

# The Wardlaw+Hartridge School



Student  
&  
Parent  
Handbook

2018-2019

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# ALL-SCHOOL HANDBOOK

## Mission Statement and Core Values

### Mission Statement

The Wardlaw+Hartridge School prepares students to lead and succeed in a world of global interconnection. We provide an educational atmosphere characterized by academic challenge, support for individual excellence, diversity, and a familial sense of community.

### Core Values

The core values of The Wardlaw+Hartridge School community are:

- Integrity – our bedrock value, *sine qua non*
- Opportunity – Wardlaw+Hartridge develops academic and intellectual excellence in its students through programs that stretch their creative imaginations, improve their athletic and artistic skills, engage their sense of discovery, and develop a social conscience. In the process, students take on leadership roles and learn how to work effectively in teams.
- Support – Every member of the Wardlaw+Hartridge faculty believes in a personal approach to educating and developing the whole child. Wardlaw+Hartridge educators take the time, care, and interest in each student to call forth his or her best work.
- Diversity – The diversity of thought, background, and culture at Wardlaw+Hartridge distinguishes us among independent schools, strengthens the global orientation of our curriculum, and enriches the daily experience of every member of the school community, inside and outside the classroom.
- Community – When faculty members, students, parents, or graduates walk through the doors of Wardlaw+Hartridge, they have entered a home. Our community is distinguished by an ethos of care and mutual respect, and a strong partnership with families.
- Sustainability – Wardlaw+Hartridge prepares students to become citizens whose beliefs and actions will create a more humane and sustainable global society.

## History of the School

The Wardlaw+Hartridge School traces its history to the founding of The Leal School for Boys in 1882 and The Misses Scribner and Newton’s School for Girls in 1884 in Plainfield, New Jersey. These later became the Wardlaw Country Day School and the Hartridge School, respectively, and were merged in 1976 to form The Wardlaw+Hartridge School. The Hartridge (Oakwood) campus became the K-7 Lower School, while the former Wardlaw Upper School campus three miles away in Edison became home to grades 8-12. After extensive planning, the two campuses consolidated at Inman Avenue early in 1997. The school now includes Pre-Kindergarten through Grade 12. When the Vail-Deane School closed in 1991, Wardlaw+Hartridge accepted its students and perpetuated the Vail-Deane name by allowing its alumni to affiliate with Wardlaw+Hartridge. The 1882 Gallery on B Deck and the Vail-Deane Art Room and Courtyard on A Deck are visible reminders of the school’s heritage.

## The Emblem and Colors

During the year of the merger, 1976, students were asked to design a new school emblem. The emblem, as depicted on the front cover, is a composite of ideas. The oak tree symbolizes the sign of strength and harkens back to the Oakwood campus; the book represents learning; the torch, the sign of wisdom; and the scales represent equality found in and through education. The 28 olive tree leaves were used to show that we strive for perfection. To the Greeks, the number 28 was one of the perfect numbers; i.e., numbers that equal the sum of their factors. The motto on the emblem, “*Cognoscere et Conficere*” (“To Learn and To Achieve”) joins those from Hartridge and Wardlaw, as do the school colors: green comes from the original Hartridge school colors and gold comes from the original Wardlaw school colors. *Tempora et Mores* was adopted from Hartridge as the yearbook and *The Beacon* from Wardlaw as the name for the school newspaper.

# PEOPLE AND PLACES

## Administration and Staff

### HEAD'S OFFICE

Head of School	Andrew Webster
Assistant to Head of School/Office Manager	Donna Brack
Receptionist	Rande Brown

### LOWER SCHOOL

Head of Lower School	Silvia Davis
Administrative Assistant	Kathy Marikakis

### MIDDLE SCHOOL

Head of Middle School	Corinna Crafton
Administrative Assistant	Linda Kraynik

### UPPER SCHOOL

Head of Upper School	Robert Bowman
Dean of Students	Christine Cerminaro
Director of Student Life	Dawn Francavilla
Registrar	Debbie Ruzanski
Administrative Assistant	Lynn Pandure

### ATHLETIC DEPARTMENT

Director of Athletics	Karl Miran
Assistant Athletic Director/ Facility Rentals	Megan Teller
Head Athletic Trainer	Angel Montanez

### GUIDANCE AND COUNSELING SERVICES

Learning Specialist (PK-5)	Darienne Olitt
Learning Specialist (6-12)	Linda Schneider
Director of College Counseling	Susan Swenson
Associate Director of College Counseling	Russell Althouse
School Counselor	Dina Congregane
School Nurse	Angela Farese

### LIBRARY

Head Librarian	Patricia Fielder
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### ADMISSION AND FINANCIAL AID

