

**UPPER SCHOOL
HANDBOOK FOR
STUDENTS AND PARENTS
2014-2015**



HATHAWAY BROWN SCHOOL

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Non Scholae Sed Vitae Discimus

“We Learn Not for School but for Life.”

HATHAWAY BROWN SCHOOL STATEMENT OF PHILOSOPHY

Hathaway Brown is a dynamic and compassionate community dedicated to excellence in the education of girls. For us, educational excellence includes, but reaches well beyond, superb preparation for college. The true mission of the School, as reflected in our motto, “Non scholae sed vitae discimus,” is preparation for life. We strive to foster in the minds of our students an abiding passion for learning and in their hearts a constant devotion to strong character and public service. At this moment in history, there is great need for women of vision and courage who are empowered for leadership in a multicultural and globalized society. We seek to answer that need by inspiring our students to achieve their utmost potential, and to rise boldly to the challenges of their times.

While transforming the lives of the girls in our care in our primary calling, Hathaway Brown embraces broader aspirations as well: to help shape a future of unbounded possibility for women; to stand among the country’s leading school in educational innovation; and to be such a force for the common good beyond our campus that we are respected as a civic treasure

NON-DISCRIMINATION POLICY

Hathaway Brown School seeks and accepts for admission students of any race, color, religion, national origin, age, disability, sexual orientation in the administration of its educational policies, scholarship/loans/fee waivers, rights, privileges, programs, and activities.

DIVERSITY MISSION STATEMENT

In order to provide our future leaders with the knowledge and skills necessary to navigate in a global society, Hathaway Brown School is committed to creating and maintaining an inclusive learning community whose policies, curriculum and practices foster understanding and respect for multiple perspectives.

MEDICAL POLICY

Ohio state law requires that Hathaway Brown School has on file, prior to the school year, the following current medical forms for each student: annual physical examination, emergency medical authorization, medical permission and emergency care form.

By school policy, all new students must have their emergency and physical examination forms completed and turned in before they can begin classes.

CCIS STATEMENT ON ALCOHOL AND OTHER DRUGS

The Position of the Schools

Over the past five years the CCIS schools and their respective parent bodies have made significant efforts to build a consensus that children grow and learn best in a drug-free environment.

Maintaining drug-free schools is essential if we are to promote the health, safety, and personal excellence of each student. While the member schools determine their own guidance and disciplinary procedures, we agree on these essential points:

1. Underage consumption of alcohol and other drugs poses a serious danger to the health and learning of developing children and emerging adults.
2. The provision and use of alcohol and drugs by some students diminish the safety and learning climate for all students.
3. Each school explicitly forbids underage drinking and the use of any intoxicating substance at school or at school-sponsored functions. Specifically, students may not use, possess, transmit, or

sell alcohol, marijuana, or any other unauthorized drug during the school day, on campus at any time, or when the student is attending an off-campus event sponsored by the school.

4. The schools accept the challenge to carry out ongoing programs of drug education and guidance.

5. The aim of the schools' drug and alcohol policies is to create drug-free schools.

An Invitation to Parents

These shared convictions of the CCIS schools have been supported by a number of parent initiatives over the past several years. Some parents have pledged formally to observe certain alcohol and drug-related cautions. Whatever home policies are adopted, however, the schools urge families to observe the following guidelines with respect to minors:

1. That families will not serve or permit the consumption of alcoholic beverages or drugs by minors at gatherings of students in their homes.

2. That they will supervise actively all gatherings on their premises or any other gatherings for which they are responsible.

3. That when they are absent from their residence, they will take reasonable steps to prevent the use of their residence for unsupervised social gatherings.

4. That they will inform themselves and advise their children of the dangers of alcohol and drug abuse so that their children will be equipped to make decisions which promote their health and safety.

This statement is thus a reaffirmation of a joint commitment to prevent underage drinking and drug use. Through our stated policies, through educational programs, and through guidance and discipline systems, we will do our vigilant, caring best to maintain alcohol and drug-free schools. We invite all of you to join us in this commitment.

CONTAGIOUS DISEASE POLICY

It is recognized that contagious diseases such as tuberculosis, Acquired Immune Deficiency Syndrome (AIDS), and hepatitis pose significant medical, social, and legal problems. In response to these concerns, the Board of Trustees has adopted the following policy. The policy is consistent with the recommendations made by the Centers for Disease Control.

Section 1: The determination of whether a student diagnosed as having a contagious disease is to be permitted to attend regular classes or participate in school activities shall be made by the Head of School on a case-by-case basis in consultation with: the student's physician; the student's parents or guardian; the head of the school division, where appropriate; the designated school physician; such other persons as the Head deems appropriate.

Section 2: In making such a determination, the Head of School shall consider: (a) the recommendation of individuals identified in Section 1; (b) the behavior, neurological development, and physical condition of the student; (c) the expected types of interactions with others in the school setting; and (d) the impact on both the infected student and others in that setting. The student will be permitted to remain in a classroom setting, unless it is determined that the student's presence poses an immediate threat or danger to himself/herself or to others.

