

WALNUT HILL

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# SUMMER 2010 STUDENT MATERIALS

Please print and complete the following documents:

- *Summer Program Rules and Regulations*: please return the agreement to these policies in order to participate in the program.
- *Arrival and Departure Information*: please return to confirm your travel plans and transportation needs.
- *Housing Information Request*: please return to help us place you in the best possible housing arrangement.
- *Off Campus/Visiting Permission Form*: please return this written parental permission, which is required for students to leave campus during the programs.
- *Commonwealth of Massachusetts Hazing Policy*: please return this agreement.
- *Health and Medical Forms*: these must be received by Walnut Hill before participation is allowed in the summer programs. Massachusetts law mandates that students must have had a physical examination within **one year** of the opening date of the program. Please call Rosalind Gendreau in the Health Center with any questions at 508-650-5030.
- *Student Picture Form*: please affix a small photograph and follow the instructions on this page, to be used for identification purposes by the Office of Summer Student Life.
- *Physical Therapy Information for Summer Theater and Summer Dance*: students participating in these programs only must complete this form.

*All forms noted above must be returned by June 1, 2010 to:*

Jillian Kohl  
Director of Summer & Academy Programs  
Walnut Hill School  
12 Highland Street  
Natick, MA 01760

*Jillian can be reached at 508.652.7817 if you have any questions.*



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We suggest that you use this checklist to keep track of those forms you've completed and those you still need to complete. When you've finished all the forms send them all together to the address on the cover. Please keep a copy of the finished forms for your records.

<b>Forms to be returned:</b>	√
Rules and Regulations Agreement	
Arrival and Departure Information	
Housing Information Request	
Off Campus/Visiting Permission	
Massachusetts Anti-Hazing Statute	
Photo Request	
Physical Therapy Information	
Medical Forms	



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## RULES AND REGULATIONS

**Both students and parents should read the following rules and regulations carefully. Students are expected to know these rules and abide by them while participating in the Summer Programs. Failure to abide by these rules could result in dismissal at the discretion of the Walnut Hill Summer faculty and staff. After reading these rules carefully, please sign the attached “Rules and Regulations Agreement.” Students will not be allowed to participate in the program until the agreement is signed and received by the Office of Summer Student Life.**

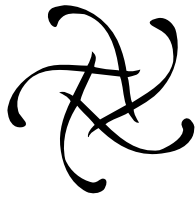
- Walnut Hill will not tolerate any behavior that is detrimental to the welfare, emotional well-being, or safety of others or self.
- Walnut Hill School is a smoke-free community. Possession or use of any tobacco products by program participants is strictly prohibited on or off campus and will result in dismissal.
- The possession, use, distribution, sale, or transfer of any illegal drugs, alcohol, tobacco products, or related paraphernalia will be grounds for immediate dismissal from the program. Being in the presence of any drugs, alcohol, or related paraphernalia is in itself an infraction of this rule. As a condition of enrollment in the Summer Programs, every student agrees to test for alcohol and drugs whenever there is a reasonable cause to suspect that the student is under the influence. Refusal to cooperate with the testing will be deemed as admission that a violation has occurred.
- For the safety of all, students are prohibited from possessing, taking, or dispensing any medication without the direct supervision of the Summer Nurse. All medications, including over-the-counter drugs and vitamins, must be left with the Summer Nurse when the students arrive at Walnut Hill on registration day.
- Televisions, microwaves, air conditioners or refrigerators are not permitted in student rooms. These items are in the dorm common rooms and the Campus Center and are accessible to all students.
- Students may not alter, destroy, or deface Walnut Hill property. Dormitory rooms and fixtures, furniture, common areas, and other student-shared items such as pay phones, laundry facilities, refrigerators, microwaves, soda and juice machines, and televisions are to be treated with respect and care. Problems with any of these items must be communicated to a Resident Advisor or the Director of Summer & Academy Programs. Students are not allowed to move furniture or additional appliances into or out of rooms in the dormitory.
- Students, when off campus, are expected to conduct themselves in accordance with the policies and standards established by the school. Having chosen to belong to the Walnut Hill community, all students are expected to act responsibly whether off or on campus. The school reserves the right to address unacceptable behavior that occurs off campus at any time.
- Proper behavior must be maintained in the dining hall. No food, dishes, trays, or utensils may be taken from the dining hall at any time. Students are expected to use trays, clear their tables, and carry all dishes to the dish room. Students must be appropriately dressed in the dining hall; shirt and shoes are required by health and safety regulations.
- **Dress Code:** Students may dress informally for the Summer Programs. Bathing suits, dirty or torn clothing, clothes with offensive messages, and sleepwear are not appropriate for class or rehearsal.
- **Visitors:** There are no visiting privileges for opposite genders in the dormitories. Students are not allowed under any circumstances to visit dormitories designated for students of the opposite gender. Visitors to campus, with the exception of family member adults, are not permitted in any dormitory at any time. Visitors should be approved by Director of Summer & Academy Programs if on campus for more than an hour.
- **Student Vehicles:** Boarding students are not permitted to have cars or any other motorized vehicles on campus or in the vicinity of the school. Day students must have express permission from their parents and the Director of Summer & Academy Programs in order to bring a car to campus. A parking permit, available from the Director of Summer & Academy Programs, must be displayed in the rear window on the driver's side. Such vehicles are to be kept in the school lot and are not to be used during program hours. Boarding students are not allowed to ride with day students at any time.
- **Leaving Campus:** Students are not allowed to leave campus without permission from the Director of Summer & Academy Programs. Students are expected to attend all scheduled classes, rehearsals, and performances, regardless of visiting hours.