Director of Admission (9-12), Director of Financial Aid (K-12), Director of International Students Program	Gerard Gonnella
Associate Director of Admission (Pre K-8)	Dana Matthews
Administrative Assistant	Bernadette Lambertsen

### BUSINESS OFFICE

Director of Finance	Seth Austin
Student Accounts/Comptroller	Marian Tumolo
Administrative Assistant	Judy Orak

DEVELOPMENT OFFICE

Assistant Head for Institutional Advancement	William Jenkins
Director of Communications and Publications	Rudy Brandl
Development Operations Manager	Tamica Lloyd

TECHNOLOGY DEPARTMENT

Director of Technology	Marc Spivak
Associate Director of Technology	Andrew Farman

SERVICES

Director of Facilities	Seth Austin
Manager, Berry Performing Arts Center	Russell Althouse
Superintendent of Buildings & Grounds	Leaford Thompson
Director of Auxiliary Programs	Dawn Cancryn
Facilities Rentals	Megan Teller

DEPARTMENT CHAIRS and SUBJECT AREA COORDINATORS

English Department Chair	Julie Hamilton
Health/PE Department Chair	Lee Nicholls
History Department Chair	Brad Dexter
Performing Arts Department Chair	Sharon Byrne
Mathematics Department Chair	Mark Donaghy
Science Department Chairs	Andrea Barnett
	Don Kluizenaar
Visual Arts Department Chair	Susan Howard
World Languages Department Chair	Esther Faus
Coordinator of Sustainability	Katherine Heiss
Director of Global Learning	Nicole Nolan
Director of Global Education	Russell Althouse

### **Core Team**

The Core Team consists of the Division Head at each level, the School Nurse, the Learning Specialist, and the School Counselor. This team meets weekly within each division, Lower, Middle, and Upper, to discuss students who may need assistance of an academic, behavioral, social, or emotional nature. Individual teachers and advisors may be part of the Core Team meetings as needed. The team concept is designed to foster communication and group problem-solving skills on behalf of the student.

### **Language/Learning Specialist**

The learning process involves many developmental factors, and the Learning Specialist helps the school, students and parents understand how this process works for specific children. If children are emotionally secure and receive age appropriate challenge and encouragement, the prospect of academic success is enhanced as their cognitive skills develop over time. The responsibilities of the Language/Learning Specialist are as follows:

- to conduct academic screening for those students experiencing academic difficulties
- to act as a resource person to faculty, parents, and administration for Pre-Kindergarten through twelfth grade
- to provide recommendations for remediation

While the school can help identify for families how their children learn best, Wardlaw+Hartridge does not provide a Special Needs Program. The school may not be a good match for every student and will on occasion insist that an educational and/or psychological evaluation be carried out by a family to identify whether or not the school can meet a student's learning needs. Mild learning differences can be accommodated in the classroom as long as the student's family is willing to secure outside support for the child. The school provides extra help but not extensive individual tutoring and cannot meet the needs of students who need significant mediation or alteration of our college preparatory program.

### **School Counselor**

A normal part of the growth and development of children and adolescents is uncertainty and confusion about a myriad of issues. While in many instances the individual is able to sort things out for him or herself, or to do so with the aid of a peer or adult advisor, there are times when a trained counselor can be of help in the process. The role of the School Counselor is to provide short term individual and group counseling, to serve as a resource for parents, teachers and administrators, to support student success and wellness in all grades, PreK through 12, and to make referrals to mental health professionals.

Individuals or student groups are encouraged to bring personal concerns regarding social, behavioral, emotional or academic issues to the counselor. Parents are welcome to contact the counselor at any time regarding their child(ren). Faculty and staff can refer students or consult about a student. All discussions are confidential except in the following situations: if permission is granted to discuss the concern with specific parties or if the safety of the student or of others is involved. Parents of young students will always be informed if the counselor is working with their child over an extended period.

### **School Nurse**

The school nurse supports student success by providing health care assessment, intervention, and follow-up for all children within the school setting. The school nurse provides care to students or staff who has been injured or who present with acute illnesses. The school nurse is responsible for medication administration and the performance of health care procedures that are within the scope of nursing practice and are ordered by an appropriately licensed health care provider. In order to address potential health problems that are barriers to learning or symptoms of underlying medical conditions, the school nurse often engages in screening activities such as vision and hearing. Wardlaw+Hartridge requires each student to have an annual exam by his/her doctor. Scoliosis, height and weight, and blood pressure annual checks are therefore expected to be done by a private physician.

