

**Hyde School  
Family Handbook  
2012-2013**

Please view this handbook on our website  
[www.hyde.edu/downloads](http://www.hyde.edu/downloads)

## Welcome to Hyde School

This handbook has been prepared for you as a guide for the 2012-2013 school year. In it you will find the following:

- Contact information with important phone numbers
- School Calendar
- Family Education Calendar and Information
- Packing List
- Dress Code
- Health Office Information
- Off Campus and Early Departure/Late Return form samples
- College Office Calendar
- Student Bank, Retail Store and Mail Information
- Travel Policy
- Restaurant/Accommodation suggestions
- Directions to Campus

You will also find sample copies of the Media Release, Damage to School Property and Computer Use Forms.

## Returning Student Checklist

\_\_\_\_\_ Health Forms completed and returned to the Health Office

*Questions: LornaKay Murdock 860-963-4731 Email: [lmurdock@hyde.edu](mailto:lmurdock@hyde.edu)*

\_\_\_\_\_ Return to School travel plans finalized

Friday, August 17, 2012 – New International Student Orientation begins

Friday, August 24, 2012 – New Student Orientation begins/Seniors return

Tuesday, August 28, 2012 – Returning Student Registration 9:00 AM – 2:00 PM

*Questions regarding Athletics: Sean Saucier 860-963-4776 - Athletic Director - email: [ssaucier@hyde.edu](mailto:ssaucier@hyde.edu)*

\_\_\_\_\_ FLC date(s) scheduled with Family Education Department.

*Questions: Judy Hendrickson 860-963-4756 Email: [jhendrickson@hyde.edu](mailto:jhendrickson@hyde.edu)*

\_\_\_\_\_ Tuition and Fees paid

*Questions: Marie Janket 860-963-4742 Email: [mjanket@hyde.edu](mailto:mjanket@hyde.edu)*

\_\_\_\_\_ Transcripts for new students

*Questions: Dean of Academics 860-963-4775 Email: [rfolan@hyde.edu](mailto:rfolan@hyde.edu)*

\_\_\_\_\_ Forms completed at enrollment: Media Release Form, Damage to School Property Form, Computer Acceptable Use Policy Form

*Questions: Kathy O'Dea 860-963-4721 Email: [kodea@hyde.edu](mailto:kodea@hyde.edu)*

## HYDE SCHOOL-WOODSTOCK CALENDAR 2012-2013 SUMMER 2012

Friday August 17 International Student Orientation Begins

### SCHOOL YEAR 2012-13

Friday	August 24	New Student Orientation begins/Seniors return
Tuesday	August 28	Student Registration 9:00 AM – 2:00 PM
Tuesday	Sept. 4	Fall trimester classes begin
Saturday	Sept. 8	ACT test date
Saturday	Oct. 6	SAT test date
Wednesday	Oct. 17	PSAT test date
Thursday	Oct. 18	<b>Fall Family Weekend Registration 3-6:00 PM</b>
Sunday	Oct. 21	<b>Fall Family Weekend ends at 12:00 PM</b>
Saturday	Oct. 27	ACT test date
Saturday	Nov. 3	SAT test date
Tues.-Thurs.	Nov. 13-15	Fall trimester exams
Friday	Nov. 16	Students leave for break 8:00 AM
Monday	Nov. 26	Students return from Thanksgiving break by 9:00 PM
Tuesday	Nov. 27	Winter trimester classes begin
Fri.-Sat.	Nov. 30-Dec. 1	James Roman Basketball Tournament in Bath
Saturday	Dec. 1	SAT test date
Mon.-Wed.	Dec. 3-5	Parent Academy
Saturday	Dec. 8	ACT test date
Friday	Dec. 14	Students leave for break 8:00 AM
Thursday	Jan. 3	Students return from break by 9:00 PM
Friday	Jan. 4	Winter trimester classes resume
Fri.-Sun.	Jan. 4-6	Alumni Winter Weekend
Saturday	Jan. 26	SAT test date
Saturday	Feb. 9	ACT test date
Tues.-Thurs.	Feb. 26-28	Winter trimester exams
Friday	March 1	Students leave for Spring break 8:00 AM
Wednesday	March 20	Students return from Spring break by 9:00 PM
Thursday	March 21	Spring trimester classes begin
Saturday	April 13	ACT test date
Thursday	April 18	<b>Spring Family Weekend Registration 3-6:00 PM</b>
Sunday	April 21	<b>Spring Family Weekend ends at 12:00 PM</b>
Thursday	May 2	Prom
Saturday	May 4	SAT test date
Friday	May 10	Grandparent's Day
Wed.-Fri.	May 15-17	Senior spring trimester exams
Saturday	May 25	Baccalaureate 4 PM; Senior Family/Alumni BBQ 6PM
Sunday	May 26	Graduation at 10:00 AM (all students required to attend) seniors may leave after graduation
Mon.-Wed.	May 27-29	Underclassmen spring trimester exams
Wednesday	May 29	Underclassmen leave after 1:00 PM

**2012-2013 School Year  
WHEN YOU NEED HELP!**

The following individuals are eager to help you. Most of your questions can be answered by talking with your mentor parent in your region.

If there are health issues or particular concerns that you should be notified about, you will be contacted by the appropriate faculty. **When in doubt, pick up the phone and make a call.**

**If you have specific questions concerning your student, call:**

**1. Discovery Group Leader(s)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. Dean's Area –**

Dean of Students – Peter Gregory **860-963-4768** email: [pgregory@hyde.edu](mailto:pgregory@hyde.edu)

Admin. Assistant – Mamie Horstmann **860-963-4774** email: [mhorstmann@hyde.edu](mailto:mhorstmann@hyde.edu)

**Fax # 860-963-4791**

**3. Academic Office –**

Dean of Academics – Rachel Folan **860-963-4775** email: [rfolan@hyde.edu](mailto:rfolan@hyde.edu)

Registrar – Barbara Hackett **860-963-4733** email: [bhackett@hyde.edu](mailto:bhackett@hyde.edu)

**Fax # 860-963-4787**

**4. Family Education –**

Director of Family Education– Lucinda Warnick **860-963-4753**

email: [lwarnick@hyde.edu](mailto:lwarnick@hyde.edu)

Regional Coordinator – Pam Hardy **303-329-5420** email: [phardy@hyde.edu](mailto:phardy@hyde.edu)

Admin. Assistant – Judy Hendrickson **860-963-4756** email: [jhendrickson@hyde.edu](mailto:jhendrickson@hyde.edu)

**Fax # 860-963-0164**

**5. First Year Students –**

First Year Students Coordinator – Shauntay Hallett **860-963-4744**

email: [shallett@hyde.edu](mailto:shallett@hyde.edu)

**6. Head of School –**

Head of School – Laura Gauld **860-963-4700** email: [lgauld@hyde.edu](mailto:lgauld@hyde.edu)

Executive Assistant – Sue Schofield **860-963-4790** email: [sschofield@hyde.edu](mailto:sschofield@hyde.edu)

**Fax # 860-963-4701**

**7. EMERGENCY CALLS – When school is in session**

**Monday through Friday**

8:00 am to 4:00 pm

Front Desk

**860-963-9096**

After 4:00 pm

Duty Team

**860-377-4820**

**Saturday and Sunday**

Duty Team

**860-377-4820**

**8. Health Office –**

Director, Student Health – LornaKay Murdock **860-963-4731**

email: [lmurdock@hyde.edu](mailto:lmurdock@hyde.edu)

Admin. Assistant – Traci Nelson **860-963-4731** email: [tnelson@hyde.edu](mailto:tnelson@hyde.edu)

Fax # **860-963-4723**

**9. Technology –**

Executive Director of Technology – Donna Dubinsky – **860-963-4755**

email: [ddubinsky@hyde.edu](mailto:ddubinsky@hyde.edu)

Director, Technology – Sue Nowak **860-963-4705** email: [snowak@hyde.edu](mailto:snowak@hyde.edu)

**If you have questions concerning the Family Program or Family Weekend, call:**

Parent Mentor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Regional Chair: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Dorm Phone Numbers**

Annhurst Dorm

2 <sup>nd</sup> West	Rms. 11, 234-240, 244	860-963-4819
2 <sup>nd</sup> North	Rms. 216, 218-227	860-963-4818

Westhaver

1 <sup>st</sup> North	Rms. 102-106	860-963-4830
1 <sup>st</sup> South	Rms. 107-114	860-963-4831
2 <sup>nd</sup> Northeast	Rms. 201-207	860-963-4833
2 <sup>nd</sup> Northwest	Rms. 220-221	860-963-4832
2 <sup>nd</sup> Southeast	Rms. 208-214	860-963-4835
2 <sup>nd</sup> Southwest	Rms. 218-219	860-963-4834
3 <sup>rd</sup> Northeast	Rms. 301-307	860-963-4837
3 <sup>rd</sup> Southeast	Rms. 308-313	860-963-4839
3 <sup>rd</sup> Southwest	Rms. 318-319	860-963-4838
3 <sup>rd</sup> Northwest	Rms. 320-324	860-963-4836

Warren Hall

1 <sup>st</sup> North	Rms. 103-109	860-963-4822
2 <sup>nd</sup> North/East	Rms. 200-218	860-963-4823
3 <sup>rd</sup> North	Rms. 300-308	860-963-4824
3 <sup>rd</sup> East	Rms. 310-318	860-963-4825
3 <sup>rd</sup> South	Rms. 320-328	860-963-4826
4 <sup>th</sup> North	Rms. 400-409	860-963-4827
4 <sup>th</sup> East	Rms. 410-418	860-963-4828
4 <sup>th</sup> South	Rms. 420-428	860-963-4829

## **Hyde School Emergency Response Plan**

Hyde School has developed and implemented an “Emergency Response Plan” that encompasses situations arising from student, campus, or outside community / natural disaster causes. Some of these situations include but are not limited to:

- Blood Borne Pathogens
- Fire/Explosion
- Utilities Malfunction
- Medical Emergency
- Visitors / Strangers (Intruders) in Building
- Bomb Threat
- Fights / Violence
- School Vehicle Accident
- Natural Disaster

In the event of an emergency, key school personnel are to be contacted to ensure proper handling of the situation. When a crisis at home happens (tragic accident / death of a close family member / home community crisis), please be sure to utilize the following “chain of command” – phone number listing to contact appropriate Hyde School personnel who may then assist in communication between yourself and the student. Most highly sensitive or severe issues should go through the assistant head of school’s office. If the situation is of less severity, contacting the Discovery Group leader is the most appropriate. The Dean’s Office is also notified when students are expected to be released from Hyde School to go home or to another pre-determined location.

A copy of the complete “Emergency Response Plan” may be requested by contacting the Head of School’s Executive Assistant at 860-963-4790.

### **Chain of Command for Emergency Situations**

Assistant Head of School	860-963-4772
Dean of Students	860-963-4768
Health Office Director	860-963-4731

## Identifying an Appropriate Hyde Family

Hyde Schools offer a structured college prep program with an unusual approach for grades 9-12. We admit families who enthusiastically want to address three questions: *Who Am I? Where Am I Going? How Do I Get There?*

Each student meets intellectual, physical and personal challenges. Performance is evaluated by standards of attitude and effort rather than talent and ability. Our acceptance process hinges on the interview, an in-depth seminar with the parent and student that determines issues, attitudes and commitment to personal growth.

Hyde Schools do not admit or reject families on the basis of transcript, test scores or past performance. The following characteristics describe the *aspirations* of the typical Hyde family. If you identify with the following criteria, talk with a Hyde admissions representative.

### PARENT

- **Vision** - Our family members aspire to strong values and character.
- **Concern** – I am concerned with my child’s level of growth in relation to his/her potential in life, and I am concerned with my own growth and parenting.
- **Accountability** – I will take responsibility for my growth and myself. I will assume that I am the primary teacher in developing my child’s character.
- **Acceptance** – I will address my personal issues openly and honestly with others and myself. I welcome the help of others to accomplish this.
- **Commitment** – I am committed to my best.

### STUDENT

- **Vision** – I aspire to be a person with strong values and character.
- **Concern** – I am concerned about my character.
- **Accountability** – I will take responsibility for my growth and myself.
- **Acceptance** – I will address my personal issues openly and honestly with others and myself. I welcome the help of others to accomplish this.
- **Commitment** – I am committed to my best.

*If these characteristics are absent prior to the interview, admission may be possible if:*

- The parent(s)/guardian and student are willing to participate in the interview.
- The student agrees to trust the leadership of his/her parents or guardian.
- The parent(s)/guardian commits to fully participating and doing their best in the Hyde Family Education program.
- The student commits to fully participating and doing his/her best in the Hyde program.

## Hyde School Dress Code

The Hyde School community has a commitment to connect our appearance with our highest expectations for ourselves and for each other. We seek to look sharp, classy and respectful when we are engaged in the learning process.

