
</tr>
<tr>
<td>Student Government</td>
<td>Newspaper</td>
</tr>
<tr>
<td>Prom Committee</td>
<td>Theater Productions</td>
</tr>
<tr>
<td></td>
<td>Student Government</td>
</tr>
<tr>
<td></td>
<td>Thespians/Production crew</td>
</tr>
<tr>
<td></td>
<td>Yearbook</td>
</tr>
</tbody>
</table>


Activities

Dances
Middle and Upper School dances are organized periodically by the Student Government and are chaperoned by members of the faculty. Parents are encouraged to allow their children to participate and should be aware that any student who leaves a dance must leave campus for the evening.

Miscellaneous Information

Art Gallery
The Moira Fitzsimmons Arons Art Gallery regularly displays work by students, faculty, parents and professional artists. It is located in the lobby of the theater.

Business Office
The Business Office is located on the bottom floor of the yellow house, 1126 Whitney Avenue, adjacent to the Whitney Avenue parking lot. Important: all outstanding charges such as book bills, campus store bills, and late charges from tuition bills must be paid before the examination periods.

Cafeteria (Lender Refectory)
The cafeteria serves lunch on all school days. Lunch is included in tuition. In addition, the cafeteria is open before school from 7 - 8am for breakfast; anything outside of lunch is sold on a cash basis only.

Campus Store
The Hamden Hall campus store (The Hornet’s Nest) is located in Lower Swain. School and athletic supplies and snacks may be purchased at the campus store and also at the Beckerman Athletic Center store. When school is in session, the store is open from 9:30 a.m. to 11:00 a.m. and 1:00 p.m.to 4:00 p.m. Permission to charge items will be granted only if there is an assigned permission form on file at the check-out register.

Counseling Services
A clinical psychologist is available for counseling. Services may be obtained either through referral by the school or request by parents or students.

The first hour of consultation is a service provided by the school. For students already in counseling, the School’s Counselor can provide a point of contact between an outside consultant and the school. Dr. Thomas Fahy can be reached at (203) 410-0745, or through any faculty member, for a confidential consultation.

Firearms Policy
Except as expressly provided otherwise in this policy, no one shall possess a
Miscellaneous Information

Firearms or munitions on school property at any time. Firearms for purposes of this policy include but are not limited to the following: conventional weapons, air, pellet, and BB guns. Munitions for purposes of this policy include but are not limited to firearms projectiles of all types and explosives of all types, unless for the purposes of classroom instruction and under the direct supervision of a faculty member. Instances of this sort might include demonstrations in physics or chemistry classes. Approval for such classroom uses must be obtained from the Head of School or the Head of School’s designee and may be subject to protocols for the safe use and storage of such materials. The only other exceptions to this policy are for law enforcement personnel and for any other uses or occasions expressly approved by the Head of School or the Head of School’s designee.

Fundraisers
Fundraising efforts made by students should comply with the following guidelines:

1. The majority of the workload should fall on the students’ shoulders (not their parents).
2. All members of the group raising funds should be involved in the effort, not just a select few.
3. All fundraisers must be scheduled with the permission of the Upper School Dean of Students and Class Dean. Food sales at Skiff Street Fields must be scheduled through Student Government and registered on the Master Calendar.
4. The group’s faculty liaison or class dean should handle the transfer of funds raised to the Business Office.

Lost and Found
Lost items may be located at various locations around the school, including in the Upper School Dean of Student’s office or, for Middle School students, in the office of the Director of Middle School in Whitson. It is best to post lost/found items through the student center email conference.

Medical Forms
All students MUST have up-to-date medical forms filled out online (Magnus Health through OnCampus) prior to the first day of classes. Students playing a fall sport MUST have online forms completed before preseason practices begin. Directions to fill out such forms are sent home and emailed with sufficient time to arrange for the required physical examinations.

Personal Belongings
Students in grades 7 through 12 are provided with lockers. The school assumes no responsibility for personal belongings. It is the student’s responsibility to take proper care of books, clothing, and money. Books and
clothing should be clearly labeled. Students should not bring articles of great value or large sums of money to school. If it is necessary to do so, bring these items to the Business Office for safekeeping during the day.

**School Code**
The School Code is 070258.

**Student Accident Insurance Policy**
This policy covers accidents that occur during school-sponsored activity and is intended to supplement any existing policy that the parent may already have. Further, for those parents who have no insurance or have a large deductible, this will ‘fill the gaps’.

**Telephone Privileges**
School telephones are to be used only for school business or emergency situations.

**Transportation**
Cars: Students driving cars to school must have a vehicle permission slip signed by a parent. This slip must be on file with the Upper School Dean of Students. The opportunity to drive to school may be revoked if there is evidence of careless or discourteous driving. Student drivers must park in the Whitney Avenue Parking Lot only in spaces not reserved for faculty or visitors. On-street parking may result in cars being towed away by the police at the owner’s expense.

Buses: Students traveling to and from Hamden Hall by bus are representing Hamden Hall and all school rules are in effect. Failure to conduct oneself properly will result in disciplinary action, including possible loss of bus privileges.

**Visitors**
Advance notice must be given to the Upper School Dean of Students, Director of Middle School, or the Middle & Upper School Office before permission will be given to have a visitor on campus. Visitors must adhere to the Hamden Hall dress code and abide by our standards of behavior. Upper and Middle School visitors must sign in upon arrival at school and must carry a pass with them throughout the day. Unauthorized visitors will be asked to leave the campus.