# General Information

## Accidents

The School carries accident insurance for all students. This insurance covers accidents that occur on school property or on school sponsored trips. The coverage is secondary to each family's own medical coverage and as such requires that medical bills be submitted to the family's medical plan first. Any bills or portions of bills not paid by the primary carrier can then be submitted for processing by the School's insurance company. The policy pays according to a schedule of "reasonable charges." If the family's medical provider's charges exceed that schedule, any unpaid balance becomes the family's responsibility. It is the responsibility of both the student or his/her parents **and** the coach or teacher to report all accidents to the nurse. If this is not done at once, the school's coverage may be void.

## Attendance

To fully benefit from the school's program, each student is expected to be at school on time and keep all of his or her commitments at school every day as long as health and family circumstances allow. The school day begins with attendance being taken at 8:10am in the classroom for Lower Schoolers, at 8:00 a.m. in homeroom for Middle Schoolers, and at 7:55 a.m. Upper Schoolers. At this time, teachers will also check for correct attire.

### *Absences*

If a student is going to be absent from school, parents need to inform the school as soon as they are aware of the anticipated absence and **no later than 9 a.m. on the day of the absence. Calls should be made directly to the division office, rather than to the nurse.** The school will not accept calls from students. A student absent from school or not in by 10 a.m. will not be allowed to participate in any other school-related activities that day without explicit permission from the Division Head.

### *Excused Absences*

The following situations constitute an excused absence:

- A Wardlaw+Hartridge athletic competition
- A Wardlaw+Hartridge field trip
- A meeting with college representatives (with permission from the instructor whose class will be missed)
- Appropriately scheduled visits to college campuses
- Medical appointments at parent's volition. (Parents should try to make medical or other appointments outside school hours)
- Excused illness
- A medical emergency or unusual family obligation

### *Requesting Excused Absences*

Wardlaw+Hartridge discourages parents from removing their child(ren) from school for extended family vacations and other reasons not previously listed. Attendance is expected on the day before and after a scheduled vacation or holiday. Certain extraordinary situations may warrant special consideration of an excused absence for family purposes. In this event, the parents must request such an excused absence in writing to the appropriate Division Head at least three weeks prior to the date requested.

Any absence from school that has not been approved by the appropriate Division Head or does not fall within the Excused Absence guidelines will be considered unexcused. In such a situation, the faculty is not required to assist the student in making up the missed class time. In addition, the student may be assigned a grade of zero for any tests, quizzes, or other assignments missed as a result of the absence.

### *Extended or Frequent Absences*

If a student is absent three consecutive days due to illness, a medical release or doctor's note must be provided upon the student's return. If a student will be absent more than two consecutive weeks due to illness, injury, or other medical need, parents should see the Learning Specialist about home instruction in cooperation with Middlesex County Educational Services.

If four consecutive classes or six classes in a yearlong class are missed, the teacher may, at his/her discretion, require class time to be made up or may require additional academic work to be completed in a time frame outlined by the teacher. In the event a student has missed ten days or 20% of class time in a trimester, the Core Team (Division Head, School Nurse, Learning Specialist, and School Counselor) will discuss further intervention, which may include summer work and/or private tutoring at the family's expense as a condition for receiving credit for having completed the course or school year.

### ***Leaving School During the Day***

If a student must leave campus early for an appointment, he or she (or the parent) must present a note written by a parent to the division assistant **at the beginning of the school day**. The note should state the following: student's name, reason for leaving, time leaving, time returning (if applicable), date, parent/guardian signature. Upon leaving school, the student (12<sup>th</sup> grade only) or the student's parent (Pre K through 11<sup>th</sup> grade) must sign out with the division assistant and also sign back in upon return. Under no circumstance may a student leave campus without permission. Only after contacting a parent may an administrator or the nurse give a student permission to leave campus without a parent note.

### ***Tardies***

Students who are late must check in with the division assistant, where they will be given a pass to be admitted to homeroom or class, depending on the time of day. Lower School students must be accompanied by a parent or guardian. A student will not be penalized if lateness occurs due to

- Wardlaw+Hartridge transportation
- Inclement weather
- Detainment by another teacher (with a note from that teacher)
- Family emergencies or other extenuating circumstances beyond the student's control (must be accompanied by a note from a parent explaining the circumstances that caused the student to be late)

See the specific Division (LS, MS, US) Handbook section for complete information.

### **Calendar and Holidays**

Wardlaw+Hartridge identifies special days of many religions in its calendar, whether or not they are observed by a school holiday. Families who wish their students to miss school for religious observances may do so without penalty as long as they notify the appropriate Division Head in advance of the date. Any tests missed or work due must be made up within two school days of the date(s) missed.

