

THE W.L. GILBERT TRUST RESIDENCY PROGRAM

STUDENT AND
PARENT/GUARDIAN
HANDBOOK

2017-2018



Residency students, please refer to The Gilbert School Student and Parent/Guardian Handbook 2017-2018 for school rules and policies. The following handbook serves as a guide for W.L. Gilbert Trust Residency students living in local dormitories or homestays. The Trust has the right to change or amend this handbook at anytime and will provide reasonable notification to the community when a change has been made.



MESSAGE FROM THE DEAN OF ADMISSIONS

Welcome to The Gilbert School!

Dear Student:

Welcome to The Gilbert School from The W. L. Gilbert Trust Corporation! We are honored to have you join our residency program this year. You should be proud of your acceptance to The Gilbert School and we expect you will achieve great things as you begin your educational journey with us.

As a new student of The Gilbert School, you and your legal guardians will need to complete, sign and return the following as part of your "Enrollment Packet":

- Application for F-1 Visa
- Parental Contract
- Health Assessment Record
(Students will not be allowed on campus without completed health records)
- Housing Application
- Parent Medication Forms
- Student Travel Forms
- Final school transcripts
- Full tuition payment

All of these documents must be received on or before August 1. All students will attend a week long Orientation before the start of the school. Details about the Orientation are in the students "Enrollment Packet."

Best wishes for a great year! We look forward to your arrival.



Regards,

Debra LaRoche
Dean of Admissions
laroched@gilbertschool.org

** All documents in the students "Enrollment Packet" must be given to the Office of Admissions by August 1st. Students may be denied the ability to start school without all of their required paperwork. Students cannot move into their homestay or dormitory without their Health Assessment Records. A Health Assessment Record form can be obtained from the Office of Admissions.*

THE GILBERT SCHOOL 2017-2018 CALENDAR

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total: 2

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Total: 115

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total: 22

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Total: 136

OCTOBER						
S	M	T	W	T	F	S
					6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total: 42

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Total: 152

NOVEMBER						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Total: 60

MAY						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total: 174

DECEMBER						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total: 76

JUNE						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total: 181

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total: 97

**Students-181 days
Teachers-186 days**

IMPORTANT DATES

AUG 25	NEW TEACHER ORIENTATION
AUG 28	TEACHERS RETURN
AUG 29	STAFF DEVELOPMENT - TEACHERS ONLY
AUG 30	OPENING DAY - ALL GRADES
SEPT 4	LABOR DAY
SEPT 14	OPEN HOUSE - ALL GRADES
OCT 4	FIRST QTR PROGRESS REPORTS
OCT 6	STAFF DEVELOPMENT - (STUDENTS OFF)
OCT 9	COLUMBUS DAY
NOV 7	STAFF DEVELOPMENT (STUDENTS OFF)
NOV 1	FIRST QUARTER ENDS
NOV 22,23,24	THANKSGIVING RECESS
DEC 6	SECOND QTR PROGRESS REPORTS
DEC 25-JAN 1	HOLIDAY RECESS
JAN 1	NEW YEAR'S DAY
JAN 2	SCHOOL REOPENS
JAN 12	SECOND QUARTER ENDS
JAN 15	MARTIN LUTHER KING DAY
JAN 16,17,18,19	MID-YEAR EXAMINATIONS
JAN 19	FIRST SEMESTER ENDS
FEB 19, 20	PRESIDENT'S DAY/WINTER RECESS
FEB 28	THIRD QUARTER PROGRESS REPORTS
MAR 4	THIRD QUARTER ENDS
MAR 30	GOOD FRIDAY
APR 16-20	SPRING RECESS
MAY 16	FOURTH QTR PROGRESS REPORTS
MAY 28	MEMORIAL DAY
JUN 4	FOURTH QTR ENDS
JUN 5,6,7,8	EXAMS
JUN 11	LAST DAY OF SCHOOL (STUDENTS)
JUN 12	LAST DAY OF SCHOOL (TEACHERS)

Note: If there are more than 10 snow days, then April vacation will be shortened starting with April 20.

Make-up days for inclement weather or other problems which may cause school to be closed will be scheduled as needed beginning June 11.

STUDENT AND PARENT/GUARDIAN HANDBOOK *2017-2018*

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Approved by Board: March 21, 2017

GENERAL INFORMATION

HELPFUL CONTACTS

Head of School - Dr. Anthony Serio
Email: serioa@gilbertschool.org

Director of The Residency Program - Mr. Timothy Cronin
Email: cronint@gilbertschool.org
Phone: 203-233-1418

Dean of Student Life - Ms. Carissa Mastroianni
Email: mastroiannic@gilbertschool.org
Phone: 860-782-1509

Assistant Director of Student Life - Mrs. Michelle Cundiff
Email: cundiffm@gilbertschool.org
Phone: 860-806-9347

Dean of Admissions- Ms. Debra LaRoche
Email: laroched@gilbertschool.org
Phone: 860-806-9342

The Gilbert Trust Main Office Phone Line: 860-379-1245

The Gilbert School Main Office Phone Line: 860-379-8521

ARRIVAL TO THE GILBERT SCHOOL

The W.L. Gilbert Trust will provide transportation for new students from JFK airport at the beginning of the school year. Please plan arrival time according to the bus pick up day and time, which will be sent to each student in their “Enrollment Packet.” If students arrive on any other date or time, they will be responsible for their own transportation to campus. It will take from one to two hours to clear through customs and collect baggage upon entering the United States, depending on the terminal and where the student is flying in. The bus will pick up at one designated terminal on the arrival day.

Note: During school vacations and breaks, and personal travel, students are responsible for their own transportation to and from airports, train and bus stations. Students can reach out to The Dean of Student Life who will assist them in making transportation arrangements, if needed.

SCHOOL HOUSING

The W.L. Gilbert Trust offers three types of housing for students:

- Homestays (students are placed with a local family at their home)
- Dormitory style homes (houses in close proximity to campus that have up to twelve students and Residential Coordinators who run the household)*
- Dormitory (located on the school’s campus-houses up to fifty-two male students)

Students must indicate their housing preference in their “Student Housing Application” sent with their “Enrollment Packet.” Most new students will live in the school dormitory their first year and can apply to live with a homestay family the following year. All homestay families have been interviewed and background-checked.

** Students living in dormitory style homes or the dormitory will be provided with a twin sized bed frame and mattress, a closet and a space to study. Students must provide their own linens (for a twin bed 39”x79”), towels and pillows. Students can bring mattress toppers and covers but they cannot purchase their own mattress or bed frame.*

Residential Coordinators

Residential Coordinators care for students living in dormitories and Trust owned homes. They assist with activities for students on a regular basis. They are responsible for student safety, check in times and study halls. Residential Coordinators are employees of the Trust and have gone through a rigorous hiring process and background check; some are even teachers at the school.

Residential Assistants

A Residential Assistant may assist the Residential Coordinators with day-to-day activities, transporting students, and assisting with study hall.

Homestay Family

A homestay is a housing option that provides students with the opportunity to live with an American family unit. Homestay families provide a comfortable living environment for the student, daily meals and activities. A student requesting to live in a homestay family should be outgoing, have good grades and have a desire to be a part of an American family unit. This option will provide a wonderful opportunity to practice spoken English.

Packing List

Please refer to “Packing List for Residency Students” that was sent in the “Enrollment Packet” for a complete list of suggested items to bring.

Communication

The Gilbert Trust will make every effort to deliver all written communication electronically. Information is sent to students and agents on a regular basis. Parents and guardians can email The Dean of Student Life, mastroiannic@gilbertschool.org for grade reports and other updates on their child. If a parent does not speak English, communication is sent directly to the agent.

Additionally, all students have access to school email and should be checking it daily. If a student has forgotten their password, they can contact Gilbert School’s Information Technology Department (IT) via email at techsupport@gilbertschool.org.

Transportation

All homestays are required to bring their student to and from school unless they are on the bus route. Homestays are responsible for contacting the local bus company to add themselves to the pick up route (860-379-0020). Students who take the bus in the morning must be at the bus stop at least 15 minutes prior to their pick up time. All students living in school dormitories or homes are required to walk to and from school unless in bad weather.

