



SOUTH KENT SCHOOL

2010-2011

Community Handbook

MISSION STATEMENT

South Kent School is an independent, college-preparatory school for boys. Since its founding, South Kent has maintained ties with the Episcopal Church. Three principles define the School: simplicity of life, self-reliance, and directness of purpose.

We offer, by living simply, an uncluttered environment for lively and rigorous learning.

We encourage our students to become self-reliant in order to develop competence and self-esteem.

We value directness of purpose: we want each student to welcome the challenge to focus his energies, to set goals, and to work to meet them.

South Kent School fosters these principles in a community, small in numbers, that provides a safe and supportive family structure. We embrace diversity and cherish honesty, courtesy, and compassion. In this energizing atmosphere, we provide leadership opportunities that develop a student's sense of responsibility and service. We nurture in our students, regardless of belief or religious affiliation, a thoughtful engagement with spirituality.

NON-DISCRIMINATION STATEMENT

South Kent School adheres to a long-standing policy of admitting students of any race, color, creed, religion, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, creed, religion, sexual orientation, national and ethnic orientation in administration of its educational policies, admissions policies and other school-administered programs.

Table of Contents

ACADEMIC LIFE	1
STUDENT LIFE	7
ATHLETICS	15
DISCIPLINE	15
DISCIPLINE PROCEDURE	22
HARASSMENT/ASSAULT POLICY	23
VACATIONS AND TRAVEL	24
STUDENT SERVICES	26
HEALTH SERVICES	28

ACADEMIC LIFE

College Preparation

As it is a major part of South Kent's mission to prepare students for college, students are permitted and encouraged to visit college campuses as part of their decision-making process. Fifth Formers traditionally begin their college exploration in school-sponsored trips to college fairs and some group trips to colleges. Sixth Formers are permitted to make college visits when in residence at the School only with arrangements through South Kent's Director of College Counseling.

Academic Day

South Kent uses a rotating class schedule, Monday through Saturday. Students must respect the Academic Day, which begins with the Morning Meeting and ends after the last class period of the day. Students are required to stay in class dress throughout the Academic Day.

Diploma Requirements

In order to qualify for a South Kent School diploma, a student must earn a minimum of 18 credits. One credit is awarded for successful completion of each year-long class. One-third credit is awarded for successful completion of a one-term course. The following are the minimum requirements for graduation:

English	4 credits
Mathematics (Algebra I, Geometry, Algebra II)	3 credits
History (to include U.S. History)	2 credits
Foreign Language	2 credits
Science (to include a lab science)	2 credits
Art/Media/Drama/Music	1 credit
Electives	4 credits

All students must take a challenging course load each term. The Dean of Academic Affairs determines whether a student will be required to take four, five or six courses per term. The Dean of Academic Affairs reserves the right to enroll a student in a course if it is in the student's best academic interest. Students are not allowed to drop full-year courses after the mid-winter marking period.

In order to earn a diploma, one-year Sixth Formers and Post Graduates must complete three terms in residence at South Kent School and earn a minimum of four credits each term. Sixth Formers and Post Graduates must successfully pass all year-long courses. Any Sixth Former or Post Graduate who fails a year-long course is required to make up the work to the satisfaction of the Dean of Academic Affairs before a diploma is awarded, but he may participate in the graduation ceremony at the discretion of the School administration.

Students with Academic Concerns

For each course, a cumulative grade that represents where the student is positioned is given at the end of each marking period. If a student is failing a course, or if he has two or more course grades of D, he is placed on the "Academic Concern List." Several specific events follow with the intention of helping the boy to correct his deficiencies in the next marking period. A letter is sent to his parents from the Dean of Academic Affairs explaining the situation in context. For example, a new student away from home for the first time may be having a general adjustment period that will improve as he gains confidence. For others, the low grade may signal lack of effort, perhaps being overly challenged by the course level or, for an

South Kent School Community Handbook 2010-11

international student, a language barrier. If as the year progresses no improvement occurs, the conversation may shift to whether South Kent is an appropriate school for the student.

Discussions are held in Form Team Meetings and with individual teachers. Specific planning is made for each student. This may include but is not limited to supervised study halls, studying with a teacher, using the Academic Resource Center, or getting private tutoring. It is the School's intention that whatever is done be perceived as a positive response to issues – not as punishment.

Long-term decisions are not made hastily. A boy will be given ample time to get his academic work in order. The only way his stay at South Kent could end prematurely is if his progress is obviously stalled, and a new school setting thus advisable. The School expects each boy to respond cheerfully to and with a genuine sense of appreciation for the efforts being made on his behalf.

Homework

Homework preparation is a major component of academic life at South Kent. Third and Fourth Form students are assigned 30-40 minutes of daily preparation for each class. Fifth and Sixth Form students can expect an average of 45-60 minutes for each class. Students must plan accordingly and use the evening study period, free periods during the day, and other free time to prepare for classes. Help with planning and organizing study time is available from faculty advisors, classroom teachers, the Academic Resource Center, and the Dean of Academic Affairs.

Study Hours

Study Hall is held Sunday through Friday in the evenings. This is a dedicated hour and forty-five minutes used to accomplish much of the assigned homework. Students will be required to study in a designated, supervised study hall or in their rooms.

Students assigned to the supervised study hall must arrive on time and with all of their books, laptops, writing implements, study materials, plan books and assignments. They should also have a book to read for pleasure in case they finish studying early. The length of the evening study hall allows the student to complete most of his assignments, but his timely arrival is important.

A student wishing to study in the Martin A. Henry Library, a classroom, or in the Old Building must sign out through his dorm parent and plan to be at that particular study place for the duration of the evening study hall. Boys wishing to establish study groups must plan to do so somewhere in those buildings, without disturbing others.

Students are not to use telephones or watch television during study hall. Cell phones are collected by the dorm parent and are returned at the end of study hall.

Boys studying in their rooms may use headphones to listen to music but will be asked to keep the volume adjusted so no one else can hear the music.

All boys are expected to be in their respective dorms for Check-In at 10:00 p.m., Sunday through Friday. Underformers may request "late lights" (for study in their own rooms) from their dorm parents. Sixth Formers who need to use the library after 10:00 p.m. may do so with the permission of their dorm parents.

Honor Roll

South Kent's Honor Roll is determined at the end of each academic term (fall, winter, and spring). To achieve High Honors, a student must have a "B+" average, with no grade below "B." For Honors, a student must have a "B" average, with no grade below "C." Those students who earn this recognition will receive an award determined by the Dean of Academic Affairs.

South Kent School Community Handbook 2010-11

Policy for ESL Students

South Kent students must have a good command of written and spoken English in order to participate successfully in South Kent's style of instruction. To help the Admissions Committee fully evaluate a student's competence in English, the TOEFL test is required for an applicant whose primary or fluent language is not English. We look for a minimum score of 450 on the paper-based test or a minimum score of 60 on the internet-based test.

Once enrolled in South Kent, students whose fluent or primary language is not English will be placed into appropriately designated Humanities courses, and be required to enroll in summer English language programs until they score a minimum of 600 on the paper-based TOEFL, or 90 on the internet-based TOEFL.