### **Communication**

The Wardlaw+Hartridge Mission Statement emphasizes the partnership between school and parents. For this partnership to be most effective, certain common practices need to be understood and observed:

- The faculty's first priority is working directly with students
- Faculty and administration will make every effort to respond to a phone call or email within 24 hours
- Emergency messages should be left with the Division Assistant in your child's division
- Meetings about student progress should be scheduled with the teacher or advisor. Parents are asked not to seek out their children's teachers in the classrooms during the school day
- Faculty and parent phone numbers are listed in the Directory, which is for the W-H community and not for wider dissemination. Please observe individual faculty members' requests relative to appropriate calling hours
- Written comments are sent home via PCR at various times during the year, depending on the division and the performance of the student. Either parents or the school can request more frequent notification if a student is encountering difficulty
- Conferences occur at regularly scheduled times in all divisions and at parent or school request

### ***PCR***

PCR (Professional Computing Resources) is Wardlaw+Hartridge's data management system. Our PCR system contains student report cards and comments as well as up-to-date biographic and emergency contact information. Additionally, Middle and Upper school families will be able to view student daily schedules and homework assignments.

Being familiar with how to navigate PCR is vital to effective communication at W-H. To access PCR on our school website, [www.whschool.org](http://www.whschool.org), pull-down the *Academics* tab and select PCR *Login*. Specific instructions for obtaining the parent and student login and passwords will be provided by the divisional offices.

### **Dress Code Philosophy Statement**

Our mission talks about a “shared commitment to excellence within a learning culture which is both secure and challenging, and encourages the personal growth” of each of our students. W-H believes that students are not fully productive when issues of dress distract them. Distractions derive from both the fact of what is being worn and the potential for competition about clothing styles and designer labels. Our “deep respect for diverse talents, interests and backgrounds” combines with our “traditional” culture to convince us that conformity of dress encourages students to value each other for who they are rather than for what they wear and to concentrate on learning rather than on clothing.

To recognize the developmental needs of various age groups and to help promote an identity within each division, the school opts for a developmentally approved dress code, Grades 1 – 12. PreK, JK and K students are not required to wear uniforms. The school provides clear expectations about dress at all levels and makes clear the required dress code and consequences for not adhering to the dress code in each Division’s section of the *Handbook*.

### **Fire and Safety Drills**

Students, faculty, staff and visitors in the building should follow the applicable instructions.

#### ***Fire Drill***

- Proceed to the nearest exit
- A continuous bell will sound
- Windows should be closed, lights turned on, and doors closed
- Each student should proceed without talking, by class directly to the assembling area and line up alphabetically by grade or by class, at which time attendance will be taken
- Students should NOT return to the building for any reason until instructed to do so by an adult

#### **Security Drill**

Evacuation required due to events that pose a danger to the building occupants (flooding, loss of power, gas leaks, bomb threats).

Telephone announcement: “Attention: This is an Evacuation – please proceed to location B”

- Do not use electronic communication (cell phones or 2-way radios)
- Do not touch light switches or touch any switches that can cause a spark

#### **Lockdown/Intruder Alert**

A dangerous person on or near the premises, or any dangerous event taking place outside the building (chemical cloud, etc.).

Lockdown sirens and announcement “Attention: Lockdown”

- Proceed to the nearest room
- Close and lock doors and windows, turn off lights
- Keep out of sight and take attendance
- Forbid cell phone use
- Ignore all bells and alarms unless told otherwise
- Wait for announcement of “All Clear”

#### **Fundraising**

A student organization or individual student may, under the name of The Wardlaw+Hartridge School, sell an item at school or in the community, solicit business, or do any fund raising ONLY with the permission of the appropriate Division Head and the Director of Development, and after consultation, in the Middle and Upper Schools, with the Student Council. All fund raising by the Parents’ Association, the Booster Club, and others must be coordinated through the Development Office.

Note: The Wardlaw+Hartridge School Directory is for the private use of the Wardlaw+Hartridge family. It is not intended for any type of commercial use.

### **Guests**

All visitors to the school must register at the Receptionist's desk. Anyone not properly registered will be considered a trespasser and will be asked to leave the campus. Wardlaw+Hartridge students are expected to be courteous and welcoming at all times, and helpful whenever possible.

Student guests do not normally visit Wardlaw+Hartridge during the academic day. However, in order for such a visit to be permitted, the hosting student must receive permission from the Division Head at least one day before the guest visits the school and then inform the Admission Office of the upcoming visitation. In addition, the hosting student must make arrangements for the visit with his or her teachers. The guest of a Wardlaw+Hartridge student must be in proper school attire, upon arrival must register in Admission Office, be introduced to the Division Head, and abide by the school's rules.

### **Jurisdiction of the School**

Students are under the jurisdiction of the school while on school property, on school-sponsored trips, in school vans or buses, or on a private bus going to or from school. It is expected that students will exhibit good behavior in these situations.