STUDENT RESPONSIBILITIES

ATTENDANCE

A major responsibility of students is to be at school on time. Prompt and regular attendance to school and class is a requirement for academic success. Students are expected to be in first period class at 7:45a.m. By state law, students who miss five days in a quarter, ten school days in an academic semester, or twenty days in a yearly course may lose credit for a class regardless of a passing grade. Students who are ill must inform their homestay parents or Residential Coordinator immediately. Students who have excessive tardies or absences will meet with Trust Administration and/or The Gilbert School Administration and may be placed on Disciplinary Probation.

ABSENCES

Excused Absences:

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted for reasons such as:

- Student illness that has been excused by a doctor or the school nurse; any medical appointments that the school nurse has made for a student will be excused. If students see a doctor, they must bring a note to school the next day for documentation for their absence excused.
- Student's observation of a religious holiday.
- Death in the student's family (documentation must be submitted).

Unexcused Absences

A student's absence from school shall be considered unexcused unless they have the proper documentation to excuse their absence (please see above). A phone call to the school's main office from a homestay family or Residential Coordinator does not excuse an absence. These absences will affect academics, as students may not be allowed to complete work missed due to an unexcused absence. Taking excess vacation days after holiday breaks will not be excused. All absences will be unexcused and students will not be allowed to make up their course work. Family vacations should always be planned during holiday breaks.

Note: Any student who is absent from school is NOT allowed to participate in after school activities on the day of their absence.

TARDIES

Three tardies to class is equivalent to one absence in that class. After three tardies, a student will stay after school with The Gilbert School's Administration for up to two hours.

POTENTIAL LOSS OF CREDIT

Upon the fifth unexcused absence in a quarter, and the tenth unexcused absence in a semester, parents and/or guardians will be notified by certified mail that credit has been withheld and referred to the procedure which can be followed to appeal the withholding of credit. Students who are out of compliance with the attendance policy will be referred to school and Trust Administration for further disciplinary action. This policy is in accordance with CT state law so it is not negotiable.

TOEFL AND SAT TESTING

Students may take the TOEFL and the SAT tests at The Gilbert School on the available dates. Additional dates are available at other local locations (please refer to ETS and College Board website for dates and locations). Students will not be excused to test off campus during school hours. Students may be required to test during the Gilbert School's administration of the TOEFL exam as part of their yearly progress monitoring.

COLLEGE VISITS

Students must submit proper verification from their college visits to excuse their absence. Paperwork must be submitted to The Dean of Student Life and to the Main Office within one week of the visit.

Note: Proper verification means an official letter or note from a professional office.

GRADUATION

Senior students are required to participate in their graduation ceremony at the end of the school year.

REPORT CARDS/PROGRESS REPORT

The Dean of Student Life will send progress reports and report cards home to parents and agents at each quarter. There are four quarters per year. Please refer to the school calendar.

RESIDENTIAL LIFE

Items not allowed at the homestay and dormitory:

- Pets of any kind, owned by the student
- Candles
- Personal heaters or air conditioners
- Televisions unless approved by The Dean of Student Life
- Power strips or extension cords that do not meet fire code
- Lighters or matches

- Refrigerators unless approved by The Dean of Student Life
- Microwaves
- Unapproved medications
- Hot plates

The Dean of Student Life will take any item that poses a fire hazard away immediately.

Laundry

Students are responsible for their own laundry. It is important that bed linens are washed, at a minimum, biweekly. The Trust and homestay provides washers and dryers for students, free of charge. The use of laundry machines is at the student's own risk, and The Trust or homestay takes no responsibility for the loss or damage of personal clothing that has been a result of their laundry machinery.

Damage to Dorm or Homestay Property

The Student Life Department will make every effort to identify any individual responsible for damage. They will be billed for any damage that has occurred. Students must not tamper with, remove or hang items from any fire or safety equipment, including smoke detectors, fire extinguishers, and sprinkler systems and devices in the dormitory. Furniture may not be moved around the dormitory room unless approved by The Dean of Student Life.

Room Repairs

To request the following repairs to a dorm room, the student should notify their Residential Coordinator who will then notify a member of The Trust Residency Team.

- Electrical, lighting, or internet problems
- Changes in heat setting
- "Bunking" or "un-bunking" beds
- Repairs to doors, windows, or screens
- Leaks
- Pests, such as ants

Student Expenses

Students must pay for their own:

- Toiletries- shampoo, soap, deodorant, toothpaste, toothbrush
- Clothing
- Snacks
- Recreational and sporting gear
- School items
- Dental and doctor's fees
- Personal travel expenses
- Postage
- Meals outside of school or the homestay

Shipping Items

Students should contact the Student Life Department if they need help shipping items home.

Meals

Dormitory students will eat in the cafeteria every evening at 5:30p.m. Dinner at the cafeteria is included in their tuition. Homestay students are provided dinner in their homes. If they choose to eat in the cafeteria for dinner, they will pay an additional fee.

Students are expected to buy school lunch at their own expense. They can choose to pay with cash or their "My School Bucks" account. Residency students will be provided a continental breakfast during the school week or can eat breakfast at the cafeteria starting at 7:10 a.m.

Weekend meals will be provided.

"My School Bucks" Account

Students are responsible to pay for their own lunches during the school week. They can use their "My School Bucks" account to pay with a credit card or, pay with cash. We recommend about \$70 a month for school lunch purchases. On the weekends, lunch will be provided for the student. Breakfast and dinner is always provided.

Cooking

Residency students are not allowed to use the stove or oven at the dormitory or homes unless they are cooking with their Residential Coordinator or homestay for an event. Students can cook during a Trust held event if an adult is present. Homestay students should not cook unless the homestay parent is present. The use of rice cookers, steamers, electric hot water kettle, toaster/toaster oven and microwaves are allowed. Students must clean up after themselves after the use of these appliances.

Food Deliveries

Students may have meals delivered to their homestay or dormitory with the approval of their homestay or Residential Coordinator.

Room Cleanliness

Each student, whether living in a homestay or dormitory, is expected to keep his or her room clean and orderly. Everyday, students must keep their bed neat, empty their trash, and keep their floor and the top of the dresser neat. Homestay families and Residential Coordinators can assign individual chores to students.

Curfew Hours

Students must be home by 7:00p.m. Sunday through Thursday unless they are participating in sports, clubs or other school/Trust activities and events. Students must be home by 10:00p.m. on Friday and Saturday nights unless they are participating in Trust run activities and events.

Loud Noise

Radios, iPods, speakers and musical instruments must be played quietly in consideration of others. After 10:00p.m., students should keep volume at a level that does not disturb others. Infractions of these guidelines may result in the loss of these privileges. Students should not be playing music during study hall. If a student is living in a homestay, they must be courteous of their noise level at all times.

Missed Commitments

Students are required to follow commitments such as check in times, curfew hours and attend activities or trips that they have signed up for. Any missed commitment will be reported to The Dean of Student Life. Three or more missed commitments will require students to complete community service hours.

English Policy

Students must speak English in common areas, vehicles, and at dinnertime. Students must always use English in the classroom unless otherwise instructed by their teacher.

Student Communication

All students are required to have an active cell phone at all times. Students are responsible for purchasing their own cell phones and paying for any long distance charges. If a student's cell phone number changes during the school year, the new phone number must be reported to The Dean of Student Life immediately. Students must notify their homestay or Residential Coordinator of their whereabouts at all times and be responsible for charging their device and keeping it in good working condition.

Change of Address

It is the student's responsibility to change their address when they leave The Gilbert School or change their housing. Students should always change their address with their local bank. The address listed should be of the homestay or the dormitory, not the school.

DORMITORY STUDENTS

In order for the dorms to run smoothly and for residents to get along, students must take responsibility for their actions and behavior.

