

ABOUT THE HANDBOOK

WELCOME TO EAGLE HILL-SOUTHPORT!

We are very pleased to begin another academic year and warmly welcome both new and returning students. As always, we look forward to working closely with each student and their family to provide a productive and successful educational experience.

Our school is dedicated to helping children develop their full academic, social and athletic skill potential. Each student's program is individualized and includes a mix of academic classes, tutorials and extracurricular activities.

This Handbook provides important information regarding our school policies and procedures, dress code, academic calendar and special events. In addition, our Sports Handbook has been incorporated into this Handbook.

In September you will receive the final 2011-2012 Student Roster in a separate mailing.

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**2011 – 2012
SCHOOL DIRECTORY**

School Phones

Office: 203-254-2044

Information Line: 203-254-3262

Fax: 203-255-4052

Website: www.eaglehillssouthport.org

Email: info@eaglehillssouthport.org

ADMINISTRATIVE STAFF

Educational Supervision/Student Advisors

Dean of Students

Stephen Sylvestro

Student Activities/Professional Development

Hallie Buckingham

Instruction and Curriculum

Jeffrey Ruggiero

Tutorial Coordinator/Staff Support

Kathleen Gallagher

Master Teacher/Athletic Coordination

John Robbins

Headmaster

Leonard Tavormina

Director of Admissions

Carolyn Lavender

School Psychologist

David Sylvestro

Business Manager

Tim Kwong

Director of Development

Dave Crandall

Parent Liaison

Lea Sylvestro

Front Office

Dede Warner, Marilyn Reed

Facilities Manager

Mario Fiallo

**EAGLE HILL-SOUTHPORT
BOARD OF DIRECTORS**

Sandra Bisset
David Blackburn
James Donaher
Paul Doocy
Dick Ferguson
G. William Ford, Jr.
Morag Grassie
Hope Hetherington
Gina Hurd
Sally Ijams
Karen Jeffers
Ross Kudwitt
Ling Moor
Nikos Nicopoulos
Peter Oldershaw
Deborah Quinsee
Fred Reinhardt
Hugh Smith
Janet Steinmayer
Jennifer Sterling

Leonard Tavormina
Headmaster

Directors Emeriti

Barbara Evans
Lawrence Hughes
Michael F. LaPorta
Walter S. Robbins
Frank P. Wendt
Patricia L. Willett
Robert W. Wright
Mrs. F. Henry Berlin
1920 – 1995
Stephen D. Colhoun
1921 – 1991
John D. Upton
1909 – 2005

2011-2012 ACADEMIC CALENDAR

AUGUST	Monday, 29 th	Teacher Orientation
	Tuesday, 30 th	New Parent Reception @ 6:30 p.m.
SEPTEMBER	Thursday, 1 st	School Opens, Classes Begin –12:31 Dismissal
	Monday, 5 th	Labor Day - No Classes
	Thursday, 8 th	New Parent Orientation @ 7:00 p.m.
	Friday, 16 th	Soaring Eagles Golf Classic
	Tuesday, 27 th	Parent/Faculty Open House @ 7:00 p.m.
OCTOBER	Monday, 10 th	Columbus Day - No Classes
	Wednesday, 12 th	Potluck Supper @ 6:30 p.m.
	Wednesday, 26 th	Conferencing – 12:31 p.m. Dismissal
	Thursday, 27 th	Conferencing – 12:31 p.m. Dismissal
NOVEMBER	Thursday, 17 th	Recognition Night for Athletics @ 7 p.m.
	Monday, 21 st	Recognition Night for Athletics @ 7 p.m.
	Wednesday, 23 rd	Thanksgiving Recess – No School
	Monday, 28 th	Classes Resume
DECEMBER	Friday, 16 th	Winter Recess – 12:31 p.m. Dismissal
JANUARY	Tuesday, 3 rd	Classes Resume
	Wednesday, 11 th	Parents Evening @ 7:00 pm
	Monday, 16 th	Martin Luther King, Jr. Day – No Classes
FEBRUARY	Wednesday, 15 th	Conferencing – 12:31 p.m. Dismissal
	Thursday, 17 th	Conferencing – 12:31 p.m. Dismissal
	Friday, 18 th	February Recess – 12:31 p.m. Dismissal
	Monday, 27 th	Classes Resume
MARCH		
APRIL	Wednesday, 4 th	Parents' Evening @ 7:00 pm
	Friday, 13 th	Spring Recess – 12:31 p.m. Dismissal
	Monday, 23 rd	Classes Resume
	Thursday, 26 th	Grandparents / Special Friends Day
MAY	Saturday, 5 th	Spring Gala
	Wednesday, 23 rd	Conferencing – 12:31 p.m. Dismissal
	Thursday, 24 th	Conferencing – 12:31 p.m. Dismissal
	Monday, 28 th	Memorial Day - No Classes
JUNE	Monday, 11 th	Year End Program @ 6:00 and 7:30 p.m.
	Wednesday, 13 th	Year End Program @ 6:00 and 7:30 p.m.
	Friday, 15 th	School Closes – 12:31 p.m. Dismissal

COMMUNICATION

We foster an atmosphere of open communication among staff, parents, and other professionals who may be involved with our children. This is one of the cornerstones of this program and complements the instruction and services we provide our students.