Boarding students are not allowed to leave campus overnight for the duration of the program. Instead, each program will have a designated visiting time each weekend, during which students may leave campus with their families or other adults with whom they have permission. Please see handbook for further Leaving Campus instructions!

- **Curfews:** Evening curfew is dependent on artistic program schedule. Appointed Resident Advisors are on duty 24 hours a day. Students should not be late for curfew unless attending a scheduled performance. "In-Room" curfew is 10:30 P.M. Sunday through Thursday, and 12:00 A.M. on Friday and Saturday. Common room lights are turned off at this time, and students are expected to be in their own rooms maintaining a quiet atmosphere. Students should have completed their bathroom use, and there is no pay phone or cell phone use after this hour. Compliance with the "In-Room" Curfew is essential for the well-being of the students and their success in their program. If students are late for check-in or are out of the rooms after curfew, they will have to check in earlier the following night. If they are more than fifteen (15) minutes late, they will be required to meet with an administrator and parents may be contacted. Repeated lateness or dorm disruption is disrespectful to the community and will be taken seriously, possibly resulting in dismissal from the program. On a performance evening, curfew for students **involved** in the production is thirty (30) minutes after curtain; students in the audience must return to the dorms immediately after curtain. Resident Advisors will be informed of the expected running time of each performance. If a student does not arrive within fifteen (15) minutes after their curfew, a campus-wide search will be conducted. If the student is not found, parents and the proper authorities will be contacted.
- **Cellular Phones:** It is strongly encouraged that each student has a cell phone while in attendance. Personal cell phone use is permitted in designated areas only on campus. These areas are limited to dorm rooms until 8pm, after which point, students may use their cell phones around campus, in designated areas, until curfew. Cell phones being used outside of these designated areas will be confiscated. Additionally, cell phone use that a Resident Advisor believes disruptive to other students or an individual's success in the program may result in the phone being taken from the student and held by the Director of Summer & Academy Programs. Students are permitted and encouraged to carry cell phones when off campus.
- **Email:** There are multiple computers on campus for student use during designated hours. Students may have laptops in their dorm rooms. However, Walnut Hill is not responsible for lost, stolen or damaged personal computers.
- **Pool:** The pool is open seven days a week with a lifeguard on duty, weather permitting. Students may use the pool during pool hours and whenever they do not have a scheduled class or activity. **All swimmers must follow pool regulations.**
- **Locks and Keys:** All boarding students will receive a key to their dorm and one to their room upon arrival. Students are responsible for returning their keys prior to departure. Lost keys **MUST** be reported to the Summer Office and will be replaced at a charge of \$60 per key. Students may not install their own locks or lock themselves in their rooms at any time. Each student will have a bureau with a lockable top drawer for money or other valuables. Students are asked to supply their own combination lock for the drawer; they may purchase one at the school bookstore. Students are strongly advised not to bring items of great monetary or sentimental value. Students and/or Parents **MUST PAY** a \$75 key deposit on their registration day. If the key and ID are not lost or damaged throughout their program, they will receive the check back when they leave. If the key or ID is lost or damaged, they will be charged the proper amount.