- Students are responsible for any assigned chores and to maintain good living conditions in the dorm.
- Students are expected to keep their rooms neat and clean. Dorm room checks will occur regularly.
- Students are expected to follow the procedures for room cleaning and preparation for holidays and breaks.
- Dormitory rooms may not be overcrowded with excess furniture. The Student Life Department must approve all additional furniture.
- Dormitory furniture may not be dismantled or moved out of the room. If students have a medical need for furniture, arrangements must be made through The Student Life Department.
- No stickers may be applied to walls or ceilings. Pictures and posters should be hung with adhesive hooks.
- Snacks should be stored in airtight plastic containers. Food must not be left out for extended periods of time.
- Lights and fans must be turned off when not in use.

Meetings with Residential Coordinators

Residential Coordinators will hold meetings on Sunday evenings at the dorm at 6:30p.m. Students are expected to attend. This is a time to voice opinions, ideas or concerns. Residential Coordinators can collect cell phones and electronics during this time.

Friendship Family Program

Boarding students are encouraged to join our Friendship Family Program. Students will be paired with a local host family to join them in fun trips and outings throughout the school year. Students do not live with the family but may experience trips with a trusted family for recreational purposes. For an application, please visit The Student Life Department.

Room Checks

A member from The Student Life Department will complete room checks twice a week. Residential Coordinators will conduct room check-ins Sunday-Thursday during Study Hall hours. Homestay families have the right to check student's rooms when needed. Homestay families do not have the right to search or go through student's property unless approved by The Dean of Student Life.

Conditions of room checks:

- Bed is neat
- Trash is emptied
- Floor must be clear of clutter, clothes and trash
- Desk and dresser top are orderly
- No snack foods or drink containers left out
- No lights are left on

For fire safety reasons, nothing should hang from light fixtures or sprinkler systems.

Any material that includes nudity or sexually explicit content, or that condones alcohol or drug use may not be used as decoration in student rooms. Students must not tamper with smoke detectors or fire extinguishers and is a violation of federal law.

Clean Room Challenge

Twice a year, The Dean of Student Life will conduct a clean room challenge. They may or may not tell students when the challenge will happen. Students who pass the challenge will win a prize!

Winter Break

Students are highly encouraged to travel over winter break (Christmas to New Year). This is a great time to visit friends and family out of state. Students can reach The Dean of Student Life to assist with travel arrangements, if needed. Students must follow all Trust travel policies when traveling over winter break.

Summer Vacation

Vacations offer a welcomed and necessary break from hard work at school. All students must go home for summer vacations. Since the dormitories are closed during the summer, residency students must depart promptly and return only on the scheduled dates of return. Exceptions for coming back to school early may be approved by The Dean of Student Life with considerable notice.

Students who do not travel directly home at the start of summer vacation must fill out "REQUEST TO TRAVEL & RELEASE" form and provide appropriate information about their destination(s).

Final Summer Checkout Procedures

- Students must clean their room, bed sheets and comforters and neatly store them in their closet if returning to the same room the following school year.
- Students must have all of their belongings in large bins, bags or cardboard boxes and store them inside the closet or basement of the house or dormitory. Students are responsible for purchasing their own bins and signing out with their Residential Coordinators before they leave.
- Dorm students will be charged a \$150 fee if they did not check out with their Residential Coordinators.
- Dorm students will be charged a \$300 cleaning/repair fee if their room is not in good condition (i.e. holes in the wall, trash left, broken furniture).
- Students will be charged \$50 for every lost key or swipe card during the school year.

Returning Student Orientation

Returning students should be prepared to attend an All Student Orientation before the start of the school. The date of Orientation will be announced in the early spring along with a suggested date for return for students. Orientation is mandatory.

Note: Students should always ask The Dean of Student Life of important dates before booking flights home, especially in the case of winter breaks and final exams.

Common Room Use

Common areas are the areas available for use by all students. All students must be respectful of others using the space and be mindful of the amount of noise they generate. Use of televisions, video games, ping pong tables, and other such equipment in common rooms is open to students on hours when classes are not in session. Students cannot use the equipment in the common areas during evening study hall or after lights off. Students may watch television and play various games in the common rooms on Friday nights and Saturday nights until 11:00p.m. and 10:00p.m. on the weekdays. With the approval of a Residential Coordinator, these hours may be extended on the weekend on a case-by-case basis.

Communal Kitchen

Students are responsible for labeling any food/beverages they have stored in the kitchen refrigerator. Students are asked to be mindful of the limited space available. All food that is not labeled will be thrown out. Students should never take food out of the refrigerator that is not theirs. The last person who used the kitchen must always clean it up.

Chores

Students will assist their Residential Coordinator with basic cleaning. Residential Coordinators will assign individual chores to students. The Dean of Student Life will do regular dorm checks throughout the week. Kitchen, bathroom, laundry areas and student bedrooms should always be kept in good condition. Students are responsible for cleaning up after themselves in all common areas.

Recycling

Students may not dispose of food waste in the recycling bins. Items that can be recycled are: glass, cardboard, paper, milk and juice cartons.

Quiet Hours

Students must be quiet and in their bedrooms Friday nights and Saturday nights at 11:00p.m. and 10:00p.m. on the weekdays. Students are required to leave the common areas and be in their own bedrooms. No showering, doing laundry or loud music is allowed after this time.

Note: Students should not be in the common areas after 10:00p.m. Sunday through Thursday and 11:00p.m. on Friday and Saturday nights. Homestay students must be respectful of their homestay family's quiet time and adjust to their rules for the home space.

Lights Off

During the school week, students will be required to turn their lights off at 11:00p.m. This is to ensure that all students will be awake and ready for school the next day. Residential Coordinators will monitor lights off. Students may request "late lights" from the Residential Coordinator on duty only if they need a little extra time to complete an assignment.

Below is the schedule for Curfew/Quiet Hour in the houses and dormitories. Quiet hours will be enforced by the Residential Coordinators.

Weekdays:

7:00 p.m. – Curfew hours begin
10:00 p.m.- Quiet hours begin
10:30 p.m.- Internet shuts off
11:00p.m. - Lights off

Weekends (Friday and Saturday):

10:00 p.m. – Curfew hours begin
11:00p.m. Quiet hours begin
12:00a.m. Internet shuts off

** Weekend quiet hours and Internet shut off times may be adjusted occasionally for special circumstances or overall good student behavior. Gilbert Scholars and Senior class students may have special privileges for good grades and behavior.*

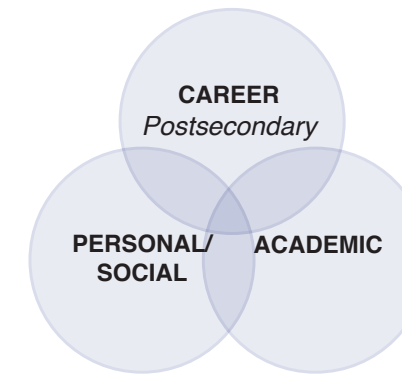
STUDENT SUPPORT SERVICES

SCHOOL COUNSELING DEPARTMENT

The Gilbert School Counseling Department uses a comprehensive developmental curriculum that is designed to meet the needs of all students as they move in a sequential manner towards self-understanding and self-enhancement. The developmental school-counseling program works with all students through both individual and classroom activities, advisories, and structured group lessons. The systematic approach that the Counseling Department offers focuses on prevention and preparation. This comprehensive approach facilitates student development in three broad domains: Academic, Career, and Personal/Social. Most of these activities will take place during the Flex period of the school day, but others could be special grade level events or interest-based activities.

CURRICULUM GOALS

Throughout the year, counselors work with students by utilizing a comprehensive curriculum with lessons focused on identifying students' strengths and interests, researching appropriate colleges, and selecting potential majors and careers. Counselors work closely with individual students to choose high school courses that prepare them for college-level work and ensure that the student meets high school graduation requirements.

**Academic - Learning to Learn**

- Skills for Learning
- Students will develop attitudes, knowledge, and skills that contribute to life-long learning.
- School Success
- Students will complete school with the academic preparation essential for their chosen post-secondary plans.
- Academics to Life Success
- Students will understand the relationship between their academic studies and the world outside of school.