Section 3: Unless the Head (a) assigns the student to a restrictive or alternative program, or (b) determines after consultation with those identified in Section 1 that the safety of the school community will be better served by removing the student from school, the student shall remain in the classroom. A student who has been assigned to a restrictive or alternative educational setting may request a reconsideration of the assignment, provided such request is accompanied by medical evidence of a change in the student's health status.

Section 4: The medical records of all students shall remain confidential, except where disclosure is mandated by law or as necessary in the judgment of the Head for the implementation of this policy.

Section 5: The Head shall limit the number of School personnel who are aware of the student's condition to the minimum needed to assure proper care of the child and to detect situations where the potential for transmission of the disease may increase (e.g. bleeding injury of infected student).

GENERAL UPPER SCHOOL POLICIES

Attendance Policy

The Hathaway Brown faculty values highly the presence and participation of its students in the classroom. For this reason, attendance is required for all students in all classes on all school days. Because classes at Hathaway Brown move quickly and much of the learning takes place in the class, it is difficult for a student to do well if she is absent.

Teachers will flag student attendance in their class once the student has missed 10% of the semester's meetings (approximately 6-7 classes), notifying the mentor, dean of students and upper school director. At this point, parents will be notified in writing. When a student's absence reaches 15% (approximately 10 classes in a semester), a meeting which may include the parents, student, mentor, dean, dean of students or upper school director will be arranged. If a student misses 20% of the classes, there may be a participation grade penalty. Excessive absences beyond 20% may result in a grade of No Credit in the course.

Excused Absences:

School sponsored extra-curricular activity
School sponsored travel
Medical appointment
Religious holiday
College visit (with approval from the College Office)
Medical absence or illness
Family emergency

To be approved for a planned excused absence, students must have a parent call the Upper School Office at (216) 320-8773 or send in advance a note signed by a parent or guardian. The student should also notify her teachers and make arrangements for missed work. In the case of medical absence or family emergency, please notify the School as soon as possible. Appointments with doctors and dentists should be scheduled outside of school hours or during free periods. Students who are absent due to illness for more than three days must bring a signed note from their doctor. Participation in school sponsored events is contingent on a student's academic and behavioral standing.

Unexcused Absences: An absence without advance permission for any reason other than illness or family emergency is considered unexcused. Among reasons that are not valid are staying home to complete assignments or delay taking a test, running errands or leaving early or returning late from school vacations.

Tardiness: By 8:00 a.m., each student is required to have checked in with her mentor. A student arriving in the designated room after 8:00 a.m. is considered late regardless of the reason and must sign in with the Upper School Office. In the case of a student being tardy or ill, parents/guardians should call the Upper School Office between 7:30 a.m. and 8:30 a.m. This should be done even if the student will come to school later in the day. Repeated tardiness will not be condoned and is subject to disciplinary action, beginning with points and detentions.

After School Sports and Activities: Students must arrive in time for fourth period (11:25 am) in order to participate in any after school activity including sports, performing arts rehearsals and performances, clubs and committee meetings and school dances. Students absent for the day may not participate in any of these after school activities.

Illness: In the event that a student feels ill at school, she should report to the school nurse. If the nurse is not in her office, the student should go to the Upper School Office so that the nurse can be paged. The nurse will determine if the student is to be sent home, and her parents/guardians will be contacted if this is the case. Students feeling ill should not make arrangements to go home on their own.

Physical Education: If a student intends to be excused from participation in Physical Education class because of illness, she must first get a medical excuse from the nurse. The student must take the excuse to the P.E. instructor at the beginning of the class period and should remain in the class unless otherwise excused.

College Visits: A reasonable amount of time is allotted to the seniors for college visits. Additional college visits during school time must be approved by the Director of College Counseling and the Upper School Office should be informed of such absences in writing.

Extended Vacation / Family Travel: Students must be in school the day before and the day following holidays: Thanksgiving, Winter Break, Winter Weekend, Spring Break, etc. Absence without permission from the School on those days is considered unexcused.

Extended Absence: Parents intending to request permission for a student to miss class over an extended period of time (more than two days) for reasons other than illness should notify the Upper School Office in writing 2 weeks in advance so that she can determine if the absence is excused or unexcused.

Medical Restrictions: Parents/guardians are requested to notify the Director of Upper School in writing of any medically-related conditions that may prevent a student from participating as normally expected in the academic and extracurricular life of the School. Such notification must include written verification of the condition from the family's consulting physician. If a medical condition will have an impact beyond a few days, a temporary plan may be created with the student, family and Student Support Team.

Upper School Dress Code

Our goal at HB is to help girls develop a healthy perspective about their clothing choices. We want each girl to learn how to match what she wears to what is required and appropriate in a variety of settings. We strive to make this a place where she gets valuable feedback about the impression she creates.