South Kent School Community Handbook 2010-11

Effort Ratings

Weekly Effort Ratings

South Kent School believes that consistent effort in the classroom is the cornerstone of success in its academic program. Each week teachers record effort ratings for all of their students, based on the following criteria:

a “1” rating means that a student:

- did all of his homework thoroughly and on time;
- came to class on time and was always prepared;
- was always cooperative and helpful to others;
- paid close attention in class;
- participated actively and often in class discussions; and
- did something “extra” that was significant, which added to
 - (a) class materials, or
 - (b) class understanding.

“2” means that a student:

- did all of his homework thoroughly and on time;
- came to class on time and was always prepared;
- was very cooperative and helpful to others;
- paid close attention in class; and
- participated in class discussions.

“3” means that a student:

- did all of his homework;
- came to class on time and was usually prepared;
- was generally cooperative and helpful to others;
- paid attention in class; and
- occasionally participated in class discussions.

“4” means that a student:

- did not turn in one or more homework assignments; or
- was late to class and was usually not prepared; or
- did not pay attention in class; or
- was generally uncooperative or not helpful to others; or
- disrupted others in class.

“5” means that a student:

- did not turn in any homework; or
- was frequently late to class or skipped one or more classes; or
- was inattentive in class; or
- was very uncooperative; or
- was very disruptive in class.

The Effort Ratings let a student know his teachers’ views of the quality of his classroom work and the effort that he put forth over the course of the previous week. Students meet with their advisors weekly to discuss their Effort Ratings.

South Kent School Community Handbook 2010-11

Marking Period Effort Ratings

For the community to flourish and the School to accomplish its purposes and goals, South Kent School needs community participation, cooperation and effort from everyone in five major areas: academics, residential life, jobs, athletics and community citizenship.

In an attempt to recognize and reward effort, the faculty members responsible for each student in these respective areas will assess him on a scale of 1 (outstanding) to 5 (unsatisfactory) every marking period. The five area assessments will be averaged. The top ten students on this Effort List will be allowed to take a day off from school during the following marking period and will sit at the Head Tables. These students may not have an individual rating of 4 or 5. The day-off may not be added to a vacation, nor may it be taken during an examination period. A student planning to take his day off must submit his request to the Dean of Academic Affairs two days before the requested day-off.

Academic Resources

Academic Resource Center

The Academic Resource Center is open to all students in any free periods they have during the academic day and in the required study time in the evenings. During the day, two faculty members will be present to guide students toward a successful completion of assignments. The goal is not to tutor, but to support by validating student efforts to complete the work. Often what is needed is clarification of an assignment or reassurance that the student is on the right track.

Teachers may also recommend use of the Resource Center by a boy who is in need of guidance. The instructor will notify the Resource Center that the student will be appearing in a specific period for a limited time to work on material requested by the classroom teacher. When the work has been accomplished, the student will return to his regular study location.

If additional support is required, or a boy is found to have more extensive learning issues than those disclosed by the family at the time of admission, South Kent will do its best to address the boy's relevant academic needs through South Kent's Tutorial Service.

Tutorial Service

Tutorial services at South Kent School are designed to support students within a specific academic area. Students who struggle with an individual course or those stretching to achieve an advanced level benefit from the tutorial program. Students receive direct assistance with academic content and the skills required to meet the demands of academic courses. Those who are challenged by organizational issues and time management may also be assisted by a tutor. Tutors meet one-on-one with students during academic hours: during the academic class day or evening study hall. Most commonly, tutorial sessions meet three times a week for 45-minute periods. It is South Kent's goal that students achieve independence and not require tutoring for more than one year. Tutors provide reports to parents, and parents are free to communicate directly with tutors. The student's advisor and teachers are routinely in communication with tutors to best support the student. There is an additional cost incurred for tutoring, on a per-hour basis.

Martin A. Henry Library

The library collection consists of over 11,000 volumes, microfilm, periodical titles, and DVDs. Computers are available for student use. The library also provides access to the following online resources: ProQuest, Encyclopedia Britannica, Annals of American History, and NewsBank. Interlibrary loan material can be obtained upon request. Books from the general collection may be borrowed for a period of three weeks and renewed for an additional three weeks. Reference materials and magazines may not be removed from the library. The Librarian is available to assist students with research.

South Kent School Community Handbook 2010-11

Faculty Advisor

South Kent School understands the vital role of adult mentors in the lives of boys and young men. Each student is assigned a faculty advisor. Faculty advisors help students to plan their academic programs, review with them their weekly Effort Ratings, coordinate major vacation travel, and serve as a source of adult support and advice. Advisors work in partnership with parents to help each boy reach his personal potential.

Academic Honesty Policy

South Kent expects all students to do their own work. Students who provide work to others or receive unauthorized work or help are in violation of the School's Academic Honesty Policy. Teachers must report all violations of the policy to the Dean of Academic Affairs.

There are three areas in which the definition of academic honesty should be made more specific.

- 1) Plagiarism. It is not honest to copy or reword phrases, sentences, paragraphs or entire sections of a printed or electronic source and present them as one's own. To avoid this type of academic dishonesty, students must credit all outside sources used in the preparation of an assignment.
- 2) Cheating. While teachers may occasionally permit groups to collaborate or to use their notes and books while doing work, unless a teacher has granted permission, it is not honest for a student to present someone else's work as his own.

Submission of the same assignment in two or more classes is not acceptable. If there is a connection between assignments in two or more courses, the student is encouraged to speak with the teachers involved to explore the possibility of doing a longer, more in-depth interdisciplinary paper or project. If a student submits the same assignment in another course without permission, this action is considered a violation of the Academic Honesty Policy.

Whenever a student is in doubt about the guidelines for Academic Honesty, he is encouraged to seek the advice of his teacher or the teacher of the student he plans to assist.

Consequences

Students who violate the Academic Honesty Policy will find the consequences are severe. Academic Dishonesty is considered a Major Offense.

First Incident

- The paper, test, or assignment will receive a failing grade.
- The paper, test, or assignment must be re-done. The student may risk a failing grade.
- The student's faculty advisor will notify parents/guardians.
- The date of the incident will be noted on the student's disciplinary record.
- Colleges will be notified if they specifically ask about academic honesty, or when a cheating offense occurs in a student's Sixth Form year.

Repeat Incidents—carries all the consequences of a Major Offense plus:

- The student may be subject to failing the course.
- There may be a notation on the student's college recommendation.
- The student may be suspended, placed on Academic Probation for the remainder of the year, or dismissed.

The final decision concerning each situation lies with the Dean of Academic Affairs, the Dean of Student Affairs and the Head of School.

STUDENT LIFE

Commendations

South Kent sets high standards for all students. We expect that students strive to meet these standards of achievement and behavior in the dorm, in the classroom and during athletic contests. We are especially proud when a student distinguishes himself by exceeding these expectations. These students may be recognized by any member of the faculty or staff as worthy of receiving a commendation. A letter of commendations is subsequently sent to the student's parent/guardian. A list of commendations is posted in the Old Building.

Dress Code

South Kent students are required to be appropriately dressed and well groomed for every occasion while on campus or while representing the School elsewhere. Students are expected to accept the spirit of the dress code and to exercise good taste and judgment. Since South Kent does not condone any illegal or immoral activity, students under school jurisdiction are expected not to appear in any way that suggests or promotes illegal or immoral activity. In cases of differences of opinion, faculty members are the final arbiters of "appropriate dress." Disciplinary work hours are assigned for dress code violations. Students are required to be in class dress for the duration of the School's academic day.