Career - Learning to Earn

- Investigate Careers
- Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.
- Career Success
- Students will employ strategies to achieve future career success and satisfaction.
- Relationships Between School and Work
- Students will understand the relationship between personal, education and training, and the world of work.

Personal/Social - Learning to Live

- Respect for Self/Others
- Students will acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others.
- Goal Setting/Attainment Skills
- Students will make decisions, set goals, and take the necessary action to achieve goals.
- Safety Skills
- Students will apply effective problem solving and decision making skills to make safe and healthy choices.

Responsive Services

Counselors actively address the immediate needs and/or concerns of individual students and their families. Issues may include, but are not limited to, academic probation, personal crisis, social relationships, safety, and career information. School counselors respond to each situation on an individual basis, using intervention techniques that are appropriate and helpful in meeting the needs of the student. Additionally, school counselors continually collaborate with staff members, parents, guardians, and students who seek specific information. School Counselors employ a variety of methods and strategies depending upon the specific nature of the situation. Counselors may consult with parents and/or guardians, staff members, community resources, or other appropriate parties when developing strategies. If the needs of the student require a clinical assessment or in-depth counseling, a recommendation for additional outside services may be made to The Gilbert Trust.

ELL AND ACADEMIC SUPPORT

ENGLISH LANGUAGE LEARNERS PROGRAM (ELL)

The ELL program at The Gilbert School is carefully designed to provide comprehensive instruction and support for students who are not yet fully ready to take regular courses. The ELL curriculum is a rigorous immersion-based environment for learning English that offers ample opportunity for students to improve their English language skills (reading, writing, speaking, and listening) in a challenging classroom environment of high expectations. The courses are tailored to suite the particular language needs of incoming students. Specialized features include:

- Speaking & listening and grammar courses suitable for students with identifiable needs in oral communication and listening (both conversational and academic), and sentence level academic writing skills.
- College preparatory integrated skills courses, (levels 1-3) that develop discrete language skills (grammar, spelling, pronunciation, vocabulary, syntax, etcetera), critical thinking skills, and cross-cultural awareness by reading and analyzing high interest fiction and non-fiction texts, writing paragraphs and essays in response to reading texts and visuals, having discussions, giving presentations, and completing both individual and group projects.
- Augmented U.S. history and biology courses designed to meet different learning styles and improve study skills as well as increase content specific vocabulary in English.
- TOEFL/SAT prep courses.
- Small class size.
- Additional support can be arranged as needed.

English Placement for New International Students

International students entering The Gilbert School will be placed according to their level of English as determined by their scores on an English placement test administered upon arrival, at The Gilbert School, as well as other factors including decisions made by the ELL department in coordination with other principals and tests scores such as the TOEFL.

STUDY HALLS

Study hall provides time for homework assignments, studying for tests, reading, and generally preparing for classes. These halls are set up to be quiet and conducive to studying. Students are expected to bring study materials with them. Electronics may be taken away at any time during the study hall time.

A. After School Study Hall

Study hall will be held in the computer lab.

Every week, the ELL teachers will compile a list of students who must attend proctored Study Hall. These After School Study Halls will be mandatory and in session on Mondays, Wednesdays, and Thursdays for the students who meet the following criteria:

1. Students who have an F in any of their ELL courses must stay for two hours from 2:30pm until 4:30pm.
2. Students who are deemed in need of extra help by the ELL teachers (based on their academic performance and class participation) must stay for one hour from 2:30pm until 3:30pm.
 - If a student has an F in any of the core courses, they are responsible to seek extra help from their content-specific teachers.
 - The ELL teachers will let the students know every Friday if they must stay for Study Hall the following week.
 - Should a student's grade change over the weekend, it is the student's responsibility to notify their ELL Study Hall proctor.
 - Students, who miss three unexcused after school Study Halls, will result in a P.M. school referred by their Study Hall proctor. Excessive tardies will result in an ISS which goes on a students permanent record (In-school suspension).

Guidelines for After School Study Hall are as follows:

- Students must check-in with the Study Hall proctor for attendance.
- At the time of check-in, students must hand in their cell phones.
- Students are not allowed to leave during the Study Hall without the consent of the proctor.

B. Dormitory Study Hall

All students living in the school dormitories will have a mandatory study hall from 7:00p.m. - 8:00p.m. Sunday-Thursday. An atmosphere conducive to learning must be maintained at all times. Cell phones are not permitted during study hall. All students are required to study in their bedrooms with the doors open or in the common areas. Gaming, sleeping, being loud, lounging, and doing work outside of schoolwork is not permitted. Failure to show to study hall will count as a missed commitment.

RESIDENTIAL SAFETY

Seat Belts

Students must wear their seat belts at all times when in a Trust or homestay vehicle. CT law states that anyone riding in the front seat of a vehicle, regardless of the occupant's age, must wear a seat belt. A homestay parent or Residential Coordinator has the right to deny driving a student who does not abide by this law. Students cannot eat or drink in any Trust owned vehicle.

Note: Students should always ask their homestay or Residential Coordinator to drive them somewhere, in advance. A homestay family or a Residential Coordinator has the right to say no if they have prior obligations and the student did not ask in a timely manner.

Student Driving

Students cannot operate any type of motor vehicle, even if they have a driver's license. Second semester seniors can get their drivers license but cannot utilize their license until after graduation.

Money Exchanges

Students should never lend or give money to other students, homestays or Residential Coordinators. Homestay families and Residential Coordinators should never exchange money with a student. Homestay families should never charge a student for transportation.

Theft

Students are responsible for protecting their own property. The easiest way for students to prevent theft in the homestay or at the dormitory is by:

1. Keeping cash in a secured bank account.
2. Locking all valuables, including cash, in a lock box.
3. Locking main doors in the dormitory when leaving for the day.
4. Not going into another student's room without permission.
5. Labeling important belongings with a permanent marker.
6. Never carrying large amounts of cash at anytime.
7. Never lend or borrow money to anyone including the homestay and Residential Coordinator.

The Gilbert Trust is not responsible for items that are damaged, lost or stolen. Large sums of cash, jewelry and other valuables should not be brought to school or left unattended.

** Students must never give their dorm code to anyone else or make a copy of their room/ house key. Unauthorized use or possession of a Trust owned master key by a student will result in immediate disciplinary action.*

Housing Issues

If a student feels uncomfortable in their homestay or dormitory they should notify The Dean of Student Life immediately.

Room Searches

For the welfare of the Gilbert community, The Dean of Student Life, Head of School or Director of The Program have the right to search any and all of a student's personal belongings at any time. Residential Coordinators can conduct searches if approved by The Dean of Student Life.

Mandated Reporting

If there is any evidence or suspicion that a student is being abused or neglected in any way, it needs to be reported to any adult or teacher. Appropriate action will be taken. If any student or adult suspects that the student is in danger (self-harming or being harmed by others) it must be reported immediately. Regardless of the concern, students should always trust their instinct and pass the information on to the Counseling Department or a trusted adult. The adult can assess the situation and ensure that the student receives appropriate help, if needed.

Weapons

If a dangerous weapon and/or ammunition owned by the student is found in the dormitory or homestay, students will be reported to the police immediately for confiscation of the material and possible arrest. Students will be immediately dismissed from the Residency Program. Homestay families must always have weapons locked and secured in their home away from the reach of students. Residential Coordinators must never carry weapons in the dormitories.

Alcohol, Drugs and Tobacco

Alcohol, drugs and tobacco are not allowed and will be confiscated immediately if found.

Visitation Policy

Students must always have permission from Residential Coordinators or their homestay before having guests over. Outside guests at the dormitory (students who do not attend The Gilbert School/ other adults) must ask permission from The Dean of Student Life in advance.

Being in a bedroom with the member of the opposite sex is not allowed. A member of the opposite sex cannot be in the homestay or dormitory unless an adult is present. Residential Coordinators are not required to provide food for visitors.

Overnight Guests

Overnight guest approval is at the discretion of the homestay. An overnight guest (Gilbert students only) at a dormitory requires approval from their Residential Coordinator. Outside guests are not allowed to stay overnight at the dormitories unless approved in advance by The Dean of Student Life. Sleepovers with other residency students are not permitted during the week unless approved by The Dean of Student Life.