Inquiries during the school hours should be directed to the school office:

Phone: (203) 254-2044 **Email:** info@eaglehillssouthport.org

Fax: (203) 255-4052 **Info Line:** (203) 254-3262

Website: www.eaglehillssouthport.org

Information Line

Call our Info Line, **(203) 254-3262**, for announcements about school events, awards ceremonies, athletic games, times, cancellations, etc. We ask that you call this number, not the school office, when seeking such information. It may also be accessed through the main phone number.

Should the need arise for communication after school hours, contact:

Headmaster: Leonard Tavormina (203) 255-3999

Dean of Students: Stephen Sylvestro (203) 254-7124

Storm Emergency Procedures

If there is the possibility of a delayed opening or school closing, parents should tune to the radio stations listed below, call our Info Line at 203-254-3262 or go to our website at www.eaglehillssouthport.org.

If the Fairfield Public Schools are closed due to poor weather, Eagle Hill also closes, but we may also close or have a delayed opening if there are severe conditions throughout the Fairfield and New Haven counties. In the case of a delayed opening, there is an automatic two-hour delay. School will open at 9:55 a.m.

Early Dismissal (Weather)

There are also occasions when the school is forced to close early due to inclement weather. Please **check your email** and monitor the radio and/or TV stations listed below, or call the school's Info Line at 203-254-3262.

WEZN	99.9	FM	Fairfield, New Haven
WEBE	108	FM	Westport, Bridgeport
WICC	600	AM	Bridgeport
Fox 61 News			
CT News 12	TV		
INTERNET			www.ctweather.com
			www.eaglehillssouthport.org

Website

Our website, www.eaglehillssouthport.org is updated frequently and provides a wealth of information about happenings at the school, including:

- Early closings, delays and cancellations
- Sports schedules and school calendar
- Description of the academic program
- Weekly updates on school events
- Monthly “shutterbug” photos

Calendar

A calendar highlighting student birthdays, holidays, special events, and early dismissals is sent out each month **by email.**

Newsletter

The Eagle Hill Newsletter is issued two times a year to highlight school events and acknowledge student accomplishments both in and out of school. In order to facilitate this, we ask that parents keep us informed of their children’s extracurricular achievements.

Advisor System

Each child at Eagle Hill is assigned to one of the administrative staff that will maintain close contact with the child's teachers. The children are encouraged to share both academic and social accomplishments and difficulties with their advisor throughout the year. Contact your child's advisor should you wish to discuss any aspect of their program, even if the difficulty seems trivial, as many problems can be solved with early identification. **Please do not contact teachers directly about concerns you may have about your child. Contact your child’s advisor.**

Absence/Out of School Appointments

The school office must be notified in case of absence either by phone or email. At the parent’s request, homework will be prepared for students who are absent for an extended period of time (i.e., a week or more). This request should be made to the child’s advisor at least one week prior to the absence. The school discourages student absences. We have scheduled generous vacation periods and ask parent cooperation in keeping their child’s vacation within these dates. Whenever a student misses class, the whole class is affected. However, we recognize that there are exceptions to this policy in the case of illness or unusual circumstances. We ask that any plans or decisions for your child’s absence from school be discussed with your child’s advisor. Standing appointments scheduled during the school day are not permitted.

Please try to schedule doctor and dentist appointments after school hours and during vacations, or if this is not possible, please contact your child's advisor, not the main office.

In the case of emergency visits or other necessary requests for leaving during the class day, please call in advance and make arrangements with your child's advisor and notify the front office when you arrive.

ARRIVAL AND DISMISSAL

The Pequot School (which now houses Eagle Hill) was designed over ninety years ago, when most of the children walked to school, and traffic and parking weren't concerns. We have a wonderful facility for our children, but it will take some special consideration by all of us if it is to be utilized safely.

Arrival

Students should be dropped off no earlier than 7:55 a.m. when assigned staff will welcome them. Try not to drop off your child any earlier, since there is no supervision available before 7:55 a.m.

Homeroom begins at 8:00 a.m. followed by assembly at 8:10 a.m.. These are very important aspects of your child's day, so please avoid late arrivals to ensure students begin their day with homeroom.

Drop-off Procedure

- Drop off should be on Main Street on the western side to avoid children having to walk across the street.
- Please access the school via Pequot Avenue and Chester Place, not via Main Street (across from the Fire Station). This should help alleviate the dangerous traffic and congestion at the corner of Main Street and Chester Place.
- Do not park directly in front of the school, bank or yellow fire hydrant. Use the driveway directly to the right of the school as the starting point for the vehicle lineup. Do not block this driveway.
- **DO NOT BLOCK DRIVEWAYS** or proceed beyond them until there is sufficient space ahead to accommodate your vehicle. Driveways must always remain clear.
- While waiting and before the vehicle line begins moving, turn off your engine.

- When directed by a staff member, approach the front of the school and proceed as far forward as possible (without interfering with bank parking).
- Park and proceed as close to the curb as possible.
- If there is a “parked car” in the line and you must pass it, do not do so until there is sufficient space ahead to accommodate your vehicle and be mindful that you are merging into ongoing traffic.

Dismissal

Students are assigned a pick-up spot (Main Street in front of school or the Trinity Church parking lot) prior to the start of school. Dismissal begins at 3:10 p.m. Monday through Thursday, and at 12:31 p.m. on Friday. Lunch is not served on Friday. No student shall stay on campus after dismissal without the permission of the Headmaster or your child’s advisor.

