



2021-2022 Parent-Student Handbook



Dear Academy Hill Families:

I am thrilled to welcome you to the 2021 – 2022 academic year at Academy Hill. I have been a part of the community as a parent for many years, and now look forward to my sixth year as Head of School with great anticipation and a sustained commitment to our mission and values. As an alumni parent, I am fortunate to understand what makes the Academy Hill Family uniquely special. I believe we offer unparalleled opportunities to our students through rich, rigorous instruction, engaging extra- and co-curricular opportunities, and a nurturing and encouraging social environment. My hope is that all of our families cherish the Academy Hill School experience the way my own has over the years.

This Family Handbook has been developed to present the school expectations in a clear, concise way. The faculty and staff at Academy Hill recognize that the school-to-home partnership is critical to promoting a safe, respectful, nurturing learning environment for our students. Please review the Family Handbook with your child(ren) prior to the start of school. We ask that you sign the attached form to acknowledge you have read and discussed the Handbook at home.

If you have concerns or comments at any time, please call or visit. My door is always open to thoughts and suggestions.

Thank you, and welcome to what I am certain will be another successful academic year at AHS!

All my best,

Melissa Earls

Head of School

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Mission Statement

Academy Hill provides an intellectual, nurturing, and enriching foundation in a welcoming environment for students at the elementary school and middle school levels. Our goal is to develop tomorrow's Visionaries, Leaders, and Innovators by:

- Identifying and cultivating talents through challenging, and differentiated programs;
- Building character, citizenship, and confidence in students;
- Encouraging and enabling creative and critical thought and actions;
- Pursuing individual curiosity while encouraging self-initiative and a passion for learning;
- Developing the capacity and self-confidence needed for effective public speaking and self-advocacy;
- Building the skills our students need to succeed in the future; and
- Collaborating with families to provide students with the best possible experience.

Statement on Diversity, Equity and Inclusion

Academy Hill School has been engaged in diversity work since our founding. We recognize diversity alone does not lead to inclusion, and we are committed to taking active steps to create an environment in which the identities and cultural backgrounds of our families, students, and employees are valued and respected.

At Academy Hill we believe that diversity, equity and inclusion are essential to achieving educational and academic excellence, and that students' learning experiences are enriched by the diversity of the curriculum, student body, and adult community. Academy Hill is committed to creating an inclusive and equitable community in which all individuals can participate in and contribute to the life of the school, regardless of race, gender, class, religion, sexual orientation, or any other aspect of their identity. We are actively working to gain a deeper understanding of difference and how we honor it in our daily lives at school.

As a NAIS (National Association of Independent Schools) member school, we believe in and subscribe to the Association's Principles of Good Practice as they concern Equity and Justice.

EQUITY AND JUSTICE

PREAMBLE

The following principles provide common ground for interaction between independent school professionals and their many constituents (parents, students, colleagues at other schools, and the public). The NAIS Principles of Good Practice for member schools define high standards and ethical behavior in key areas of school operations to guide schools in becoming the best education communities they can be, to embed the expectation of professionalism, and to further our sector's core values of transparency, excellence, and inclusivity. Accordingly, membership in NAIS is contingent upon agreement to abide by the spirit of the PGPs.

OVERVIEW

NAIS schools value the representation and full engagement of individuals within our communities whose differences include — but are not limited to — age, ethnicity, family makeup, gender identity and expression, learning ability, physical ability, race, religion, sexual orientation, and socioeconomic status. NAIS welcomes and celebrates the diversity of our member schools. We expect member schools to create and sustain diverse, inclusive, equitable, and just communities that are safe and welcoming for all. We recognize that to do so requires commitment, reflection, deliberate planning and action, and ongoing accountability. The following NAIS Principles of Good Practice for Equity and Justice provide the foundation for such an independent school community.