Fire Drill

When there is a fire drill in the dormitory, all students must exit the home immediately and wait for further instructions. Failure of students to report to their assigned location will result in disciplinary action.

Note: If a homestay family or Residential Coordinator is not home, the student must call 911 immediately, if a fire is present.

TRANSPORTATION

The Trust Residency Team will provide group transportation in the beginning of the school year at John F. Kennedy Airport (JFK) for new students. Parents may wish to make their own travel arrangements for their child using our listed livery service. Students are responsible for purchasing tickets for buses, planes and trains during vacation periods or for personal travel. Residential Coordinators and homestays are not expected to provide transportation to bus stations, airports or train stations. No student can travel without approval from The Dean of Student life.

Livery and Transportation Services
Executive Livery: 860-491-3955

Uber/Lyft/Taxi Services

Students may take Uber/Lyft/Taxi services if they have permission from their parents at the beginning of the school year. Any staff member or homestay family has the right, at any time, to deny a student to utilize outside transportation, even with parent approval. The W.L. Gilbert Trust is not affiliated with these services and students choosing to use them do so at their own risk.

Bicycles

Students may purchase bicycles at their own expense but must stop at red lights and stop signs when there is oncoming traffic. Students should use caution when crossing the road. If a student is being careless with their bicycle, The Dean of Student Life may confiscate it for the remainder of the school year. Connecticut State Law states that no person age 15 or under can ride a bicycle without a helmet on any highway or road traveled by any motor vehicle. Students should secure their own bikes and must supply their own locks. For safety reasons, bicycles may not be stored or left in the corridors of dormitories or other campus buildings.

Walking in Town and to and From School

Students living in a dormitory or homestay may not walk outside after dark. They must ask for a ride after dark. Residential Coordinators are not responsible to drive students other than their own household. Students are expected to walk anywhere in between Northwestern Connecticut Community College and the Quick Stop gas station. Students can ask for a ride from their Residential Coordinators if they need a ride farther than those locations. Dormitory students must walk to and from school unless there is bad weather.

TRAVEL

Student Travel Guidelines for Non-School Sponsored Trips

- All students, both new and returning, are not allowed to travel during the first quarter of school. The first quarter ends on November 1st, 2017.
- All students are not allowed to travel out of state overnight or during the day, unless they are with an Authorized Person, such as a family member or friend of the family. Authorized Persons must be 25 years of age or older. The Authorized Person must stay at the physical location with the student for the entire duration of the trip.
- If a junior or senior student, who is 18 years of age or older, is traveling out of state for the day, they need to be accompanied by another person of at least 18 years of age.

- Students can only travel if they are in good academic standing (i.e., grades, attendance, behavior).
- Students, who travel on their own, within the United States, must fill out a "Request to Travel & Release" form before each trip. The completed form must be given to the Dean of Student Life at least three school days before the travel date and two weeks before a major holiday or school break.
- The Dean of Student Life has the right to contact the Authorized Person, homestay parent, parent or agent to confirm trip details and determine that the information that was provided is accurate.
- For any international travel, all appropriate paperwork must be completed and submitted to The Dean of Student Life in advance of the trip. The Dean will then contact the student's parents/guardian or their agent directly for any travel the student plans outside of the United States.
- Parent/Guardian must give approval for junior and senior students planning a college visit. Proper documentation from the college must be submitted to The Dean of Student Life.
- A student is never permitted to travel without authorization to do so.

Unauthorized Travel

A student is never permitted to travel without authorization. The Dean of Student Life has the right to deny travel at any time. Travel can be denied due to failing grades, poor attendance or behavioral issues. If a student is on a sports team, the coach or Athletic Director has the right to deny travel privileges if a student requests to travel during a sport season.

Request to Travel and Release Form

All "REQUEST TO TRAVEL AND RELEASE" forms must be filled out accurately. If a form is not filled out properly, the student will not be permitted to travel. "REQUEST TO TRAVEL AND RELEASE" forms are located in the School Counseling office, with Residential Coordinators or with The Dean of Student Life.

Note: Students cannot list themselves or another TGS student as an Authorized Person.

Authorized Person

An authorized person is someone whom the student's parents or guardian listed on their "STUDENT TRAVEL GUIDELINES FOR NON SCHOOL SPONSORED TRIPS" form under "Authorized Persons". An Authorized Person must be 25 years of age. They will stay with the student during the duration of their trip, including overnight.

Time of Return

If a student is returning later than the time listed on their "REQUEST TO TRAVEL AND RELEASE" form they must notify their homestay or Residential Coordinator immediately. Any student that does not notify an adult of a later return will be subject to disciplinary action.

College Visits

Junior and senior students must have permission from their parents/guardian to travel on their own for a college visit. Proper documentation from the college, confirming the student's attendance at the college event, must be submitted to The Dean of Student Life.

COMMUNITY LIVING

The Gilbert Trust and Gilbert School believe that in addition to having an excellent academic record, education beyond the classroom walls are critical to a student's overall success. Community living as a residency student at The Gilbert School includes participating on sports teams, volunteering in the community, taking on leadership roles, and enjoying social events with peers. The Student Life Department plans various activities for students throughout the school year.

STUDENT ACTIVITIES

Student Life Department

The Assistant Director of Student Life plans trips for students throughout the school year. The role of this department is to get students involved on campus and acclimated to the American culture. Trips planned include Boston, New York, Washington DC, and local trips to the movies, the mall and local hiking. Students are strongly encouraged to get involved at the school by attending activities and joining a sports team or student club. Getting involved in extracurricular activities will help students make new friends and create lasting memories. This department will serve as a resource to immerse students into their new environment. Students who need assistance getting involved are urged to seek help from The Student Life Department. Students will receive a list of events and calendar activities every month.

Activities

Involvement beyond the classroom is not only encouraged, but also required as a residency student. Each semester, students are responsible to attend activities. Some activities may be mandatory for students to attend. Activities include participating in weekend events, being a member of a sports team, getting involved in a student club, watching school sports games, educational events, or completing community service. Students are expected to join their American family and school for weekend activities. Getting involved on campus is a great way to unwind after a busy week! Our goal is to have students become more engaged outside of the classroom, to promote volunteerism, and to foster a sense of community.

Passport to Success

First year students will receive a "Passport to Success" booklet where they will write the name of the Gilbert/Trust event, along with a signature from a Residential Coordinator, residential assistant, teacher, or administrator as proof of attendance at the event. First year students are required to attend eight events per semester. If a new student joins a sports team in any semester, or plays a role in the school play, this will count as all 8 passport activities. Sports banquets and other events can also be added to the student's "Passport to Success." The first year student, who has the most activities completed at the end of the year, will receive a prize!

Student Program Happenings Calendar

Each month the Student Life Department will send out a calendar with various events that students can be involved in. Students will have an opportunity to participate in weekend activities, local sports games, and community service events. These activities will count toward new student's "Passport to Success" requirement of at least eight activities each semester.

Monthly Bulletin

Each dormitory will have a monthly bulletin, which will include menus and activities for the month.

Ambassador Open Gym

The school gymnasium will be open to students at designated times during weekend evenings. Students should refer to the "Student Program Happenings Calendar" weekly.

Life Skills Courses

Almost every weekend on Friday or Saturday, Life Skills Courses will be offered to students. The courses will rotate weekly at the dormitories and all students are welcome. In each Life Skills Course, students will learn about different cultures and traditions around the world. They will cook nutritious meals and participate in arts and crafts activities. Students will learn social skills, such as responsibility, cooperation, sharing, problem solving and self-esteem.

RECOGNITION PROGRAMS

Student Leadership Council

In the beginning of the school year, students are nominated by their teachers and the Residential Life staff to become members of the Trust's Student Leadership Council. These student leaders act as a voice for their peers. Student leaders assist in creating and improving student policies, weekend activities, dining menus, new student orientation, and more. Elected students are those recognized as being responsible and trustworthy students who show initiative and enthusiasm to get involved at the school. Student Leadership Council members are expected to lead their peers by setting a positive example at all times.