Main Street Pick-Up Procedure

At the end of the day students are dismissed in groups as their transportation arrives. Students are to be picked up on Main Street, directly in front of the school unless assigned to the Trinity Lot. (See Trinity Lot procedures)

To ensure a smooth and safe departure, we request that drivers:

- Try to arrive just after 3:00 p.m.
- Please access via Pequot Avenue and Chester Place, not on Main Street.
- Begin to line up next to the one-hour parking sign at the northern edge of the school's property, just beyond the yellow fire hydrant. This line may extend down Main Street and continue down Chester Place.
- Never park or proceed in a way to intrude on the Main Street driving lane. Lanes must always be clear for normal traffic.
- Do not park directly in front of the school, as this area must be left free to safely load children into their vehicles.
- **Please stay to the right and DO NOT BLOCK ANY DRIVEWAYS.**
- When waiting for dismissal and before the vehicle line begins moving, please turn off your engine.
- Please stay in line and move forward as directed by the staff and watch for pedestrians at all times.

- After picking up your child, please follow to the end of Main Street and exit left or right. Please **DO NOT** circle around the island and drive back up Main Street.

Trinity Lot Pick-Up Procedure (on Center Street)

To relieve congestion on Main Street, some children will be transported to the commuter parking lot off Center Street, diagonally across from Trinity Church.

Arrive promptly. Students will generally be leaving the school between 3:10 p.m. and 3:15 p.m., arriving at the parking area shortly thereafter.

- Utilize the commuter parking area closest to the train station. Avoid the Trinity Church entrances and parking area (on right when entering the lot.) We must be good neighbors.
- Please park your car facing out to avoid backing out of your space which may limit visibility and interfere with students' safety.
- The school vehicles will enter the parking area and proceed in a clockwise direction. If you park in such a way as to leave the parking area in **the same clockwise direction**, it will avoid possible collisions and confusion.
- Staff drivers will only wait a few minutes before returning to the school with any remaining children. If a child's ride has not arrived at the designated time, the student will be returned to the school.
- If you are late to the parking area and your child is not there, proceed to the front of the school on Main Street. (Pequot to Chester to Main) Do not enter the school parking area on Center Street.

Changes in Student Transportation Information

Should there be any changes in your child's transportation schedule, such as doctor's appointments, play dates, or a new driver, the school must be notified by phone or in writing. For play dates, **both** parties must notify the front office. **Please send a note or call no later than 10 a.m. the morning of the event.** Please do not rely on your child to verbally relay this information. The school will not change a child's transportation arrangement without direct communication from a parent or authorized adult.

VISITOR PARKING GUIDELINES

Parking is very limited on the school property and access to the parking areas is difficult at best, and a potential safety problem. When visiting the school, please utilize street parking in the neighborhood. Street parking is permitted on Main Street and along the waterside of Harbor Road.

Please do not park directly in front of the school. Our nearest neighbor is the Southport branch of People's United Bank, and we do not want to interfere with the limited parking available to their customers. Please do not block our neighbors' driveways.

Due to safety concerns, we discourage use of the front visitor parking lot except in an emergency or special situation. Exercise **EXTREME** caution and drive slowly when entering or exiting this area. Visibility is very limited and the driveway is also shared with two of our neighbors. **This entrance should never be used to drop off or pick up children. It should only be used in an emergency (not conferences, dropping off paperwork, rainy days, etc.)**

THE SCHOOL DAY

Homeroom

It is important for each student to arrive on time (8:00 a.m.). Homeroom provides children with a social and transitional time to prepare for the day by assembling school supplies, checking homework assignments and assessing compliance with the dress code.

Morning Assembly

A school-wide assembly held in the Common Room follows homeroom and is designed to foster a sense of community by bringing the entire student body together. Announcements, schedule changes, the results of school sporting events and individual student accomplishments are reported at this time. We appreciate parental input regarding the children's achievements outside of school, so that they may be recognized before their peers.

Birthday Celebrations

Students receive a ribbon in recognition of their birthday at the Morning Assembly on or closest to the date of the birthday. Once each month the school recognizes students having birthdays in that month by serving a special dessert. Please, we ask for no individual treats or celebrations.

Juice Break

Daily, the students have “Juice Break,” which is a short recess with refreshments and a snack. The school provides a combination of crackers and fresh produce. Examples of what is served: Saltines, graham crackers, Ritz Crackers, toasted bagel pieces, cheddar cheese, white American cheese, baby carrots, apple slices, grapes, and whole banana chunks with the skin on. Refreshments include water and diluted juice.

Friday Juice Break

On Fridays, we offer bagels for sale for 75¢. Cream cheese and butter are available free of charge. Saltines and a fresh produce item will be offered for students who do not wish to purchase a bagel. The refreshments served are the same as above.

Student Store at Juice Break

The Student Store is run for students by students every juice break, Monday through Thursday. The food items sold at the student store cost 50¢-75¢ and students are limited to purchase two items per day. Examples of the items sold: Bachman Pretzels, Veggie Chips, Utz Baked Potato Crisps, Bachman Butter and White Cheddar Popcorn, Animal Crackers, Fig Newtons, and Ritz Bitz with cheese or peanut butter. The Student Store also sells school supplies and small toys.