We have a diverse group of girls here and a huge array of activities that call for different clothes at different times. Of course there is also a wide range in personal styles and preferences in our community, and the rules regarding fashion are constantly changing. Because of this challenge, we want HB to be a place where girls get good information about clothing options from a variety of people and in a variety of contexts. The ability to read context and react appropriately is valued here. Preparation for the world beyond HB depends on creating a safe space for girls to learn more about appropriate clothing choices. We recognize that there is complexity to this issue and it is ongoing work, even for adult women.

We are a community that respects learning and people. We want the appearance of our student body to reflect these values. We also want girls to feel comfortable here.

There is no official uniform at HB and we give considerable freedom to students, but we do have clothing guidelines. Our guidelines are about maintaining the ability to express oneself, knowing that there are limits and consequences in any setting.

Guidelines for Dress

You may wear:

1. Shirts with a collar, sweaters, and knit tops (which may have small logos and/or designs) that fully cover both shoulders.
2. *Non-athletic* zip or button hoodies (without the hood up).
3. Hathaway Brown t-shirts and sweatshirts (to promote school spirit).
4. Cotton pants, dress pants, capris, and colored jeans.
5. Skirts, dresses, and shorts long enough to maintain modesty (fingertip length or longer).
6. Leggings with a skirt or dress long enough to maintain modesty (fingertip length or longer).
7. Shoes must be worn at all times.

You may NOT wear:

1. Revealing or sexually suggestive clothes.
2. Clothes with written or unwritten messages that demean or disrespect others, or that contain references to illegal or unethical activity.
3. Athletic wear or sleepwear. This includes: running tights, sweatpants, yoga pants, pajama pants, athletic shorts, and **non-HB** t-shirts or sweatshirts.
4. Tank tops, halter tops, tube tops, spaghetti straps, or shirts and dresses that expose bra straps or are made of sheer fabric.
5. Blue jeans or faded, ripped or frayed colored jeans.
6. Skirts, dresses or shorts that are excessively short and revealing.
7. Leggings with shirts or sweatshirts.

Students not appropriately dressed will be assigned a point and may be asked to change clothes. Repeated violations will result in Saturday detention, loss of privileges or action by the Class Deans.

Lockers: Each student is assigned a locker for her books, coats, and other personal effects. It is expected that she will share in the responsibility of maintaining the appearance and cleanliness of her locker and the locker area, and will empty her locker when required before vacations. As the lockers are School property, the School reserves the right to search a student's locker at any time without the student involved being present. Stickers, signs, notes, etc. are not permitted on the inside or outside of the lockers. Lockers should be kept locked at all times.

Lost and Found: Items turned into the Upper School Office or the Dean of Student's office as "lost" are kept in the Lost and Found in the Student Center. Lost items of value (jewelry, calculators, retainers, etc.) are kept under lock and key in the Upper School Office or the Dean of Student's Office. Twice a year, lost and found items that are not labeled or retrieved will be donated to charity.

Parking Lots: Except for arriving and leaving campus, students should not go to their vehicles or to the parking lots during the school day without the permission of the Upper School Office or Dean of Students. Doing so without permission will result in a detention. Only seniors may park in the Faculty/Staff lot in front of the School. No student may park on the front circle, the tennis court lot, the Prime parking lot, or in any other reserved spaces. Parking illegally will result in a detention.

Posters and Flyers: Student organizations wishing to put up posters or fliers pertaining to HB or other school events may do so only on the student center message boards and club bulletin boards.

Cell Phone Policy: At no time should cell phones be an interruption to the school day. Cell phones must be turned off during classes and assemblies. Calls are discouraged during the day and are limited to brief conversations, only in the Student Center. Cell phones may be confiscated if they cause a disruption to the school day. Teachers have the right to ask that a student put their phone in plain view.

Security: While Hathaway Brown is reasonably secure, no school community is immune from mischievous or criminal intent. All students are strongly urged to lock their lockers when they leave them in order to safeguard the security of their valuables and other personal property. Students should not bring large sums of money and other valuables to school. The School will not assume financial responsibility for personal items that are taken or missing. Students are urged to report immediately any unknown or suspicious persons or activities on or near school property, in or out of the building. In short, what raises uncertainties about an unknown individual's presence or behavior should be reported immediately to an HB adult or School official.

Snow Days: Occasionally inclement winter weather forces the cancellation of school. Students will be notified as early as possible by the news media and by a telephone blast message. Even though the telephone blast has proven effective, it is still recommended that attention be given to radio and television announcements of school closings.

Visitor Policy: The Hathaway Brown community welcomes the opportunity to share the life of the School with visitors. However, the sanctity of the academic day necessitates limiting visitors to those with an academic purpose. Visitors who are not attending a class or meeting with a faculty member and who are on School grounds during the day for social purposes will be asked to leave the campus. Similarly, visitors are not permitted in rehearsals, practices or meetings during or after the school day. Visitors are not permitted in the student locker area, including the Senior room, unless the visitor is a prospective student. All visitors must be accompanied by a hostess and must sign in at the Admissions Office. Visitors will be asked to remain in the main lobby until their hostess is available.