Student Ambassadors

Student Ambassadors are selected through recommendations from teachers and administration throughout the school year. These students must have studied at The Gilbert School for at least one year before they can apply. Students who are selected as a Student Ambassador are expected to represent the school and community positively. They are available to assist with New Student Orientation and school tours throughout the school year. Student Ambassadors assist the Student Life Department in planning trips and events. During the first week of school, they help new students with schedules, locker combinations, and accompany them to the cafeteria, to ensure that students can have an easier start to the school year.

Gilbert Scholar Program

The Gilbert Scholar Program allows hardworking students to earn privileges by honorably maintaining the standards set forth by The Residency Program. The Student Life Department and Gilbert School counselors choose these students. Students should be aware that failure to maintain the criteria for The William Gilbert Scholar might result in disqualification. William Gilbert Scholars are re-evaluated every quarter to examine the student's fulfillment of the credentials listed below (This is a recognition award, not a scholarship).

William Gilbert Scholar credentials:

- Student has no more than one tardy and one unexcused absence in a quarter.
- Student has no school violations (PM school and/or suspension, cell phone violation, dress code violation etc.)
- Student has no grades, in any courses, below a B at the end of each quarter.
- Student displays good character and is respectful to peers and adults.
- The student actively participates in chores and keeps their room clean.
- Student shows initiative and has an optimistic attitude.
- Student is a good role model to his/her peers.
- Student is actively engaged with Residential Coordinators/ homestay parents and his/her peers.

** During fourth quarter, TGS Scholars will be evaluated two weeks before the semester ends.*

Gilbert Scholar privileges:

- The student can miss study halls, cafeteria dinners or chores and they will be given reward vouchers to do so. An adult must sign off on the voucher once it has been utilized.
- If the student is returning next year, they will have seniority for student housing selection in the fall semester if they remain in William Gilbert Scholar status for a minimum of two quarters.
- The student will have dinner at the end of the year with The Head of School if they remain in William Gilbert Scholar status for all four quarters.
- An award will be given to the student at the end of the year if they remain on William Gilbert Scholar status for all four quarters. The last quarter will be determined at Quarter 4 progress reports.
- A letter will be sent home to the student's parents about their achievement.
- The William Gilbert Scholar recognition can be added to college applications under "Awards and Achievements."

HEALTH SERVICES

Medications

Students should not have any medications in their room or dorm rooms without permission from the nurse. This includes prescription medications, over the counter medications, and herbal medications. If a student has a medical condition, which requires a prescription medication, please notify the school nurse who will arrange an appointment with a local physician. A medication administration plan will be developed to make sure the student receives their medication as prescribed by their physician.

Physician Appointments

The school nurse should be aware of all medical conditions. The nurse is able to assist students in arranging for any physician appointments, including specialists.

Allergies

It is important that the school nurse is aware of any allergies the student may have. This includes food allergies, medication allergies, and insect allergies. The school nurse will work with students and a physician to develop a health care plan to meet their needs. This includes administering any medication for a severe allergy and making any dietary adjustments to meal plans.

Injuries

Any injuries that occur either at the dorm, homestay or at school should be reported immediately. If an injury occurs during school hours, please notify the school nurse. If an injury occurs during off hours, please notify the homestay parent or Residential Coordinator.

Illness

If a student is not feeling well, please notify the homestay parent or Residential Coordinator immediately. In the event that medical care is required, they can assist in accessing care and contacting the school nurse during the off hours if needed. If a student is too sick to attend school, they will have restricted use of the Internet and communication devices so they can get their needed rest. Students cannot attend after school activities when ill.

Physicals/Vaccinations

Each international student is required to have a physical performed each summer as well as tuberculosis screening. The required form should be returned to gilbertk@gilbertschool.org by August 1st of each year. If a student arrives to school without the proper forms completed, they will not be allowed to stay in the dorm or homestay until it is performed. Additionally, new students must have on file in the nurse's office the State of Connecticut required vaccinations in order to register for classes.

Medication Policy

- Any medication that a health professional considers harmful will be taken away from the student immediately.
- All medications must be properly labeled in English. Any medications not labeled will be taken away.
- Students whose parents filled out the "Parent Medication Authorization Form" will be allowed to take acetaminophen, ibuprofen, tums/chewable antacids, calagel/caladryl given by their homestay, school nurse and Residential Coordinators.
- The Dean of Student Life has the right to confiscate any medication that may cause immediate harm to the student.
- Students are responsible for all charges related to prescription medications, treatment, diagnostic test that are not covered by insurance.

Students are not allowed the following medications, unless approved by the School Nurse:

- Cough and cold medicine
- Aspirin or Advil
- Any medications containing alcohol
- Over the counter medications

Students are not allowed:

- Muscle building, protein supplements or fat burners

Insurance Coverage

Students will receive an insurance card at the beginning of the school year. They must keep this card with them at all times. The insurance card covers most doctors and hospital visits. Insurance does not cover dental visits.

POLICIES AND SERVICES

GENERAL RULES

Cell Phone Policy

Students can utilize cell phones via text at school during FLEX block, study hall and passing in the hallways to their next class. Students cannot make phone calls anytime during the school day. If a student is caught using any electronic device inappropriately, they will meet with school Administration and may receive consequences. Students must not utilize electronics during student assemblies.

Dress Code

Students must dress appropriately at school, at home, and at Trust and school-sponsored events. Students who do not follow the dress code at Trust events will meet with a member of the Trust Administration. All students who do not follow the dress code at school will meet with school Administration. Students must wear appropriate clothing when walking around the dormitory or their home.

Students are not permitted to wear to school:

- Bandanas
- Hats
- Head coverings (unless for religious purposes)
- Revealing clothing or clothing that exposes midriff
- Pants low enough to expose undergarments
- Extremely short shorts or skirts
- Clothing that advertises, promotes or displays alcohol, drugs, sex or tobacco
- Appropriate footwear must be worn especially when in the school gymnasium

Off-campus Behavior

The way a student behaves off campus is just as important as how they behave in school. Students must remember that they are always representing The Gilbert School. The most serious instances of unacceptable off-campus behavior, such as violating a major rule, may result in expulsion. Students should display respectful behavior in local restaurants, gyms or other social areas.

RESPONSIBLE DIGITAL CITIZENSHIP

Being a digital citizen at The Gilbert School means using technology in a safe, legal, and responsible way. Being a responsible digital citizen means that students must protect themselves, others and the intellectual property they access. Being a responsible digital citizen on the internet includes:

- Posting information and images that are appropriate
- Not taking or posting photographs of other students without their permission
- Protecting your password
- Not using technology to bully others
- Not illegally downloading music, video games or movies

COMPUTER POLICIES

PowerSchool

PowerSchool is a system in which students can check their grades and assignments. Residential Coordinators and homestays are expected to check student's grades weekly. The Student Life Department will send grade reports home to the student's family each semester. Students should access their grades through PowerSchool daily.

Email Expectations

Students are required to check their school emails once a day so they do not miss important dates and reminders.

Internet Hours

Internet will be turned off at 10:30p.m. on weeknights and 12:00a.m. on weekends at the dormitories. Internet will turn back on the following day at 6:00a.m. Homestay families have the right to turn off the internet, at any time, if a student is abusing their internet privileges. Students must follow the same protocol for internet usage in the dormitory and homestay as they would in school. Please refer to school's "Network/Internet Use Policy."

Personal computers

The school's Information Technology Department (IT) does not fix personal computers. Students are responsible for their own devices. If a student's personal electronics are taken away due to being placed on Behavioral Probation, homestays or Residential Coordinators are not responsible for damage to the electronics. Students cannot connect to The Gilbert School's Wi-Fi from their personal electronics.

Issued Technology

Any student who does NOT wish to borrow a school iPad for the year, may do so. If a student leaves The Gilbert School at any point before the end of the school year, they must return their iPad to the Information Technology Department (IT). Students can only connect to Wi-Fi through school issued technology. A \$50 Insurance fee for the use of the Ipad is the responsibility of the student.