There are four types of dress worn during the week:

- 1. Hyde Dress: Usually required dress for each Monday yet can also be worn at other times.**
  - Men: Navy-blue blazer, white or light blue shirt, khaki pants, belt, dress shoes, dress socks and a Hyde tie.
  - Women: Navy-blue blazer, white or light blue shirt, khaki skirt, pants or khaki/white colored dress, dress shoes, stockings. (Hyde scarf and accessories optional)
- 2. Academic Dress: Usually required during the school day. (Clothing is expected to be clean, ironed and mended)**
  - Men: Dress-collared shirts, tie, khakis, corduroy or dress pants, belt, sweater or blazer optional, dress shoes, dress socks. (Clean-shaven, hair neat and earring free).
  - Women: Collared dress shirt, blouse or crew neck shirt, dress/skirts that are mid-thigh in length or longer , blazer, sweaters, khakis, corduroy or dress pants, belt, dress shoes or boots, stockings or leggings worn with skirts and dresses unless the dress/skirt is longer than mid-thigh. (Dresses have sleeves or wide strap sleeveless, neat hair, two earrings in each lower lobe with one additional earring optional, make-up in moderation)
- 3. Athletic Dress: Worn at each athletic practice and may also be worn at some meals and on free time.**
  - Men and Women: Appropriate shorts and t-shirts to engage in physical exercise, athletic socks, proper athletic footwear, Hyde warm-up gear, compression shorts for males, sports bras for women. (Sleeveless athletic shirts are covered up after exercise, hair tied up)
- 4. Casual Dress: Worn on weekends and during down time.**
  - Men and Women: Casual pants, shorts, appropriate t-shirts, polo shirts, sneakers, casual boots (Uggs), jeans that are appropriate, yoga pants. (Casual is relaxed yet neat and clean)

**Students are encouraged to work with mentor students and faculty in the dorms to start each day in appropriate dress. A student may be asked to change their dress if clothes do not fit, are too tight or revealing or, in general, do not represent that student's best.**



**HYDE SCHOOL**  
**2012-2013 Academic Year Packing List**

**Items for Student's Room**

Alarm Clock  
Blanket  
Clothes Hangers  
Laundry bag/hamper  
Laundry detergent  
Pillow/Pillowcase  
Towels  
Twin bedding

**Men's Clothing**

**"Hyde Dress" Outfit**

Belt – brown/black (leather)  
Dress code pants (khakis)  
Dress code shoes (leather)  
Navy blue blazer  
Sweaters  
Rain jacket  
Shirts – collar/button down  
Socks  
Ties  
Underwear  
Winter jacket  
Winter shoes

**Athletic Clothing**

Athletic shoes  
T-shirts  
Cleats for field sports  
Sports bras for women  
Athletic socks  
Athletic shorts  
Sweatshirts/pants  
Compression shorts

**Toiletries**

Antiperspirant/deodorant  
Hairbrush  
Personal items  
Shampoo/conditioner  
Soap  
Sunscreen  
Toothpaste/toothbrush

**Women's Clothing**

**"Hyde Dress" Outfit**

Dress code pants (khakis)  
Dress code shirts  
Dress code shoes (leather)  
Dresses/skirts  
Sweaters  
Rain gear  
Socks, stockings, tights  
Underwear  
Winter jacket  
Winter shoes

**Optional Items**

Bicycle and lock  
Camera  
Computer/printer  
Desk lamp  
Fan  
Hairdryer  
Musical instrument  
Personal books  
Helmet (must be worn with bikes, skates, skateboards, scooters, etc.)  
Houseplants  
Sleeping bags  
Backpack  
Small dorm sized refrigerator  
Wastebasket  
Appropriate posters/room décor

**Recommended**

Lockable container for valuables

**Prohibited Items**

Alcohol

Drugs/drug paraphernalia

Tobacco of any kind

Appliances (cooking items, iron, tv)

Health supplements

Incense, candles, matches, lighter

Pets

Pornography of ANY form

Weapons



## MEDIA RELEASE FORM

I authorize and give full consent to Hyde Schools the right to reproduce, use, exhibit, display, broadcast, distribute, and create derivative works of school- related photographs or videotaped images of the undersigned student for use in connection with the activities of the school or for promoting, publicizing, or describing Hyde Schools or its activities. This consent includes, without limitation, the right to publish such images in the alumni magazine, on Hyde's Web site, and public relations/promotional materials, such as marketing and admission publications, advertisements, fund-raising materials, and any other Hyde-related publication. These images may appear in any of the wide variety of formats and media now available to the school and that may be available in the future, including but not limited to print, broadcast, videotape, and electronic/on-line media.

NAME OF STUDENT (please print): \_\_\_\_\_

HOME TOWN \_\_\_\_\_

LOCAL NEWSPAPER \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE DO NOT USE MY CHILD'S IMAGE.

# College Office Calendar 2012/2013

## Fall Term

<b>June 1</b>	College summer assignments posted on Hyde Wiki site for incoming seniors
<b>Aug. 17</b>	Deadline to register for September ACT
<b>Aug. 28</b>	Senior College Meeting 4:00 PM (students only) <ul style="list-style-type: none"><li>▪ College essay, college list, common application and resume drafts due</li></ul>
<b>Sept. TBD</b>	TOEFL (International students)
<b>Sept. 8</b>	ACT
<b>Sept. 21</b>	Deadline to register for October ACT
<b>Oct. 6</b>	SAT
<b>Oct. 17</b>	PSAT test – juniors & sophomores
<b>Oct. 18-21</b>	Fall Family Weekend <ul style="list-style-type: none"><li>▪ Financial Aid and College Counseling Workshops for senior parents</li></ul>
<b>Oct. 27</b>	ACT
<b>Nov. TBD</b>	TOEFL (International students)
<b>Nov. 1</b>	College application deadlines begin
<b>Nov. 2</b>	Deadline to register for December ACT
<b>Nov. 3</b>	SAT
<b>Nov. 16</b>	Students leave for Thanksgiving Break – seniors consider college visits

## Winter Term

<b>Dec. 1</b>	SAT
<b>Dec. 8</b>	ACT
<b>Dec. 14</b>	Students leave for Winter Break
<b>Dec. 10</b>	All college work due for Jan. 1st application deadlines
<b>Jan. 11</b>	Deadline to register for February ACT
<b>Jan 15</b>	All college work due for Feb. 1st application deadlines
<b>Jan. 26</b>	SAT
<b>Feb. 1</b>	Junior college meetings begin
<b>Feb. 9</b>	ACT
<b>Feb. 15</b>	Mid-year reports mailed to colleges upon request
<b>March 1</b>	Students leave for Spring Break – junior families should consider college visits
<b>March 8</b>	Deadline to register for April ACT
<b>March 9</b>	SAT

## Spring Term

<b>Apr. 13</b>	ACT for juniors
<b>Apr. 18-21</b>	Spring Family Weekend <ul style="list-style-type: none"><li>▪ College Counseling Information Session for junior parents</li></ul>
<b>Apr. TBD</b>	National College Fair – juniors
<b>May 1</b>	National Candidate Reply Date (Deadline for college deposit)
<b>May 4</b>	SAT test for juniors
<b>May 6-17</b>	AP Exams
<b>June 15</b>	Final transcripts mailed to attending colleges.

# 2012-2013 School Profile

CEEB: 070972

**Mission Statement** Hyde School provides students with a comprehensive college preparatory education through challenging academic work, a rigorous character education curriculum, and opportunities for community leadership.

**General** Hyde School is an independent, coeducational college preparatory boarding school with emphasis on academic challenge, character education and student leadership. All juniors take the PSAT, ACT and SAT, and one hundred percent of seniors apply to four-year colleges during the senior year. Boarding campuses are located in Bath, Maine and Woodstock, Connecticut with approximately 170 students on each campus, close to one hundred percent of whom are boarding students. Students who attend from throughout the United States comprise eighty percent of the student body. The remaining twenty percent yield from international locations, including the continents of Asia, Europe, and Africa.

**Admissions** Hyde School admits students without regard to race, nationality or gender, who demonstrate academic aptitude and a desire to develop strong personal character and leadership. Admission is based on a review of the prior academic record, educational testing and an in-depth interview of the student and parents. Due to the character education aspect of the curriculum, it is preferred that students spend a minimum of two years at the school prior to graduation.

**Accreditation** Hyde School is accredited by the New England Association of Schools and Colleges (NEASC).

**Curriculum** As a college preparatory school, Hyde School’s curriculum reflects rigorous development in all aspects of a student’s life. Students carry five to six college-preparatory academic courses, participate in interscholastic athletics, hold daily campus jobs, participate in multi-media performing arts productions and engage in community leadership. Advanced Placement and Honors courses are offered.

In grades 9 through 12 students must earn a minimum of 18 academic credits, distributed as follows:

English	4	Foreign Language	2
Mathematics	3	Social Studies	3
Science	3	Electives/Arts	3

<b>Grading</b>	<u><b>A</b></u>	<u><b>B</b></u>	<u><b>C</b></u>	<u><b>D</b></u>	<u><b>F</b></u>
	100 - 90	89 - 80	79 - 70	69 - 65	Below 65

Students are evaluated based on academic achievement and learning attitude. Grading is quite rigorous.

Grade point averages on a 100 point scale are weighted for AP (ten points) and honors (five points) courses and include academic subjects only. -The cumulative average is based on years at Hyde School—prior high school grades are not included in the reported cumulative GPA; the entire record is on the transcript. A junior year grade distribution and a cumulative Hyde GPA quintile ranking are provided for each student.

## Graduation

Hyde School seniors demonstrate considerable leadership in partnership with the faculty. They oversee all aspects of student life on campus, share responsibility for the school-wide academic tenor, provide dormitory oversight and disciplinary system administration, and supervise athletics and campus job programs.

Hyde School's graduation requirements embody personal excellence in academic achievement and character education. In addition to satisfactorily completing the academic requirements, every senior participates in an intense 40-hour personal character evaluation process. This occurs during the final trimester of his/her senior year and involves all members of the senior class and the faculty. The evaluation culminates with seniors making a speech representing their principles and standards.

### Academic Courses

#### Graphic Arts

#### English

English 9: World Literature  
English 10: British Literature  
English 11: American Literature  
English 12: Literature of Justice  
Contemporary Literature  
AP English: Language &  
Composition  
Literature of Justice: Honor  
Thesis

#### Foreign Language

ESL  
Mandarin Chinese 1&2  
Spanish 1 - 5  
AP Spanish

#### The Arts

Art Studio 1&2  
Ceramics 1&2  
Digital Imaging

#### History

World History  
U.S. History  
20<sup>th</sup> Century  
Honors 20<sup>th</sup> Century  
AP European History  
AP U.S. History  
History 12: Ethics

#### Science

Biology  
Chemistry  
Honors Chemistry  
Environmental Studies  
Physics  
AP Physics-C  
AP Environmental Science

#### Mathematics

Algebra 1  
Geometry  
Algebra 2  
Honors Algebra 2  
College Algebra  
Pre-Calculus  
Honors Pre-Calculus  
Honors Calculus  
AP Calculus AB  
AP Calculus BC  
Multivariable Calculus

#### Electives

African American Poetry  
Language and Composition  
Music Theory  
Topics in Critical Race Theory  
20<sup>th</sup> Century Middle East

**SAT Profile:** 100% of the Classes of 2010, 2011 and 2012 took the SAT. Mid-Range (25-75%) and Mean scores are:

**Critical Reading 450-580 and 513, Math 450-590 and 517, Writing 440-560 and 493**

**College Acceptance:** 98% of graduates in the Classes of 2010, 2011 and 2012 were admitted to college.

**Graduates in the classes of 2010 to 2012 were admitted at the following institutions:**

American University	Hobart & William Smith Colleges	Roger Williams University
University of Arizona	Hofstra University	Rollins College
Assumption College	Indiana University at Bloomington	Rutgers- New Brunswick, Newark
Bentley University	Ithaca College	Sacred Heart University
Berklee College of Music	Jacksonville University	Saint Anselm College
Binghamton University	Keene State College	Saint Joseph's University, PA
Boston University	Knox College	St. Mary's College of Maryland
Bryant University	La Salle University	Saint Michael's College
Univ. of California-Davis, Irvine, LA	Lake Forest College	Salve Regina University
California State Chico, Sacramento	Le Moyne College	University of San Diego
Carnegie Mellon University	Lehigh University	University of San Francisco
Catholic University of America	Loyola Marymount University	Savannah College of Art and Design
Champlain College	Loyola University New Orleans	Seton Hall University
Chapman University	Lynchburg College	Sewanee, The University of the South
University of Cincinnati	University of Maine	Skidmore College
Clark Atlanta University	Manhattan College	Southern Connecticut State University
Clark University	University of Maryland, Baltimore	University of Southern Maine
Coastal Carolina University	University of Massachusetts Amherst, Boston, Dartmouth,	Southern Methodist University
Colby-Sawyer College	Lowell McDaniel College	Springfield College
College of Charleston	Miami University, Oxford	SUNY-York, Albany, Buffalo, New Paltz, Oneonta, Stony Brook
University of Colorado-Boulder	University of Miami	Stonehill College
Colorado State University	Michigan State University	Suffolk University
Columbia College, Chicago	Mitchell College	Susquehanna University
Concordia University-Montreal	Moravian College	Syracuse University
University of Connecticut	Mount Holyoke College	University of Tampa
University of Denver	New England Institute of Art	Temple University
Dickinson College	University of New Hampshire	Towson University
Drew University	University of New Haven	Union College
Drexel University	University of New Mexico	Ursinus College
East Carolina University	Nichols College	University of Vermont
Eastern Connecticut State University	Northeastern University	Wagner College
Eckerd College	Oglethorpe University	University of Washington
Endicott College	Ohio Wesleyan University	University of Wisconsin, Platteville
Fairfield University	Penn State University-Lehigh Valley, University Park, York	Wentworth Inst. of Technology
Fairleigh Dickinson University	Providence College	Western New England University
Fashion Institute of Technology	Purchase College	Wheaton College (MA)
Flagler College	Purdue University	Whittier College
Florida Southern College	Quinnipiac University	William Paterson University of NJ
Fordham University	Radford University	Wittenberg University
Gettysburg College	University of Rhode Island	College of Wooster
Goucher College	Roanoke College	Worcester State University
Guilford College	Rochester Institute of Technology	
High Point University		

## **HEALTH OFFICE INFORMATION**

### **HEALTH OFFICE HOURS:**

The Health Office is open 7 days per week (1/2 day on Sunday) for medication and sick visits. Phone messages can be left at any time. (Calls will be returned ASAP) **There is on-call emergency nursing coverage 24 hours per day, 7 days per week. During off hours, the nurse can be reached by faculty on duty.**

**Hyde School Health Office, 150 Rt. 169, P.O. Box 237, Woodstock CT. 06281**

**Phone (860) 963 – 4731 Fax (860) 963 – 4723**

### **TRANSPORTATION (Health Appointments):**

The school driver will provide transportation to area appointments for a fee of **\$20** per appointment. This fee is deducted from your student's account through the Business Office. Driving services are usually available Monday – Friday from 7:30 AM to 4:00 PM. The school driver does **not** provide transportation to appointments 20 minutes or further from campus.

### **MEDICATION DISTRIBUTION FEE:**

The school is charging a fee of **\$150** per trimester to all students that receive medication/vitamins/supplements on a daily basis (includes medication that is available daily, but only taken on an as needed basis). This is to defray the cost of medication storage, preparation, and administration. The Health Office will alert the Business Office each trimester and the money will be deducted from the student's account.

### **MEDICATION:**

Please review Hyde School Medication Policies. All policies were written with your child's safety in mind and must be adhered to.

### **ROUTINE EXAMINATIONS:**

**Routine examinations, i.e. sports physicals, dental, eyes, & GYN should be made at home with your personal physicians.** Most of these exams need to be scheduled 4 - 6 weeks in advance, so please keep your child's school schedule in mind so they can be seen during school breaks. Please understand that we have many students to care for and do not have the opportunity to schedule their routine exams. For emergency purposes, a list of specialists will be provided at your request.