### **Medical and Emergency Contact Forms**

State regulations require that schools have complete records of immunization every year. If these records are not on file prior to the opening of school, a student will be denied admission to class until the proper records are received.

In addition, all **students must have an up-to-date, signed Emergency Contact Form on file in PCR**, our online data system. This information is accessed by the Nurse, the Division Office, and the Athletic Department in cases of emergency. For safety reasons, participation in school activities or practices is not allowed until this online form has been completed. Please notify the Division Office if a change has been made to an Emergency Contact Form.

Wardlaw+Hartridge respects the privacy of sensitive material. By signing the enrollment contract, the parent is aware and considered in agreement with the appropriate sharing of confidential medical information on a need-to-know-basis only. This will be determined by the School Nurse, and/or the Administration, and/or the "Core Team" members.

### **Lost and Found**

Students should check with the appropriate division administrative assistant or the gym lost and found for any misplaced books, valuables, or clothing.

### **Re-enrollment Contracts**

Wardlaw+Hartridge issues student reenrollment contracts for the following year in the winter. A re-enrollment contract will be withheld from any student on academic or social probation or for families with an unpaid tuition balance or in instances where parent lack of cooperation undermines the school's ability to work with the student. Partnership with parents is paramount; the school anticipates full support if disciplinary and/or academic issues arise.

The School reserves the right not to issue an enrollment contract. Previous enrollment does not guarantee the right to subsequent re-enrollment at Wardlaw+Hartridge. The enrollment contracts are subject to all policies and regulations of the School.

### **School Closings, Delayed Openings, and Early Dismissals**

*Honeywell Instant Alert*® will distribute the notification of any school closings, delayed openings, early dismissals, or any unexpected emergency in the Wardlaw+Hartridge community. Prior to the start of the school year, parents will receive instructions on how to indicate their notification preferences (telephone, cell phone, email). This should be done upon receipt of the instructions.

It is impossible to accurately predict what complications the weather may create for our families, faculty and staff. We try to hold school whenever possible, but we must also all be concerned with safety. If we do have school on a day when the driving conditions in your area are treacherous, please feel comfortable making the decision not to send your child or to arrive late (particularly if your student is the driver). Please call the appropriate division office to let the division assistant know.

### ***School closings***

School closings will be announced by *Honeywell Instant Alert*®. Beginning at 6:30 a.m. school closing information will be available by calling 908-754-1882 or viewing the home page's bulletin on the school's website at [www.whschool.org](http://www.whschool.org).

### ***Delayed Opening***

School will begin at 10:00 a.m. Students using school/public transportation will be picked up at their regular pick-up areas two hours later than their regularly scheduled pick up time. For example, if your regular pick-up time is 7:15 a.m., then your delayed opening pick-up time will be 9:15 a.m.

### ***Early Dismissal***

On rare occasions it is necessary to call an Early Dismissal due to rapidly deteriorating weather. *Honeywell Instant Alert*® will distribute the notification. You will be asked to come and sign out your student with the division assistant. Any parents with students on afternoon transportation will also be contacted by phone to ensure that someone will be home to receive the student. We will send children in the Lower and Middle School home early only if we have had contact with an adult as identified on the student's Emergency Contact Form. If no such contact has been made, the child will stay in Encore and must be picked up at the parent's earliest convenience.

### **School Trips**

Each year, the school sponsors day and overnight trips for students at every level, for both educational and recreational purposes. Parents provide permission for their children to go on any day trips when they sign the enrollment contract. Additional permission may be required for particular trips, and all overnight trips require specific parental permission. Students are expected to abide by all school rules on school-sponsored trips.

### **Snowdon Library / Sonawalla Center for Global Learning (CGL)**

The Snowdon Library is housed on two levels and is staffed by a professional librarian. The collection of books, magazines, and online resources are accessible on both levels for the use by the entire school community.

Lower School students have a scheduled library time in Lower Snowdon where students find material carefully selected and keyed to the Lower School curriculum. All grade levels have access to a vast array of online resources which give the students access to scholarly periodicals, newspapers, books, and databases, all which are accessible 24/7. Middle and Upper School students have access to a core collection of print materials housed in Upper Snowdon in the Sonawalla Center for Global Learning (CGL) with larger subject specific collections located in each discipline's department. Research and investigative skills are strengthened as the student progresses through the Middle and Upper School. The use of information gleaned from a variety of the Center's resources is stressed for students to complete assignments designed to meet specific curricular needs.