Lunch

There are two separate lunch shifts Monday through Thursday for the students. Lunch is provided by the school and we ask that bag lunches not be sent in with students. The chefs shop almost on a daily basis for fresh produce and groceries. They take advantage of sales and seasonal choices. There is an emphasis on homemade meals and fresh ingredients. Beverages served include: milk, water, and occasionally diluted iced tea and lemonade. During lunch, the administrators serve the food, while the teachers monitor the students. If your child has any special dietary needs, we ask that you coordinate these requests through your child’s advisor.

Main Meal: One hot lunch is served daily. Examples of offerings include: chicken noodle casserole, chicken or beef fajitas, soft tacos with fresh seasonings and ground beef, chicken or beef stir fry, shepherd's pie, chicken pot pie, baked ziti, pasta with meat or red sauce, lasagna, hamburgers, hot dogs, (Hummel or another brand comparable in quality), chicken nuggets, and pizza. In addition, steamed vegetables, brown rice, noodles, oven roasted and mashed potatoes are served to complement certain meals. Peanut butter and jelly sandwiches are available on a daily basis, and soup is served regularly at the hot lunch station.

Salad Bar: There is a well-stocked salad bar offering lettuce, tuna salad, hard-boiled eggs, cottage cheese, chickpeas, three bean salad, mushrooms, tomatoes, diced peppers, three bean salad, cucumbers, croutons, carrots, celery, cranberry sauce, applesauce, peaches, yogurt, and raisins.

Sandwich Bar: Students have this station available to them on a daily basis. Roasted turkey and ham (Boar's Head or another brand comparable in quality) with whole wheat or white bread are offered. In addition to these, we may provide other choices on occasion.

Dessert: Dessert is served every Thursday. Some of the items served are: cookies, ice cream sandwiches, pudding, or mini cupcakes. We don't allow families to bring in treats for birthdays, as this might occur several times in one week. The portions are small, and children are not allowed to have more than one serving.

Study Periods

Monday through Thursday, students attend a 41-minute, faculty-monitored study period. Homework is assigned daily, and it is expected that students will utilize this study period, as well as some time at home to complete their work.

Activity Period

From 1:41 to 3:05 there is an activity period, with activities depending on the season. Activities include Soccer, Basketball, Baseball, Cross Country, Tennis, Physical Education, Arts and Crafts, etc. Students are expected to change into appropriate athletic clothing Monday – Thursday, regardless of the activity. They will not be permitted to participate in their academic attire.

Art/Music

All students receive art class approximately once every other week. The halls of Eagle Hill serve as a gallery for the display of student artwork, so that all may enjoy these creative efforts. With the emphasis on the arts, music and drama, assemblies are scheduled for all students during the year.

Medication Policy

For students who need to have medication during the school day, whether regularly or just for a short time, Connecticut State law requires that an authorization form must be completed. These forms, available at Eagle Hill, must be signed by the doctor and the parent, and brought in to the school by an adult with the medication in the original pharmacy labeled bottle. The school nurse will be at school to dispense the medications. Please contact her Monday through Friday if you have any questions.

DAILY SCHEDULE

Monday - Thursday

Morning Arrival	7:55 - 8:00
Homeroom	8:00 - 8:10
Assembly	8:10 - 8:18
Period 1	8:20 - 8:58
Period 2	9:00 - 9:38
Period 3	9:40 - 10:18
Juice Break I	10:18 - 10:28
Period 4 I	10:30 - 11:08
Period 4 II	10:20 - 10:58
Juice Break II	10:58 - 11:08
Period 5	11:10 - 11:48
Lunch I	11:50 - 12:20
Study Hall I	12:20 - 1:01
Study Hall II	11:50 - 12:31
Lunch II	12:31 - 1:01
Period 6	1:03 - 1:41
Activity	1:41 - 3:05
Send Off	3:10

Friday

Arrival	7:55 - 8:00
HR	8:00 - 8:10
Assembly	8:10 - 8:20
Period 1	8:22 - 9:00
Period 2	9:02 - 9:40
Period 3	9:42 - 10:20
Juice Break I	10:20 - 10:31
Period 4 I	10:33 - 11:11
Period 4 II	10:22 - 11:00
Juice Break II	11:00 - 11:11
Period 5	11:13 - 11:51
Period 6	11:53 - 12:31

Friday Early Dismissal

In order to allow for weekly staff in-service meetings, students are dismissed at 12:31 on Fridays and follow a shortened schedule during the day with no lunch or activity period.

GENERAL POLICIES FOR STUDENTS

Rules of Conduct

We strive to cultivate an environment in which each child's unique qualities are nurtured and respected. We expect that each child will contribute to this effort by supporting the rights and individuality of others.

The following are **UNACCEPTABLE** behaviors and activities at Eagle Hill-Southport and may result in student suspension, expulsion or other disciplinary action by the Dean of Students or the Headmaster:

1. Damage to school property
2. Stealing
3. Inappropriate language and behavior
4. Physical harassment
5. Smoking
6. Possession or use of drugs or alcohol on campus or at school activities

Student Lockers

Each student will be assigned an individual locker on the first day of school. These lockers are designed to help students organize their clothing and schoolwork. They are not lockable and are not suitable for the longtime storage of food, sports equipment, clothing and other articles.