- 1 The school establishes the foundations for its commitment to equity and justice in its defining documents (mission, core value, and/or philosophy statements).
- 2 The school respects, affirms, and protects the dignity and worth of each member of its community.
- 3 The board of trustees and the head of school articulate strategic goals and objectives that promote diversity, inclusion, equity, and justice in the life of the school.
- 4 The school develops meaningful requirements for cross-cultural competency and provides training and support for all members of its community, including the board of trustees, parents, students, and all school personnel.
- 5 The board of trustees and the head of school keep the school accountable for living its mission by periodically monitoring and assessing school culture and ongoing efforts in admission, hiring, retention, financial aid, and curriculum development.
- 6 The school works deliberately to ensure that the board of trustees, administration, faculty, staff, and student body reflect the diversity that is present in the rapidly changing and increasingly diverse school-age population in our country.
- 7 The head of school ensures that diversity initiatives are coordinated and led by a designated individual who is a member of one of the school leadership teams, with the training, authority, and support needed to influence key areas of policy development, decision making, budget, and management.
- 8 The school uses inclusive language in all written, electronic, and oral communication.
- 9 The school adopts a nondiscrimination statement applicable to the administration of all of its programs and policies, in full compliance with local, state, and federal law. That said, the school makes the law the floor — not the ceiling — for establishing itself as a diverse, inclusive, safe, and welcoming community for all students, staff, and families.

General Guidelines

Arrival

Regular arrival time is between 8:00 a.m. and 8:20 a.m., at which time a staff member will be present at the far front door to greet students and guide them from car to building. Before School Care is available from 7:30 a.m. to 8:00 a.m. by pre-registration and for a fee, as described below.

Tardiness

Instruction begins promptly at 8:20 a.m. in homeroom. During homeroom, teachers set the stage for a successful day.

When students enter the classroom later than 8:20 a.m., it compromises the effectiveness of homeroom so please try to drop your child off no later than 8:15 a.m.

Children arriving to homeroom after 8:20 a.m. are listed as tardy and must stop at the office to sign in.

Absence

In general, absences put students at an academic disadvantage and, except in case of sickness, are to be avoided.

In case of absence, please call or email the school by 8:30 a.m. and arrange pick-up of student's work if appropriate. You may email the teachers for work to be picked up.

School Closings/Delays

You will receive an email announcing inclement weather closings or delays, but can also find announcements on:

- Television: Channels 22 & 40
- Our Facebook and Instagram Page

Outdoor Recess and Physical Education

We go outside for recess unless the weather is dangerous or unhealthy. Please help us ensure the good health of your child by requiring that they come to school with appropriate outerwear for outdoor recess. The same applies for Physical Education and any outdoor classroom instruction, which we try to hold outdoors whenever possible.

Healthy Snacks

We encourage parents/guardians to consider alternatives to sugar based or fatty snacks for school snack time. Some ideas for healthy snacks are: baked chips, dried fruit mix, fresh fruit, 100% fruit juice, fruit wedges, low fat milk, granola bars, low fat string cheese, popcorn, yogurt, veggie sticks, raisins, pretzels, and animal crackers.

Early Dismissal

Classes are dismissed at 3:15p.m. Early dismissals, though on occasion necessary, constitute a significant disruption for your child and his or her teacher. If an early dismissal is necessary, parents should notify the school that morning. When picking up a

child early, parents must stop at the office to sign out their child and wait in the lobby for them. Please do not go directly to your child's classroom.

Regular Dismissal

Regular dismissal runs from 3:15 p.m. to 3:30 p.m. Because the safety of our students is our foremost concern, please observe the following conventions:

- If you are traveling up Liberty Street going towards Chicopee and there is a line of cars waiting to turn right from Liberty Street into our driveway, do not attempt to left turn into the driveway. Instead, make a U-turn at the traffic light by Stop and Shop and get in the line headed in one direction.
- Stay to the right so that exiting traffic may pass to your left. Do not try to skip around the line by driving in the oncoming lane.
- Children should enter and exit cars only from the passenger (right) side.
- We generally load three or four cars at a time. There are marked loading spaces.

Pick-up by someone other than a parent

The front desk must have prior notice of any persons other than parents who are authorized to pick up a student.

Curriculum

Challenging, personalized education and an integrated curriculum are hallmarks of Academy Hill School. Our curriculum content is based on objectives and outcomes defined in national and state standards. It is designed to meet the unique needs of gifted and curious students. Because our instruction is differentiated, our students attain maximum achievement in basic skills and explore content that goes beyond the curriculum. They are exposed to a variety of fields of study and frequently select topics based on their specific interests and needs. Our curriculum reflects high content complexity. Students work with concepts and ideas that require reflective, evaluative, critical and creative thinking. They apply what they have learned and demonstrate their knowledge in both creative and conventional ways. The very nature of the gifted learner requires us to look at curriculum in very non-traditional ways.

To view our full curriculum guide, please refer to www.academyhill.org.