GUIDELINES FOR STUDENT CONDUCT AND DISCIPLINE

Personal and social responsibility are essential to the high educational standards we wish to achieve at Hathaway Brown School. By virtue of her enrollment in the school, each student has ethically and contractually agreed to abide by and support the Honor Statement (see page 16) and guidelines and rules of the HB community.

Both inside and outside of the School, a student at HB is expected to conduct herself at all times in a mature manner and fully respect each individual and his or her property. Behavior that disrupts classes, study areas, or offices, or that is in any way disrespectful of others has no place at Hathaway Brown. Behavior which is prejudicial to the good order and discipline of the School, which is illegal, or which is generally regarded by the society in which we live as unacceptable, will not be tolerated. Any verbal or physical abuse or action that threatens another person's safety or well-being, or any action which causes damage to personal property or to school buildings or to the grounds will be viewed as grounds for disciplinary action, up to and including expulsion.

The School believes that the best discipline is ultimately self-discipline. Therefore, it attempts to develop in each student a sense of individual responsibility, an understanding of the importance of

thinking beforehand about the consequences of an action, and a respect for the rights and feelings of others.

Hathaway Brown students should be aware that they will be held accountable for their conduct at all CCIS functions, just as they would be at HB. HB Students are expected to follow HB rules at CCIS events, as well as any additional rules of the host school.

While no list of rules can be written covering every situation, listed are some of the major rules for which a student's conduct may be examined under the jurisdiction of the Honor System.

Personal integrity is a primary rule at Hathaway Brown. No student will, with intent, deceive others in the school community.

Endangering self or others is a matter of serious concern and will be immediately reported to parents and the proper authorities. Students who exhibit or threaten injurious behavior will be removed from the school community and their status as a student will be reviewed (this includes but is not limited to, bringing a weapon to school, cutting, preoccupation with harmful behavior or posting threats online).

Harassment of any kind will not be tolerated at Hathaway Brown.

All members of the Hathaway Brown community are expected to show respect for the academic and personal rights and safety of others in the community. There are certain behaviors which, whether intended or not, undermine the climate of respect and trust we wish to maintain at Hathaway Brown. Harassment consists of unwanted or repeated physical gestures or advances, or spoken or written derogatory comments or suggestions. Any action that is, or implies, a threat will be considered harassment and will be dealt with in a disciplinary manner. If a student thinks that she has been harassed in any way, she should talk with a teacher, her mentor, the lead mentor, Dean of Students or the Director of Upper School. Harassment can occur in varying degrees; consequences are therefore determined according to the nature of the offense.

Stealing cannot be tolerated in the Hathaway Brown community. Any instances of stealing must be reported immediately to the Dean of Students. This procedure is also true for causing, or participating in, any activity which results in or is intended to result in danger to the personal property of others or the School.

Each year, students sign a Responsible Use Policy to remind them to use technology in appropriate ways. Students violating the RUP will be subject to disciplinary action.

The use, possession or sale by any student of alcohol and other unauthorized drugs is strictly forbidden at Hathaway Brown at anytime, anywhere on School property, or at off campus functions under the supervision of the school. Students who attend Hathaway Brown events after having used alcohol or unauthorized drugs off campus are in violation of the School's alcohol and drug policy. Severe disciplinary action, which may include expulsion, will be taken in the case of any Hathaway Brown student who violates the School policy with regard to drugs and alcohol. (Please see the Drug and Alcohol Philosophy below.) Students may not attend class or other school functions until the disciplinary committee has met and given a consequence.

Smoking is prohibited anywhere on School property at any time or at off campus functions under the supervision of the School.

Students are not permitted to be off campus at any time, without the express permission of the Director of Upper School or Dean of Students. Seniors who have been granted Senior Privileges may be off campus during free periods, providing they sign out and in, in the Upper School Office. They may not miss class, Assembly, class meetings or any other meetings that are part of the school day. Failure to sign out or in will result in a detention. In cases where a senior with privileges takes a student without privileges off campus, all involved students will receive a detention. Repeated abuse of Senior Privileges will result in the loss of those privileges.

Any act considered inconsistent with the proper decorum of a Hathaway Brown student including illegal conduct not previously listed, immoral behavior or behavior detrimental to the reputation of the School or its operation will not be tolerated.

Graffiti of any sort is not allowed on School property. Penalties for graffiti could include suspension or expulsion.

Skipping classes, assemblies, morning meetings, mentor groups, or repeatedly being tardy to school will result in disciplinary action.

Repeated violations of School rules or policies will be subject to disciplinary response.

Everyone in the Hathaway Brown community bears responsibility for her own deportment and for the appearance of the School. Each person is responsible for:

- Following the prohibition against gum chewing
- Keeping halls free of personal property, trash and food.
- Putting trash in trashcans and picking up after one another.
- Limiting food and beverage consumption to the dining hall, atrium and teacher-approved classrooms.
- Maintaining a neat and litter-free environment in the locker area.
- Limiting phone calling to brief conversations and only in the student center.
- Keeping desks, lockers, walls, study carrels, etc. free of graffiti, posters, pictures, and stickers.
- Students should study and visit only in approved areas, not hallways.