**WALNUT HILL SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED PROPERTY.**

- **Fire Safety:** Failure to observe and comply with the following Fire Safety Guidelines and cooperate with the staff to ensure fire safety will result in disciplinary action. Smoking or use of fire of any kind, such as candles, incense, or any other material that may constitute a fire hazard in any building, is strictly prohibited and will result in automatic expulsion from the program. Tampering with malicious intent with any of the fire safety devices will result in automatic expulsion.
- **Fire Safety Guidelines:** In accordance with the Massachusetts state fire codes there are no open flames, heated appliances or flammable items allowed in the dormitories. These restrictions include, but are not limited to, heated appliances such as heating coils, hot pots, space heaters, coffeepots, or any other heat producing device such as curling irons and halogen lamps, flammable items such as candles, incense, kerosene lamps, matches, lighters or any decorative lighting. In addition, flammable materials such as paper posters, cloth tapestries or ropes may not be hung from the walls or ceilings. There may be unannounced room inspections by the Director of Facilities and/or the Office of Summer Programs to ensure compliance with these regulations. Furniture may not be removed, replaced, or added to the student's room. All mattresses must be on bed frames with legs and cannot be placed directly on the floor. Entrances to rooms must be clear of obstructions, and access must be free to doors and emergency procedures require immediate access to any room occupied by a student or leading to emergency fire exits. Fire Drills will be held during the summer in coordination with the Director of Facilities. Absolute cooperation is required. Students will be informed of the correct procedures to be followed for fire drills at the opening dormitory meetings.



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### Rules and Regulations Agreement

We have read the Rules and Regulations for the Walnut Hill Summer Programs and agree to abide by them while participating in the program. We understand that failure to abide by these rules will result in disciplinary action that may include dismissal from the program without refund of tuition.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of Parent or Guardian: \_\_\_\_\_

*Please sign and return this page with your enrollment materials.  
Keep the Rules and Regulations at home for future reference.*

**2010 Summer Programs  
Arrival and Departure Information**



WALNUT HILL

Theater  
6/26 - 8/1

Opera  
6/27 – 7/18

Dance  
7/3-8/8

Creative Writing  
7/11 – 7/24

Youth Dance  
8/2 – 8/21

Please indicate above the program that you will be attending.

Name of Student \_\_\_\_\_

**Arrival Information: Please check and complete *ONE* section only:**

**I do not need school transportation for my arrival.**  
Please call 508.652.7817 if you are NOT able to arrive during the designated registration time as listed below.

**I need school transportation for my arrival:**  
My flight arrives at Boston's Logan Airport on (date) \_\_\_\_\_  
Airline: \_\_\_\_\_  
Flight Number: \_\_\_\_\_  
Scheduled Arrival Time: \_\_\_\_\_

**Departure Information: Please check and complete *ONE* section only:**

**I do not need school transportation for my departure.**  
Please call 508.652.7817 if you cannot depart Walnut Hill by 12:00 P.M. on the last day of your program.

**I need school transportation for my departure:**  
My flight leaves Boston's Logan Airport on (date) \_\_\_\_\_  
Airline: \_\_\_\_\_  
Flight Number: \_\_\_\_\_  
Scheduled Departure Time: \_\_\_\_\_

\*\*\*Please Note: You MUST arrive on your scheduled program start date. We ask that you arrive during the designated Registration Hours of 1pm – 4pm. **If your child is flying into Boston, please try to book a flight that arrives between 10am - 3pm.** If their flight does not meet this criteria, please call the Director of Summer & Academy Programs to confirm travel, so we can do our best to pick your child up at the airport. If we cannot pick your child up at the airport, we will assist in arranging alternative transportation. More information about the pick-up at Logan Airport is listed in the Parent Handbook.

There is an additional cost of \$85 for arrivals before or after the hours of 9am – 6pm on the Registration Day.

Please call the Director of Summer & Academy Programs with any transportation questions.

**2010 Summer Programs  
Housing Information Request**



WALNUT HILL

Theater  
6/26 - 8/1

Opera  
6/27 - 7/18

Dance  
7/3-8/8

Creative Writing  
7/11 - 7/24

Youth Dance  
8/2 - 8/21

**Please indicate above the program that you will be attending.**

While we try to consider your interests when making your room and/or roommate assignment, we are unable to guarantee specific room or roommate requests. Roommates will always be in the same arts program. Please complete all questions on this form to assist us in creating a compatible situation.