While the School allows relatively wide latitude for personal taste in appearance, it has a few specific requirements, which are listed below.

- Hair must be clean, neat, and off one's face. It may not be worn in extreme or radical styles.
- Students must maintain acceptable personal hygiene.
- Hats or other head wear must be removed upon entering buildings.
- Students may wear stud or small, hoop earrings. No other part of the body may be deliberately pierced, cut, or scarred while a student is under School jurisdiction.
- South Kent does not condone tattooing. Tattooing is not to be performed while a student is under School jurisdiction.

There is appropriate dress for recreation and relaxation, another dress for classes, and still another for chapel services and special occasions. Repeat dress code violators will be brought before the Dean of Student Affairs.

Casual Dress

Clothing is expected to be neat and clean. Torn, ripped or immodest clothing is inappropriate, as are items emblazoned with messages pertaining to alcohol, drugs, and offensive sexual or social situations.

Class Dress

Clothes for classes are expected to be neat, clean, and in good repair; frayed hems and patches do not constitute good repair. The following is required class dress.

- Sports jacket or blazer
- Collared shirt fully buttoned and tucked in, with a necktie (no polo, golf shirts, turtlenecks or hooded sweatshirts)
- Casual slacks and a belt. Slacks are to be made of cotton khaki, wool, poplin, corduroy, or twill; no denim jeans. (Unacceptable slack styles include excessively baggy or riveted pants,

South Kent School Community Handbook 2010-11

- shorts or athletic pants.)
- Casual shoes and socks (no athletic shoes or sandals)

Formal Chapel Dress

- Sports jacket or blazer
- Collared shirt fully buttoned and tucked in, with a necktie
- Dress trousers and a belt (no cargo pants)
- Dress shoes and socks

Saturday Class Dress

- Polo shirt, golf shirt, or turtleneck tucked in
- Casual slacks and a belt (same guidelines as Class Dress)
- Casual shoes and socks (same guidelines as Class Dress)

Seasonal Variations may be made at the discretion of the Head of School.

Residential Life

Dorm life is the very center of South Kent's boarding school community and therefore crucial in creating a positive school experience. Dorm living provides each student with the opportunity to learn valuable lessons about living with others and becoming self-reliant.

A Residential-Dorm Parent supervises each dormitory. They, along with non-resident faculty members, are responsible for seeing that the School's guidelines are followed in the dorms. Assisting the dorm parents are student dorm supervisors whose responsibilities range from maintaining order and cleanliness to fostering positive dorm morale. Students meet regularly by dorm to address issues and concerns, as well as to participate in constructive residential dorm activities. Ultimately the quality of dorm life is controlled by each resident's commitment to taking pride in himself and being considerate of his neighbors.

Dorm Rooms

Students are assigned a roommate (when applicable) before school opens. A Rooming Request Form is part of the "Student Services Forms" document located in the Parent Resources section of the School's website. Every possible attempt will be made to accommodate a student's request.

Dorm rooms are equipped with a bed frame, mattress, chest of drawers or shelf unit, closet or wardrobe, desk, chair and safe for each student. Furniture provided by the School must remain in its original room and may not be disassembled. Students must arrange furniture so that all parts of the room are visible from the doorway. State fire codes require that all doorways must be clear of clutter and obstructions.

Students must supply their own linens, pillows, blankets, towels, bedspread or comforter and hangers.

Students are not allowed to have any non school-issued furniture in their room.

Students are not allowed to keep animals of any kind in their rooms; this includes fish.

Dorm Room Appearance

South Kent believes in self-reliance. In an effort to teach this principle, all students participate in keeping their dormitories clean. Each student is responsible for cleaning his own room.

When a student leaves his dorm room at the beginning of the academic day, the following guidelines should be met:

- Bed made
- Clothes put away
- Trash emptied
- Desk free of clutter
- Floor cleaned
- Lights, computer, music turned off

South Kent School Community Handbook 2010-11

Dorm Room Decorations

South Kent encourages students to decorate their rooms with personal effects, so that every boy takes ownership of his place at school. The following rules apply:

- Decorations must be neat and orderly and must not contradict the School's values.
- Decorations may be hung with removable adhesives sold in the School store. Fire codes prohibit articles hung from the ceiling or from sprinkler pipes.
- Students may not cover windows with anything other than the window blinds provided by the school.
- All decorations must be in good taste and may not suggest or promote immoral activity or illegal substances; this includes alcoholic beverages, drugs, and tobacco. Material advertising or glorifying alcoholic beverages or illicit drugs is prohibited.
- Sexually explicit or other degrading displays, including posters, magazines, and videos, are not allowed in the dorms or on campus.
- In cases of differences of opinion regarding what is considered "good taste," the Director of Residential Life and the dorm parents are the final arbiters.

Appliances

Boys are to leave non-essential electrical appliances at home. In an effort to maintain a safe and studios environment in the dormitories, the following guidelines are to be followed.

- Radios, MP3 players, computers, hair dryers, clocks, shavers and UL-approved window-mounted fans are the only appliances permitted in an underformer's dormitory room.
- Hot pots, heaters of any type, hot plates, heating coils, microwave ovens, electric rice cookers, television sets, refrigerators, electric blankets, lava lamps, halogen lamps are not permitted in dorm rooms.
- Sixth Form boys and Fifth Form dorm supervisors are permitted to have a small refrigerator, television, and DVD/Game System in their rooms.
- All appliances should be plugged into a UL-approved surge protector or extension cord.
- All electronic devices are to be registered with the Director of Residential Life.
- The School is not responsible for items lost, stolen or damaged. Parents are advised to list valuables on their homeowner's insurance policy.

Common Rooms

Common rooms are equipped with televisions and microwave ovens. Boys are expected to keep these clean and in good repair.

Common Rooms are covered by these additional guidelines:

- televisions are not to be removed from common rooms;
- televisions are to be turned off by 11:00 p.m.;
- all dorm occupants will share financial responsibility for any damage to common areas.

South Kent School Community Handbook 2010-11

Students, monitored by their dorm supervisors, clean the common areas. Bathrooms should be kept neat and free of personal items. Thorough bathroom cleaning is done by a professional housekeeping staff.

Safety

Above all, the dorms must be safe places to live. Connecticut State Fire Codes must be followed. The Fire Code strictly prohibits the following:

- Tapestries without the UL-approved label;
- Upholstered furniture, specifically stuffed furniture having fabric covers;
- Any decoration that hangs from ceilings, pipes, or sprinklers, or covers a light fixture or an electrical outlet;
- Heat-producing appliances used to warm a space or prepare food;
- High wattage lamps of any kind, including but not limited to: “tensor” lamps or “lava” lamps;
- Open flames or devices used to start or maintain a fire: i.e. matches, cigarette lighters, candles, incense;
- Furniture or decorations that block or impede easy room entrance or egress through doors and windows;
- Tampering with or improperly using fire or smoke protection equipment.

Security of Personal Belongings

The School expects students to respect each other’s dignity, privacy, and property. Although dorm rooms are equipped with individual locks and safes, students should never leave large sums of money in their rooms and should take care in deciding what personal and valuable equipment they bring to school. All money in excess of \$20 in cash should be deposited with the Business Office or a local bank. All personal items, including clothing, all electronics, sports, camera, sound and computer equipment should have some kind of permanent identification.