Backpacks

Many of our students use backpacks to bring in their materials and athletic wear to school, which can be very helpful. We encourage students to use them if they wish. Since, the 12" x 12" x 3' sized lockers need to hold a backpack, gym bag, jacket, and books, we ask that they avoid using large hockey style bags and oversized backpacks as they are too large for the small lockers.

STUDENT DRESS AND APPEARANCE

Neatness and an appropriate standard of dress are important and necessary. It is our experience that when students follow a dress code and are neat, they have increased self-esteem, which affects attitudes and approach to learning. A dress code has been established and all students should arrive on campus in dress code **prior to entering the building**. Any student who is improperly dressed will not attend classes; parents will be called either to pick up their child or to bring in the necessary article of clothing. No clothing should be left overnight at school.

Dress Code

Boys:

- Dress shirt
 - Button Down (e.g., oxfords) or straight collar
 - Solid color or conservative, subtle stripes and patterns
 - Long or short sleeve
- Ties must be worn with the dress shirt
- Dress slacks
 - Corduroy or Chino style
 - Neat, hemmed, and fitted
 - Pants need to be worn at waist
- **Belts must be worn**
- Dress shoes with socks
 - All-weather mocs, loafers, or oxfords (e.g., laced) are acceptable
- Knitted sweaters (may be worn over shirt and ties)
 - Cardigans
 - Pullovers
 - Sweater Vests
 - Green, Grey, Navy, Black or Wine for any of the above
 - Blazers

Please NO:

- Denim or jean style pants
- Sneakers or recreational style footwear
- Baseball style hats
- Plaid flannel shirts
- Denim of any color
- Athletic style clothing (i.e. sweatpants, sweatshirts or pullovers, jerseys)
- Turtlenecks (unless worn under a dress shirt and tie)
- Construction shoes or boots

- Facial body piercing or multiple earrings
- Fleece articles
- Hooded /zippered sweaters or sweatshirts of any kind

Girls:

- Jumper-Lloyd plaid, Navy
- Skirt-Lloyd plaid, Navy
- Skort-Lloyd plaid, Navy
- These must be the appropriate length (the hem must reach the child's fingertips when their arms hang freely)
- Pants
 - From Dennis or Lands' End School **only**
 - Chino style
 - Navy twill-flat front.
 - Must be worn with a belt
- **BLOUSES ONLY**
 - White Button Down
 - Short or Long sleeve
- Knitted sweaters (green, navy, red, white or black)
 - Cardigans
 - Pullovers
 - Sweater Vests
- Shoes
 - All-weather mocs
 - Loafers
 - Oxfords
 - Mary Janes
- Socks (solid colors -green, navy, red or white)
 - Ankle socks (white only)
 - Knee-hi's
 - Tights

Please NO:

- Flip-flops, clogs, sneakers or sneaker-style footwear, **Uggs of any kind**
- Denim or jean style pants
- Athletic style clothing, i.e., sweatpants, sweatshirts, pullovers, or jerseys
- Facial body piercing or multiple earrings
- Pants under skirts (just socks or tights)
- Fleece articles

- Hooded/zippered sweaters or sweatshirts of any kind
- Collared Polo shirts
- Leggings

GENERAL CLOTHING GUIDELINES

- Children tend to lose or misplace articles of clothing. Please label clothing, so we may return what is lost.
- Absolutely NO baseball style hats are allowed on campus. Any hat confiscated will be returned in June.
- Pants are to be worn at waist height and should not be tucked into footwear.
- In the winter season we encourage all students to wear heavy winter shoes and sweaters. The sweaters must be crew necks, V-necks or cardigans with a shirt and tie underneath for boys and a white button- down collared shirt for girls.

INFORMATION FOR PARENTS (in alphabetical order)

Admissions Open House

We encourage any parent who has not attended our admission Open House to do so. These are scheduled every other Tuesday at 9:00 a.m. throughout the year. An additional Open House is also scheduled during the summer program

Appointments with School Personnel

Although it is tempting to “touch base” with an administrator or faculty member while dropping off a student or attending a Parents Association meeting, it is important that all appointments be scheduled and confirmed in advance. We want to be prepared to give you our full attention, so we ask that “drop in” meetings be avoided.

Conferences

Parent conferences are scheduled in October, February and May to give parents the opportunity to discuss their child’s progress and performance in each area of study (see also Reports).

Conferencing is organized via an appointment system. In the fall, parents receive notice of the upcoming conferences and are given the opportunity to request dates and times that are most convenient. Other than accommodations to reflect changes in the student schedules (once established), the day and time of the conferences will stay the same

throughout the year. Due to the complexity of the scheduling process, we cannot reschedule conferences, so please make every effort to attend.

If you are unable to come due to extenuating circumstances, please contact your child's advisor. We ask that you do not bring the student or siblings to the conference because all staff is involved in conferencing and there is no supervision. Students are dismissed at 12:31 p.m. on conference days. Appointments are tightly scheduled. Please make sure you arrive on time, so as not to forfeit any conferences with your child's teachers.