- Walnut Hill has a majority of single rooms, double rooms, and a few triples
- Please note that dorm/room assignments are not available until you have completed registration at the time of your arrival.

**Name:** \_\_\_\_\_ please circle: MALE FEMALE

Age that you will be this summer: \_\_\_\_\_ Grade for fall 2010: \_\_\_\_\_

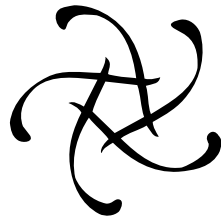
1. Check one of the following:

- a. I prefer to go to bed  early  late  
b. I prefer to wake up  early  late  
c. I am generally  neat  messy

d. My musical preferences are: \_\_\_\_\_

2. This will be my \_\_\_\_\_ summer at Walnut Hill (first, second, etc.)

3. Please note any other information or special circumstances to be considered as dorms/rooms are assigned:



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## Off Campus/Visiting Permission

\_\_\_\_\_ has my permission to leave campus during visiting hours with:  
Student name

1. \_\_\_\_\_

**Full name, address, phone number, relation**

2. \_\_\_\_\_

3. \_\_\_\_\_

I understand that students may leave campus with parents or other approved adults during approved visiting time only. Non-parental adults must have *written* permission from parents to take a student off campus. Students must sign out of the dormitory before leaving campus, and back in again when they return.

Please remember that **students must be back in time for all rehearsals or call times** regardless of visiting hour times.

### **Off Campus Permission: please circle YES or NO**

The student named above has permission to:

1. Ride with WHS faculty/staff (i.e. to doctor's office or dance supply store)    **YES**    **NO**

2. Join weekend field trips (examples include Harvard Square and Faneuil Hall/Quincy Market; all field trips are chaperoned by Walnut Hill Resident Advisors who will be stationed in pre-determined locations; students are allowed to explore the area in small groups )    **YES**    **NO**

3. Sign out with a Resident Advisor during permitted weekend hours and leave campus on foot (always with other students; walking is limited to downtown Natick and Tilly's Market)    **YES**    **NO**

If you wish to make modifications or additions to the Visiting Permissions form during the summer, please e-mail them to Jillian Kohl, Director of Summer & Academy Programs: [jkohl@walnuthillarts.org](mailto:jkohl@walnuthillarts.org)

\_\_\_\_\_  
Signature of Parent or Legal Guardian

***A photocopy of this form shall be as valid as the original***

THE COMMONWEALTH OF MASSACHUSETTS  
In the Year One Thousand Nine Hundred and Eighty-Five

An Act PROHIBITING THE PRACTICE OF HAZING

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the same, as follows: Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, a forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest in extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such a group, organization or individual has received a copy of said sections seventeen and eighteen.

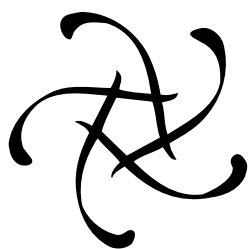
Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

I acknowledge having read and understood Chapter 269, amended section seventeen and eighteen prohibiting hazing.

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student



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## Physical Therapy Information for Summer Theater and Summer Dance

On Tuesdays and Thursdays a physical therapist will be available to students attending our five-week programs: Summer Theater and Summer Dance. The first consultation is \$100; by signing below, the parent understands that subsequent treatments will be charged at the rate of \$80.00 per hour. All payments are made through the business office, using a credit card. The physical therapist will contact the parents before commencing any subsequent treatments.

Please answer the following questions:

1. Are you currently under the care of a physical therapist? \_\_\_\_\_

2. If yes, what for? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How long? \_\_\_\_\_

4. Do you plan to continue treatment at Walnut Hill? \_\_\_\_\_

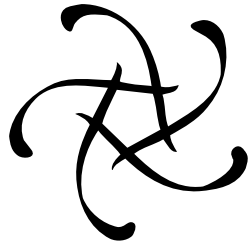
Please print and sign your name to indicate that you have read and understood this information.

Student Name \_\_\_\_\_

Student Program (please circle)      Summer Theater      Summer Dance

Parent Name (printed) \_\_\_\_\_

Parent Name (signed) \_\_\_\_\_



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Student Picture: Please affix a small photograph and print your name on this page, using the space below the line; also indicate your summer program and where you are from. The individual photographs will be turned into a collage for identification purposes in the Office of Summer Student Life.

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*NAME*

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*PROGRAM*

*Please place picture here*