All electronic devices are to be registered with the Dean of Student Affairs.

The School is not responsible for items lost, stolen or damaged. Parents are advised to list valuables on their homeowner’s insurance policy.

Damage/Inventory

Shortly after each student moves into his room, he and his dorm parent will inventory the room, its furnishings, and its condition. Student rooms are to be left in their beginning-of-the-year condition when the rooms are vacated.

Damage to rooms or loss of School property (screens, bedding, furniture, etc.) will be billed to the student’s parents/guardians.

Room Inspections

Dorm parents and dorm supervisors will make regular room inspections to ensure that rooms are neat, clean, orderly and in full compliance with School guidelines. If an individual continually falls short of the guidelines, work hours will be assigned.

Authorized personnel may enter students’ rooms for any purpose and at any time, especially for maintenance or safety inspections.

South Kent School Community Handbook 2010-11

General Dorm Rules

- On school nights, the dorms are to be quiet after 7:45 p.m.; not only does the quiet make the dorms more conducive to study, it is also a form of consideration for faculty families, many of whom have school-aged children.
- Students are required to be in their dorms for Check-In (10:00 p.m. on school nights, 11:00 p.m. on Saturday).
- When students are in their rooms, they must leave their doors unlocked. No student may be in another's room unless a resident of that room is present.

Third Form Dorm Rules

- No phone use after 10:00 p.m.
- In room by 10:10 p.m.
- Lights out at 10:15 p.m.

Fourth Form Dorm Rules

- No phone use after 10:15 p.m.
- In room by 10:25 p.m.
- Lights out at 10:30 p.m.

Fifth Form Dorm Rules

- No phone use after 11:00 p.m.
- In room by 10:55 p.m.
- Lights out at 11:00 p.m.

Sixth Form & Post Graduate Dorm Rules

- Sixth Formers & Post graduates may sign out, with dorm parent permission, to the library or gym after the 10:00 p.m. Call-In.
- All Sixth Formers must be in their respective dorms by 11:00 p.m. and in their rooms by 11:30 p.m.
- Lights out at 12:00 a.m.

South Kent School Community Handbook 2010-11

Cell Phones/Electronic Communication Devices

Students may possess or use personal electronic communication devices including, but not limited to, cell phones, pagers, computers, iPods, game consoles and any device which has the ability to connect or access data on any network.

Permitted devices must:

- Be turned off during class time and at any other time directed by a faculty member.
- Not disrupt the educational program or school activity.

Student cell phones and/or electronic devices including, but not limited to, text messages and digital photos, may be searched by a faculty member, under limited circumstances, in accordance with the limitations imposed by state and federal law. Specifically, school officials may not search students' cell phones and/or electronic devices, including the accessing and reading of their text messages and digital photos, unless those officials have a reasonable suspicion, based on objective and explicable facts, that the search will provide evidence of the violation of the law or a school rule. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

The School is not responsible for items lost, stolen or damaged. Parents are advised to list valuables on their homeowner's insurance policy.

Social Media Guidelines

South Kent School understands the importance of students engaging, collaborating, learning, and sharing in digital environments. To this aim, South Kent has developed the following guidelines to provide direction for the School community when participating in online activities.

South Kent School's social media guidelines encourage students to participate in social computing and strive to create an atmosphere of trust and individual accountability, keeping in mind that information produced by South Kent students is a reflection on the entire community and is subject to the School's Acceptable Use Policy.

We ask that students follow the School's rules when posting online. It is acceptable to disagree with someone else's opinions; however, it is necessary to do so in a respectful way. Criticism should be constructive and not hurtful. Simply put, what is inappropriate at School is inappropriate online, and students will be held accountable in the same fashion. Social media venues are very public. What is posted online leaves a digital footprint for all to see. Students should not post anything they wouldn't want friends, parents, teachers, or an employer to see. Students should never give out personal information including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Nor should they misrepresent themselves by using someone else's identity. Passwords should not be shared.

Failure to act in accordance within these guidelines may result in disciplinary action, restriction or loss of network privileges and confiscation of hardware.

South Kent School Community Handbook 2010-11

Day Students

South Kent believes that its day students are as integral to the community as its boarding students. Thus day students keep the same schedule of daily assignments and commitments (i.e. assembly, classes, chapel, sports, jobs, meals, etc.) as boarding students. While on campus and at School events, they are bound by the same School rules and regulations. Day students who receive disciplinary work hours are expected to meet those commitments; special exemptions will not be made. Day students are always welcome to spend the night on campus if their commitments and/or inclement weather make it impossible or unsafe to return home.

Day students are expected to arrive at school in time for their first commitment and to stay until they have met their last commitment. These commitments include any required evening activities, such as chapel services. Day students are welcome to stay for dinner on campus, but are not required to do so. Unless they have made arrangements to spend the night, they must leave no later than dormitory Check-In at 10:00 p.m.

All Day Student issues may be directed to the Day Student Coordinator.

Day Student Lounge

The Day Student Lounge is an area on campus where day students can safely keep their belongings and relax during free periods. There are lockers available for all day students, as well as comfortable furniture and study spaces. The Day Student Lounge is intended to be a safe and friendly space where students can feel comfortable at all times. As such, the basic school rules apply in the Day Student Lounge. Students are expected to be respectful both of the space itself and the right of their classmates to use it. Essentially, if something is not appropriate elsewhere on campus, it is not appropriate in the Day Student Lounge.

Driving

Day students wishing to drive to and from school each day must complete a form available from the Dean of Student Affairs office. This is a privilege offered to day students. Cars are to be parked only in the parking lot next to the gym. Assigned spaces will be given upon registering the vehicle with the Dean of Student Affairs. All day student property, including vehicles, is subject to the same search guidelines as that of boarding students. Once a day student leaves campus, he may not return without the permission of the Dean of Student Affairs or the Master of the Day (MOD). Students who violate these rules will forfeit the privilege of having a car on campus.

Day students may ride with other day students to and from school only if they obtain permission from their parents. This permission will be kept on file with the Dean of Student Affairs.

Under no circumstances may a day student drive a boarder anywhere without special permission. Permission must be obtained from the parents of both the driver and passenger and delivered to the Dean of Student Affairs office. Day students may not drive to any school-affiliated, off-campus events.

Health

Day students may seek treatment for injury or illness from the staff of the Health Center. However, the staff of the Health Center is not responsible for scheduling routine medical or dental examinations for day students.

South Kent School Community Handbook 2010-11

Absences

Parents of day students must notify the Health Center if a student is absent from school due to illness or injury. Telephone calls should be made before the start of the academic day (7:45 a.m.). Parents are asked to call the Health Center directly at (860) 927-3539, ext. 245.

When the student's absence is the result of a serious communicable disease, on his return he must present a doctor's note of assurance that he is past the point of contagion. Otherwise, he must see the School Physician on the morning of his return.

For all other absences, please call the Dean of Student Affairs office at (860) 927-3539, ext. 200.

Meals

Community meals have a special importance in the South Kent community. The entire community gathers daily at lunch for a formal meal. Formal Dinner is held each Monday evening, and occasionally Formal Dinners are called for special occasions. Seating is assigned for formal meals, and attendance is mandatory and is taken by the faculty member assigned to the table. All other meals are informal.

