COMMITMENT STATEMENT FOR 2016-2017

Dear Parents/Guardians and Students,

Catlin Gabel places a great deal of responsibility on individual students to conduct themselves in a way that is considerate of fellow community members, their own health and safety, and their environment. As general rules, we ask students to be safe and be kind. To place emphasis on certain aspects of these expectations, we ask that you please read carefully the Upper School Code of Conduct. The Code of Conduct summarizes our expectations for all students throughout the school year.

After reviewing these guidelines together please sign the statement on the last page of this document and return it to the US office no later than Thursday, August 25, 2016.

Through this brief exercise we hope to actively maintain consistent, safe practices for all students and ensure all Upper School families share a common understanding of our campus guidelines.

Sincerely,

Daniel Griffiths
Upper School Head
Upper School Code of Conduct

Fundamental Standards of Student Behavior

Catlin Gabel encourages self-discipline, sound judgment, and respect for self and others. Our goal is to help students learn from experiences both in and out of the classroom, to grow from errors in judgment, to be accountable for their own actions, and to behave honorably. The following are considered fundamental standards of student behavior.

Integrity

Students are expected to act with honesty and integrity in all their actions at the school. They are expected to take responsibility for their actions, work, and behavior. Catlin Gabel regards dishonesty and disrespect as very serious infractions and responds accordingly. Lack of personal integrity is evident by such actions as lying, stealing, or forgery. Lack of academic honesty is evidenced by such acts as plagiarism, cheating, or allowing others to represent your work as their own.

Respect and Responsibility

Students are expected to demonstrate respect for self, others, and the environment. Behavior that is detrimental to the spirit and welfare of Catlin Gabel or to its individual members is subject to disciplinary action. The following are not acceptable in this community regardless of whether they occur on campus, off campus or in virtual environments:

- **Disruptive behavior:** actions that interfere with the educational environment or process, or that are detrimental to the welfare of others.
- **Vandalism:** intentional damage, defacing, or destroying of property.
- **Verbal abuse, harassment and intimidation:** put downs, insults, jokes, slander, and ostracism. Language or behavior that insults, demeans, ridicules, or torments another person. Acts that have the effect of (a) physically harming a student or damaging a student’s property; (b) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or (c) creating a hostile educational environment, including interfering with the psychological well-being of a student. Intentional threats by words or actions.
- **Discrimination:** treating someone differently or unfairly because of their race, sex, ethnicity, sexual orientation, gender identity, or religion – either within or outside of the school community.

Repeated instances of the above behaviors when directed at other community members are considered bullying and will not be tolerated.

Drugs and Alcohol

Catlin Gabel School holds the physical, mental and emotional safety and security of our students as a top priority. We recognize that involvement with alcohol and other drugs can interfere with a student’s academic, physical, emotional, and social development. We also have an obligation to abide by state and federal law and to require our students to do the same.

In furtherance of our mission and values, and in accordance with applicable state and federal law, Catlin Gabel School prohibits the use, purchase, possession, distribution, or sale of alcohol or other drugs* on school property at any time by students, as well as at school-related, school-sponsored, or
school-sanctioned events or activities regardless of location. If the school community is affected by
the student’s alcohol or drug use, we consider it within our purview to act in order to protect the
community. Violation of this policy will lead to an appearance before the Judicial Council and
discipline could include suspension or expulsion.

We recognize that abuse of alcohol and other drugs is a treatable health problem. Students who are
concerned about themselves or a fellow student are encouraged to take the initiative to seek help from
an adult on campus. Any student identified, by self or others, as possibly having a problem involving
alcohol or drug use may be encouraged to seek professional consultation and treatment, even if there
has not been a violation of school rules. In such a situation involving the student’s strictly personal use
of alcohol or drugs, no disciplinary sanctions will be imposed if the student is peer- or self-referred or
not “caught” in violation of school policy.

It will be a violation of this policy for anyone to retaliate in any way against a person who participates
or cooperates in an investigation of violation of this policy. Retaliation is a serious matter and would
the basis of separate disciplinary action.

Students who possess, distribute, sell, or give evidence of having consumed or used alcohol or illegal
drugs during or prior to a school activity shall be subject to both professional assessment of their use
and appropriate discipline. Discipline will typically involve suspension, and may involve expulsion.

Smoking and the use of tobacco products are prohibited on the school’s property or at events
sponsored by the school.

* The use of the term “drugs” does not include a student’s prescription or over-the-counter medication,
when taken as instructed by a physician.

**Sexual Intimacy**
Sexually intimate behavior is not appropriate on school property at any time by students, as well as at
school-related, school-sponsored, or school-sanctioned events or activities regardless of location.

**Computers and the Internet**
Catlin Gabel does not employ system-wide Internet filtering. Students are expected to make
responsible choices. Teachers and staff clearly communicate expectations and feel it is important for
students to take responsibility for making thoughtful choices and exercise common sense when using
school computers. All students must abide by the school’s Technology Responsible Use Agreement,
which explains appropriate use of the network, laptops, and school computers. All general school
expectations concerning student behavior apply to use of the network and Internet both on and off
campus. If faculty or staff become concerned about misuse of digital devices appropriate action will be
taken to make sure that computer and internet use align with the school’s mission.