Gaming

Students are expected to devote their time to studying for their courses. Students who are excessively gaming will meet with Trust Administration. Students may lose the privilege to use the internet and electronics. Homestays and Residential Coordinators have the right to take away any electronics if a student is abusing their internet privileges and/or it is affecting their school grades.

MAJOR RULES

Any student who damages the reputation of the school or violates civil or criminal law at any time on or off campus will be subject to disciplinary action and the possibility of dismissal from the Trust's Residency Program.

- Acts of dishonesty including stealing, cheating or plagiarism
- Hazing, bullying, or harassment of any kind
- The use or possession of weapons imposing a real or perceived threat to individuals or the community
- The use or possession of drugs or alcohol or associated paraphernalia
- Burning material inside the house including the use of lighters, matches, cigarettes, incense or candles
- Smoking on school property
- Destruction of property in the school, community, dormitory or home
- Unauthorized driving
- Not abiding by the Trust's travel guidelines
- Violating curfew

Drug and Alcohol Use and Abuse Policy

Consuming alcohol by a minor is illegal in The United States. Under the Liquor Control Act, a "minor" is anyone under 21 years of age. The Trust is committed to a drug and alcohol-free environment. Any student who is caught under the influence or in possession of drugs or alcohol will be dismissed from the Residency Program. Students under the influence at the dorm or homestay, at any Trust or school sponsored event, or on school grounds will be referred to the police immediately. Trust Administration always has the right to conduct room searches if they suspect a student is under the influence.

Tobacco Use or Any Products Containing Nicotine

The Gilbert School is a smoke free campus. Residency students are not permitted to use or possess tobacco/nicotine products while a student at The Gilbert School. If a student is caught smoking, they will be subject to disciplinary action.

Smoking inside the home constitutes life endangerment and is a major Trust violation. The Trust reserves the right to dismiss a student immediately if found smoking in the home. Electronic cigarettes are not allowed in the dormitory, homestay, or on school property.

Bullying

The Gilbert School does not tolerate bullying of any kind. Bullying is a repeated use by one or more students of a written, oral, and/or electronic communication (cyber bullying), or a physical act or gesture by one or more students directed at or referring to another student:

- Cause physical or emotional harm
- Creates a hostile environment for a student
- Disrupts another student's educational process

Bullying can happen on or off school grounds, through an electronic device or at a school sponsored trip or activity. Students must always report bullying incidents to an adult.

Gambling

Gambling is not permitted for financial gain.

Academic Dishonesty

The Gilbert Trust and The Gilbert School expect students to practice ethical behavior and respect. Students will be made aware of these expectations and instructed in proper writing and research techniques to promote academic integrity and to ensure that ignorance cannot be an excuse for dishonesty.

Academic dishonesty includes, but is not limited to:

- Plagiarism: Stealing another person's work and making it your own
- Cheating: Copying another person's test responses, homework, class work, project, or other assignment. Plagiarism is the act of submitting another person's ideas, words, images, or data without giving proper recognition. Plagiarism is a form of academic dishonesty equivalent to stealing. It will not be tolerated at The Gilbert School. Thus, The Gilbert School believes it is necessary to inform students how to maintain their integrity and academic standards.

- The student understands that plagiarism is equivalent to stealing and that it will not be tolerated.

- The student has been educated about the meaning of plagiarism and understand the terms: direct quotation, paraphrase, summarize, Works Cited, intentional plagiarism, unintentional plagiarism, integrity, academic standards, and copying.

- The student understands that copying words from printed matter or Internet sources without crediting the source constitutes plagiarism.

- The student is aware that plagiarism is applied to all assignments in class, not just papers. This includes worksheets, homework, quizzes, tests, and any other assignment including projects and artwork.

- The student understands that if they don't comprehend an assignment or are unsure how to cite something that they will see the teacher or a librarian and not simply copy without acknowledging the source, or they will be subject to disciplinary action, regardless of intent.

- The student understands that presenting someone else's work as their own, or providing work for someone else is considered plagiarism.

- The student understands that they are expected to complete their own work.

The student understands that there is no acceptable excuse for committing plagiarism. Should plagiarism, intentional or unintentional, be found in a student's work, the incident will be reported to school and Trust Administration. The penalty for this violation may range from a 0 on the relevant assignment to an F in the course, depending on the severity of the violation. The academic and disciplinary penalties for my misconduct are at the discretion of the teacher. The student's history of academic misconduct will be documented on the student's school record. Should a student be found to demonstrate a pattern of academic misconduct, they may be placed on academic probation, or in more extreme circumstances, expelled from the Residency Program.

DISCIPLINARY ACTION

Students are expected to follow the rules of the Residency Program and the rules of The Gilbert School. The Gilbert School's Administration Team and The Gilbert Trust Administration communicate regularly about student behavior and academics.

ACADEMIC

Academic Probation

The Trust's main goal is to ensure that each student is academically successful. At the end of the first quarter, students who have a grade of D+ or lower in any course will receive a warning letter. At the end of the first semester, if a student's GPA is lower than 2.0 or if they have a grade of D+ or lower in any course, they will be placed on Academic Probation. At the end of the third quarter, the student's grades will be reevaluated. If the student has not raised their GPA or grade, they will remain on Academic Probation. If the student's grades do not improve by the end of the second semester, he or she may be dismissed from the Residency Program.

All students on Academic Probation:

- Will be allowed to attend Trust and school activities but will be put on a wait list.
- Are required to attend after school study hall.
- Must not receive any office referrals while on probation.
- Must not have a D+/69 or lower in any course.
- Must complete 5 hours of community service within the quarter.
- A staff member or homestay family can take electronics away from the student, if needed.

If a student is on probation at the end of the school year, they will be placed on a contingency probationary period for the beginning of the following school year. If a student continues to fail their courses, they may be dismissed from the Residency Program.

BEHAVIORAL

Behavioral Warning

Behavioral Warning indicates that a student has violated a Residency Program or school rule. During this period of time, the student will be closely monitored. Students on a Behavioral Warning may move to Behavioral Probation if they continue to fail to meet the standards of the school and the program.

Behavioral Probation

Students who violate a major rule may be placed on Behavioral Probation. Behavioral Probations will vary

depending on the severity of the violation. Students who do not follow their Behavioral Probation will be removed from the Residency Program immediately.

OTHER CONSEQUENCES

Saturday School

Saturday School will be held at the Trust dormitory from 8:00a.m. - 12:00p.m. Dates of Saturday School will vary. The Dean of Students or Director of the Program may give students a Saturday school for the following reasons:

- Behavioral misconduct
- Continually failing room checks
- Missing daily check-ins
- Violating a rule
- Excessive tardies or absences at school

Failure to attend Saturday School may result in automatic Disciplinary Probation.

Community Service

The Student Life Department will ask students to complete community service hours as a consequence for behavioral misconduct such as continually failing room checks, having excessive missed commitments or not completing their Passport to Success hours.

After School (P.M. School)

The Gilbert School may give students an After School (P.M. school) for excessive tardies or absences. Students who are not in their 1st period class by 7:45a.m. are considered tardy and must report directly to the main office to get a blue pass.

3 tardies = 1 hour pm school

6 tardies = 2 hour pm school

Suspension

School Administration may assign an in-school suspension (ISS) to a student who violates school rules. Major violation of school rules may result in an out-of-school suspension (OSS). A student in OSS will have electronics taken away by the Dean of Student Life and cannot participate in school or Trust events on or off campus.

Expulsion

Any student who is dismissed from the Residency Program for academic or behavioral reasons will be asked to leave school immediately. Students can arrange their departure with The Director of the Program and Head of School.