Special Programs

Good Morning Show

Students in grades K through 5 participate in this program by making three to six oral presentations a year and observing and discussing their peers' presentations.

The three-minute presentations on self-selected topics are diverse, entertaining, and informative. The program begins at 8:30 a.m. on select mornings each week. Presenters receive constructive feedback about five aspects of their presentation: evidence of preparation, audience learning, creativity, audio-visual aids, and personal affect.

The program builds children's self-confidence, creates a forum to share interests, builds respect for other people's individuality, and develops public speaking skills.

Detailed guidelines are given to families by the Lower School teachers.

Forum

Forum is the Middle School extension of the Good Morning Show. It takes place at 2:40 p.m. on select afternoons.

At Forum, students deliver research or performance-based presentations and lead their peers in discussions afterwards. The presentations are longer than Good Morning Show presentations and take the students' public speaking skills to a higher level. Detailed guidelines are given to families by Middle School teachers.

The presentations are built around group themes. This allows individual presenters to build on each other's work and nurture an extended dialogue on a group of ideas.

Field Trips and Enrichment Programs

Field trips and various enrichment programs are an integral part of our curriculum. You can anticipate that your child will be involved in a variety of these throughout the year. We prefer 100% participation in these trips and activities.

Many field trips and activities are provided at no additional cost to families. However, some special instances may necessitate additional payment.

In many cases, we look for parent volunteers to drive for field trips. Our insurance provides secondary coverage to volunteer drivers. All parents who volunteer with our students must have a CORI check on file. We require a copy of the driver's license from all parents who volunteer as drivers.

A-SPARK

We offer a variety of after school courses throughout the year. Past examples include SSAT Prep, Robotics, Theater, Study Group, and Coding. You will receive information throughout the year detailing offerings and fees.

Private Lessons and Tutoring

We work to make our facility available for individual private lessons and tutoring with our own staff or with staff hired from outside the school. Parents must coordinate private tutoring that will occur during the academic day with the Head of School.

Homework

Regular homework begins in first grade at Academy Hill and consists of both short and long-term assignments. Teachers will supply students with specific class and homework expectations.

From time to time a child may experience difficulty with an assignment. Please bring this to the teacher's attention immediately. Because homework is not intended to stress students, but rather to strengthen them, parents are encouraged to stop homework activity if it becomes too lengthy or too stressful. Simply notify the teacher on the following day.

The following are rules of thumb for how much homework your child should expect:

Grades 1-2-3: average of 30 minutes per night

Grades 4-5: average of 45 minutes per night

Grades 6-7-8: average of 1.5 to 2 hours per night

Parents should provide students with an appropriate place to do their homework each night and help them to budget time for both short and long-term assignments. Please remember that homework is to be completed by the student.

Before and After School Care

Before and After School Care will be reserved on a monthly basis through a prepaid system. Parents must pay for the month by the 25th day of the previous month.

If a student is unable to access any prepaid portion of before or after school care, a credit for that time will be applied to the next month. The credit will only apply if a student is absent from school that day, or goes home sick. If a family chooses not to access prepaid time because of a personal change in plans, the family remains responsible for that reservation.

Before School Care

Before School Care begins in the community room at 7:30 a.m. Students must register for before school in advance. Participation in the before school program must be prepaid.

The fee for Before School Care is \$7.00 per morning. Prepayment is required before a student is able to attend.

After School Care

After School Care begins at 3:30 p.m. and runs until 5:00 p.m. Programming includes play as well as homework time.

Students must register for after school care in advance. Participation in after school care must be prepaid.

For safety reasons, the after school care coordinator must visually identify the party picking up a student from after school. Please come to the window by the front door for identification.

The fee for After School Care is \$10.00 from 3:15-4:00 p.m.; \$20.00 until 5:00 p.m. Prepayment is required before a student is able to attend.

A late fee of \$10.00 per child will be charged for each additional 15-minute block of time beyond the prepaid time.

If a child is not picked up at by 3:45p and has not registered and prepaid for after school care, a late fee of \$20.00 per child will be charged for each additional 15-minute block of time beyond 3:45p. (Exceptions may be made with proper notification to the office.)

Home-School Communication

Our primary forms of communication with parents are e-mail/newsletter and our website www.academyhill.org. Calendar items, events, important news and notices can all be found on the website. It is important for parents to check the website and read the newsletter on a regular basis. Specific information about your child's class can be found on your child's teacher page if one has been created.