The CGL operates to inspire all students to explore new ideas. Space in the Global Learning Center is available for students of all grade levels to do collaborative work but also includes quiet study rooms for individual work. Smart board, Smart TV and Skyping capabilities are available in the larger conference/classroom space.

### **Student Drivers and Passengers**

In order to ensure the safety of our students, the school prohibits students from driving other students in their cars without explicit written permission from the parents/guardians of the driver and the parents/guardians of the passenger(s). Student drivers who violate this rule will lose driving privileges and may face additional disciplinary action. Passengers who violate this rule may face disciplinary action as well.

### **Summer Assignments**

Each year the school provides a comprehensive list of both required and optional choices for summer reading in order to encourage the development of reading skills in our students. The preponderance of evidence shows that the more a child reads and is read to, the more likely that child will develop higher level reasoning skills, writing ability, and vocabulary. Assignments for the summer reading will depend on grade levels. In the Upper School additional assignments in mathematics, history, and science are common.

## **Transportation**

The Wardlaw+Hartridge School contracts with a school bus service to provide transportation to and from school for students living in nearby areas. This service is available at additional cost and must be arranged for an entire school year. In addition, some public-school districts provide transportation to Wardlaw+Hartridge at no cost to families in their districts. Further information, as well as the form necessary to qualify for public school district reimbursements, is available from the transportation office at extension 143.

All students riding on school buses are required to abide by the same rules of conduct that would apply to them if they were in school. Violations of those rules, or unsafe conduct of any kind, will be reported by the driver and will result in appropriate disciplinary action. In addition, students must abide by the following rules:

- Students are required to remain seated with seatbelts on at all times.
- Students are to leave nothing (including refuse) on the bus when they leave.
- Written permission from parents is required when students are to be taken to a different location or when they will be taking a friend home.

## **Behavioral Expectations**

This section provides the academic and behavioral rules and guidelines by which the school expects its students to abide. Each division enumerates its own age appropriate way of responding to infractions in its own section.

### **Disciplinary Policy**

Our disciplinary system is intended to hold students accountable for a high standard of conduct in all ways and to provide students with the opportunity to learn from their mistakes and earn renewed good standing in the school, except in the most egregious cases where expulsion is merited. We also believe that our internal punishment should be commensurate to the violation, and that when good standing is renewed the incident should be complete.

### **Academic Honesty**

In a learning environment, it is important to be able to have a free exchange of ideas. There are occasions when homework, laboratory reports and certain projects may necessitate collaboration. While we encourage collaborative work when appropriate, students are responsible for completing assignments and assessments independently (unless otherwise specified by the teacher). When a student affixes his or her name to a homework assignment, paper, test, or exam, he/she is attesting to the originality of the work. Plagiarism is the act of using without attribution or taking credit for someone else's work (e.g. another student, an author, the Internet, etc.).

We begin introducing these concepts in the earliest grades and hold students increasingly accountable as they progress through our program. Plagiarism is explained in detail in appropriate Middle and Upper School classes. The principle of academic honesty is held in the highest esteem by the faculty and administration; acts of plagiarism or cheating are considered major disciplinary infractions and may result in serious disciplinary action. See divisional section for complete discussions.

### **Alcohol, Drugs, Tobacco**

As an institution of learning, the Wardlaw+Hartridge School is committed to providing an environment in which students can further their own intellectual, social, moral and physical development and in which students and instructors can work together in pursuit of knowledge and understanding. Wardlaw+Hartridge believes that a student's health and well-being are essential elements necessary for optimal learning. We believe that the use of alcohol and other drugs during adolescence is unhealthy and dangerous and undermines the learning process. The school incorporates drug and alcohol education into its health program and complies with state and federal statutes.

### ***Specific Rules***

Regardless of whether or not they are on campus or involved in a school-related activity, students enrolled at Wardlaw+Hartridge are not to engage in the use, possession, or distribution of illegal drugs or alcohol, and are not to abuse over-the-counter drugs or inhalants. Regardless of age, students are not allowed to use any form of tobacco on school grounds or at any school function. Furthermore, students are not to knowingly remain in the presence of any of the activities mentioned in this paragraph.

### *Consequences of Violations*

A student who violates the alcohol and/or drug rules as outlined above will be subject to disciplinary action, which may include expulsion, regardless of the student's previous disciplinary record. In addition, a student who violates the above policy may be required to undergo drug and/or alcohol counseling and/or random testing at parents' expense in order to remain at the school. Any student who chooses to remain in the presence of someone engaging in any of the prohibited activities may also be subject to disciplinary action.