## **SCHOOL PHYSICIAN:**

We are pleased to announce that **Dr. Joseph Alessandro** has been contracted as the Hyde School Woodstock physician for the coming year. The doctor will be coming to the school weekly (as needed) for appointments. He is also available for telephone consultation 24 hours a day 7 days a week. **In the event that your child may need to see the physician, they will be asked to contact you for parental permission. This is for insurance purposes. It will give parents the opportunity to make any prior phone calls needed to insure payment by your insurance company.** It also gives the parents opportunity to contact the Health Office regarding any specific treatments the doctor may be ordering.

**Dr. Joseph Alessandro, P.O. Box 6, Pomfret Center, CT. 06259**  
**Phone (860) 963-4731 Fax (860) 963-4723**  
**Billing Questions: (860) 779-5940; Press #3 – Ask for Brenda**

## **ORTHOPEDIC REFERRALS:**

Orthopedic issues and sports/school injuries are **initially** reviewed by the Hyde School trainer. **In the event that an orthopedic appointment is warranted, parents will be contacted. Again, this will give you the opportunity to review your insurance coverage and make necessary calls.**

**The Center for Bone and Joint Care**  
**Orthopedic Associates of Windham County**  
**35 Kennedy Drive, Putnam, CT. 06260**  
**Phone (860) 963-2133 Fax (860) 963-8955**

**Dr. Scott A. Green**  
**Dr. Kevin J. Reagan**  
**Dr. Christian H. Dee**  
**Dr. Biren V. Chokshi**  
**David LaChance, APRN**

## **PHARMACY:**

The school utilizes the **Stop & Shop Pharmacy** in Putnam, CT. The pharmacy has received a copy of all insurance information on file at the school. Every effort is made to utilize your insurance cards. Please keep in mind that not all insurances can be accessed through the pharmacy computer system. Any outstanding amounts are sent to the Hyde School Business Office and deducted from the student's account. *\* If you have any questions regarding pharmacy billing, please contact them directly! \**

**Stop & Shop Pharmacy, 60 Providence Turnpike, Putnam, CT. 06260**  
**Phone (860) 963-2642 Fax (860) 963-2648**

# HYDE SCHOOL WOODSTOCK – MEDICATION POLICIES

## PARENT / GUARDIAN RESPONSIBILITIES

- 1) The parent is responsible for obtaining all orders needed for medications and other supplement/vitamin needs.
- 2) The parent will refill all prescribed medication monthly and send directly to the Health Office to ensure an adequate supply at all times. **The Health Office gives reminder calls as a courtesy only – This should not be relied upon.** (Please remember to send medication in original bottles that have been properly labeled.)
- 3) The parent will keep an adequate supply of medication at home or place of destination for all vacation break times. **The Health Office does NOT send medications home during Fall, Winter and Spring breaks.\***

**\*Exception: Medications that are prescribed by our physicians and filled at our pharmacy will be sent home with students during break times.**

**\*\* ENTIRE SUPPLIES OF MEDICATION ARE SENT HOME WITH STUDENTS AT THE END OF THE SUMMER SESSION AND END OF THE SCHOOL YEAR WITH WRITTEN PARENTAL PERMISSION \*\***

***All medications remaining in the Health Office 2 weeks following school closing will be destroyed.***

## STUDENT RESPONSIBILITIES

- 1) The student is to come to the Health Office for all prescribed medications at the proper times. They will come to the medication window with their water, state name, identify their medications, and take in the presence of the nurse. We **DO NOT** do mouth checks!
- 2) The student is to alert the Health Office immediately if there are any questions or concerns with regard to their medication.
- 3) The student is to notify the Health Office of any off-campus events (sports, class trips, etc.) in which they will need medication packaged. If controlled medications are involved, they must notify faculty to pick up their medication for them.
- 4) Students who are repeatedly reported to the Dean's Area for medication delinquency will be reported to Administration for further action.
- 5) The student will not have any prescription or over-the-counter medication/supplements in his/her room, or on his/her person without Health Office authorization.

***\* The Health Office does not have storage available for medication not being utilized. These medications will be mailed home.***

## OVER THE COUNTER MEDICATION

**All over the counter medications are subject to the following guidelines:**

- 1) All OTC medications, (antacids, Tylenol, Ibuprofen, cough medicines, etc.) are supplied by Hyde School. Students are **not** allowed to keep any OTC medication, vitamins and homeopathic supplements in their rooms. All supplemental vitamins/homeopathic medication must be accompanied by a physician's written order.
- 2) The Health Office has the authority to deny certain medications/homeopathic/herbal supplements. **We do not allow any nicotine products on campus (Nicoderm, Nicorette, etc.).**

## **PRESCRIPTION MEDICATION**

### **All prescription medications are subject to the following guidelines:**

- 1) Student will be evaluated by his/her prescribing physician at least once annually. (The school physician prescribes medication for acute illness or injury only. All maintenance, psychotropic and stimulant type medications must be prescribed through your own physician.)
- 2) All students are to receive adequate instruction from their prescribing physician regarding the self-administration, desired effect, and side effects of all medications.
- 3) A **Physician's Request for Medication Administration** form must accompany all prescription medication. This form must clearly state the name of the student, medication, dosage, time of administration. **All forms must be signed and dated by the prescribing physician.**
- 4) All orders are to be renewed yearly or when there is a change in medication, dosage, or time of administration. (Orders expire in June of each year.)
- 5) All medication will be sent directly to the Health Office in its original prescription bottle with the name of the student and medication clearly labeled. **(The Health Office WILL NOT accept improperly labeled containers.)**

### **ABSOLUTELY NO MEDICATIONS OR SUPPLEMENTS ARE ALLOWED IN STUDENT ROOMS WITHOUT HEALTH OFFICE AUTHORIZATION**

## **DELINQUENCY IN TAKING MEDICATIONS**

Although all medications have merit and should be taken consistently, we have found it necessary to divide medications into “**essential**” versus “**non-essential**” for reporting purposes only.

Medication utilized for the purpose of antidepressant, mood stabilizing effects as well as antibiotics being prescribed for acute illness are considered “**essential**”. Upon a weekly check, those students who have been missing doses of “essential medications” will be reported to the Dean’s Area for disciplinary purposes. A medication delinquency note will also be sent home to the parent designated for medication purposes. This should enable parents to have regular conversations with their students regarding the responsibility of taking medications.

Medications utilized for the purpose of increased concentration (stimulant), allergies, and antibiotics prescribed for acne are considered “**non-essential**”. These medications are reviewed bi-monthly. They are **not** reported to the Dean’s Area. The parent designated for medication purposes will receive a medication delinquency note so that further use of these medications may be discussed between parent and student.

## **DEAN'S AREA**

The Dean's Area at Hyde School serves three basic functions: To uphold the ethics of the school, to ensure that each student's concerns and issues are being met and to provide a forum for students to learn about their conscience and decision-making. While the entire school addresses these issues through classes, sports, performing arts, etc., as well, the Dean's Area acts as a clearinghouse for all the different departments.

When a student breaks an ethic at Hyde, they are generally brought to the Dean's Area. The philosophy is to deal with the attitude of the student, rather than the behavior. This means we may address a student's attitude even though their behavior may be acceptable in a more traditional school. A large emphasis is placed on students being accountable for their own actions and attitudes, rather than blaming someone else. Work projects, early morning workouts, peer counseling and faculty counseling are generally all part of the process.

The overall objective is to create an atmosphere where the students begin to take responsibility for themselves.

### **2-4 AND 5:30**

A student is placed on either 2-4 or a 5:30 for breaking Hyde ethics.

### **ETHICS AND ACCOUNTABILITY**

A discussion of discipline at Hyde School must begin with our school's ethics. These concern issues include lying, cheating, stealing, sexual behavior, drugs, tobacco, alcohol, and what we call, Brother's Keeper. The standards pertaining to these ethics are thoroughly explained by the Dean of Students on the first night of school. Students are expected to adhere to these ethics with a positive attitude.

We look forward to an exciting year of working with your family. If you have any questions regarding the above information, please contact the Dean's Area Office at 860-963-4774.

## Travel Policy

Please call the Dean's Area Office when requesting that your child go off campus for any reason. The student will fill out an Off-Campus Request Form. They can pick this up in the Dean's Area Office.

The Dean of Students grants permission for students to leave the campus overnight. The nature of a Hyde education requires significant commitment from the students and family. We expect our students to participate in all school activities including academics, athletics, performing arts, dorm activities, jobs and wilderness trips.

Hyde School will only grant absences for important family obligations, medical appointments and approved college visitations. **Birthdays are not considered a reason to leave for the weekend.** Please make every effort to make appointments for times when the student will be home with you, so as not to disrupt the flow of the academic year.

### *Procedures:*

1. Parents must obtain permission for absence from the Dean's Area Office by calling (860) 963-4774. Please do not make travel arrangements until permission is granted.
2. Once permission is given, the student should notify their teachers of the absence and have his/her teachers sign the Off-Campus Request Form available in the Dean's Area Office.
3. The completed form must be filed with the Dean's Area Office **at least 24 hours prior to departure.**

As a convenience to you, Hyde charts several buses for Thanksgiving, Christmas, and March breaks to bring students to airports in Hartford (Bradley), Boston (Logan), and Providence (T. F. Green). A bus will also travel to Darien, CT, White Plains, NY, Teaneck, NJ, and Lincoln Center in New York City. These buses deliver students safely to the destination, as arranged. Faculty members do not travel with the buses to the airports. Therefore, if flight changes occur after students are dropped at the airport, parents are responsible for making new arrangements. There will be a faculty member on duty and available by cell phone until 8:00 PM on travel days (860-377-4820). We suggest that parents also arrange to be available when students are traveling so they may be reached to help their student problem-solve should an unforeseen circumstance arise. Please see that your child has a contact telephone number where they can reach you.

Any other travel arrangements during the academic year are the responsibility of the student and their family. While students may ask available faculty members for assistance in getting to and from the airport or bus station, we cannot guarantee there will be a faculty member available to transport them.

Before students leave for break, we will hold a school meeting to review strategies for problem solving, if their travel is interrupted. We will advise them to stay in the area of the airline they are traveling, to contact their parents and to not leave the airport, bus, or train station with anyone. If you feel that your student is not able to travel safely alone, we suggest you contact the airline for assistance in providing travel supervision. ***It is imperative that students have a valid photo ID for traveling on any airline. Please check with your child before any trip to be sure he/she has his/her ID and enough money to cover meals and any emergency.*** Please be aware that some airlines require children under age 14 to be accompanied to and from the airport by an adult.

## Off Campus Request

(Must be completed and returned to Dean's Area Office 24 hours prior to leaving campus)

Dean's Area

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

DATE/TIME LEAVING: \_\_\_\_\_

DATE/TIME RETURNING: \_\_\_\_\_

NAMES/PHONE NUMBERS WHERE STAYING: \_\_\_\_\_

METHOD OF TRAVEL: Leaving: \_\_\_\_\_

Returning: \_\_\_\_\_

### PLEASE PROCURE THE FOLLOWING SIGNATURES:

1. DISCOVERY GROUP LEADER: \_\_\_\_\_

2. CLASS ROOM TEACHERS:

3. A \_\_\_\_\_ B \_\_\_\_\_

C \_\_\_\_\_ D \_\_\_\_\_

E \_\_\_\_\_ F \_\_\_\_\_

3. COACH \_\_\_\_\_ HEALTH OFFICE: \_\_\_\_\_

4. DORM PARENT: If you will be away overnight. \_\_\_\_\_

5. Person who will replace you in your job assignments: \_\_\_\_\_

6. BUSINESS OFFICE - If money has been requested & approved by parent(s):  
\_\_\_\_\_

7. Josh Welch, Asst. Dean of Students: \_\_\_\_\_

Faculty Notes: please list any important assignments or activities the student will miss.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HYDE SCHOOL  
WOODSTOCK, CT CAMPUS  
TRAVEL POLICY FOR 2012-2013**

The following information states our policy on transportation to and from school during Thanksgiving, Winter and Spring breaks. Any deviations from this policy must be approved through the Dean's Area Office. **Hyde School does not assist with transportation during our summer programs or the end of the regular school year.**

- **Students may not leave earlier than 8:00 a.m. on the last day of school before Thanksgiving, Winter or Spring breaks.** If students must remain on campus after the school closing time to wait for transportation, please be advised no meals will be served. All students should leave campus by early afternoon.
- Students may not return earlier or later than the return date stated in the school calendar without prior authorization from the Dean's Office.

All travel arrangements must be made by the student or parents. Hyde School will post sign-up lists two weeks prior to a break to help facilitate transportation to and from local airports using buses or vans.

**Please Note:**

1. Should a child's flight plans change due to delays or cancellations that cause them to miss the van or bus, it is the family's responsibility to make other arrangements.
2. You are invited to try and coordinate transportation with other families in your region who may be using a similar mode of travel.
3. The cost of this transportation will be proportionate to the number of students using the transportation, so fees may vary between breaks.
4. **Please keep luggage to a minimum (one carry-on and one suitcase).** If a student has large boxes or sports equipment to transport, **please mail these items.**

***Please Note: Sign-up sheets are available in the Reception Area during Fall Family Weekend or you may call or email Mamie Horstmann in the Dean's Area (860-963-4774) or [mhorstmann@hyde.edu](mailto:mhorstmann@hyde.edu). Please let us know as soon as possible if your son or daughter plans to use this transportation.***

***PLEASE CHECK DEPARTURE TIMES AND TRAVEL HOURS  
AS WE HAVE MADE SOME ADJUSTMENTS.***

The following is a list of the departure and return times and the locations serviced to assist you in your travel arrangements for November, December, and March breaks.