Custody/Parents

It is our policy to not interfere with the custody relationships of a child's parents. Therefore, we assume that both parents and or guardians have equal rights to pick up, drop off, visit or request documents concerning a child. Should this not be the case, it is the parent's or guardian's responsibility to provide court documents outlining the rights and responsibilities of each parent or guardian. We will follow the most recent dated court document without prejudice to either parent or guardian. We expect parents, guardians, and staff to keep children out of the legal entanglement or other custodial issues and resolve these in another forum. **It is the policy of the school to assume both parents will attend parent conferencing together, unless other arrangements are made in advance.**

Fundraising

The school relies on fundraising dollars to help keep tuition increases to a minimum and to keep the school fiscally strong. Fundraising at the school generally takes three forms: Special Events, the Annual Fund, and the Capital Campaign.

Every spring, the Parents Association puts on a gala benefit to raise funds for the school. The benefit typically includes an auction, raffle, and "giving tree" combined with dinner and dancing. Additionally, each fall the school holds the Soaring Eagles Golf Classic. Other special events occasionally supplement these two mainstays.

In the fall, all members of the school community receive a mail appeal to support the Annual Fund. These contributions go toward the general operating support of the school making possible the purchase of classroom technology, sports equipment, and art supplies – among many

other needs. It is hoped that every member of the school community will support the Annual Fund at a level that is comfortable for them. The school's Capital Campaign raises larger pledges, which are often paid over three to five years. These funds help build the school's endowment, the proceeds of which go toward financial aid, staff professional development, and building improvements, among other priorities. Members of the Board and school leadership meet individually with families to discuss a Capital Campaign gift.

Grandparents / Special Friends Day

In the spring, Eagle Hill Southport invites all grandparents and other special friends to come to school for Morning Assembly, coffee and refreshments, and a tour of the school with the Headmaster. "Special friends" can attend in lieu of a child's grandparent, but we ask that parents please not attend this function. All guests should RSVP if they plan to attend.

Homework Assignments

Most students can expect homework in each class Monday through Thursday. They can get some of this work done in the study periods. Homework will generally not be assigned over weekends or vacation periods. We suggest that parents provide a consistent time and place for homework. Students are to complete the assignments with little or no parental assistance as it is important for us to know how accurately homework can be completed independently. If your child is having difficulty completing an assignment or is spending an unusual amount of time on homework, please contact your child's advisor.

Independent Reading/Accelerated Reader

Studies have indicated that reading independently or reading together as a family fosters an appreciation of reading and is, therefore, a highly beneficial use of children's time.

Accelerated Reader is a program used to promote reading where students select and read a book at their independent level. Beginning in October, teachers help students by guiding them to select a book with a reading level that would allow them to have a successful, independent reading experience. This book is to be read during their **free** time. Then, after they have finished reading the book, they arrange to see Mrs. Brown during their study hall to take an Accelerated Reader Reading Practice Quiz on the computer. The students are recognized in various ways throughout the year and earn rewards for their efforts.

Medical Policy

Medical checkups are required for all new students. Forms are mailed to parents and must be returned, completed, by the beginning of school to be placed on file with the school nurse. Checkups are then required every three years. Every student is also required to have a Sports Participation Health Record on file and it must be updated on a yearly basis. Connecticut state law requires that all students be fully immunized against all childhood diseases prior to attending school. Please contact your family physician concerning proper immunization.

New Parent Reception and Orientation

Enrolling in a new school almost always causes some concern for parents and their children. For the student, new teachers and schedules rapidly become routine, but for the parent the process may take longer. In hopes of alleviating some of the uncertainty, new parents are welcomed to join us for a social gathering/reception scheduled the week before Labor Day to welcome new parents. Additionally, a New Parent Orientation is scheduled in early September for an evening of introductions, program overviews, and questions and answers.

Pancake Breakfast

In early June, the school holds its annual Pancake Breakfast in conjunction with the Southport Day Parade, which processes in front of the school. The entire community is invited into the school, free of charge, for a full pancake breakfast. Many alumni and past school families return to this event to re-connect with the school.

Parents Association

The Eagle Hill Parents Association is an active organization that complements, aids, and participates in school activities while providing camaraderie among its members. The Parents Association sponsors coffees and workshops, and plays a crucial role in organizing fund-raising events: **The Parents Potluck Supper** is hosted in the fall and provides an opportunity for parents, trustees and staff to socialize and enjoy a sumptuous buffet. **The Spring Benefit Gala** fosters friendships and a sense of community while raising funds critical to the school's programs. Parents are encouraged to participate in these events to the extent possible.

Parents' Evenings

Eagle Hill schedules evenings throughout the year designed with our parents' needs in mind. Professionals from the school and community present on various topics relevant to the lives of our family members.

Parent/Faculty Open House

In early fall, once the students have had time to settle into their schedules, all parents are invited to attend an Open House at the school. In addition to a review of special events and program highlights, parents will have the opportunity to visit each of their child's classrooms and meet their teachers. We do ask that parents refrain from individual conferencing at this time.

Parent Support Group

The Parent Support Group holds regular monthly meetings hosted by our school psychologist and is open to all parents, with the purpose of providing support related to their child's academic, social and emotional development. Presentations are informative and topical, and parents use the subsequent discussion period to relate how these issues play out in their own families.

Recognition Night for Athletics

At the end of the fall sports season, there is an Athletic Recognition Night to highlight each player's individual achievements on and off the field.

Reports

Comprehensive narrative reports are sent to parents three times a year.