Conversations in the locker areas and public areas are to be carried on in a tone and manner respectful of classes in session, office and staff areas, assemblies and meetings of any kind. Students need to be aware of the presence of visitors in the building, and, therefore, of the importance of “first impressions.”

The library is a common area for study and research. Any students exhibiting disruptive behavior may be asked to leave.

Disciplinary Procedures

Disciplinary infractions are handled on three levels, depending on the nature of the case.

Detention System: A point can be given by a teacher or administrator for the violation of any secondary rule (i.e. tardy to school, tardy to class, dress code infractions, cell phone violations, chewing gum, leaving a mess, overdue library materials). Saturday detentions are assigned for accumulation of three points. The Dean of Students manages the assignment of detentions. Detentions are served from 8:00-11:00 am on designated Saturdays. If a student is unable to attend an assigned detention, she must notify the Dean of Students, in writing, within two days of being assigned the detention. If she does so, the detention may be automatically rescheduled to the next

Saturday detention. Students may only reschedule one Saturday detention in a year. Excuses made the day of a detention are not acceptable and will result in an additional detention.

Students who accumulate three Saturday detentions in one semester will also be assigned an In-School Suspension. Points and detentions will be cleared at the end of each semester. Failure to attend an assigned Saturday detention will result in an additional Saturday detention, for a total of two Saturday detentions.

Saturday detentions are automatically assigned for the following reasons:

- The accumulation of three points in one semester
- Skipping a Saturday detention
- Going to one's car without permission from the Upper School Office or Dean of Students
- Cutting a class, assembly or other school requirement
- Going off campus without permission

Honor Council: A student who violates Hathaway Brown's Honor Code or major school rules (i.e. cheating, stealing, dishonesty, harassment, disrespect, etc.) will appear before Honor Council in the company of her mentor. The Honor Council is composed of elected student representatives from each class, the president of the Senate, three faculty members, the Dean of Students, and the Director of Upper School. The Honor Council is convened by the Director of Upper School or Dean of Students after a preliminary investigation. The Honor Council discusses fully and confidentially each case and the individual circumstances of the violation. The Council then makes a disciplinary recommendation to the Head of School. Disciplinary consequences of appearing before the Honor Council are wide-ranging and particular to each case, but may include suspension, disciplinary probation, or expulsion. A student may appeal the Honor Council's recommendations to the Head of School. Results of the Honor Council deliberations will be summarized in writing and will be sent to the student's parents, mentor, dean and permanent file.

Administrative Disciplinary Committee: Any disciplinary cases which could involve expulsion or indefinite suspension (i.e. drug or alcohol infractions, repeated Honor Code violations, repeated infractions of major school rules) are handled by the Administrative Disciplinary Committee. The Administrative Disciplinary Committee is convened by the Head of School and is composed of the senior administrative staff. For both Honor Council and Administrative Disciplinary Committee cases, the student's family will be notified by the Upper School Administration of the charges, process, and consequences.

Disciplinary Actions

In resolving discipline matters, each case is considered in relation to its own unique circumstances. Serious or repeated violations of the disciplinary code may result in suspension, probation or expulsion. The following disciplinary actions may be taken in resolving cases:

PROBATION: Any student placed on disciplinary probation should understand that further misconduct during the period of probation will place the student's continued enrollment at Hathaway Brown in jeopardy.

SUPENSION: Suspension may either be short or long term, depending upon the case. Under suspension, a student may not attend classes or participate in any school related extracurricular activity. She may keep up with regular daily work and assignments and is responsible for all work assigned or due while she is on suspension.

In-School – Student remains at school in a designated space, doing work without any technology. She may not socialize.

Out-of-School – Student serves the detention at home. Out-of-School suspension will be reported to colleges in the application process.

EXPULSION: Expulsion is invoked when a student's attitude and behavior are such that the School has determined that she cannot continue as a member of the Hathaway Brown community.

Major Breaches of the HB Disciplinary Code and Separation for Other Reasons and the College Application Process: A Statement of Policy and Practice

In the past, colleges and universities have traditionally asked teachers writing recommendations and the school's college counselor to comment generally on character and deportment of students applying for admission.

In recent years this has changed, with colleges and universities becoming more direct in these inquiries, specifically asking both the applicant and the recommending school if the student has ever been separated from the school because of a major violation of the disciplinary code, or for any other reason.

It is naturally our expectation that students will answer such questions honestly and forthrightly, as will the Hathaway Brown college counselor. If a student should need to disclose a suspension or other major disciplinary outcome, the School will continue to energetically support the student and be her advocate, working closely with her in the reporting of these matters to colleges. The very fact that a suspended student is invited to return to the Hathaway Brown community is in and of itself a statement that the School believes she can live up to the high academic and behavioral expectations of Hathaway Brown. Such a student who remains in good standing will receive the full and complete support of the School in the college admission process.