The Perch

The Perch is a student-run snack shop that is open in the evenings after study hall hours, Monday through Friday. The Perch offers an array of items from yogurt and fruit to burgers and fries. Its purpose is to provide the student body with both food and a relaxing environment. It has two 36" flat screen TV's with DIRECTV programming for their enjoyment.

ATHLETICS

At South Kent School, athletics are part of everyday life. The school expects that each boy who spends time on the Hillside participates in a “Group A” offering at least two seasons of the year; the third season, he may participate in a “Group B” activity. The Physical Fitness option is limited to VI Form and Post-Graduate students.

Each student is asked to contribute to a program designed to challenge him as well as build his self-esteem and confidence. The athletic program engages our students in developing teamwork by driving toward a common goal and learning that personal sacrifice can benefit the whole.

If, for documented medical reasons, a boy cannot actively participate in the School’s athletic program, he is expected to work with the athletic trainers or serve one of the teams in another capacity.

South Kent’s interscholastic athletic schedules are very competitive. Frequently, the teams compete against much larger schools. SKS has a rich tradition of hard work and fair play. South Kent boys compete with pride and remain gentlemen in victory, as well as in defeat.

South Kent School is a member of the New England Preparatory School Athletic Council and the Hudson Valley Athletic League. Teams have the opportunity to participate in post-season tournaments and compete for league and New England titles. South Kent School adheres to HVAL and NEPSAC guidelines for athletes, coaches, officials and spectators.

“Group A” Offerings

Fall

AMG
Biking
Crew
Cross Country
Jujitsu
Soccer – Varsity
Soccer – JV

Winter

AMG
Basketball – Prep
Basketball – Varsity
Basketball – JV
Hockey – Prep
Hockey – Varsity
Jujitsu
Skiing/Snowboarding

Spring

AMG
Baseball – Varsity
Baseball – JV
Crew
Golf
Lacrosse
Tennis

“Group B” Offerings

Fall

Intramural Sports
Manager
Music
Physical Fitness
Robotics

Winter

Intramural Sports
Manager
Music
Physical Fitness
Robotics

Spring

Intramural Sports
Manager
Music
Physical Fitness

Participation in non-South Kent tournaments and other activities

South Kent students are allowed to participate with non-school affiliated teams. However, their participation must not hinder their ability to meet their obligations as a South Kent student. The Dean of Students, Director of Athletics, and his Form Dean will examine each student-athlete’s academic performance, athletic obligations, and effort scores to determine if permission is granted.

DISCIPLINE

All successful communities depend upon rules to establish boundaries and to reinforce values. The South Kent community is no different. The goal of South Kent School's discipline system is to teach boys a fundamental lesson: actions have consequences. To do this, South Kent has three broad categories of rules: Accountability Rules, Procedural Rules, and Major Offense Rules.

The Point System was developed by students to ensure fairness, consistency, and clarity in school-wide discipline. This system attempts to elicit good conduct by drawing boundaries between acceptable and unacceptable behavior and places responsibility for a student's standing in the community in his own hands. Accountability and Procedural Rules encourage responsible action. Major Offense Rules focus on honor and honesty while protecting physical and emotional safety.

Since no list of rules can be completely comprehensive, students are expected to know and live by the "spirit" of South Kent School's purpose and values as well as the "letter of its law."

The Point System works as follows: students who accumulate 20 or more points may be suspended. Students with 35 points may be dismissed. Students with fewer than 35 points can ensure their future standing in the community by simply choosing to meet the School's expectations for appropriate behavior. Students who accumulate 10 or fewer non-Major Offense points during any term will have those points erased from their disciplinary record at the end of that term. However, students accumulating 11 or more points in a term will begin the new term with those accumulated points. Any work hours incurred during the final week of a term will automatically be converted to points.

South Kent School — its employees, faculty, and staff — acts *in loco parentis*. The adults make decisions for the safety and well-being of students in the absence of parents/guardians. For this reason, all behavior that contradicts the School's purpose and values while a student is under South Kent School's jurisdiction is subject to disciplinary action. School jurisdiction refers to all times when school is in session, including travel to and from the School, School-sponsored trips, or when a student is temporarily off-campus, unless that student is under the direct supervision of his parents/guardians. Students can and should expect to be questioned about inappropriate behavior.

The South Kent School community expects its members to meet all the assigned terms of punishment. Further disciplinary action may be taken if these expectations are not met. Official notice will be sent to the parents from the Dean of Student Affairs when a boy has accumulated 5 disciplinary points.

South Kent School Community Handbook 2010-11

Accountability Rules

South Kent expects students to be punctual and responsible in meeting their commitments to the community. Accountability Rules apply to the following non-academic commitments: morning meetings, required chapels, required meals and jobs. Students who violate accountability rules can expect to receive work hours per violation. Students who accumulate multiple violations will face stronger penalties.

Procedural Rules

Procedural Offense	Responses		
Out after hours	1 point	1 hour	Campused for 1 week
Off-campus sign out/in violation	2 points	1 hour	Campused for 1 week
Guest/Visitor violation	3 points	1 hour	Campused for 1 week
Tobacco violation *	3 points	1 hour	Campused for 1 week
Academic Absence Class/ARC/Form Meeting	5 points	2 hours	Campused for 1 week
Sports Absence	3 points	2 hours	Campused for 1 week
Failure to abide by travel plans	3 points	1 hour	Campused for 1 week
	Multiple cuts will lead to a Judicial Board hearing.		
Willful Disobedience	To be determined by Form Dean and Dean of Student Affairs. May include a Judicial Board hearing.		

** South Kent School is a tobacco-free community. The use of, possession of, or remaining in the presence of any tobacco product is against South Kent School rules.*

South Kent School Community Handbook 2010-11

Major Offense Rules

Although all major offense violations are considered a serious affront to the South Kent community, any act perpetrated with intent of injuring people or damaging school property may trigger a student's immediate dismissal from school. A student who commits a Major Offense can expect any or all of the following consequences:

- Up to 13 points carried for a calendar year,
- Major Offense Probation,
- Campusing for maximum of 3 weeks,
- A letter to his parents/guardians,
- A meeting with the Advisor, Dean of Student Affairs, and Form Dean,
- A written acknowledgment by him of his situation.

Students who commit Major Offenses are placed on Major Offense Probation. The Major Offense violation will remain on the student's record while enrolled at South Kent School. Points from Major Offenses remain in place for a full calendar year, from date of the School's official response to that offense. Dismissal may occur if a student on Major Offense Probation commits another Major Offense.

In the event that further clarification is needed, students who have committed a Major Offense violation may be brought before the Judicial Board.