Friday Folders

Friday Folders are also an important part of the communication process. Please check your child's folder weekly for student work and the occasional general notice. Keep the papers and return the folder on Monday.

Conferences

Our teachers will always make themselves available to talk with you, but they prefer advance notice to be able to prepare. If you would like to speak with a teacher, we ask that you schedule an appointment with the teacher with whom you want to confer. Until further notice, all conferences will be conducted via Zoom or FaceTime, or by phone.

Formal parent/teacher conferences are held in October or November & March. These are scheduled through the office. Parents are given advance notice of when the scheduling begins.

Handling Concerns

By virtue of sending your child to Academy Hill, you are deeply invested in the success and quality of this organization. Accordingly, finding the right approach to handling concerns is important. If you have concerns about the academic program, for example, always start by discussing them with the relevant teachers. In the unlikely instance that you and the teachers can't come to an understanding, you may then contact the Head of School. Working out concerns with faculty and administrators is a healthier way to come to resolution than discussing them out of context in social settings. Just remember, we are one community with a common mission.

E-mail

E-mail is also an effective way of communicating with the administration and your child's teachers. All teachers have e-mail addresses that consist of the first initial followed by the last name @ academyhill.org. (For example, mearls@academyhill.org) The one exception is Kelli Brodhagen, Director of Administration (kelli@academyhill.org)

Progress Reports

Formal reports of progress are emailed home at the end of each Trimester.

Academic Honesty

Plagiarism is a form of academic dishonesty. Using someone else's ideas, words, phrases, and/or designs without giving credit is prohibited. All work that is turned in (be it written, oral, artistic, or programmed for a computer) should be the student's own, except where otherwise credited. Students are sometimes encouraged to make references to other works, but these references (including individual ideas, words, phrases, and/or designs) must be credited properly. Material used from Internet sites must be credited in the same way as any other reference source. Similarly, any questions that a student might have about plagiarism should be asked BEFORE a particular work is due. The use of translation websites is prohibited by the World Language Department.¹

CONSEQUENCES FOR ACADEMIC DISHONESTY

Students who give or receive information or otherwise cheat on quizzes, tests, or exams will be disciplined and are subject to suspension, separation, or dismissal from the school.

First offense: The student meets with the Head of School and the teacher. Parents will be notified. A "0" is given as a grade for the assignment, at the discretion of the teacher. The student may be placed on probation from the National Junior Honor Society, as applicable.

Second offense: The student meets with the Head of School, the teacher, and parents (may be a phone conference). An automatic zero is given for the assignment. The student may be placed on academic probation. The student may be considered for permanent disqualification from the National Junior Honor Society.

Third offense: The student will be subject to suspension or dismissal from the school. Student may fail the course for the trimester.

It is well understood by the administration that students might engage in objectionable academic behavior without intending to mislead the teacher or to subvert the integrity of the academic program. The Head of School is responsible for making these judgments and evaluations, and for administering consequences for academic dishonesty. Students and families should realize that when a student fails to address issues of academic dishonesty in a timely and effective way, their future placement as a student may be jeopardized.

¹ Sections of this policy were used with permission from the Williston Northampton School

School Culture

Discipline and Self-Management

Academy Hill is a nurturing community that aims to foster a sense of safety and security for all its members. On occasion, we expect students to make some mistakes that may require adult intervention. We use these opportunities to promote growth and a sense of self-discipline.

Philosophy of Academy Hill Discipline:

- 1) All members of the school community respect themselves, respect each other, and respect the environment;
- 2) Problems are best solved through talking, listening, and understanding all facets of the situation;
- 3) Parental involvement is crucial;
- 4) Solutions and/or consequences should be logical with the goal of the student making better choices.

Each child facing disciplinary action will be treated according to his/her individual incident.

PROHIBITION OF BULLYING

Pursuant to M.G.L. c. 71, § 37O, acts of bullying, which include cyber bullying, are prohibited:

A. On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, on a school bus or other vehicle owned, leased, or used by the school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

B. At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by the school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in the policy requires the school to staff any non-school related activities, functions, or programs.

Please refer to www.academyhill.org for the Academy Hill Prevention Plan and a copy of the incident reporting form to report suspected bullying behavior.