STUDENT SUPPORT SERVICES

Student Support Team

The Student Support Team (SST) is designed to proactively and reactively work with students who are in need of support in a variety of areas. The SST meets once a week and consists of the following individuals in the Upper School: Division Director, Consulting Psychologist, Counselor, Learning Specialist, Dean of Students and the Grade Level Deans. The SST will also include teachers and mentors as needed.

Counseling Services

As a component of its wellness program, HB has implemented non-disciplinary student assistance services to provide prevention, early identification, intervention, and referral for students who are having emotional, academic, or family difficulties, as well as those with alcohol/drug abuse problems or eating disorders. Student assistance services include:

- Prevention/education activities
- Consultations for parents and faculty
- Individual counseling for students
- Referral to appropriate professional services

Students may seek confidential consultation or make inquiries about available services by contacting the Director of Upper School, the Dean of Students, or a member of the Student Support Team.

Drug and Alcohol Philosophy/Policy

Hathaway Brown School believes that the use of drugs and alcohol by students interferes with their healthy adolescent development and learning. Hathaway Brown School also has an obligation to abide by state and federal laws and to require its students to do the same. The use, possession/provision, or sale by students of alcohol and other unauthorized drugs is strictly forbidden at Hathaway Brown at any time on School property, or at off campus functions under the supervision of the School. Students who attend Hathaway Brown events after having used alcohol or unauthorized drugs off campus are in violation of the School's alcohol and drug policy. Severe disciplinary action, which may include expulsion, will be taken in the case of any Hathaway Brown student who violates the school policy regarding drugs and alcohol.

A student believed to be in violation of the drug and alcohol policy may be removed from the class or activity in which she is participating. The Shaker Heights EMT will be called immediately if a student exhibits evidence of acute intoxication, incapacitation, or drug overdose. Parents will be notified immediately. Law enforcement officials may be notified of the incident and at their discretion may conduct an investigation.

Voluntary Self-Referral

Hathaway Brown's Student Support Team can provide education and counseling and arrange for referrals and outside evaluations. Any student, or student and family, who voluntarily seeks help from the School for her abuse of alcohol or other drugs will be supported in this effort.

A student who self-refers or is referred by a parent or peer and is making satisfactory progress in following resulting recommendations will not be subject to suspension, athletic and co-curricular activity curtailment.

Decisions regarding "satisfactory progress" will be made by the Head of School and the Student Support Team. The student must be assessed by a certified chemical dependency counselor or licensed professional counselor at a School approved assessment facility and follow through with the assessment recommendations. Parents will be required to authorize release to the School of the results of this evaluation and subsequent recommendations. Refusal or failure to have the assessment or to follow its recommendations will result in disciplinary action.

Psychiatric Leave

For the few students who may experience a psychiatric illness during their time at the School, the Student Support Team will respond to the individual situation in a way that considers both the needs of the student and the needs of the School community. Illnesses such as eating disorders, self-injury and major depression can have an impact on the student, the student's friends and even the entire School community. A Medical Leave may be requested or required based on the consultation of the Student Support Team. Our Consulting Psychologist and/or Counselor will need to be in continuing contact with the healthcare or psychological service providers engaged by the family. Readmission to the School will be contingent upon the demonstrable resolution of the condition. A reentry meeting and plan with the family and Student Support Team may be required.

Confidentiality

All matters regarding problems with alcohol or other drugs will be kept confidential except among persons directly involved in and/or responsible for the person's education, counseling, and rehabilitation.

By law, however, faculty members are mandated to report any concerns that would affect the health and safety of the individual student or other persons, e.g. suicide, abuse, threatened violence.

No record of the student's participation in an evaluation/treatment program will become part of a student's permanent file. Staff members will not use diagnostic labels such as "chemically dependent," "alcoholic," or disparaging labels in documents referring to a student or in conversation about the student with third parties.

Implementation

The Student Support Team, the Administrative Team and the Head of School are responsible for implementation and administration of this policy. In all cases, the Head of School will make the final decision as to appropriate action. Hathaway Brown School is committed to continuing professional education for its faculty and staff in order to implement this policy and provide student assistance services.

ACADEMIC POLICIES

Minimum Graduation Requirements

English: 4 credits

Mathematics: 4 credits

Science: 3 credits (Including Biology, Chemistry, and Physics)

History: 3 credits (Including Ancient Cultures, U.S. History)

World Language: 3 credits (Same language)

Visual and Performing Arts: 1 credit

Physical Education: 1/2 credit

Health Education: 1/2credit

Electives: 1 credit

All students must take a minimum of five credits each year, consisting of at least four credit courses from the areas of English, mathematics, foreign language, history, and science. Before the end of four years, they must meet the minimum credit requirements for each academic discipline. Students are also required to complete the equivalent of a Senior Project. Global Scholars, SREP Scholars, Service Learning Fellows, Business and Finance Fellows and students participating in the Center for Technology and Innovations may be subject to additional requirements as determined by their program.