The following are considered Major Offenses:

- **Lying/Dishonesty:** This includes any willful misrepresentation of facts to any student or adult in order to perpetrate an offense, or to attempt to escape discipline, or to protect someone else from disciplinary action.
- **Academic Dishonesty:** The Dean of Academic Affairs, in consultation with the Associate Head of School and the classroom teacher, will investigate charges of academic dishonesty and follow the School's policy as described in the Academic Life section of this handbook.
- **Stealing or the possession of another's property without the owner's express permission:** Unauthorized cable television, telephone or data connections in dormitories are considered theft.
- **Unlawful entry into another student's room, trunk, locker, backpack, clothes, safe and mail or other possessions, as well as faculty residences, campus areas, buildings, and rooms designated as off-limits:** Unlawful entry is defined as entering such places without express permission or direct authorization from the rightful residents/owners or proper school officials.
- **Illegal Substances:** Using, possessing, distributing, or attempting to secure "chemical or illegal substances" or related paraphernalia while under South Kent School jurisdiction is forbidden. The term "illegal substance" shall include, but not be limited to, alcohol, narcotics, marijuana, cocaine, LSD, any over-the-counter drug, any controlled drug, any prescription drug not prescribed by a physician or not taken as prescribed, any non-medical substance used for mind-altering purposes (inhalants), and performance-enhancing substances. If the School has reason to believe that a student is involved with chemical substances, that student will be immediately notified and summoned to the Head of

South Kent School Community Handbook 2010-11

School's office, the Associate Head of School's office, or the Dean of Student Affairs' office, and the parents/guardians will be notified. South Kent School reserves the right to substance-screen a student when there is reasonable suspicion that the student is or has been under the influence of drugs or alcohol. Any refusal of a substance-screen by a student will be interpreted as an admission of guilt.

- Possessing, using, or bringing on or near campus weapons, knives, guns (including paintball, pellet and BB guns), or explosive devices, or assisting anyone else in doing the same
- Swimming, boating, or skating on school property without supervision
- Tampering with or inappropriately using any fire and/or safety equipment
- Using motor vehicles without permission
- Using open fire or a heating element of any kind including hot pots and similar cooking devices in or around a building.
- Burning incense in any building.
- Fighting or assaulting, threatening, endangering, bullying, or hazing
- Harassment: It is the policy of South Kent School to maintain a community free from harassment. It shall be a violation of the policy for any person to harass another through conduct, words, or gestures. Harassment may include, but is not limited to, the following: verbal harassment or abuse, cyber bullying, pressure for sexual activity, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats. This policy recognizes that harassment can be directed not only by one student toward another, but also by an adult toward a student, a student toward an adult, or an adult toward another adult (see the School's policy on harassment at the end of this section).
- Willfully tampering with or destroying property
- Unauthorized possession of master keys or other School property
- Facilitating or remaining in the presence of the commission of any Major Offense (Guilty by Standing Rule)
- Living outside the spirit of the community
- Any other offense deemed inappropriate by the Head of School

South Kent School Community Handbook 2010-11

Discipline Responses

All student offenses are reported to the Form Deans who, along with the Dean of Student Affairs, are responsible for administering discipline and maintaining the Point System. Final authority for student discipline is the responsibility of the Head of School. The following are the more common responses to disciplinary infractions:

Campusng

Restriction to campus

Counseling

Meeting with the School's counselor or other recommended professional

Conference

Meeting of student, selected representatives from the School, and his parents/guardians

Dismissal

Immediate dismissal from the School

The Head of School has the right to dismiss any student, regardless of point totals, if, in his sole discretion, he believes a student's behavior jeopardizes the health and well-being of the School community.

Assignment of Hours

Assigned community work projects

Notification

Letter to parents/guardians regarding a student's infraction and status

Assignment of Points

Numerical evaluation of a student's disciplinary status

Probation

When a student has repeatedly failed to meet expectations or follow School rules, the Form Dean, acting on behalf of the student's advisor and teachers, may recommend that the Head of School place the student on probation (academic or disciplinary), or the Head of School may decide to do so independently. Probation is a severe measure intended to alert the student and his family to the seriousness of the School's concern. While on probation, a student is expected to obey all School rules and meet the expectations set forth under the conditions of Probation. Students on Probation must demonstrate a willingness to uphold the ideals of the South Kent School community through responsible action, a positive attitude, and cooperation in all areas. Failure to do so may result in dismissal. Disciplinary Probation is a consequence resulting from the commission of a Major Offense. Dismissal may occur if a student on Major Offense Probation commits another Major Offense.

Suspension

Upon the accumulation of twenty (20) points, or at the discretion of the Dean of Student Affairs, a student may be required to take time away from School in the custody of his parents/guardians or mutually agreed-upon professional to explore strategies leading to more appropriate behavior. While on suspension, a student is responsible for completing all course work.

An internal suspension may be used if deemed appropriate by the Dean of Student Affairs. The internal suspension will consist of reporting to the ARC for all of the student's free periods during the day. At this time he is to be quietly working, with no cell phones or interaction with other students. He must also make all commitments and work off all hours owed. If any commitment is missed, the suspension will be

South Kent School Community Handbook 2010-11

extended by one day per incident. If the boy continues to violate the terms of the suspension, further disciplinary action will be taken.

Voluntary Withdrawal

A student (or his family) may opt to withdraw from school before the School responds officially to the commission of a Major Offense.

Leave of absence

It is sometimes necessary for a student to take leave from South Kent School for a short period of time. Parents may request a short-term leave in writing to the Head of School. Students and parents should give the Dean of Academic Affairs a plan to complete all academic work while off-campus in order to receive academic credit. The most common plan of action involves private tutoring, which a student arranges independently of South Kent. The Dean of Academic Affairs will provide the tutor with assignments. Students are expected to complete all course work, including individual homework assignments, quizzes or tests. The expectation is that a student's academic work will be current upon his return to campus.

It is sometimes necessary for a student to take leave from the School for an extended period of time, other than for medical reasons. On these occasions, the student must submit a written proposal for the Head of School's approval in order to receive academic credit from South Kent School. The Dean of Academic Affairs will set a timetable for all academic work to be completed. The transcript will indicate that a leave of absence was taken, and course work was completed off-campus. In the event that a student's absences add up to 10 or more days, this policy will apply. A grade of "Pass" or "Fail" will be assigned for each course.

Should the recommendation be made that a student undergo professional evaluation and/or spend time in treatment, the costs will be covered by the student's parents/guardians. The student on Medical Response Leave will not be allowed to return to campus until the School receives and approves a written evaluation and a treatment plan from the evaluators or treatment professionals. South Kent School reserves the right to reject such evaluation and/or treatment plan, at which time the student will be required to withdraw from the School. A student returning to School from such a Medical Response Leave is subject to all School rules, as well as the following conditions, for the remainder of his South Kent School career:

- Random screening for chemical substances (The use of or possession of chemical substances, the use of or possession of related paraphernalia, or the indication through screening of continued use or the resumption of use would result in immediate dismissal.)
- Compliance with all requirements of the prescribed treatment plan
- Making up of all missed academic work

Failure to comply with these conditions may result in dismissal.

DISCIPLINE PROCEDURE

Notice and Appeal

A weekly Infraction List will be posted in the Old Building. It is each student's responsibility to read this list. Students who believe they have been incorrectly or unjustly cited on the weekly Infraction List may appeal their case to the Form Deans and Form Councils at the weekly "Beef Session." A post "Beef Session" list will be posted every Friday with the assigned disciplinary work-hours and points. It is each student's responsibility to complete his disciplinary work-hours. If a student chooses not to work off assigned work-hours, the remaining hours will be converted to disciplinary points and can no longer be worked off.

Students will be notified if they have committed (or are suspected of having committed) a Major Offense. Parents/guardians will also be notified that their son has committed a Major Offense. Usually this will begin with a phone call from the Dean of Student Affairs. A follow-up letter from the Dean of Student Affairs will alert parents/guardians to their son's disciplinary status.