**Please note: Space on the bus is limited. When you reserve a seat on the bus, please communicate to your student that you have done so, as to avoid double booking. If your child is signed up for a bus and then does not use their seat, their account will still be charged for that seat. To cancel a reserved seat and avoid charges to your student's account; please contact Mamie Horstmann at (860-963-4774) or by email [mhorstmann@hyde.edu](mailto:mhorstmann@hyde.edu).**

**Departure time - 8:00 a.m. from Woodstock campus on:**

**Friday 11/16/12**

**Friday 12/14/12**

**Friday 3/1/13**

Bus #1	MBTA Riverside Logan Airport	- Newton, MA - Boston, MA	1 – 1 ½ hours travel 1 ½ - 2 hours travel
Bus #2	T.F. Green Airport	- Providence, RI	1 ½ hours travel
Bus #3	Bradley Airport Union Station	- Hartford, CT <b>Terminal A</b> - Hartford, CT	1 ½ - 2 hours travel 2 – 2 ½ hours travel
Bus #4	Rest Area (I-95S) Bloomingdales -White Plains, NY Glen Point Marriott 62 <sup>nd</sup> St. Lincoln Ctr.	-Fairfield, CT ( <b>between Exits 22/21</b> ) - Teaneck, NJ - New York, NY	2 ¼ hours travel 2 ¾ hours travel 3 ½ hours travel 4 hours travel

**These are approximate times, depending on the weather and traffic conditions.**

**Return times: arrive at Woodstock campus no later than 9 p.m.**

**Monday 11/26/12**

**Thursday 1/3/13**

**Wednesday 3/20/13**

Bus #1	7:30 p.m. departure from: 8:00 p.m. departure from:	Logan Airport, Boston, MA- <b>American Airlines Domestic Baggage Area</b> MBTA Riverside, Newton, MA
Bus #2	7:30 p.m. departure from:	T.F. Greene Airport-, Providence, RI <b>Domestic Baggage Area</b>
Bus #3	6:45 p.m. departure from: 7:30 p.m. departure from:	Union Station, Hartford, CT Bradley Airport, Hartford, CT - <b>Domestic Baggage Area (outside – where Terminals A and B come together)</b>
Bus #4	2:00 p.m. departure from: 2:30 p.m. departure from: 3:00 p.m. departure from: 3:30 p.m. departure from:	<b>62<sup>nd</sup> St. between Amsterdam &amp; Columbus Ave.-Lincoln Ctr. NY</b> <b>Glen Point Marriott – Teaneck, NJ</b> <b>Bloomingdales' Parking lot - White Plains, NY</b> <b>I-95N Rest Area between Exits 21/22 – Fairfield, CT</b>

**Please make sure that your child's flight arrives well in advance of these departure times.**

Our local limo companies are listed below for your convenience.

Signature Limo 1-800-480-1108 or 1-860-974-2974

Andrea's Limo 1-860-963-0129 or 1-860-779-0009



## **Technology Expectations of Hyde School Students** **Updated August 2012**

---

As both Hyde Schools wish to clarify the appropriate use of technology, it is essential to remember that we are guided by our Technology Ethic.

The Technology Ethic  
Job first, technology second.

In order to build a strong Hyde community and to foster our personal best, the use of technology must lend itself to the development of our character. Therefore, any improper, inappropriate, unlawful or excessive use of technology is unacceptable.

### **Further Clarification:**

- Technology, specifically iPods, handheld video games, Skype, social media, etc., is not for use during academic time (unless expressly indicated by faculty), nor in public areas such as dorm lounges, pathways, and community lounges.
- Misuse of either devices or programs (including media) may result in confiscation of the device.
- Students should not sell or buy items from other students unless they have the express permission of parents and the Dean of Students.
- Bullying of any type, including cyber-bullying, is not tolerated within the Hyde community.

**Registering Technology** – It is imperative that students and parents register their devices with the Technology Office on each campus. Information is used to confirm ownership and identify appropriate use or misuse of technology.

**Cell Phones** – At this point students are not allowed the use of their phone. Some leadership students have or will earn the opportunity to have their cell phones.

- Cell Phone Sunday – students can use their cell phone during the day on Sunday if they sign it out during the designated hours. Cell phones should be used appropriately during this time.
- Use of cell phones by a student with special circumstances (emergency only) can be coordinated through Dean's Area. This is continuing to be re-evaluated. Students are asked to turn cell phones into their wing parent, to be held by the Dean. If students own an iPhone or similar device, they can turn in their SIM card. Students with more than one cell phone must do the same with supplemental phones.

**Audio Devices** – iPods, MP3 players, etc. can be used with headphones or ear buds in three locations: dorm room, on buses or when working out in the gym.

**Laptop computers / wireless computers / iPads / Droid platforms** – Students can use laptops (including iPads, iTouches, etc.) as long as the use of them is within the parameters of the technology ethic.

- Appropriate use of computer-to-computer networking capabilities (including video-chat / computer-to-computer usage).
- No WLAN cards / cell-wireless / SIM-cards are allowed.
- All computers must be registered with the school and have illegal, pirating, or inappropriate content removed.
- Computer monitors should be limited to 27" size.

**Social Networking Media** – Presently, Hyde allows access to some social media accounts, including Facebook and Twitter.

- Facebook and most social media sites are blocked during all academic time.

- Use of proxies or software that circumvents the school’s monitoring systems is inappropriate.
- We strongly suggest that all parents be aware of and monitor their student’s websites and have an open dialogue about the content, connections, and relationships they develop. Faculty will also be working with students to do the same.

**Wireless Access** – All wireless connections on campus are coordinated through the Technology Director and Assistant Head of School.

- At present, the times for use are set by the Technology Department and Dean’s Area.
- Sharing of passwords, log-ins, and wireless access is not allowed.
- Only devices that have been registered and approved for use can connect to the wireless.
- Devices such as PS2/3/Xbox, iPod Touch, iPad, Voodoo, Apple TV, etc. are not to be used via the schools’ or any other wireless / internet network.
- File sharing from sites such as Limewire and Frostwire is illegal and not allowed from Hyde School. Video streaming is not allowed during the academic day due to the high consumption of bandwidth.

**Video Games** – Student use of video games must be in line with the technology ethic and the standards of the dorm.

**Videos / Photographs** – Recording, photographing, filming, etc. of any Hyde student, faculty or staff member without their permission, is not allowed. Filming of the Hyde campus without permission of faculty or administration is also inappropriate. Any laptops, cameras, video devices, etc. which are being inappropriately used will be collected. Lastly, visual media cannot be posted, launched, or used for any purposes without the express permission of students, faculty, and administration of Hyde School.

**Media Viewing** – (Downloads, DVDs, Netflix, Blockbuster.com, etc.) Students have greater and greater access to media and can now download, order online, and receive in the mail movies, TV shows, etc. They are then able to watch them on iPods, iPads, laptops, and other electronic devices. Media viewing needs to follow the parameters of the technology ethic. If parents are funding online movie rental programs, it is strongly suggested that they are aware of their student’s usage patterns and academic (and Honors / Warnings) status.

**Televisions** – Students are not allowed to have personal TVs in their rooms. No monitors in excess of 27”.

**Partnership between families and school:**

Parents are asked to share information with Discovery Group leaders, wing parents, and / or the Dean’s Office regarding the misuse of technology by their son or daughter or other students while here on campus.

I have read and understand Hyde School’s technology ethic and the expectations of technology use by Hyde students.

Name of student (print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Name of parent (print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

# Hyde School Computer Systems Acceptable Use Policy – 2012-2013

## A. Hyde School Computer Systems and Internet Access.

The computer network that allows Hyde School to provide Internet access, including computer and communications equipment, software, operating systems, storage media, wireless, and network accounts (collectively, the “Network”), is the property of Hyde School. Your use of the Network is contingent upon your agreement to abide by certain rules. This policy is provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of Network resources. If a Hyde School user violates any of these provisions, his or her account may be terminated and future access denied.

**The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

## B. Scope of Policy.

This policy governs the use of the Network and all information technology resources owned and operated by Hyde School. The Network includes but is not limited to: network infrastructure, servers, desktop workstations, peripherals, remote access, computer labs, and telecommunications systems.

The Network is provided for use by authorized School community members, only. School community members include all staff, faculty, students with official standing, and others associated with Hyde School who have credentials to access the Network.

## C. Privacy.

While Hyde School values and respects the privacy of its faculty, staff, and students, the information you view, save, transmit or store on the Network is inherently vulnerable to interception and alteration. Consequently, the School cannot assure that privacy can be maintained for data that resides on the Network or on back-up media.

Although the School does not routinely examine the contents of data or files in user accounts or monitor usage of the Network, on occasion, circumstances may warrant monitoring or examination of a user’s files to maintain system security or system integrity, in response to legal mandate or for some other reason. In such cases, authorized School personnel may monitor your use of the Network or examine any user files or data without notice.

It should be understood that there can be no expectation of privacy with regards to electronic media that is viewed, saved, stored, or transmitted on the Network or other Hyde systems including but not limited to personal e-mail accounts such as Gmail, text and instant messaging, cellphones, social networking sites and voicemail, etc.

## D. Security.

The system of accounts, User Identification names and passwords plays an important role in protecting the Network and all users. The following policies govern their use:

- You may log-in to your own account only;
- You must not share or divulge your password with anyone else or knowingly allow another person to access or use your account;
- You must not use or attempt to discover another user's password;
- You are responsible for all use made of your account;
- You must take reasonable precautions to prevent unauthorized use of your account, including changing passwords regularly.

**The School reserves the right to enforce password maintenance, including detecting “bad” passwords and requiring users to change passwords at predetermined intervals.**

## E. Hyde School Computer Systems and Internet Access Terms and Conditions

You agree that your use of the Network will comply with the following Terms and Conditions. You acknowledge that use of the Network and Internet access is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Inappropriate use will be deemed a violation of Hyde School ethics. The system administrators may close an account at any time as they deem appropriate in their discretion. The administration, faculty, and staff of Hyde School may request the system administrator to deny, revoke, or suspend specific user accounts.

- 1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of the Hyde philosophy. Transmission of any material in violation of any U. S., state or local law or regulation is strictly prohibited.
- 2) **Netiquette** - You are required to abide by generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Be polite. Use appropriate language.
  - Do not reveal your name, personal address, telephone number or other personally identifying information.
  - Note that electronic mail (e-mail) is not guaranteed to be private.
  - Do not use the network in such a way that you would disrupt the use of the network by other users.
- 3) **Unacceptable Use.** Use of the Network or any other Hyde School information technology facilities or other property for any of the following activities is prohibited. The list is by no means exhaustive, but an attempt to illustrate the types of activities that fall into the category of unacceptable use.
  - Interfere with or cause disruptions to the normal, proper, and expected operation of the Network or any other Hyde School property;
  - Access the Network other than through a Hyde School computer lab, School-owned desktop computer or other means expressly authorized by Hyde School administration;
  - Adversely affect the ability of others to use the Network or any other Hyde School information technology facilities, including excessive use of bandwidth;
  - Engage in any commercial activity unrelated to official Hyde School business, including without limitation offering for sale or promoting any product or service;
  - Tamper with, circumvent or disable security systems implemented by Hyde School;
  - Damage or disable any School-owned hardware components, software or computing facilities;
  - Access data, including another user's files, that you are not authorized to access;
  - Send unsolicited mailings, such as "Spam";
  - Download, install, otherwise introduce or run applications that contain computer viruses, worms, or other potentially destructive or malicious application or routine;
  - Download, install, otherwise introduce or run software that can reveal or exploit weaknesses in security, such as network sniffers, port scanners, or password cracking software;
  - Engage in port scanning, security scanning, or using "backdoor" or other programs or devices intended to penetrate the School's firewall or other security protocols;
  - Circumvent user authentication or security of any host, network or account, or access or attempt to access the account of any other user or impersonate any other user;
  - Engage in any illegal or criminal activity, including without limitation download or installation of any pirated software or export of software, technical information, encryption software or technology, in violation of international or regional export control laws;
  - Download, access or transmit material deemed offensive, indecent, or obscene;
  - Engage in any form of harassment, including without limitation the distribution or dissemination of offensive or unwanted content; or
  - Infringe any copyright, trademark, or other intellectual property or proprietary right of any third party, including without limitation any unauthorized copying, distribution, or transmission of files, sound recordings, text, photographs or images. (See more information about copyright below).

- 4) **Copyright** - Copyright law protects original works of authorship, including without limitation, written works (books, stories, letters, text), musical works (recordings and compositions), visual works (photographs, drawings, graphic designs, paintings, diagrams, sculpture), computer software and others, in any form or media. In general, permission is necessary to reproduce (e.g., download or photocopy) materials, such as video, music, images, or text. Generally, users must also have permission from the copyright owner to modify existing works or to distribute, display, or perform works created by another. Making any reproduction, copy (including an electronic copy), modification, display or distribution of a work without the author's express consent is considered copyright infringement, is expressly prohibited as an Unacceptable Use, and can subject the user to personal liability.
- 5) **Warranties** - Hyde School makes no warranties of any kind, whether expressed or implied, concerning use of the Network. Hyde School is not responsible for the actions of individual users of the Network. In no event will Hyde School be liable to any user for damages suffered by the user as a result of his or her use of the Network, or as a result of the unavailability, malfunction or misuse of the Network. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions regardless of the cause. Use of the Network and any information obtained via computer communication is at your own risk. Hyde School specifically denies any responsibility for the accuracy or quality of information obtained through the Network.
- 6) **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network, you have the responsibility to notify a member of the technology staff or the Dean's Area. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Network.
- 7) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism includes any attempt to access or to harm data of another user. Vandalism includes, but is not limited to, the uploading or creation of computer viruses.
- 8) **Incidental Use** - While the Network is provided to support education and research and consistent with the educational objectives of the Hyde philosophy, limited incidental use of the Network may be permitted, as a convenience to the Hyde School community, so long as it does not interfere with the ability of others to use the Network for its intended purpose. The following restrictions apply to all incidental use:
  - Incidental personal use is restricted to approved users; it does not extend to family members or others;
  - Incidental use must not be Unacceptable Use (as defined above);
  - Incidental use must not result in a direct cost to Hyde School;
  - No files or documents may be sent or received that may cause legal action against, or embarrassment to, Hyde School;
  - Storage of personal files, messages, voice messages, files and documents within the School's information resources must be nominal.
- 9) **Indemnity** - You hereby agree to indemnify and hold Hyde School harmless from and against any and all claims, demands, liabilities, costs and expenses (including reasonable attorneys' fees) arising out of or resulting from any violation by you of the terms of this Acceptable Use Policy.
- 10) **Additional Restrictions** - Hyde School reserves the right to impose additional conditions or restrictions on use of the Network or other Hyde School information technology facilities at any time upon providing notice to users. Notice will be provided by e-mail or word of mouth. By continuing to use the Network after notice of any such condition or restriction, you agree to abide by such condition or restriction.