**Laptops and Electronic Devices**
Catlin Gabel is an institution of academic learning, and students are expected to tailor their use of
laptop computers and other electronic devices to that end. Excessive or improper use of laptop
computers and other electronic devices can negatively affect students’ academic and social lives, and
the school community as a whole. Counseling and intervention will be provided for students who are
unable to manage their laptop and electronic device use appropriately.

In the classroom, laptops and other electronic devices may only be used for relevant academic
purposes except with the explicit permission of the instructor. Recreational game playing and social
networking are prohibited in the classroom, and may be limited in student lounges at the discretion of on-campus adults. Individual teachers develop computer use policies for their classes and make their expectations known to their students.

The Upper School library is an academic learning space. Recreational use of laptops and other electronic devices and cell phone use in the library is not permitted.

Repeated inappropriate use of a laptop or other electronic device will result in serious consequences that may include limits placed on the student’s use of electronic technology. The school’s commitment to mutual respect extends to online interactions and social networks. Online bullying, harassment, threats, and attempts to intimidate or belittle are not tolerated.

The school’s Technology Responsible Use Agreement provides additional details about user responsibilities with respect to copyright compliance, accessing the school’s network, email behavior, Internet safety, and more.

**Routine expectations of students**

**Arriving on time:** School begins with first period at 8:00 am. Students are expected to be on campus from 8:00 am until 3:15 pm, even if they have free periods at the beginning or end of the day.

**Absences:** A parent must notify the school by 8:15 am if a student is absent. Planned absences of a day or more require a Planned Absence form to be filled in at least five days in advance. Unexcused absences may result in referral to the Judicial Council.

**Driving and parking:** We strongly encourage students to use public transportation, school buses and carpools. All drivers must drive slowly and carefully. Students and parents must attend to driving and parking signals and regulations on campus; failure to comply with these can result in the loss of driving and parking privileges on campus. Students are only allowed to park on campus between the hours of 7 a.m. and 4 p.m. if they have petitioned for a parking spot and the student government has allocated a space in the student bay of the main lot. Alternatively, students may park on the seventh and eighth floor of the St. Vincent’s West Parking Structure. It should be noted that St. Vincent’s Hospital has the right to ban a student from parking on their structure based on poor driving/parking behavior.

**Leaving Campus:** Freshmen and sophomores may not leave campus during the school day (8:00 am-3:15 pm) unless a parent notifies the Upper School Office in advance. Juniors and seniors may leave campus for lunch only between noon and 1:10 pm, provided that they are not missing any school appointments/events. Any student who leaves campus must sign out in the Upper School office before leaving campus and back in when they return.

**Dress:** The School’s standard is simply that clothing be neat, clean, and appropriate to the program of the day. Students who arrive on campus wearing inappropriate clothing will be asked to return home to change.

*Violation of any of the above fundamental standards is likely to result in a student being sent before the Judicial Council. This group, consisting of students and faculty, considers violations of the community standards and recommends action to the Upper School Head.*

**All students are expected to play a part in creating a safe, hospitable and healthy community.**

*For more details on student conduct and disciplinary consequences, please refer to the parent and student handbook.*
COMMITMENT STATEMENT FOR 2016-2017

PLEASE RETURN COMPLETED FORM BELOW TO THE US OFFICE
BY THURSDAY, AUGUST 25, 2016

You may also scan and submit electronically to medleym@catlin.edu

I/we, ____________________________, the parent(s)/guardian(s) of _________________________,
(Print adult name(s) here) (Print student name(s) here)

have read the Upper School Code of Conduct guidelines for standards of student behavior. We commit
to supporting these guidelines with our child(ren) during the upcoming school-year. We understand
that ALL students should be on campus between 8 am and 3:15 pm, every day, regardless of whether
they have a free period. I/we understand that freshman and sophomore students may not leave campus
during the school-day except as permitted when a parent/guardian communicates in advance with the
Upper School office, or as part of a planned school activity. I/we understand that junior and senior
students may only leave campus between noon and 1:10 pm for lunch provided that they sign out. The
school is not responsible for any students while they are off campus at any time during the school day,
unless they are participating in a school-sponsored event.

I/we, ____________________________, student(s) in grade level(s) 9 10 11 12
(Print student name(s) here) (Circle appropriate level(s))

have read the Upper School Code of Conduct guidelines for standards of student behavior and commit
to abiding by these rules. I/we understand that if I/we fail to sign-in/sign-out as required for lunch-out
privileges (if a junior or senior) or for any non-school related activities, I/we risk losing lunch-out
privileges and may face other restrictions and/or conduct requirements as determined by the Dean of
Students, Upper School Head and/or the Judicial Council.

Signatures of Agreement:

__________________________________
Parent(s)/Guardian(s) Date

__________________________________
Student(s) Date