Grading Scale

Letter grades are earned and recorded each quarter and each semester. Letters are calculated from numerical percentages within individual classes. The letter grade distribution is as follows:

Superior	A-	A	A+
	90-92	93-96	97-99
Commendable	B-	B	B+
	80-82	83-86	87-89
Satisfactory	C-	C	C+
	70-72	73-76	77-79
Passing	D-	D	D+
	60-62	63-66	67-69
Failing	F below 60		

Interim/Semester Grades

Please review grades carefully with your daughter. You may find the following information on the calculation of grades and honor rolls useful. Exam grades count for 20% of the semester grade. Honors and High Honors are calculated using semester grades. A B+ average is required for Honors, while an A- average is required for High Honors.

Calculating the GPA

Each semester the school calculates a grade point average that is printed on the grade report. This is not a cumulative GPA and includes only the semester grades. Grades are given the following values:

A+	4.333	B+	3.333	C+	2.333	D+	1.333
A	4.000	B	3.000	C	2.000	D	1.000
A-	3.667	B-	2.667	C-	1.667	D-	0.667
F	0						

Any grade earned in an Honors or Advanced Placement course is weighted by adding .333/.334 to the numerical value of the grade. Half-credit courses are given only half the weight. The GPA is calculated then rounded to the second decimal place. It is the rounded GPA which is printed on the report card.

Drop/Add Courses Policy

Adding Courses: Because classes at Hathaway Brown move quickly, students may add courses only during the first two cycles of the course.

Dropping Courses: Students are able to drop courses until the first semester interim. Courses dropped within this time period will not show on the student's transcript, and no grade will be recorded. Students wishing to drop a course after the grace period may do so with the permission of the teacher, the department chair, and the Upper School Director. However, courses dropped after the grace period will be shown on the transcript with a notation of either Withdraw Passing (WP) or Withdraw Failing (WF).

Students who wish to move to a lower level of a course may do so with no notation on the transcript and no grade recorded if the change is made within the grace period. Students who wish to change levels after the grace period may do so with the permission of all teachers involved, the department chair, and the Upper School Director. However, the original course will show on the transcript with the notation of WP or WF, and the grade earned in the original course will be used by the teacher of the new course when determining a quarter or semester grade.

Failure of a Course

Failure of a semester or year-long course necessary to meet graduation requirements or minimum credit requirements means that the course must be repeated or credit made up.

If a senior fails a course required for graduation during her senior year and cannot make it up with the HB curricular offerings, she may make up the course at an accredited college or approved secondary school. The course or program of study must be approved by the appropriate academic department and school administration. The student will not receive a Hathaway Brown diploma until all graduation requirements have been met.

Failure of a Semester

Failure of a semester in a full-year course or sequential program of courses may require a student to make up the work in summer school or repeat a portion of the course in an approved manner in order to receive credit and meet graduation requirements. Failures of this type will be reviewed by the School administration in consultation with the appropriate academic department.

Academic Deadlines

The qualities of self-discipline, perseverance, curiosity, and commitment to excellence are the hallmarks of the successful Upper School student. Punctuality is another, and thus a student is expected to meet all deadlines for assignments given by faculty. Teachers are guided by departmental policies that govern late work, missing assignments, and extensions. Written statements of departmental policies will be distributed to each student by her teachers.

Academic Work Missed

As soon as a student returns from an absence, she should check with her teachers and make arrangements to make up missed work. Missed work must be made up within a reasonable period from the time of the absence, generally equal to the length of the absence unless there have been extenuating circumstances, such as prolonged illness.

In instances where the request to be absent from school is not for a medical reason or an emergency, the student must meet the following responsibilities:

- The student will, as usual, be expected to continue her studies on her own. (Teachers cannot be expected to provide additional individual instruction).
- Should a pre-assigned paper be due during the period of the student's absence, it will be due on the last school day before she leaves.
- Should a test be scheduled for a day during the absence, the student must take it either before she leaves or after she returns, at the teacher's discretion. Should special assignments or short papers be assigned during her absence, the student will have time equal to the other students in which to complete the work.

If a student is late to school or leaves early and thereby misses a test, she must take it the same day or discuss an alternate plan with the teacher the same day. If she does not meet these responsibilities, the student's grade may be penalized.

If a student is absent the day a paper is due, she is expected to send the paper in on time, except in cases of extenuating circumstances. The penalty for late papers is determined by department policy, generally a 1/3 letter grade per day (i.e. a B would become a B-).

Classroom Attendance

For classroom attendance policies, please see the following section: "General Upper School Policies".