**Acceptance of Terms and Conditions** - All terms and conditions as stated in this document are applicable to Hyde School. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Maine or Connecticut, and the United States of America.

**The signature(s) is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Student: \_\_\_\_\_  
Print Name

(If you are under the age of 18 a parent or guardian must also read and sign this agreement)

\*\*\*\*\*

**Parent or Guardian**

As the parent or guardian of this student I understand and agree to the Terms and Conditions for the Internet access and use of Hyde School's computer systems. I understand that this access is designed for educational purposes. I also recognize it is not possible for Hyde School to restrict access to all controversial materials, and I will not hold Hyde School responsible for materials acquired via computer. I hereby give permission to issue an account for my child.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Parent/Guardian: \_\_\_\_\_  
Print Name

**Hyde School  
Woodstock, Connecticut  
2012-2013**

**AGREEMENT REGARDING DAMAGE TO SCHOOL  
PROPERTY, TAMPERING WITH FIRE SAFETY EQUIPMENT  
AND LOST KEYS**

We agree and understand that any accidental or deliberate damage to school property by the student will be documented, repaired and charged to the student. This policy applies to all Hyde students and all school buildings. Significant dormitory damage that a specific student has not taken responsibility for will be shared by the dormitory residents on that wing.

Typical damage charges include the following: holes in walls, broken windows and doors, broken screens, broken closet doors and the like. Average charges for these repairs may range from \$100 to \$500+ per occurrence. The average window costs can be as high as \$500 per window.

The damage charge in each case is the actual cost to the school for labor and materials. Payment for these repairs will be the responsibility of the undersigned student and their parent(s) or guardian. Payment amount due will either be deducted from student's bank account or billed home if funds are not available in student's account.

**Misuse, violation or unnecessary discharge of fire safety equipment and/or alarm systems may result in legal prosecution, charges, fees and a donation up to one hundred dollars (\$100) to replace equipment and support our local fire department.**

Room keys are issued to the student individually. If your dorm room is changed, please notify Facilities so you can exchange keys. DO NOT give your old room key to the student who is moving into your room; you are responsible for that key. Should you lose or fail to return your key at the time of your departure, you will be charged \$25 for the key.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## **BUSINESS OFFICE**

The Business Office is ready and willing to assist you in all of the paperwork and financial issues that arise during the school year. The office is located in the campus Bookstore and is available from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Our Business Associate, Marie Janket, can help with enrollment paperwork and/or payments. She oversees the Student Bookstore Accounts, sending out statements at the end of each month to inform parents as to what their student is buying and/or being charged. If you should have any questions regarding either your student's enrollment paperwork and/or their bookstore account, please feel free to contact the business office at 860-963-4742 or via email at [mjanket@hyde.edu](mailto:mjanket@hyde.edu).

Please be aware that the \$2,500 amount earmarked for the Bookstore may or may not be enough to see your student through to the end of the year. Extra expenses that can put charges over the \$2,500 mark are: prescriptions and/or their co-pays, the Medicine Distribution Fee of \$150 each semester (for students who get their medication from the Health Office), transportation to doctor appointments (\$20 each round-trip), travel money, damages to campus, etc. In addition, if your student is a junior or senior, extra expenses can be incurred for a Prom Ticket, AP Exams, College Applications, Yearbooks, etc. These extra charges are not built into the \$2,500. Therefore, please be aware as to what is being charged and the impact it may have on your student's account. If a student account should have a negative balance, your student or the Business Office will contact you. (You can read more about how the Bookstore operates on the following page.)



## Bookstore Information

The Hyde School Bookstore carries a wide range of weather-appropriate and sports-related clothing. Personal care items such as shampoo, soap, toothpaste and deodorant are also available as are various sundries (laundry detergent, fabric softener, etc.). A custom Academic Start Kit is available for purchase. It contains all the academic supplies needed to start the year. Phone cards are offered at a cost of \$10 each and students may purchase two per month via their Bookstore account; additional cards may be purchased with cash.

Textbooks may be purchased at the Bookstore. Textbooks are *not* bought back, nor are used books sold. If your student has bought the wrong book or changed courses, the textbook may be returned if it is in new condition within a week's time.

The Bookstore dispenses allowance money. No more than \$20 (\$15 if student has laundry service) is given each week from Tuesday through Friday. This amount of money is sufficient to do laundry, purchase a few snacks and have cash on hand for the weekend. If a trip is planned (movies, mall, etc.), money will be deducted from the Bookstore account to cover the event and to provide some additional spending cash.

Money for haircuts can be secured from the Bookstore but must be held by a faculty member. *The only other money* that can be dispensed from a student's account is for travel. Please call (860-963-4751), FAX (860-928-0421) or e-mail ([trenaud@hyde.edu](mailto:trenaud@hyde.edu)) at least *three days* before cash is needed to insure that it will be ready at departure time. We suggest that students not take possession of travel money until just before it is needed.

From time to time, your child may need money for special activities and/or projects. Please remember that while the Bookstore is authorized to dispense certain monies, it is not a bank and cannot be used as such. A bank within walking distance of the school will cash checks you send to your student if you have an established account. Please contact the First Niagara Bank at 860-963-4663 if you would like to obtain information regarding saving and checking accounts.

It may be necessary to deposit additional funds into the Bookstore account as the year progresses. Each month, you will receive a statement which describes in detail exactly how money was dispensed (allowances, purchases, etc.). At year's end, any funds remaining in the account will be returned.

We are always available to answer questions or to address concerns you have regarding Bookstore accounts so please feel free to contact us at any time.

## Student Mail

All students will be assigned a mailbox. Student mailboxes are located in the Student Center outside of the Bookstore. Mail will be available to students from 12:30 to 1 pm each day, Monday through Friday.

Postage stamps may be purchased from the Bookstore. Stamps must be paid for in cash and cannot be deducted from the student's account. Students may mail packages home through the Bookstore, US addresses only. The charge for this postage may be deducted from the student's account.

The mailing address for letters, cards, etc. is:

Hyde School  
Attn: (Please include your student's name)  
P. O. Box 237  
Woodstock, CT 06281

Packages should be sent to the following address:

Hyde School  
Attn: (Please include your student's name)  
150 Route 169  
Woodstock, CT 06281

Many students do not check their mailboxes regularly so, if you are sending something special, please let your student know so he/she can watch for the item being sent. Any mail left in student mailboxes at year end will be forwarded to their home addresses.

Please note that any and all medications for your student should be sent to the attention of the Health Office. The Health Office will determine which medication may be kept in the student's room.

If you are sending an important item to the school for your child, please contact Tricia Renaud in the Bookstore at 860-963-4751 or by email at [trenaud@hyde.edu](mailto:trenaud@hyde.edu) and she will watch for the letter or package.

**Please be aware that we do not have weekend deliveries. Do not pay extra for "Saturday Delivery." There will not be anyone available at the front desk or the mailroom to sign for weekend deliveries.**

## AREA ACCOMMODATION LIST

American Motor Lodge/Best Western  
New Boston Rd., Route 20  
Sturbridge, MA 01566  
508-347-9121

Americas Best Value Inn  
479 Providence Rd., Rte. 6  
Brooklyn, CT 06234  
860-774-9644

Ashwood Motel  
26 Snow Hill Rd., Ashford, CT 06278  
860-487-3900

Baileys-by-the-Pond  
28 Wauregan Rd., Brooklyn, CT 06234  
860-774-3003

Beaver Pond B & B  
68 Cutler Hill, Woodstock, CT 06281  
860-974-3312

Best Value Inn  
Rte. 6, Danielson, CT 06239  
860-774-9644

Bethany B & B  
5 McGregory Rd., Sturbridge, MA 01566  
508-347-5993

Bird Song Inn  
32 Walker Rd., Quinebaug, CT 06262  
860-935-5219/Fax: 860-935-9398  
(Discount for Hyde School)

Buck Homestead B & B  
630 Westford Rd., Ashford, CT 06278  
860-429-4568

Budget Inn  
Rte. 101, Dayville, CT 06241  
860-774-4515

Chickadee Cottage B & B  
70 Averill Rd., Rte. 44  
Pomfret Ctr., CT 06259  
860-963-0587

Clark Cottage at Wintergreen B & B  
354 Pomfret St., Rte. 169/44  
Pomfret, CT 06258  
860-928-5741

Col. Ebenezer Crafts Inn  
Fiske Hill Rd., Sturbridge, MA 01566  
508-347-3313

Comfort Inn & Suites  
Rte. 20, 215 Charlton Rd. Sturbridge, MA  
800-228-5150/508-347-3306

Comfort Inn  
16 Tracy Rd., Dayville, CT 06241  
800-465-4329/860-779-3200

Commonwealth Cottage  
11 Summit Ave., Sturbridge, MA 01566  
508-347-7708

Colonnade B & B  
255 E. Putnam Rd., Putnam, CT 06260  
860-963-2569

Corttis Inn  
235 Corttis Rd., Thompson, CT 06277  
860-935-5652

Country Hearth Inn & Suites  
Corner Rte. 12 & Heritage Rd.  
Putnam, CT 06260  
860-928-7961

Days Inn  
66-68 Haynes St., Sturbridge, MA 01566  
800-329-7466

Econo Lodge  
682 Main St., Sturbridge, MA 01566  
508-347-2324

Elias Child House  
50 Perron Rd., Woodstock, CT 06281  
877-974-9836/860-974-9836

English Neighborhood B & B  
English Neighborhood Rd.  
Woodstock, CT 06281  
860-928-6959

Feather Hill Bed & Breakfast  
151 Mashamoquet Rd.  
Pomfret, CT 06258  
860-963-0522

Felshaw Tavern  
5 Mile River Rd., Putnam, CT 06260  
860-928-3467

Fox Hill Farm  
760 Pomfret St., Pomfret, CT 06258  
860-928-5240

Green Acres Motel  
Rte. 131, Sturbridge, MA 01566  
800-545-3510

Gwyn Careg Inn  
68 Wolf Den Rd.  
Pomfret, CT 06258  
860-928-5018

Hampton Inn  
328 Main St., Sturbridge, MA 01566  
508-347-6466

Hickory Hill B & B  
253 Mashamoquet Rd.  
Pomfret Ctr., CT 06259  
860-963-0306

Holiday Inn Express  
478 Main St., Sturbridge, MA 01566  
508-347-5141

Inn at Saw Mill Brook  
45 Roseland Park Rd.  
Woodstock, CT 06281  
860-928-6359

Inn at Tonmar  
56 Babbitt Hill Rd  
Pomfret Ctr., CT 06259  
860-974-1583

Inn at Woodstock Hill  
94 Plaine Hill Rd. Woodstock, CT 06281  
860-928-0528

Laurelwood  
493 Brayman Hollow Rd.  
Pomfret Ctr., CT 06259  
860-974-8747

Little Big House in the Woods  
Abington side of Pomfret, CT  
860-961-4607

Little Red Schoolhouse  
150 Gooseneck Hill Rd.  
Canterbury, CT 06331  
860-546-6238

Lord Thompson Manor  
Rte. 200, Thompson, CT 06277  
860-923-3886

Mansion at Bald Hill  
29 Plaine Hill Rd., Woodstock, CT 06281  
860-974-3456

My Mother's House  
E. Quasset Rd., Woodstock, CT 06281  
860-974-2897

Nathan Hale Inn (UCONN)  
855 Bolton Rd., Storrs, CT 06268  
860-427-7888

Old Gurley Tavern  
42 Chaplin St., Chaplin, CT 06235  
800-575-3729

Old Sturbridge Vill. Lodge  
Main St., Route 20 Sturbridge, MA 01566  
508-347-3327

Plainfield Motel  
Rte. 14, Plainfield, CT 06374  
860-564-2791

Plainfield Yankee Motor Inn  
Lathrop Rd., Plainfield, CT 06374  
860-564-4021

Pond House  
16 Crystal Lake. Rd.  
Stafford Springs, CT 06076  
860-684-1644

Pondview B & B  
1433 Hartford Pike, Rte. 101  
Killingly, CT 06241  
860-779-6247

Publick House Historic Inn  
On The Common, Sturbridge, MA 01566  
508-347-3313

Quality Inn Colonial  
215 Charlton St., Sturbridge, MA 01566  
508-347-3306

Ramada Inn  
642 Southbridge St., Auburn, MA 01501  
800-272-6232

Rodeway Inn  
Route 131, Sturbridge, MA 01566  
508-347-9673

Sir Francis Motel  
Route 131, Sturbridge, MA 01566  
508-347-9514

Sleep-Inn  
Rte 320, Willington, CT 06279  
800-753-3746

Southbridge Hotel & Conf. Ctr.  
14 Mechanic St.  
Southbridge, MA 01550  
508-765-8000

Still Waters B & B  
129 Summit, Storrs, CT 06268  
860-429-9798

Stoughton Brook Farms  
510 Buckley Highway, Union, CT 06076  
860-684-6510.