Student Council / Jr. Student Council

With the guidance of faculty advisors, the Council promotes school spirit, responsibility and community involvement by organizing school activities, fundraisers, and food and clothing drives. The Student Council also raises funds to support outings for its members (e.g., rock climbing, rafting, Boston trip, etc.).

School Pictures

In the fall, parents will receive a notice giving the date for school pictures. These photographs may be purchased or returned. The school receives a percentage of the amount raised through picture sales.

Special Day Trips

Beach Day

During the last week of school, students and faculty head to Penfield Beach in Fairfield for a day of swimming, games and a barbecue. Children will return to school in time for regular transportation at 3:10 p.m.

Skating Party

Students and faculty celebrate the last day of school before the December vacation with a skating party. Children can rent skates or bring their own. The school covers all costs. Students return to school for regular transportation at 12:31 p.m.

Summer Packet

Research and experience have indicated that most children have difficulty retaining academic skills over the summer months. We therefore offer, at minimal cost, a “summer packet”, designed to provide the child with approximately thirty minutes of review work per day to maintain those skills mastered during the school year. The packet consists of exercises in reading comprehension, writing and math and may require some adult intervention. Letters providing more information about this program will be sent in the spring.

A Summer Reading Program is also in place each year. At the last parent conference, based on input from the teachers, a list of book choices is provided for your child. These books are chosen based on interest level and at the student’s independent reading level.

Summer Program

The school runs a five-week morning program in the summer for children from area schools that would benefit from our supportive individualized approach. Generally, we do not recommend summer school for our full-time students. However, should parents wish to consider this, they should contact their child’s advisor.

Study Skills, Math Skills, and Writing Skills workshops are also offered during the Summer Program. Each two-week program provides specific strategies and techniques for middle students to maximize learning.

Testing

Testing is conducted early in September, January, and toward the end of the school year in May. The Slosson Oral Reading Test is administered individually to assess the child's ability to decode words in isolation. The Stanford Diagnostic Reading Test (vocabulary and comprehension sections), the Stanford Diagnostic Math Test (computation section), the Test of Written Spelling, and a writing sample are administered in small group sessions in September and May. In January, the Stanford Achievement Test in Reading Comprehension, Vocabulary and Math is administered.

Tuition

As indicated in the enrollment agreement, tuition payments are due July 1st and December 1st. We ask that all families please make whatever arrangement necessary in advance to ensure timely payment of tuition commitments. All financial obligations are to be settled before academic reports and school records are made available. The cost surrounding the education of a learning disabled child is considered a medical expense under I.R.S. Regulation Section 1.213-1(e), (v), (a). A letter confirming each child's enrollment at Eagle Hill will be sent to parents in December of each year.

Weekend Trips

For several years, Eagle Hill has scheduled weekend trips for students and staff. Parents will be notified by mail as to which trips are appropriate for their children. Trips are planned with respect to age and social groupings. Examples of overnight trips include skiing, Camp Jewell, and other locales such as Boston and Philadelphia. The overall goals are to promote independence and responsibility and to have fun.

Year-End Program

At the end of the school year, a Year-End Program is scheduled to celebrate each of our student's accomplishments. Every student is acknowledged, recognizing improvement and achievement throughout the year. This is an important school function, and we ask all parents and students to be in attendance. Siblings and other family members are welcome to join in the celebration.

SPORTS PROGRAM

EAGLE HILL-SOUTHPORT'S PHILOSOPHY

Our sports program is guided by the overall philosophy of the school that self esteem, confidence and achievement result as children extend effort and experience success. We feel that our students benefit from being physically fit and having the opportunity to participate in team sports in a fun, non-threatening environment that will increase their willingness to take risks. While we play to win, competition is down-played. Skills, sportsmanship and enjoyment are emphasized.

FAIRPLAY CODES

In keeping with our philosophy, Eagle Hill espouses the “Fairplay Codes” developed by the Canadian Council on Children and Youth. The following is an adapted version of the Codes:

Player’s Code

- Play for the fun of it, not just to please your parent or coach.
- Play by the rules.
- Never argue with the officials’ decisions. Let your captain or coach ask any necessary questions.
- Control your temper.
- Work equally hard for yourself and your team - your team’s performance will benefit and so will your own.
- Be a good sport. Cheer all good plays, whether they are by your team or your opponent.
- Treat all players as you yourself would like to be treated. Don’t interfere with, bully or take unfair advantage of any player.
- Remember that the goals of the game are to have fun, improve your skills, and feel good. Don’t be a show-off or always try to get the most points or penalties.
- Cooperate with your coach, teammates and opponents, for without them, you don’t have a game.

Coach’s Code

- Be reasonable in your demands on the young players’ time, energy and enthusiasm. Remember that they have other interests.
- Teach your team that the rules of the game are mutual agreements that no one should evade or break.
- Group players according to age, height, skill, and physical maturity wherever possible.
- Avoid over-playing the talented players. The average players need and deserve equal time.
- Remember that children play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the children for making a mistake or losing a competition.

- Ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- The scheduling and length of practice times and competitions should take into consideration the maturity level of the children.
- Develop team respect for the ability of opponents, as well as for the ability of officials and opposing coaches.
- Follow the advice of a physician when determining when an injured player is ready to play again.
- Remember that children need a coach that they can respect. Be generous with your praise when it is deserved and set a good example.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.