### *Drug and Alcohol Evaluation and Treatment*

The school reserves the right, as a condition of continued enrollment at the school, to require drug or alcohol testing of any student who has engaged in drug or alcohol use or is suspected of doing so. Students who are referred for a drug/alcohol evaluation or testing must be seen at a school-sanctioned treatment center at parents' expense. This requirement may occur under the following circumstances:

- When a student violates or is suspected of violating the previously enumerated rules
- When the school believes that the student's behavior is indicative of drug or alcohol use. We believe that early intervention is critical to avoiding dependence or addiction.

The school must receive the results of the evaluation and the student must follow the recommended treatment in order for the student to remain in school.

### *Self-referral and Referral by Friend(s)*

A student who voluntarily confides in school personnel that he or she has a drug or alcohol problem will be referred to the school counselor and then to a drug evaluation and treatment facility that the school believes will provide the assistance needed. In order to ensure that the student is getting help, the school must receive the results of the evaluation, as well as all of any of their reports, recommendations, and ongoing reviews; and the student must follow the recommended treatment in order to remain in school. Referrals are held in the confidence of the Core Team (School Counselor, School Nurse, Learning Specialist, and Division Head) and the student's advisor; information will not be shared with the general faculty without permission of the student and family.

Students who want to help a friend with a drug or alcohol problem should feel free to confide in any faculty or staff member with whom he or she feels comfortable. That staff member will work confidentially with the school counselor to provide assistance as needed. This may be done anonymously. **In any self-referral or referral by friends, disciplinary measures will be secondary to the importance of securing help for the user.**

### **Conduct in Common Areas**

Each member of the Wardlaw+Hartridge community has the responsibility to help create a pleasant atmosphere conducive to learning. Whether in the library, the A.P. Room, in hallways, on athletic fields, or in the gym, conduct should reflect this ideal. Students are to help maintain a sense of decorum in all common areas of the school. As members of the Wardlaw+Hartridge family, we are all expected to respect our property, the property of others, and the campus we share.

### **Department and Social Expectations**

As stated in its mission, Wardlaw+Hartridge is committed to cultivating a deep respect for diversity of talents, interests, and backgrounds and is united by a shared commitment to excellence within an environment that encourages the personal growth of all in the community.

In order to provide an environment that fosters these goals and promotes mutual respect, tolerance and sensitivity to other people's rights and dignity, it is important that every member of the community — students and employees — adheres to guidelines for appropriate behavior. Behavior that exhibits respect for individual differences in culture, race, gender, ethnic origin, religion, sexual orientation, and opinion is encouraged. Those behaviors that inhibit these goals are abhorrent.

Our rules exist to promote these values and are reminders while self-discipline is being established. The ultimate goal of school discipline is self-discipline and maintaining the health, safety, and wellbeing of each member of our community. To assure the partnership among school, student, and parents in this regard, the school requires that all families read this *Handbook*. The rules are reviewed by advisors with Middle and Upper School students. A signature on the enrollment contract indicates that the parent has read the handbook as well.

Because violence, alcohol, drugs, stealing, unexcused absences, and dishonesty erode the possibility of excellence, our school takes a strong stand against them. Accumulation of offenses or repeated disregard for school rules, depending on their nature, may lead to major disciplinary action. See divisional section for complete discussion.

### **Fire and Possession of Dangerous Objects**

Setting fires or threatening to set one is prohibited, and any student who participates in such activity will face dismissal from school and will be reported to the proper authority. Tampering with fire-fighting equipment or fire alarms is prohibited as well. No object which can kill or cause serious bodily harm shall be brought to school or used in school without the expressed permission of the Head of School. Furthermore, no item that is a “look-a-like” for illegal substances, alcohol, or weapons may be possessed, used, or distributed on the school premises or during any school-related activities.

### **Harassment**

Wardlaw+Hartridge will not tolerate verbal, physical, texting or other online conduct that creates an intimidating, offensive or hostile environment or harasses, disrupts or interferes with another’s ability to work, learn and play. Every member of the community has the right not to be harassed. Harassment can take many forms.

#### ***Bullying***

The school recognizes and will protect the rights of all members of the school community to be treated with respect, courtesy and tact. Actions or comments by students or adults that result in bullying of any member of the school community will not be tolerated. Such actions or comments include deliberate, cruel, repeated or unsolicited verbal comments, gestures, or physical actions.

In accordance with New Jersey state law (NJSA 18A:37-13 et seq) bullying is defined as “ any gesture or written, verbal, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, or on a school bus that:

- a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student’s property or placing a student in reasonable fear of harm to his person or damage to his property or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in or substantial interference with, the orderly operation of the school.”

#### ***Cyber Bullying***

Cyber Bullying is discussed as part of the Acceptable Usage Policy for Computers and Technology.