Sturbridge Coach Motor Lodge  
408 Main St., Sturbridge, MA 01566  
508-347-7327

Sturbridge Country Inn  
530 Main St., Sturbridge, MA 01566  
508-347-5503

Sturbridge Heritage Motel  
Rte. 20, Sturbridge, MA 01566  
508-347-3943

Sturbridge Host Hotel  
366 Main St., Sturbridge, MA 01566  
508-347-7393

Sturbridge Motor Inn  
68 Route 15, Sturbridge, MA 01566  
508-347-3391

Tannerbrook B & B  
329 Pomfret Rd., Rte. 169  
Brooklyn, CT. 06234  
860-774-4822

Taylor's Corner B & B  
880 Rte. 171, Woodstock, CT 06281  
888-974-0490/860-974-0490

The Barn at Gray Mare Hill B & B  
117 Pomfret Rd. (Route 169)  
Brooklyn, CT 06234  
860-377-9824

The Cottage House  
351 Rte. 193  
Thompson, CT 06277  
860-923-3886

Thomas Henry Hearthstone  
453 Main St., Route 20  
Sturbridge, MA 01566  
508-347-2224

Thurber House B & B  
78 Liberty Way, Putnam, CT 06260  
860-928-6776

Travel Lodge  
400 Haynes Rd.  
Sturbridge, MA 01566  
508-347-1978

Twenty-seven Church St.  
27 Church St., Putnam, CT 06260  
860-928-9333

Tyrone Farm  
89 Tyrone Rd.  
Pomfret, CT 06258  
860-928-3647

Vienna Inn  
14 South Street  
Southbridge, MA 01550  
866-284-3662

Village Motel  
Rte. 20, 444 Main St.  
Sturbridge, MA 01566  
508-347-3049

Weston Manor B & B  
155 Weston Rd., Plainfield, CT 06374  
860-564-0740

Whitehaven B & B  
255 E. Putnam Rd.  
Putnam, CT 06281  
860-367-2064

# RESTAURANTS

**Bella's**

75 Main St.  
Suite 1  
Putnam, CT  
860-928-7343

**Bill's Bread & Breakfast**

149 Providence St.  
Putnam, CT  
860-928-9777

**Del Rio Mexicana**

274 Riverside Drive  
Thompson, CT  
860-923-9110

**Deli on the Avenue**

224 Woodstock Ave.  
Putnam, CT  
860-963-7012

**Empire Buffet (Chinese)**

60 Providence Turnpike  
Rte. 44  
Putnam, CT  
860-928-2101

**Inn at Woodstock Hill**

94 Plaine Hill Rd.  
(Off Rte. 169)  
Woodstock, CT  
860-928-0528

**J.D. Cooper's Rest. & Pub**

146 Park Rd.  
Putnam, CT  
860-928-0501

**Jade Gardens**

Kennedy Dr.  
Putnam, CT  
860-928-5351

**Jalisco Mexican Restaurant**

5 Heritage Drive  
Putnam, CT  
860-315-9017

**Java Jive**

283 Rte. 169  
Woodstock, Ct  
860-963-1241

**Jessica Tuesday's**

35 Main St.  
Putnam, CT  
860-928-5118

**Mansion at Bald Hill**

29 Plaine Hill Rd.  
Woodstock, Ct 06281  
860-974-3456

**McDonald's Restaurant**

6 Providence Turnpike  
Rte. 44  
Putnam, CT  
928-5008

**Mrs. Bridges' Pantry**

292 Route 169  
Woodstock, Ct  
860-963-7040

**Nikki's Dog House**

5 Canal St.  
Putnam, CT  
860-928-0252

**Ninety-Nine Restaurants**

1068 Killing Commons Drive  
Dayville, CT  
860-774-3399

**Palmieri's Pizza**

235 Kennedy Dr. #A  
Putnam, CT  
860-928-1010

**Pizzeria 101**

16 A-Mashamoquet Rd.  
Pomfret Ctr., CT  
860-928-5566

**Putnam House of Pizza**

364 School St. (Routes 44 + 12)  
Putnam, CT  
860-928-0777

**Pyzzz Pizza**

8 Harris St.  
Putnam, CT  
860-928-7424

**Sherwood's Restaurant**

Route 171  
Woodstock, CT  
860-928-2884

**Someplace Special**

58 Main St.  
Putnam, CT  
860-928-2884

**Stoggy Hollow**

492 Route 198  
Woodstock, CT  
860-974-2889

**Subway**

Route 44  
Putnam, CT  
860-928-2420

**Sweet Evalina's**

688 Route 169  
Woodstock, CT  
860-928-4029

**Thai Basil**

North St.  
Danielson, CT  
860-774-1986

**The Court House Grille**

121 Main St.  
Putnam, CT  
860-963-0074

**The Gold Eagle**

16 Tracy Rd.  
Dayville, CT  
860-779-7777

**The Golden Greek**

Rte. 12  
Attawaugen, CT  
860-774-0167

**The Golden Lamb Buttery**

Bush Hill Rd.  
Brooklyn, CT  
860-774-4423

**The Thai Place**

241 Kennedy Drive  
Putnam, CT  
860-963-7770

**The Vanilla Bean Cafe**

450 Deerfield Rd.  
Jct. Rts. 44 & 169  
Pomfret, CT  
860-928-1562

**The Village Restaurant**

22 Woodstock Rd.  
Putnam, CT  
860-928-0230

**Turtles Taco Shop**

178 Providence St.  
Putnam, CT  
860-963-7747

**Victoria Station**

83 Main St.  
Putnam, CT  
860-928-2600

**Wendy's**

66 Providence Tnpk.  
Rte. 44  
Putnam, CT  
860-963-9542

**Woodstock Grill & Pizza**

45 Route 171  
Woodstock, CT  
860-963-7757

**Yamato**

72 Hartford Pike  
Dayville, CT  
860-774-0888

**Zoes Pizza & Seafood**

47 Woodstock Ave.  
Putnam, CT  
860-928-1422

**85 Main**

85 Main St.  
Putnam, CT  
860-928-1660

# AREA INFORMATION

## BAKERIES

Soleil & Suns Bakery  
53 Route 171  
Woodstock, CT 06281  
860-928-4977

Phyllis's Specialty Baking & Catering  
33 Harrison Street  
Putnam, Ct 06260  
(860) 928-3891

## GOURMET & SPECIALTY FOODS & GIFT BASKETS

Susie's Treats  
Hyde School - Wolf Pack Team  
Proceeds to benefit Community Services  
P. O. Box 237  
Woodstock, CT 06281  
860-963-9096 (Susie Racine)

Garden Gate Florist  
260 Route 171  
Woodstock, Ct 06281  
(860) 928-0571  
(860) 928-6045

Java Jive  
Rte. 169  
Woodstock, Ct 06281  
(860)963-1241

Windy Acres Florist  
Route 171  
S. Woodstock, CT 06267  
(860) 928-0554

Foods & Fudge Shop  
Bell Park Square  
Dayville, Ct 06241  
(860) 779-3795

## FLOWERS - BALLOONS

Carolyn's Flowers  
154 Main Street  
Putnam, CT 06260  
(860) 928-0591

Garden Gate Florist  
260 Route 171  
Woodstock, Ct 06281  
(860) 928-0571  
(860) 928-6045

Glimpse of Gaia  
130 Main Street  
Putnam, CT 06260  
860-928-4600

Lillium Florist Too  
340 Kennedy Drive  
Putnam, CT 06260  
(860)963-2331

Windy Acres Florist  
Route 171  
S. Woodstock, CT 06267  
(860) 928-0554

## TRANSPORTATION SERVICE

Amtrak Train  
800-872-7245

Bonanza Bus Line  
888-751-8800

Signature Limousine  
Old Hall Rd.  
Woodstock, Ct  
800-480-1108 or 860-974-2974

## DIRECTIONS TO HYDE SCHOOL – WOODSTOCK, CONNECTICUT CAMPUS

### **From New York City: (about 3 hours)**

#### Option 1:

Take Interstate 95 North to Route 395 North. Take exit 95 (Kennedy Drive). Turn right. Go several miles to the traffic light. Go straight. Take your next left. Go straight through the 4-way stop. Go straight through the next light. You are now on Route 171. Continue west on 171 for 2 miles. Take a left onto Route 169. The Hyde School is about ¼ mile on the right.

#### Option 2:

Take Interstate 95 to Route 91 towards Hartford. Take Route 84 East in Hartford to exit 69. Take a right at the end of the exit. Follow Route 74 to the end. Take a left onto Route 44. Go east on 44 until it becomes Route 44/Route 169 North. At the 4-way stop/blinking light go straight on Route 169 North (Route 44 goes right). The Hyde School is about 2 miles on your left.

### **From Boston: (about 1 ½ hours)**

Take Interstate 90 West (Mass Pike) to exit 10. Take Interstate 395 South to exit 97. Take a right at the light at the end of the exit on Route 44. Follow Route 44 West about 1 mile. Take a right at the second light onto Route 171 West. Go about 3 miles and then take a left onto Route 169 South. The Hyde School is about ¼ mile on your right.

### **From Bradley International Airport: (about 1 hour)**

Take Route 20 to Interstate 91 South toward Hartford. Take exit 35-A onto Route 291 East. At the end, merge onto Route 84 East. Take exit 69. Take a right at the end of the exit. Follow Route 74 to the end. Take a left onto Route 44. Go east on 44 until it becomes Route 44/Route 169 North. At the 4-way stop/blinking light go straight on Route 169 North (Route 44 goes right). The Hyde School is about 2 miles on your left.

### **From Providence: TF Green Airport (about 1 hour)**

Take Airport Road to exit Interstate 95 North. Take the exit for Route 37 West to Interstate 295 North. Take the exit for Route 6 (Hartford/Johnston). Route 6 west joins Route 101 West. Follow Route 101 to Route 169 in Pomfret, CT. Take a right at the light and go about North on Route 169 for about 5 miles. The Hyde School is on your left.

### **From Hartford: (about 1 hour)**

Take Route 84 East to exit 69. Take a right at the end of the exit. Follow Route 74 to the end. Take a left onto Route 44. Go east on 44 until it becomes Route 44/Route 169 North. At the 4-way stop/blinking light go straight on Route 169 North (Route 44 goes right). The Hyde School is about 2 miles on your left.

### **From Western Massachusetts: (about 2 hours)**

Take Route 90 East (Mass. Pike) to exit 9 in Sturbridge. Take Route 20 West to the first light. Take a left onto Route 131 East. Follow Route 131 East for about 5 miles. Go right at the rotary. Go about 1 mile and take a right onto Route 169 South. Go about 12 miles where it will join Route 171 (Woodstock Fairgrounds). Take your next right onto 169 South. The Hyde School is about ¼ mile on your right.

### **From Hyde To Route 84 (about 30 minutes)**

Take a right out of the driveway. Go straight until you come to the stop sign (Vanilla Bean on right). Continue straight. You will go by a church, Rectory School and Pomfret Prep. Keep going straight. (Ignore any signs that say Rte. 44 ). Continue straight until you come to a signal light. You will see Pomfret Community School on your right at the signal light. Take a right and you will be on Rte. 44. Continue straight all the way (a good 20 minutes). Take a right onto Rte. 74 (you will see a gas station and a Dunkin Doughnuts at that corner as you take that right). Continue straight another 5 – 10 minutes and you will come to the highway (Rte. 84).

### **Airport Codes:**

Bradley Airport	BDL in Hartford, CT
Logan Airport	BOS in Boston, MA
TF Green Airport	PVD in Providence, RI
Manchester Airport	MHT in Manchester, NH



# Guide to Family Education

2012–2013



# TABLE OF CONTENTS

Hyde Family Education ..... 1

Hyde Schools: Statement of Purpose ..... 2

Family Education Program ..... 3

Regional Membership ..... 6

Regional Leadership ..... 8

Regional Meeting ..... 11

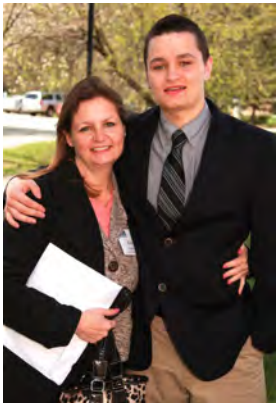
Basic Meeting Format ..... 13

The Seminar ..... 15

Seminar Guidelines ..... 16

Clear the Decks ..... 17

Regional Retreat ..... 18



# Hyde Family Education

*A Lifelong Journey*

## SELF-DISCOVERY

*Focusing on  
personal growth  
and character development*

### AICR

(Attentive, Insightful, Critical, Responsible)

Action/Reflection

The Seminar

Rigor

Synergy

Conscience

Concern Meeting

### IPSES

(Intellectual, Physical, Social,  
Emotional, Spiritual)

Confrontation/

Intentional Intrusion

### EEMO

(Excellence, Effort, Motions, Off-track)

## SELF, FAMILY, AND COMMUNITY EXCELLENCE

*Strengthening family  
commitment and honesty  
through the Ten Priorities*

1. Truth over Harmony
2. Principles over Rules
3. Attitude over Aptitude
4. Set High Expectations,  
Let Go of Outcomes
5. Value Success and  
Failure
6. Allow Obstacles to  
Become Opportunities
7. Take Hold and Let Go
8. Create a Character  
Culture
9. Humility to Ask for  
and Accept Help
10. Inspiration: Job #1

## THE HYDE PHILOSOPHY

*Understanding the core  
beliefs and shared values  
of the Hyde Schools*

### Unique Potential

*Every individual is gifted with  
a unique potential that  
defines a destiny.*

### The 5 Words

Curiosity

Courage

Concern

Leadership

Integrity

### The 5 Principles

Destiny

Humility

Conscience

Truth

Brother's Keeper

# HYDE SCHOOLS: STATEMENT OF PURPOSE

Each of us is gifted with a unique potential that defines a destiny. A commitment to character development enables us to achieve personal excellence and find fulfillment in life. To paraphrase Martin Luther King Jr., we strive for a school where members of our community will be judged, not by their inherent talents, nor native abilities, but by the content of their character.

Our primary goal is the personal growth of Hyde’s students, but experience has taught us that all constituents—students, teachers and parents—must strive for personal growth in order for Hyde’s teenagers to achieve it. As we narrow the gap between what we want to foster and how we foster it, we continue to believe that our success is due more to an adherence to a belief system, rather than a set curriculum. The cornerstones of that belief system are the Five Words and the Five Principles of Hyde Schools.

The Five Words have adorned the school’s shield since its founding:

**Courage ♦ Integrity ♦ Leadership ♦ Curiosity ♦ Concern**

The Five Principles were adopted by the entire community in 1988:

<b>Destiny</b>	Each of us is gifted with a Unique Potential.
<b>Humility</b>	We believe in a power and a purpose beyond ourselves.
<b>Conscience</b>	We achieve our best through character and conscience.
<b>Truth</b>	Truth is our primary guide.
<b>Brother’s Keeper</b>	We help others achieve their best.

We value these words and aspire to reflect these principles in our individual and collective endeavors. Our respect in this community and that which we accord our peers is a reflection of these efforts.

Malcolm Gauld

President

## Hyde School Family Program Overview

### *World Class Leader in Family-Based Character Education*

*“Our family got three educations for the price of one.” - Hyde Parent*

The Family Program at Hyde School encourages a lifelong journey of personal and family growth.

#### Three Goals

- Self-Discovery** helping each participant to become their best self.
- Family Excellence** understanding the family’s strengths and challenges.
- Hyde’s Philosophy** learning about the core beliefs and principles of the Hyde Education.

#### Three Components

There are **three required components** to the year-long program. The first two years have a structured format and set expectations. Subsequent years allow parents more flexibility within the program’s framework.