Judicial Board

The Judicial Board consists of three faculty members and three students who meet to respond to:

- Serious offenses for which there are no pre-determined consequences
- Major Offenses
- An offense for which a student's responsibility is unclear or needs to be determined
- The Head of School's call for a meeting

A student who has committed a Major Offense or is suspected of having committed one may request to have his faculty advisor present when his case is heard at the Judicial Board Meeting.

After hearing any case, the Judicial Board recommends a course of action to the Head of School who makes all final disciplinary decisions. A letter will be sent home to parents/guardians from the Head of School or his designee informing them that their son has appeared before the Judicial Board.

Searches

When any member of the School's faculty deems it necessary, a student, his room, and his possessions will be searched. Searches are conducted, whenever possible, by the Dean of Student Affairs. Faculty and staff members are, however, authorized to search a student, his room, his car/vehicle and his possessions unaccompanied by any other person if it is deemed necessary.

Confiscation Policy

South Kent School reserves the right to confiscate any item belonging to a student brought onto campus in violation of School rules and policies. Such an item will be discarded at the conclusion of the academic year unless a parent or legal guardian requests its return and personally appears to retrieve it.

A POLICY ON HARASSMENT/ASSAULT AT SOUTH KENT SCHOOL

It is the policy of South Kent School to maintain a safe, appropriate and nurturing environment for the students and personnel who live and work here. In the event of a person/persons who act in any way so as to endanger, embarrass, compromise or hurt any other person through racial, sexual, or any other type of harassment or assault (including any form of electronic communication), the School may take the following action:

1. The Associate Head of School is to be notified immediately. The Associate Head of School will notify the Head of School, the nurse, and the Crisis Team, if necessary.
2. The Head of School or his designee may notify all involved parents.
3. Professional evaluation will be sought, if needed.

Definitions:

- A. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or (b) such requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. (Employee Handbook, Administrative and Non-Faculty Staff, 2003)
- B. Harassment other than sexual harassment: Conduct that denigrates or shows hostility or aversion toward an individual because of his or her protected status, or that of his or her relatives, friends, or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment status. (Employee Handbook, Administrative and Non-Faculty Staff, 2003)
- C. Harassment can be directed not only by one student toward another, but also by an adult toward a student, a student toward an adult, or an adult toward another adult.
- D. Under certain circumstances, sexual harassment of a child may constitute child sexual abuse as defined in Connecticut General Statutes.

VACATIONS AND TRAVEL

Major school vacations are scheduled at Thanksgiving, the Christmas holidays, and during March. South Kent asks students and their families to respect the dates and times on the calendar when making travel arrangements. Students should give their travel schedule to their Form Deans as early as possible so that the school can make arrangements for their departure from and arrival back to school. All travel plans must be submitted to the Form Dean on a travel form and be approved. Missing a scheduled pickup will result in an extra fee charged to the student's account. The School will be unable to indulge students who wish to leave early or return late; such actions severely jeopardize a student's academic standing.

Families need to make travel plans well in advance of vacation periods, especially those families who depend upon public transportation. All travel plans and all permission forms must go to a student's Form Dean.

The campus is closed to students during vacation periods. Students requiring accommodations during a vacation period must make independent arrangements off-campus.

Students and their families are responsible for arranging transportation to and from campus. The School provides transportation on a very limited basis.

Unscheduled Transportation and School Trips

Throughout the academic year there will be scheduled transportation of students to and from the major transportation centers. The scheduled trips to Wingdale NY, for Metro-North service to New York City and Westchester, and to the Danbury Bus Terminal will be arranged by the School at no additional cost. A schedule is posted on the community bulletin board located in the dining hall.

For any transportation outside the scope of what South Kent normally provides to these locations, there will be an additional fee of \$20 to/from Wingdale train station, and \$50 to/from Danbury Bus terminal. For trips to Bradley (Hartford) or NYC area airports, there will be an additional fee of \$150.

Unscheduled transportation requests by families, that are approved by the Form Dean(s), must be contracted with and paid directly to the transportation service provider. Contact the School for a list of providers.

Regarding school trips that require airfare and hotel reservations, the family is required to pay the airline or lodging provider directly. Once the School makes reservations, the families will be responsible for providing credit card information or sending a check or money order to the provider.

Failure to abide by approved travel plans (by either leaving campus early or returning late) may be considered a Major Offense.

Leaving Campus

Whenever a student leaves campus for other than a school affiliated activity, he is required to sign out in the Old Building. Immediately upon his return to campus, a student must sign back in. It is the obligation solely of the student to sign himself in and out in accordance with this rule. This responsibility may not be delegated.

Bicycles/Skateboards/Rollerblades

Any student who is not walking or travelling in a vehicle is required to wear a certified bicycle helmet. Also, all South Kent students must obey the laws of the road — walk on the left side; ride on the right side. A student who violates these rules will lose his privilege to go into town.

South Kent School Community Handbook 2010-11

Weekends

“Weekends” is the term used at South Kent to designate that period of time which begins after a student’s last scheduled commitment (academic or athletic) on Saturday and ends on Sunday evening (or Monday evening after a long weekend). The School will provide transportation to Wingdale NY, for Metro-North service to New York City and Westchester, and to the Danbury Bus Terminal for departing students Saturday at noon and for returning students on Sunday before Study Hall.

Direct communication from the student’s parents to the Form Dean is required before a student may leave campus. This communication must grant specific permission to go on the weekend and to use a specific mode of transportation. Completed travel forms must be submitted to the Form Dean by noon on the Wednesday before the weekend.

Students who are “Campused” or having scholastic difficulties may be prohibited from going on a weekend. (The Form Dean along with the Dean of Academic Affairs will make the decision in such cases.)

All “hours” or other disciplinary commitments must be attended to before a student may take a weekend. Working hours off early may be done at the discretion of the Form Dean or the Dean of Student Affairs.

Student Vehicles

No boarding student is permitted to have a vehicle on campus. Day students wishing to drive to and from school each day must complete a form available from the Dean of Student Affairs office; this is a privilege offered only to day students. Cars are to be parked only in the parking lot next to the gym. Assigned spaces will be given upon registering the vehicle with the Dean of Student Affairs. Day student vehicles are to be used solely for transportation to and from school. The vehicle is to remain in the assigned space until the student is finished with his school commitment and is returning home.

Under no circumstances may a day student drive a boarder anywhere without special permission. That permission must be obtained from the parents of both the driver and passenger and delivered to the Dean of Student Affairs office. Day students may not drive to any school-affiliated, off-campus events.

South Kent School’s Transportation Form grants a student permission to ride in any chartered bus or common carrier, or in a vehicle driven by, or under the direction of, School faculty or staff and their spouses, faculty members from other schools co-hosting events with South Kent School, and by any person approved by the Head of School or his representative.

A parent or guardian may grant their son permission to ride with other individuals provided that the School has received authorization. Please note that while additional driving permission can be granted over the phone, the School may require additional confirmation before the travel is authorized.