Spectator's Code

- Remember that children play organized sports for their own fun. They are not there to entertain you and they are NOT miniature pro athletes.
- Be on your best behavior. Don't use profane language or harass players, coaches or officials.
- Applaud good plays by your own team and the visiting team.
- Show respect for your team's opponents. Without them, there would be no game.
- Never ridicule or scold a child for making a mistake during a competition.
- Condemn the use of violence in all forms.
- Respect the official's decisions.
- Always encourage players to play according to the rules.
- Please assist coaches in keeping your child's focus on the contest by remaining in parent's area.

Website

Our website, www.eaglehillssouthport.org, contains announcements about school events, games, times, cancellations and directions to the games.

Interscholastic/ Intra-scholastic Sports

Along with the seasonal intramural program, Eagle Hill competes with area independent schools in soccer, cross country, basketball, softball and baseball. These games offer the students an opportunity to actively participate in team sports, gaining skills in an atmosphere that fosters a sense of achievement and self esteem.

The games themselves are viewed by the coaches as a learning experience... the competition is secondary. The sports program is designed to reinforce the structure and success-oriented aspects of the academic day, emphasizing organizational skills, responsibility, and cooperation along with specific skills and strategies.

Since the sports program is a continuation of the academic day, it is not considered an extracurricular activity. The skills and strategies worked on during the week within the Eagle Hill structure are executed during games. When a child is not allowed to play in a game after working hard all week during practice, the team and team members are let down while negatively affecting the self esteem of the student. **Please refrain from keeping a child out of a game as a consequence for a behavior at home.**

Permission Slips

A week prior to each game, a permission slip (sample included) will be sent home with team members indicating the time and place of the event. Please return this as soon as possible. We need to know which students are playing and with whom and where they will be picked up so that we can safely and efficiently arrange transportation and rosters.

The bottom portion of the permission slip, complete with all requested information, must be returned prior to the game in order for the student to participate in each athletic event. Please keep the top half of the slip for your reference.

(see sample permission slip on next page)

Gym Clothes

Since changes often take place due to weather or schedule changes, it is **mandatory** that the following items are brought to school Monday through Thursday without exception: Sneakers, shorts/sweat pants, warm-up pants, T-shirt/sweat shirt, athletic socks (no jeans or long pants).

Athletic Uniforms

Players will be provided with uniforms for each sport. These should be brought to school on game days, along with regular gym clothes. These are to be laundered after each competition. Each child is responsible for returning uniforms at the end of the season. We ask that the washed uniform be returned to their coach at the end of the season in a bag with your child's name. If, on the last day of school, the uniform is not returned, a bill for replacing it will be mailed home. Sports equipment such as shin guards, cleats, baseball gloves, etc. will not be provided by the school. *Please be mindful of the weather - if it is chilly, send a sweatshirt and perhaps sweatpants with your child for games and practices.*

Transportation

The sports program is an integral part of your child's Eagle Hill experience. When your child has opted to play (or it has been determined that it is mandatory) on an interscholastic team, a complete commitment is required of the student. Along with this is a family commitment for transportation. It is fully understood that with working parents, this can be a difficult situation. However, we feel strongly about your child attending all games. We will work with you in helping you make travel arrangements.

Come Support the Team!!

Parental presence at games is important to the children, and we welcome parents to attend and cheer for the team. Parental enthusiasm provides team support and helps children feel good about themselves. Good sportsmanship is a top priority in all of our competitions and is expected of our students. *It is therefore crucial that parents observe the same code while attending, playing the role of supportive cheerleaders with praise and encouragement for all team members. Coaching (instruction, advice, direction) must be left to the staff.* The competitive nature of these games is viewed as secondary and as exciting as they can be, it must be remembered that their primary value for our students is as a learning experience. As such, instruction continues throughout.

Visiting with children during a sporting event in which they are participating is often distracting to the children on the team. Please wait until the contest is over before engaging in such interaction.

DIRECTIONS

Detailed directions to the games can be found on our website, www.eaglehillssouthport.org. The coaches work hard to establish a sense of the team as a unit; it is therefore requested that the students remain seated and with their team while not in play rather than visiting with parents. **We ask that family and friends observe the game from an area separate from the team and encourage their children to return to the team should they come to join you.**

A Few Requests from the Coaches...

- If you tell your child that you will be attending the game, please be sure to come. The students eagerly anticipate their parents' attendance and their spirits, attitude and performance are markedly affected when they are disappointed.
- If you would like to bring food and drinks to the game, please try to bring enough for all of the players and offer them only after the game has concluded.
- Most fields have spectator areas separate from the players' bench. Please view games from these areas or those designated by the coaches.
- For families attending cross country meets - your children have trained enthusiastically for these events and they are a special moment for them. Siblings should not be permitted to participate "for fun" because it does diminish the experience for the students who are officially involved.
- When picking up your child after a game, please check with coaches before you leave.
- Please do your best to not keep coaches waiting after games for students to be picked up.

GAME CANCELLATIONS

If the weather appears threatening, please call the information line – 203-254-3262 - after 1:00 p.m. as we will have determined whether to hold the game or not by that time. The coaches have pointed out that it would be wise for parents to check in on days following a lot of rainy weather as well. Even if the sun is shining on a game day in such cases, the fields may be too wet to play.