Non-Discrimination Statement and Procedures

Academy Hill School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender, gender identity or religion, in accordance with Chapter 622 of the Acts of 1971 (M.G.L. c.76, §5) and Chapter 151B of the General Laws.

To file a complaint alleging discrimination or harassment by Academy Hill School on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender, or religion or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws and their respective implementing regulations, please contact:

Academy Hill School
1190 Liberty Street
Springfield, MA 01104
413.788.0300

Dress Code

There is a large body of school research that concludes that the way children dress for school impacts the way that they learn at school. At Academy Hill we want our children to be comfortable and yet distinguish what they wear to school from what they might wear in their leisure time.

Our dress code is School Casual, and permits comfortable, loose fitting clothing such as slacks, jeans, skirts, polo shirts, and T-shirts that are in good repair and are without inappropriate messages or images.

Short shorts, halter-tops, tube tops, and bare midriffs are not considered appropriate. Hats may not be worn in school, unless granted permission by a faculty member. **Sneakers must be worn for Physical Education.** For safety reasons, flip-flops should not be worn to school.

Mark articles such as sweaters, jackets, lunch boxes and boots with your child's name. Students in grades K-2 must have a complete set of extra clothing in their cubbies, "just in case."

No weapons or fake weapons are allowed on campus without express permission of a teacher for presentation purposes.

Birthday Observances

Individual portions of celebratory snacks to share are welcome. Please do not send in anything that needs to be cut into individual portions. If you host birthday or other parties outside of school, please respect the spirit of inclusiveness that characterizes Academy Hill.

Acceptable Use of Technology

Technology Use Agreement 2021 – 2022 School Year

As students progress through the grade levels at Academy Hill School, students will increase their use of electronic technology both inside and outside of the classroom. In order to support a healthy and productive learning environment for both the students and teacher, the following agreements are required.

A. The Network

Academy Hill is pleased to offer students supervised access to a computer network for electronic mail and the Internet for expressly educational ends.

Supervision – Internet and e-mail access will only be allowed under adult supervision.

Privacy -- Network storage areas may be treated like school lockers. The Network Administrator (Mrs. Earls) may review files to ensure that the system is running properly and that students are using the system responsibly.

Storage capacity -- Users are expected to delete material that takes up excessive storage space.

Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have permission from the network administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. **A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see.** Should students encounter such material by accident, they should quietly report it their teacher immediately.

B. Chromebooks

Students at particular grade levels will be provided with a specific Chromebook for their use. Students may perform online research, project development, word processing, typing practice, or other applications permitted by the teacher. The following guidelines found in the handbook and pertaining to all technology are required when using the Chromebooks:

- Do not access the Internet, e-mail or IM without adult supervision.
- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing any software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- If you are given a password, do not share it with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work, or files.
- Do quietly notify an adult immediately, if by accident, you encounter materials that violate the Rules of Appropriate Use.
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
- Chromebooks must be stored in the charging units in each homeroom when not in use. If a Chromebook is left in any other location overnight, the student will lose Chromebook privileges for up to one week.

If the student does not follow these guidelines, the teacher may suspend use of the personal Chromebook.

C. Social Networking

The school recognizes that many students use social networks such as Instagram, TikTok and Snapchat. We encourage you to check each site's user policy, as many students do not meet the required age or school enrollment specifications. In addition, and perhaps more importantly it is our hope that children will use their childhood and adolescent years to gain confidence in creating and maintaining friendships in real, rather than virtual settings.

Parents and Academy Hill employees are asked not to communicate with students via social networks. We encourage friendly communication with students, parents, and alumni but feel email is a more suitable venue.

Please note that faculty members are not permitted to accept a friend or follow request, or request to friend or follow any current parent or any student who has graduated from Academy Hill within the past two years.

All Students - Use of Personal Electronics

Academy Hill School prohibits the use of personal electronics during the school day, unless expressly required by teachers for an academic reason. This includes cell phones, e-readers, tablet computers, or any other personal electronic device. We ask that parents also follow this policy while on campus.

Cell phones may be brought to school but must be kept in backpacks and used for afterschool emergencies only. There is NO CELLPHONE USE permitted while students are at school.