**Region** – As a global network for Hyde families, the region provides a setting for parents to come together as peers and work on the three goals of the family program. Parents are expected to attend **six** regional meetings (**August, September, November, January, March and May**). Summer meetings will depend on individual regional schedules. The **September** meeting will be a day long mini-retreat and the **January** meeting is an overnight retreat.

**Family Learning Center (FLC)** – Recognized by alumni families as one of the most powerful experiences in the family program, the FLC is a two or three day workshop which is held on campus. (Veteran families have the option to attend a wilderness FLC in Eustis, ME.) Parents choose a date which best fits their schedule from an FLC calendar provided by Family Education each spring.

**Family Weekend** – A time when the entire community gathers, family weekends provide an opportunity to highlight student growth, work on family renewal and reaffirm the mission of the school. Two family weekends are held each year: one in **October** and one in **April**. These weekends begin on Thursday night and end on Sunday at noon.

#### Parent Participation

The family program is open to all parents and committed adults. Full participation involves a willingness to do one’s best. Hyde recognizes that conflicts may arise and the Family Education staff will work closely with each family to create a successful partnership which will ultimately benefit the student.

*Parents who participate in the program have an opportunity to graduate with a Hyde Parent Diploma on the morning of their child’s commencement.*

# FAMILY EDUCATION PROGRAM

Family Education at Hyde is a lifelong journey focused on three areas of learning: self-discovery, self/family/community excellence, and the Hyde philosophy.

Just as Hyde students are required to make a commitment to and participate in all aspects of the Hyde curriculum, Hyde parents are required to be full and active participants in all aspects of the parent program. Family education at Hyde consists of the following:

## Regional Meetings and Retreats

Regional meetings take place throughout the year:

- August – meeting
- September – all day mini-retreat
- October – regional meeting at Fall Family Weekend
- November – (parents only meeting) before or at the beginning of Thanksgiving break
- December – flexible format
- January / February – weekend regional retreat - opposite month will be flexible format
- March – meeting with students
- April – regional meeting at Spring Family Weekend
- May – evaluation / graduation / commitment speeches

For “Flexible Format” Meetings, the following are suggested:

- Conference call on Taking Hyde Home
- Conference call with Hyde veteran faculty
- Regional meeting for social time
- Men’s and Women’s meetings
- Families meet with their mentor family
- At different points in the year, a call with regional leadership, someone from Family Education and the new parents in your region

In addition to regional meetings, all parents will be doing self-directed journaling, and sharing it with their mentors and their region.

- First year parents will do the Hyde 101 journaling
- Second year parents will do the Hyde 201 journaling
- Third year parents will have flexibility in the program and may elect to do the Hyde 301 journaling, do a special project, or continue with the region. They are asked to attend the winter regional retreat.

## Family Weekends

Fall and Spring Family Weekends, Thursday evening through Sunday noon, are times when the entire community assembles. The curriculum focuses on the family and the impact each member has on the overall functioning of the family. There are opportunities for teacher conferences, seminars, academic and athletic events.

## **Family Learning Center (FLC)**

The FLC is an on-campus opportunity for a parent and student to join other students and parents to focus on their individual journeys of self-discovery. Parents choose a session from a list of dates provided by the campus Family Education Department (FED) office. Attending a Thursday evening through Sunday noon FLC is encouraged for your first FLC; however, if your schedule does not allow for this, there are shorter, but more intensive, choices. Parents stay on campus in the housing provided.

After completing one on-campus FLC, families have the following opportunities for subsequent FLCs in the second or third year of their Hyde experience:

- A Wilderness FLC that takes place in Eustis, Maine at the Hyde Wilderness School - space is limited; there is an additional cost
- A shortened, more intensive on-campus FLC

## **Summer Program**

Parents of students enrolled in the complete Summer Program are expected to:

- Complete the Summer Program homework as assigned;
- Work closely with their mentor;
- Participate in all aspects of the Summer Program Family Weekend.

# REGIONAL MEMBERSHIP

## Purpose of the Region

The region is a global network that provides a setting for parents and committed adults to come together as peers and work on the three goals of the family program:

- Self-Discovery** helping each participant to become their best self.
- Family Excellence** understanding the family’s strengths and challenges.
- Hyde’s Philosophy** learning about the core beliefs and principles of the Hyde Education.

## Student and Sibling Attendance at March Regional Meeting

The March Regional Meeting may include community service if the region wishes to. All students home for spring break are expected to attend the meeting. Additionally, students must:

- Complete any assignments, if required;
- Respect the school’s ethics, i.e. no tobacco, drugs, or alcohol;
- Be appropriately dressed.

These expectations should match those of the parents and the region.

Siblings who are eligible to participate in seminars during Family Weekends, may also attend the community service meeting.

## Visitors

There may be occasions when Hyde parents are unable to attend their own regional meeting or retreat because of illness or scheduling conflicts. Under these unusual circumstances, it is expected that another region would welcome these “visitors” to their regional event. The “visiting” family should contact the Chair of the host region prior to the meeting. Parents are expected to attend other regional meetings if unable to attend their own. This also applies to students who are visiting another student when school is not in session. Along with designated HAPA Regional Mentors, there may be times when other alumni parents, alumni or friends of Hyde may attend regional meetings to continue their own personal growth.

# **SPECIAL SITUATIONS**

## **Withdrawals**

When a parent officially withdraws the student from school, he/she is also withdrawing from the parent program. While these situations can be difficult, especially if the parent has made strong personal connections with regional members, the region's purpose, which is to prepare families for graduation and support the child's growth at Hyde, must be respected.

## **Runaways and interventions**

Students who run away are considered enrolled until their parents officially withdraw them. Parents of a student who enters a short-term intervention program (i.e. wilderness, rehab or hospitalization) and plans to return to Hyde upon completion of their program are usually welcome to continue their participation in both regional and on-campus activities. Some programs, however, have parental components that might make it difficult for parents to focus on the regional requirements while their child is enrolled in a short-term program elsewhere. Each situation is unique and the Family Education faculty will consult with the leadership of the region.

## **Parents/Partners Entering the Process after the Interview**

Any parent or partner who wishes to become involved in Hyde must go through a process to enter the family program. He or she will have a conversation with someone in the Family Education Department of the campus where the student attends. The procedure is designed to help the parent understand they are joining the self-discovery process for themselves, not their partner or the student. The parent must also commit to all components of the program, not just those on the campus which include the student.



# REGIONAL LEADERSHIP

## **Regional Chair: A Steward of the Process**

The chair is the steward of the Hyde process within the region. Working closely with the vice-chair and parent mentor chair, he/she oversees the implementation of the regional activities for the year and ensures that the region functions and interacts in accordance with the school's words and principles. The role is not to defend the school, (or serve as the school's "mouthpiece") but rather to support the school's mission.

A chair's greatest strength is his/her conscience and courage. These are the qualities needed to make the region a "growth group" rather than a "support group". The chair's greatest downfall is often a desire to be liked, a fear of making mistakes or accepting help, and a mistrust of gut instinct. These fears usually lead to a lack of Brother's Keeper and diminished personal growth. The chair strives for a balance of commitment, integrity, wisdom, humor, a trust in oneself and a willingness to both learn and ask for help.

## **Regional Vice-Chair** (*Preferably representing a different campus than the chair*)

The regional vice-chair works closely with the regional chair and parent mentor chair to ensure a strong region. The vice-chair might even be the mentor chair. Individual responsibilities must be clearly defined and communicated to the region. Although each region may choose a different approach and role description for the chair and vice-chair, the final decisions for the region rest with the chair.

## **Additional Leadership Roles Selection**

The incoming chair and vice-chair appoint the remaining leadership positions with guidance from the school.

**Fair Share Chair** (One representative for each campus) The fair share chair works closely with Hyde's Development Office on each campus to:

- Present the Fair Share concept to new families joining the region;
- Encourage all families to participate in this vital annual campaign to the best of their ability, striving to reach 100% participation;
- Work with the Development staff on Fair Share Campaigns during the Fall and Spring Family Weekends.

### **Family Learning Center (FLC) Chair**

The FLC chair works closely with regional members to ensure all parents are scheduled for an FLC and that all parents participate in an FLC. They also keep track of who has completed their FLC since the last meeting and encourage the reading of the FLC letter to the region, or a report on what they learned. The FLC chair stays in close contact with the Family Education Department about these sign-ups. At each meeting the FLC chair will:

- Encourage parents to share what they learned at their FLC – about self and family.
- Ask members who have not signed up to do so before the next meeting and let him/her know the date of the FLC.

### **Attendance Chair**

The attendance chair will keep track of attendance. By three days after each regional meeting, the attendance chair will have sent the regional attendance to the designated person in the FED office.

### **Admissions Chair**

This position will be handled out of the admissions office, with support from the FED office.

### **Biggest Job Chair**

This position is responsible for finding viable organizations / sponsors for a Biggest Job workshop in the region, with the help of Pam Hardy. A Biggest Job workshop is NOT to recruit students to Hyde; this may be an ancillary effect of a workshop, but the main purpose of the workshop is to help parents see the importance of raising children of character and to teach them the tools of how to do this.

### **Hyde Parent Mentor Chair**

#### ***Mentors***

Every new parent that enters Hyde at any time during the year will have a parent mentor assigned to them. This mentor will usually be a HAPA parent, but occasionally there will be a need for a veteran parent from the region to serve in this role. Mentors will:

- Have weekly contact by phone, email or in person;
- Discuss what the new parent is learning—go over their new-parent journaling with them, answering questions and offering insights;
- Discuss family strengths and obstacles;
- Help the new parent with their own growth, their parenting and their understanding of Hyde's philosophy.

The mentor will be focused on helping the new parent in the early stages of the parent program. This mentor/mentee relationship will continue for approximately four months. For a parent who enters in September, the relationship will change about the time of the regional retreat, and the new parent will then be assigned a Brother's Keeper partner in their own region.

**The mentor chair** will oversee the mentor/mentee and partners, making sure they are communicating and responding with each other, challenge those who are not meeting the expectations of a mentor or mentee, and make changes when absolutely necessary.

## ***Brother's Keeper 'Buddies'***

Veteran parents in the Hyde family program will have a Brother's Keeper buddy. This is a reciprocal relationship in which each parent helps the other do their best in the parent curriculum.

During the year BK buddies will:

- Share their progress in the parent program;
- Support and challenge each other;
- Keep each other on task with parent assignments; and
- Be a Brother's Keeper to each other.

(Veteran parents may also serve as a mentor to a new parent, but this role will primarily be played by HAPA.)

New parents in the Hyde family program will initially work with a Mentor as their primary contact. This relationship will continue for 3 or 4 months and then the new parent will transition to having a regional buddy. There may be times, however, when a new parent makes an important connection with another regional parent and they want to establish a relationship similar to that of a buddy.

The mentor chair will continually monitor these relationships. It is important that buddies connect by phone, through emails and in person. The idea is that BK buddies, like mentors and mentees, will connect between regional meetings. There may be times when the mentor chair will have to reassign buddies to strengthen the support and challenge aspects of the BK buddy relationship. The mentor chair will communicate the state of the mentoring process to the regional chair on a regular basis.

## **HAPA Regional Mentor**

Where possible, a formal mentor relationship is established between an experienced alumni parent and the leadership team of the region. This HAPA regional mentor role is primarily to guide the regional leadership, to heighten their understanding of the Hyde process and to ultimately ensure that the integrity of the process is not compromised.

A HAPA regional mentor models the process of self-discovery, values Brother's Keeper as a vehicle to personal growth and continues to strive toward fully integrating the Hyde Words and Principles in their life. They must be willing to hold others accountable and to be held accountable. They are not "above" the process, but have demonstrated their commitment to continue "in" the process.

They model the process best by participating, but they are not members of the region in the traditional sense. They attend as many meetings as they are able and use their objective viewpoint to bring insight, challenge, and support to help build a strong character culture and prepare parents for the Lifelong Journey and the HAPA experience.

Regions should feel free to ask the school for a HAPA mentor if they have not been assigned one.

# THE REGIONAL MEETING

## **Purpose of the Regional Meeting**

The purpose of the regional meeting is to provide intentional time for parents to practice the Hyde process. The region supports and advances the family program curriculum of self-discovery, family excellence and a deeper understanding of the Hyde philosophy. Leadership and veteran parents assume primary responsibility for ensuring that this experience is meaningful and holds members to their best; *I need a challenging and supportive community in which to develop my character.* However, each parent is expected to assume responsibility for his/her own learning and growth; *I am a learner.*

## **Components and Format**

The regional curriculum is provided by the school; however, the region can adapt that curriculum to meet the needs of the region. For example, if the region is struggling with a particular issue (letting go), a regional leader might decide to change the seminar topic or journaling questions to help parents examine this issue further. There should also be time at each meeting for any parent to check in on their journaling, buddy partnerships and mentoring.

Many regions rotate the responsibility for leading the meeting among the members. This is very effective in spreading and fostering leadership for the future.

All new parents will be journaling from the Hyde 101 journal, and working with their mentor.

Second year parents will work with a regional BK buddy and continue with the Hyde 201 journal. After successfully completing the first two years of the Hyde parent program, third year parents work with the FED staff to explore different growth options.

Third year parents still have a great deal to contribute to the regional group, as well as continue to work on their own personal growth. Should they choose not to play a major role in the region on a regular basis, they are still required to attend an on-campus FLC and attend the winter Regional Retreat. They have the option to also complete the Hyde 301 journaling and share it with another parent or HAPA.

## ATTENDANCE AT HYDE REGIONAL MEETINGS

Attendance at the regional meetings is required. Obviously, a major family event may take priority over a regional obligation. There may also be a conflict regarding work that absolutely cannot be re-arranged / changed. Other than that, parents are required to make the scheduled meetings and take responsibility for being a full participant of the region.

**What to do when you miss a meeting:** If you cannot attend a meeting, notify the regional chair and explain the conflict. If you are traveling, or have another Hyde region in close proximity, you can attend that meeting. It is still your responsibility to do your homework and get it to your mentor/buddy or the regional chair. A second expectation is to call someone in the region and talk about what you got out of the homework.

**Attendance at a meeting without your homework done:** If you come to a regional meeting without your homework completed, the group will ask you to leave the meeting to complete the homework before rejoining the group.

**Spirit of the law versus letter of the law:** A productive attitude about regional attendance is more important than anything else. A productive attitude does not mean that you always look forward to upcoming meetings, but that you follow through on the commitments you made. If you miss more than one meeting, and there is a concern about your involvement, then the region will work with the school to discuss your situation.