STUDENT SERVICES

Banking

South Kent School strongly recommends that each student have a personal bank account. If a student does not have ATM access to a bank from his hometown, the Business Office or the International Students Coordinator will provide assistance in establishing an individual savings and/or checking account that includes ATM access. Due to the structure of the daily schedule, this could take some time to complete at the start of the year; therefore, we strongly encourage our families to make arrangements before they arrive in September. The three local banks in Kent are Bank of America (860) 927-4681, Union Savings Bank (860) 927-3529 and Webster Bank (860) 927-7183. Please check with each individual bank for their account information and requirements.

If opening a bank account is not an option, parents can deposit funds directly into their son's student account for personal use such as weekly allowance, transportation, or other special needs. Written permission from the parent(s) is required before the funds are given to the student. The Allowance Permission Form, included in the "Student Services Forms" document, is to be used as ongoing permission for a student to receive a weekly allowance. If a need arises in which your son needs funds, the parents should email permission to businessoffice@southkentschool.org. In the event of school vacations, long weekends, special travel, or other circumstances, the Business Office requires a minimum of ten days notice prior to disbursing funds. Funds may be picked up on Wednesdays or Fridays, between 1:00-1:30 pm.

ATM

As a convenience, South Kent School offers an ATM located on campus in the corridor of the Old Building/Dining Hall. Our ATM accepts Discover, American Express, Credit Union 24, Maestro, Mastercard, Visa, Cirrus, Plus, Quest, Star, Pulse and NYCE cards. There is a \$200 limit per transaction.

Student Accounts

The following is a list of items that may be charged to a student's account:

- Academic Supplies
- Allowance/Cash Transactions
- Athletic Gear
- Athletic Trainer Supplies
- Doctors' co-pays and deductibles
- Facility Damage (Room, Dorm, Community)
- Health Center (shots, physicals, etc)
- Health & Hygiene Supplies
- Lab Fee (\$95)
- Laundry
- Lost/Misplaced dorm (\$25) and mail keys (\$15)
- Miscellaneous Charges (computer parts ordered, phone cards, etc)
- Outside Activities (skiing, snowboarding, excursions, lodging)
- Physical Therapy Services
- Postage
- Prescriptions (when credit card is not on file)
- SKS Logo Items
- Sports Photographs
- Student ID Card replacement
- Testing (ACT, SAT, AP Exams)
- Textbooks
- "The Perch"
- Tutoring
- Unscheduled Transportation
- Yearbook

Weekly laundry service now includes all clothing and linens (towels, sheets, pillow cases and blankets with student's name imprinted on each item) for the 2010-2011 academic year. Laundry is to be dropped off in the basement of the Old Building/Dining Hall on Monday mornings before Morning Meeting and is returned for pickup after lunch on Thursday and Friday, depending on the student's Form.

South Kent School Community Handbook 2010-11

The Perch and The School Store

The Perch is a student-run snack shop that is open in the evenings after study hall, Monday through Friday. The Perch offers an array of items from yogurt and fruit to burgers and fries.

The School Store is open for a half-hour after lunch on Monday, Tuesday, Thursday and Friday. The store's merchandise includes academic supplies, personal health and hygiene items, clothing, and South Kent School logo items.

At the beginning of the school year, each student will be issued a Student ID card that can be used to make purchases at both The Perch and the School Store. The Student ID card will be issued with an initial deposit of \$400.00 which will be deducted from the Student Services Deposit. If parents would like a different amount deposited to the Student ID card, then The Perch/School Store Funds Form, included in the "Student Services Forms" packet, must be filled out and returned to the Business Office prior to the start of the school year. If the balance falls below \$50.00, parents will be notified, and additional funds may be added to the card by contacting the Business Office at businessoffice@southkentschool.org for payment arrangements. If additional funds are not received by the Business Office prior to the balance reaching \$0, the student will not be able to make purchases until funds are received.

Textbooks

Textbooks (new, used or eBooks) must be ordered online at www.ClassBook.com and should be available shortly after students receive their course schedules for the 2010-2011 academic year. Book returns are also handled directly through www.ClassBook.com.

HEALTH SERVICES

South Kent School is concerned with each boy's physical, mental, and spiritual health. The health-related policies and practices at the School are designed to encourage a healthy environment in which boys can grow and mature.

All students are expected to have a thorough physical examination before each school year. This must be completed, and the Student Health Forms submitted to the School prior to the student's first day of school. The information received on the physical examination form is kept confidential and allows the nurses and the School physician, in conjunction with other health care professionals, to provide health care and emotional support for the student. Parents are responsible for updating all vaccinations. Parents must provide evidence of medical insurance to the School prior to the start of each academic year. All international students **MUST** purchase US health insurance/prescription drug plan coverage to meet the standards of United States health care. This coverage is purchased through the Business Office per the Tuition Schedule Statement for the 2010-11 school year. Most doctors and medical service facilities refuse to accept insurance from international plan sponsors.

Any changes to a student's medical coverage during the year should be reported to the School Nurse's office immediately. Failure of parents/guardians to provide accurate and complete psychiatric and medical information may result in a student's dismissal from the School.

The School nurse keeps regular daily hours. The School's physician sees patients during regularly scheduled office hours in the School's Richards Health Center; when necessary, he will also see patients at his office in Kent. The School's counselor also sees students during scheduled hours. Local specialists are available for consultation, and two nearby hospitals serve the community. All appointments are made through the School Nurse's office.

In the event of a medical scheduling conflict, it is the responsibility of the student to turn in homework and papers, and to reschedule quizzes or tests as necessary. A medical appointment does not excuse the student from these responsibilities, only from the class period(s) and other commitments that must be missed. If a medical appointment cannot be kept, the student must notify the nurse immediately. Day students who become ill while at school must notify the nurse. Parents will be notified by the nurse and may be asked to pick up their son. Day students must contact the School Nurse or the Assistant to the Dean of Student Affairs if they will be tardy or absent.

Prescription Drug Plan

If parents have health insurance that includes a prescription drug plan, legible copies of both the front and back of the student's health insurance card and prescription drug plan card need to be on file in the Health Center. All students must provide a credit card or cash deposit with Kent Apothecary and complete a profile application for the School to provide prescription service to students. The Kent Apothecary form must be returned in order to receive this service. This arrangement will cover any co-payments, deductibles and any other costs not included in a family's health care plan. SKS will not be responsible for any costs related to individual health care. The form and additional information about this service is included in the "Health Forms" package included in the summer mailing and available on the School's website.

Medications

All medications, both prescribed and over-the-counter, must be kept in the nurse's office in the Health Clinic. Medications are dispensed at specified times by the nurse on duty. Students are responsible for visiting the clinic at these times to receive and take their medication(s) according to the prescribed schedule.

South Kent School Community Handbook 2010-11

Student Athletes

The entire medical staff works closely with each student-athlete on a daily basis to help promote a healthy lifestyle and healthy choices. The athletic trainers, nurses and physician are responsible for evaluation, rehabilitation and care of athletes, and prevention of athletic injuries. Additional responsibilities include overseeing strength and conditioning programs of all athletic teams and student-athletes. If an orthopedic injury occurs during athletic activity, the student-athlete is evaluated and cared for by the coaching and medical staff as well as a group of physician specialists. Questions about pre-season preparation for any sport may be directed to the Director of Athletics or the relevant coach.

Health Team

The Faculty Health Team provides additional health support for students. This Faculty Health Team meets every week with the School's counselor to review and discuss various health issues as they pertain to the School in general and individual students in particular.