- 1) Upon arrival, personal electronic devices must be put away in lockers.
- 2) Students may retrieve devices after dismissal, but they are to be used for communication with caregivers only. Students are not permitted to use devices for games, social networking, etc. while on school premises.
- 3) Taking pictures of other students without consent is prohibited without the approval of the Head of School.
- 4) Posting anything to social media during school hours (Facebook, Instagram, Twitter) is prohibited.
- 5) Students may use their phones after dismissal, but only to contact a parent/guardian.
- 6) Students who need to contact their parents at times other than after school may do so after notifying an adult.
- 7) Pictures may be taken on field trips, special occasions, etc., with adult permission.
- 8) No pictures may be posted to any of the social media sites without the consent of those students in the photographs.

To assist us with these guidelines, parents/guardians should:

- 1) During the school day, please contact your child through the main office.
- 2) Notify the main office if you are running late for pick-up. It helps us keep track of students during dismissal.

These guidelines are intended to keep students focused on their school day.

Health & Safety

Administration of Medication at School

Academy Hill cannot administer prescription medications. The exception is for immediate treatment of life-threatening illnesses such as asthma or allergic reactions/anaphylaxis. As needed medications such as Tylenol or allergy medications can be administered with written parent consent.

Medications for asthma or allergic emergencies will be stored at the front desk area.

Students are not allowed to carry on their person or in their belongings any medications other than rescue inhalers and those may be carried only when we have an Asthma Action Plan signed by a physician on file.

All allergy medications (Benadryl, Epi-Pen) for severe allergic reactions/anaphylaxis must be accompanied by an Allergy Action Plan and medication administration form signed by a parent and medical provider. **Failure to provide an updated Allergy Action Plan may result in the exclusion of the student from school until received.**

Physical Exams

Physical Exam forms are required for:

- New students
- Kindergarten students
- Grade 4 students
- Grade 7 students

Physician completed school Health Forms must be on file in the school office when school commences.

Immunizations must be up-to-date. If there are any special circumstances, including religious exemptions or physician approved alternative immunization schedules, please contact the Head of School.

Emergency Information Forms sent home at the beginning of each year must be filled out and returned immediately. In case of emergency, the school must be able to contact a parent or a designated, responsible adult immediately.

Please refer to academyhill.org for more health information.

Safety

The staff follows response procedures for a variety of emergency situations. In all cases, parents would be contacted after danger had passed and the students were safe. In the event of an evacuation of the property, we will evacuate to the Glenwood School, 50 Morison Terrace in Springfield.

Board of Trustees

The Academy Hill Board of Trustees is an organization of volunteers from our school community and beyond who assume responsibility for the long-range stability of Academy Hill, delegate responsibility for enacting Academy Hill's mission to a Head of School, and play a leadership role in the raising of gifts to the school.

Academy Hill School Board of Trustees, 2021 - 2022

David Wells, Chair	Tom Cerasulo
Eric Lunden, Vice-Chair	Nick Hopkins
David Balise (alumnus)	David Kayiatos
Jana Bertera	Priya Sharma Malik
Robert Boyd	Yasameen Salehi
Melissa Earls, ex officio	

The Academy Hill Parents' Association

The mission of the Academy Hill Parent Association is to:

- Create a forum that will encourage busy parents to participate in the Parent Association and school activities.
- Review and consider new trends and ideas for both fundraising and enrichment.
- Define and implement quality, enriched activities and fundraisers for the 2020-2021 school year.
- Work co-operatively with school administration to support and enhance the school program.

Contact the front desk if you are interested in volunteering.

Giving at Academy Hill

Annual Fund

Parents who send their children to Academy Hill have made education a priority and are committed to the school. Not only do they pay their tuition but they also share their time and talents as tireless volunteers. We hope that all of our constituents will be able to recognize the difference that AHS makes for its students through a contribution to the Annual Giving Campaign. Not only do contributions directly support the operating budget they also signal a vote of confidence in our program.

As at many independent schools, Academy Hill's tuition and fees cover only a portion of the total cost of educating a student for one year. We rely on donations and gifts from parents, grandparents, relatives, and community benefactors to make up the difference in our operating budget. The Annual Giving Campaign is an opportunity to support AHS immediately through a tax-deductible donation. These gifts go towards mission critical expenses including teacher salaries, utilities, maintenance, school supplies, and academic opportunities.

Endowment

Give a gift to our endowment which strengthens the school for our long-term strategic planning goals.

Capital Giving

Give a gift to support a specific capital project to improve our campus and facilities. These projects are clearly identified each year.

Gifts of all sizes are critical to our school. Your support has a profound impact on the students and faculty at Academy Hill.