Academic Review and Status

After each semester, the academic progress of each Upper School student is reviewed by Upper School Administration. Students in academic difficulty will be placed on the following status:

Academic Watch: A student earning one D for the semester will be placed on Academic Watch. A student on Academic Watch must meet with her mentor to discuss the nature of the difficulty and devise a plan to raise her grades. Parents may wish to contact the mentor to set up a conference to discuss their daughter's grades. If the student raises her grade above a D in the following semester, she will be removed from Academic Watch. Academic Watch does not appear on a student's record.

Academic Warning: A student earning two or more D grades, or one or more F grades for the semester, will be placed on Academic Warning. Students on Academic Warning are in danger of being asked to leave Hathaway Brown unless grades improve. Students on Academic Warning must meet with their mentors to devise a plan to improve performance. Parents are urged to contact the mentor to set up a conference. If the student raises her grades by the end of the next semester so that she has no more than one D and no Fs, she will be moved to Academic Warning. Should she have no grades of D or F at the end of the next semester, she will be removed from all warning status. Academic Warning does not appear on a student's record.

Academic Probation: A student who earns a GPA of less than 2.0 will be placed on Academic Probation. She must earn above a 2.0 for the subsequent semester, or her contract will not be renewed for the following school year. Students earning above 2.0 in the subsequent semester will be moved to Academic Watch or Warning.

Honor Statement

Each member of the Hathaway Brown community agrees that:

Governing all academic and social life at Hathaway Brown is the Honor System. The Honor System is a symbol of the bond of trust that exists between me and the entire Hathaway Brown community, including students, faculty and administration. It underlies all aspects of school activity. I understand that being a member of the Hathaway Brown community implies:

- I am honor bound to refrain from lying, cheating/plagiarism and stealing.
- I am obligated to respect the rights, opinions and property of all members of the Hathaway Brown community.
- I am aware of my responsibility to approach any students and/or report to teachers or administrators any offense against the Honor System.
- It is the desire of the School that each member of the Hathaway Brown community will work together effectively and compassionately to comply with the rules and expectations of the Honor System.

Whereas the first and second clauses are intrinsically enforced through Hathaway Brown's ethical standards and are therefore necessary responsibilities, the third is more an expectation than it is a strict obligation. Students are expected to make intelligent judgment calls based upon common sense and the moral ability to differentiate between right and wrong.

Academic dishonesty of any kind is a serious violation of the values of personal integrity, honor, and truth intrinsic to life at Hathaway Brown. So that there can be a clear understanding of the expectation of academic honesty, we provide the following statement on plagiarism and cheating:

Plagiarism or cheating means to use another person's ideas, writing, or work and to pass off any of this material as one's own. Plagiarism includes:

- Submitting under one's own name a piece of work wholly or partially written by someone else, or submitting under one's own name, without proper reference, a piece of work on which someone else has in some way collaborated.
- Changing a few words from any source and using this altered material as though it were one's own phrasing and of one's own authorship.
- Taking sentences, paragraphs, passages, concepts, data, or projects from a written, oral, electronic or visual source and incorporating them into one's own work without using quotation marks or citing the source of the material.

Cheating can take place in all assignments, including homework. Some of the obvious forms of cheating include looking at another student's paper, the misuse of technology, or using an open book. Cheating can also take other forms, including copying someone's homework, handing in work that is someone else's, asking your neighbor for an answer, or misusing technology such as calculators or on-line aids. Hathaway Brown students should not cheat in any form, at any time. Plagiarism or cheating will result in an honor council meeting and potentially serious disciplinary consequences up to and including suspension and expulsion

Extra-Curricular Eligibility

Hathaway Brown encourages participation in co-curricular and extra-curricular programs or events but recognizes, at the same time, the primary importance of maintaining one's academic credentials in a college-preparatory school.

Therefore, to benefit from the advantages of such programs and events, a student must show herself capable of meeting her academic responsibilities. Eligibility for participation is broadly based on, but not limited to, her attendance record; her conduct, teacher, club advisor, or mentor recommendations; and, of course, her academic standing. According to State of Ohio eligibility rules, a student earning an F or Incomplete for the term in any course may be ineligible to participate in athletics the following semester.

Placement in Advanced Courses

A student's eligibility for placement in Honors, AP, or other advanced courses is determined by one or more of the following: academic standing; teacher recommendations; departmental recommendations; testing data; administrative approval.

Transcript Requests

Transcript requests must be made by submitting the Transcript Request Form to the Registrar. The forms are available outside of the Registrar's Office in the College Counseling Office and on the Upper School Portal. Please allow 5 days for the form to be processed. Official transcripts cannot be given to students or families; they must be sent directly from the School to the organization. Unofficial transcripts may be requested and given directly to the student or family.

Confidentiality in Letters of Recommendation

Faculty and administrators write letters of recommendation for a number of audiences – colleges, other schools, summer programs, outside awards, etc. It is Hathaway Brown policy that these letters are strictly confidential and must be sent directly to the agency requesting the information. Letters of recommendation will not be given to students or families. Please allow at least one week for the letter to be written and sent.

The enforcement of rules from the HB Upper School Handbook is at the discretion of the Upper School Faculty and Administration as well as the Head of School.