## **BASIC MEETING FORMAT** *(may vary but tends to be approximately 3 hours)*

### **1. Introduction of New Members**

With Hyde's rolling admissions; you may have new members at your meetings. Allow the first 10 minutes or so for these parents / families to introduce themselves and for everyone to introduce themselves to the new families.

### **2. Attendance**

The chair/facilitator will briefly report on the following:

- Those who are not at the meeting and reasons why; the absent person's mentor or BK buddy should know why they are absent and should have their homework;
- If there needs to be any follow-up action to a parent, assign that to someone;
- Turn in attendance to each campus.

### **3. Business**

This is optional and **should be as brief as possible**. Examples of business items might be:

- Announcements about upcoming events;
- Housekeeping details such as retreat deposits;
- Information necessary to the group;
- Sunshine Fund.

### **4. Clear the Decks**

At this time, we bring up what we need to say, either about ourselves or to someone in the region, to bring out unresolved feelings, concerns and issues that might get in our way and prevent us as individuals from moving forward. In general, there is no response in the clearing of the decks. (However, there may be rare occasions where the issues aired in clearing the decks are deemed by the facilitator to affect the entire group and then a decision may be made to move into a group seminar.)

### **5. Journaling Check-In**

On-going journaling is an important preparation for the regional process. Members need to be sharing their journaling with their mentor. At each meeting, provide a time to share the journaling and what the individual is learning about him/herself. The format for this could be mentor with mentee, buddy to buddy, or small or large group.

If you get behind in your journaling, your mentor will support you in making this a priority.

\*If a member has a more pressing issue they need help with, they could share that instead of the journaling they have done.

## **BASIC MEETING FORMAT (continued)**

### **6. Seminar**

During the seminar we share what we are working on in our lives through betting on the truth. Small groups form and go through basic format:

- Each person gets an allotted amount of time and a time keeper is appointed;
- Read the Seminar Guidelines;
- The person begins by sharing where they are or reading homework if assigned;
- Group gives feedback.

**7. Break** This is a social or informal mingle time after the seminar.

### **8. Wrap-up**

Depending on the size of the group, participants stand in a circle, shoulder to shoulder, or for a large group, it could be done “popcorn” style. Guiding questions are:

- What did I learn about myself today?
- What is the step I need to take?
- What do I need to take hold of?
- What do I need to let go of?

### **9. Concern Meeting**

The concern meeting is optional. If you have a family or parent who requests a concern meeting, work it into the time of the meeting. If you and your leadership team feel a family or parent need a concern meeting, call it for them.

## **THE SEMINAR**

Over the past thirty years, the seminar has evolved into an integral component of the Hyde philosophy and program. Initially, it was called Senior Seminar and as the name implies, only seniors engaged in the experience. Furthermore, only one individual was designated to facilitate these sessions: Joseph Gauld, Hyde's founder. This arrangement remained untouched for a good four years. Then in 1974, when Hyde began to focus more of its efforts on family growth, it was clear that the seminar would be a critical component of Hyde's future.

As the seminar became a Hyde mainstay, it became apparent that one facilitator would not suffice. Therefore, seasoned veteran faculty members were trained in the process by the founder. Then student facilitation began in the form of dorm meetings or athletic team debriefings. By the late '70s, the seminar had become an everyday occurrence at Hyde.

### **Seminar Guidelines**

The seminar offers a time for participants to honestly and openly share their hopes, their fears, their dreams, and their concerns about themselves and about each other. Above all, it is a time for us to be truthful with ourselves and with each other as we are led by conscience.

The Seminar Guidelines provide a system of guidelines that can help us maintain balance between our thoughts and our emotions, between criticism and praise.



# SEMINAR GUIDELINES

## A Guide to the Hyde Seminar

### Five Principles

<b>Destiny</b>	Each of us is gifted with a Unique Potential.
<b>Humility</b>	We believe in a power and a purpose beyond ourselves.
<b>Conscience</b>	We achieve our best through character and conscience.
<b>Truth</b>	Truth is our primary guide.
<b>Brother's Keeper</b>	We help others achieve their best.

### Five Words

**Courage ♦ Integrity ♦ Leadership ♦ Curiosity ♦ Concern**

### Seminar Guidelines

1. When in doubt, I will bet on the truth; still in doubt, I will bet on more truth.
2. I will listen and not act defensively. (I cannot hear with my mouth open.)
3. I will not give advice, complain, explain, intellectualize, or protect. *I will move from my Head through my Heart to my Soul.*
4. I will be specific, speak for myself, and stay on the subject.
5. I will share from my own experiences. *I know how you Feel...I have Felt the same way...This is what I have Found.*
6. I will stay out of my ego as much as I can. *I will take my job seriously, not myself.*
7. With my conscience as my guide, I will support and challenge the best from others in the group. *I will let others know how I feel about them.*
8. I have a personal obligation to make this seminar go.
9. I will try not to take comments personally. *If the shoe fits, wear it; if not, throw it away.*
10. What goes on in this room stays in this room. (There may be times, however, when an issue needs to be shared with school staff for the benefit of a student.)

# CLEAR THE DECKS

## The Metaphor

“Clear the Decks” is an apt metaphor in the Hyde process. The Hyde family name was long associated with deep-water ship building on the Kennebec River in Bath, Maine. These ships had a variety of decks—fore deck, main deck, quarter deck and poop deck which were cluttered with tools and materials for cooking, washing and repairing sails. If it became necessary to prepare for military action, foul weather or difficult maneuvers, the orders would go out to first “Clear the Decks,” then rig for action.

“Clear the Decks,” in the context of Hyde, is an important first step in the Seminar process. Like clutter on the decks of sailing ships had the potential to cause harm or at the very least prevent efficient work from being done, unspoken issues, concerns and unproductive attitudes present obstacles that are bound to trip one up on the path to personal growth.

## The Process

“Clear the Decks” immediately follows the Seminar Guidelines. Its primary purpose is to provide participants with the opportunity to clear their conscience with a statement about themselves or with a statement directed specifically to another person.

## Norms of “Clear the Decks”

Whenever possible, address thoughts and concerns about regional members one-on-one before the meeting. If impossible, raise your concerns during “Clear the Decks.” Even though this is not the time for any response, make sure to follow up later on any significant issue that was raised in “Clear the Decks.”

In order to respect the integrity of this process, the following must be adhered to.

<b>“Clearing the Decks” IS the time to:</b>	<b>“Clearing the Decks” IS NOT the time to:</b>
<ul style="list-style-type: none"><li>◆ <i>Use “I” statements and speak for yourself;</i></li><li>◆ <i>Be specific;</i></li><li>◆ <i>Speak directly to the person or persons involved;</i></li><li>◆ <i>Listen carefully to concerns raised about you;</i></li><li>◆ <i>Be willing to look at your part in the conflict/confusion.</i></li></ul>	<ul style="list-style-type: none"><li>◆ <i>Speak in generalities (everybody does, thinks, etc.) This leads to confusion and an avoidance of the clarity that is required to move forward;</i></li><li>◆ <i>Clear the Decks with or speak about someone who is not present;</i></li><li>◆ <i>Carry on a dialogue;</i></li><li>◆ <i>Air general concerns about the region or the school.</i></li></ul>

# REGIONAL RETREAT

## **Purpose**

Each region will hold an annual Regional Retreat. This two-day or overnight retreat provides an opportunity to address issues in depth away from distractions and responsibilities of everyday life. The FED provides the regional leadership with the curriculum.

## **Retreat Chair**

The Retreat Chair works closely with the Regional Chair and Family Education staff to:

- Coordinate the agenda and activities for the Regional Retreat;
- Communicate the logistics, theme, expectations, etc., to regional members;
- Work with the individuals who are assigned to facilitate a session: **delegate!**
- Complete the Retreat Report in consultation with the Chair and Vice-Chair; and
- Submit the Report to both FED offices and Regional Coordinators.

## **HAPA Regional Mentor, Faculty and Alumni Parent Roles**

**Model the Process:** The primary responsibility of faculty and HAPA mentor parents is to model the process by participating fully in all aspects of the retreat. (i.e. complete all of the worksheets, journaling, etc.) This is their opportunity to join parents in taking a “time out” from busy lives, to take stock and reconnect with one’s spirit. Faculty members are immersed in the Hyde process on a daily basis and have much to share and gain.

The Region is responsible for setting the tone for a successful retreat. The regional leaders still provide the leadership even though faculty and alumni parents are present.

**Offer a Unique Perspective:** Faculty and alumni parents will have a unique and valuable “outside” perspective which may be more objective (and certainly fresher) because they have not been a regular member of the group. They may see issues/attitudes/strengths that others have not noticed. Without being embroiled in the logistics of the weekend, they have the opportunity to step back a little and take the pulse of the weekend. Are individuals challenging themselves and each other? Are the seminars reaching a deeper level? Are conversations happening outside of the seminars?

**Form Partnerships with Regional Leaders:** Regional leaders should build in regular times during the retreat where they can meet with faculty and/or alumni parents to get their feedback on the overall progress of the retreat. An excellent time to get a read on the weekend is following the Saturday afternoon session. If something different needs to happen on Saturday evening, you may need to disregard the agenda and address the obstacles preventing a successful retreat. Perhaps individuals need to be addressed or a group attitude discussed and challenged.

## **REGIONAL RETREAT (continued)**

### **Date and Location**

Retreats are usually held in January or February. They can be at a location where regional members stay overnight at the retreat site or with other parents; or they may be held in a regional member's home and parents stay in their own homes and return for the second day. The preferred site will provide an environment conducive to the introspective nature of the weekend, will allow for shared meals and housing, and will respect travel and economic realities for all regional members.

### **Participants**

Attendance at the entire Regional Retreat is required for all parents participating in the Family Program. There may be unusual circumstances where a parent cannot attend their own Regional Retreat. This parent is expected to contact the FED well in advance, so arrangements to attend another Retreat can be made. Students, siblings or "guests" who are not part of the Family Program are not invited.

### **Costs**

The cost of room, board and transportation is borne by individual parents. The Region as a whole is responsible for room and board for Faculty or HAPA who are sent by the school. The school will pay for their transportation costs. Alumni parents who are asked by the region to participate may be able to pay their own way or may need help from the region.

# HYDE WOODSTOCK

## 2012 - 2013

### FAMILY LEARNING CENTER (FLC) SCHEDULE

FLC #	Start Date	End Date	Comments
<b>2012</b>			
<b>FLC 1</b>	Thursday, September 27	Sunday, September 30	
<b>FLC 2</b>	Thursday, October 4	Sunday, October 7	<b>Senior SAT Date</b>
<b>FLC 3 condensed</b>	Tuesday, October 16	Thursday, October 18	
	<b>Thursday, October 18</b>	<b>Sunday, October 21</b>	<b>FALL FAMILY WEEKEND</b>
	<b>Friday, November 16</b>	<b>Monday, November 26</b>	<b>Thanksgiving Break</b>
<b>FLC 4</b>	Thursday, December 6	Sunday, December 9	<b>ACT Test Date</b>
<b>FLC 5</b>	Tuesday, December 11	Friday, December 14	<b>Students leave after awards ceremony</b>
	<b>Friday, December 14</b>	<b>Monday, January 3</b>	<b>Winter Break</b>
<b>2013</b>			
<b>Sibling FLC</b>	Friday, January	Sunday, January	<b>(MLK Weekend)</b>
<b>FLC 6</b>	Thursday, January 17	Sunday, January 20	
<b>FLC 7</b>	Thursday, February 7	Sunday, February 10	<b>ACT Test Date</b>
<b>FLC 8</b>	Thursday, February 14	Sunday, February 17	<b>ADOPTION &amp; REGULAR GROUPS</b>
	<b>Friday, March 1</b>	<b>Wednesday, March 20</b>	<b>Spring Break</b>
<b>FLC 9</b>	Thursday, March 21	Sunday, March 24	
<b>FLC 10</b>	Thursday, April 4	Sunday, April 7	
<b>FLC 11 condensed</b>	Tuesday, April 16	Thursday, April 18	
	<b>Thursday, April 18</b>	<b>Sunday, April 21</b>	<b>SPRING FAMILY WEEKEND</b>

To sign up please contact Judy Hendrickson on the Woodstock campus at [jhendrickson@hyde.edu](mailto:jhendrickson@hyde.edu) or call 860-963-4756.

All FLCs begin at 7 p.m. on the first date and end at noon on the last date.

First year parents are strongly encouraged to attend a regular FLC rather than the condensed dates.

# HYDE SCHOOL – WOODSTOCK

---

## Summer Retreats (Senior Parents and Alumni Parents) Summer 2012

Leadership Summit	Friday, June 22	- Sunday, June 24	Woodstock Campus
Retreat #1	Friday, July 13	- Sunday, July 15	Bath Campus
Retreat #2	Friday, July 20	- Sunday, July 22	Woodstock Campus

To sign up, please contact Judy Hendrickson at [jhendrickson@hyde.edu](mailto:jhendrickson@hyde.edu) or call 860-963-4756

---

## Wilderness FLC Schedule

Fall Trip #1	September 15 – 19
Fall Trip #2	September 22 - 26
Winter Trip #1	January 5 – 9, 2013
Winter Trip #2	February 9 – 13, 2013

*There is a charge for this Hyde Wilderness experience - please contact Judy Hendrickson at [jhendrickson@hyde.edu](mailto:jhendrickson@hyde.edu) or call 860-963-4756 for more details*

---

---

## Important Notes for FLC sign up

- Please sign up for FLC and/or retreats as soon as possible. Space in each session is limited and therefore, we cannot guarantee the date of your choice if you wait until spring to choose your date.
- Things to check prior to scheduling your FLC:
  - your child's athletic involvement – February athletic season is very busy and may require lengthy travel for your child
  - SAT or ACT testing – check with your child to be sure he/she has not signed up for these tests on the same weekend as the FLC
  - your regional retreat date does not conflict with the FLC weekend you have selected
- We strongly recommend Senior Families do their FLC with their child before the winter break. After you have completed your FLC, you are encouraged to help facilitate another FLC. Please contact the Family Education Dept. to arrange this.

Student only FLC will be March 29 (noon) – 30 (noon), 2013 - this is on the master calendar so faculty and admin should be aware of this!!

DATES FOR BRONX RETREATS: Jan. 11 – 13; May 3 – 5.