STUDENT LIFE DISCIPLINE

Possible Administrative Interventions for Student Misconduct

	Meeting with Residential staff	Parent and agent contact	Apology letter/restitution	Confiscation of materials	Temporary or permanent loss of privileges	Saturday School	Behavior intervention plan with Residency Team	Probation/Recommended for expulsion	Expulsion from program
Misconduct in Trust owned vehicle (distracting the driver, refusing to wear a seatbelt)	•				•	•			
Possession of unauthorized non-prescription medicine	•	•		•	•				
Bullying/hazing	•	•	•		•	•	•	•	•
Smoking on school property	•	•	•	•	•	•	•	•	•
Inviting guests over that are not authorized to be at the dorm or homestay	•				•				
Disrespect of others/property (defacing dorm or homestay property)	•	•	•		•	•	•	•	•
Inappropriate verbal language	•	•	•		•	•	•	•	•
Drinking/drug use/possession	•	•	•	•	•	•	•	•	•
Non-compliance/defiance (failure to respond to adults requests)	•	•	•		•	•	•	•	•
Inappropriate physical contact with others	•	•	•		•	•	•	•	•
Disruption during dorm study hall	•		•		•	•			
Not showing for dorm study hall or daily check-ins	•		•	•	•	•			
Unauthorized absence from school or skipping class	•	•	•	•	•	•	•	•	•
Cooking at the dormitory or Trust home	•	•	•			•	•	•	•
Missed Saturday school	•	•	•	•	•	•	•	•	•
Manipulating school internet/creating hot spots	•	•	•	•	•	•	•		
Stealing	•	•	•		•	•	•	•	•

STUDENT AND
PARENT/GUARDIAN
HANDBOOK
2017-2018

Conduct Agreements and Release Forms

The Student & Parent/Guardian Handbook is for your information and hopefully will answer any questions you have. Please sign and return this page to the Trust Administration Team for our records.

Regulations and Standards Agreement

I have read the 2017-2018 handbook and agree to abide by its regulations and standards. I am aware that if I violate a major rule, I may be dismissed from the Residency Program, without tuition refund.

Signature _____

Printed Name _____

Date _____

Academic Conduct Agreement

I understand that there is no acceptable excuse for committing plagiarism. Should plagiarism, intentional or unintentional, be found in my work, the incident will be reported to school and Trust Administration. The penalty for this violation may range from a 0 on the relevant assignment to an F in the course, depending on the severity of the violation. The academic and disciplinary penalties for my misconduct are at the discretion of my teacher. My history of academic misconduct will be documented on my school record. Should I be found to demonstrate a pattern of academic misconduct, I may be placed on academic probation, or in more extreme circumstances, expelled from the Residency Program.

Signature _____

Printed Name _____

Date _____

REQUEST TO TRAVEL & RELEASE

Students who wish to travel while they are participants in The W.L. Gilbert Trust Corporation Program **must fill out this form and return it to The Dean of Student Life within three school days of the travel date or two weeks before major holiday breaks.** Neither The W.L. Gilbert Trust Corporation Residency Program staff nor any members of the homestay family or Residential Coordinators assume any responsibility for (including the supervision of) the international student during such personal travel. Unauthorized travel by an international student is not permitted. The Travel Waiver Form and Travel Guidelines are incorporated by reference.

Name of student: _____

Cell phone number of student: _____

Destination: _____

Method of travel: train ___ vehicle ___ air ___ other: _____

Include flight numbers & times (if applicable): _____

Exact date and time of departure: _____

Exact date and time of return: _____

Name of other individuals going on this trip: _____

Contact during travel (information must be your chaperone's):

Name of Authorized Person: _____

Address of hotel or accommodations: _____

Cell number of Authorized Person: _____ Age of Authorized Person: _____

I agree to inform the Dean of Student Life and my homestay parent or Residential Coordinator of any travel that is not affiliated with The W.L. Gilbert Trust Corporation. I agree that all information on this document, including contact information, is true and accurate. If this form is not completely and accurately filled out, or I did not inform my homestay or Residential Coordinator of my travel plans, I will be denied the right to travel. I assume all risks and hazards incidental to such participation and do hereby release, absolve, indemnify and agree to hold harmless The W.L. Gilbert Trust and The W.L. Gilbert School, staff, agents, homestay parents, volunteers, and drivers from any and all liability that may arise out of participation in this activity.

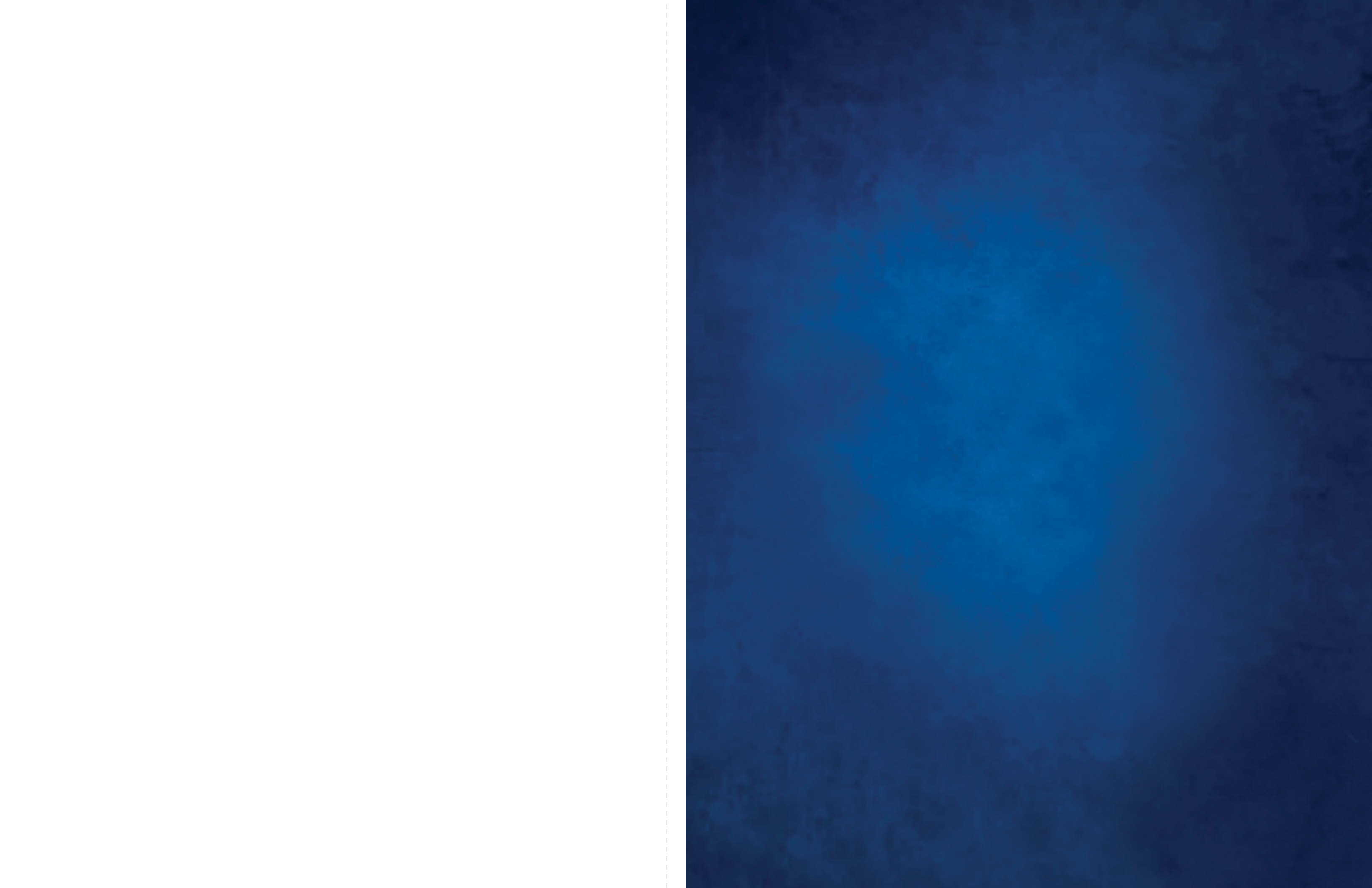
Signature of Student: _____

Date: _____

I am aware of my Homestay students travel plans. I assume no liability for travel that my homestay student wishes to do on his or her own.

Signature of Homestay/Residential Coordinator: _____

Date: _____





THE W.L. GILBERT TRUST
CORPORATION

ENHANCING THE LEARNING EXPERIENCE FOR
ALL STUDENTS OF THE GILBERT SCHOOL

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