#### ***Sexual Harassment***

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) an individual’s submission to such conduct is explicitly or implicitly a term of the individual’s education or employment;
- b) an individual’s submission to or rejection of such conduct is used as the basis for decisions affecting the individual’s academic standing or employment; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual’s learning or work performance or of creating an intimidating, hostile, or offensive learning or working environment.

#### ***Responding to Harassment***

If a person believes he or she has been harassed or bullied in any way or has observed another being harassed or bullied, he or she should consider the following options:

- Tell the offending party that you do not like the behavior and that you want it to stop.
- Write a letter to the offending party or enlist the aid of a parent or friend who can help you speak to that person.
- Keep a record of the offenses, dates, what was said and/or done, who witnessed it, and keep any evidence.
- Speak to an advisor, teacher, counselor, nurse, coach, department head, or administrator about the behavior in question; this person can help you examine options.

Observation of possible illegal conduct of harassment or bullying should be immediately reported to the School’s administration.

The close and positive relationships that exist among adults and students at The Wardlaw+Hartridge School are an important strength of the school. Students can feel comfortable seeking advice about any school related concern, including harassment or bullying, with their teacher, advisor, school counselor, or an administrator. Working with the student, the teacher or counselor must refer a complaint of harassment or bullying to the appropriate administrator.

In most instances complaints of harassment or bullying by a member of our community will be dealt with directly by the administration. If deemed necessary, a special committee of faculty and staff will be appointed by the Head of School for thorough and prompt investigation.

The administration or the committee will consider all related information in determining whether the alleged improper conduct occurred and whether that conduct constitutes harassment or bullying. To the maximum extent possible, The Wardlaw+Hartridge School will protect the privacy of the parties involved. Any attempt to interfere with or influence the investigation of a complaint of harassment or bullying is strictly prohibited. Retaliation for making such complaints will be treated as a serious violation of the standard of conduct expected in the Wardlaw+Hartridge School and can result in serious disciplinary action.

In all cases, those making such a complaint will be advised promptly of the results of any investigation and any remedy taken to address the complaint.

### **Probation - Suspension - Expulsion**

A student may be placed on probation or suspended by either the Division Head or the Head of School and will be notified of that decision in writing by the Division Head. Prior to re-admission from a suspension, a parent or guardian must meet with the Division Head.

Suspension, either in-school or at home, is a forced absence from school for major infractions. A student on suspension might not be allowed to make up any academic work missed.

Expulsion is the permanent separation of a student from the school by the Head of School. A pattern or accumulation of disciplinary infractions - or any one offense deemed severe enough by the Administration - may result in a student's expulsion from school.

### **Spectators at Events**

Attendance at concerts, plays, and games means a great deal to students and helps us all know and support them more broadly. Particularly at plays and concerts, audience members are asked to respect all performers by remaining until the conclusion of the performance and by turning off cell phones.

Spectators at athletic events play an important role in supporting and encouraging our teams, while also representing Wardlaw+Hartridge's values to our opponents, officials, and others. As such we expect them to "respect the game" by following the sportsmanship guidelines contained in the New Jersey Independent School Athletic Association (NJISAA) Sportsmanship Code:

- All spectators must conduct themselves in a positive manner, reflecting sportsmanship and the educational values of interscholastic athletics;
- Noisemakers and handmade banners are prohibited;
- Harassment in any form will not be tolerated;
- Spectators must remain in designated areas for the safety and enjoyment of the game for all. Failure to comply with the above rules may result in ejection from the premises.

# Health and Medical Services

## School Nurse

The roll of school nurse is discussed on page 11.

## Illness/Injury

Any and all students who become ill or injured during school must report to the nurse.

All students must be signed out by a parent/guardian in the appropriate divisional office. Under no circumstances should a student leave the school without permission. See leaving the school during the day on page 14.

Please do not send sick students to school. A child who has a fever (100 degrees and above), any diarrhea or vomiting, undiagnosed rashes or potentially contagious illness must remain home for at least 24 hours, until symptoms are gone without the use of medications. A doctor's certificate to return to school must be turned in to the divisional assistants for any student ill from school for 3 or more consecutive days. A student with a rash or contagious illness must also be cleared by the student's primary care pediatrician prior to returning to school. Students with reported persistent, disruptive and/or frequent cough may be sent home, or require physician clearance. Any student who has had surgery must also be cleared in writing by their treating surgeon before returning to school. A student with "Strep" throat as diagnosed by a physician must be home for 24 hours while on a prescribed antibiotic before returning to school with a doctor's note. Student(s) with any of the above situations demonstrated in school will be sent home for 24 hours, and may require a doctor's excuse after the 24 hours before returning to school.

A medical excuse from athletics or physical education will be accepted from parents on a day-to-day basis. An Upper or Middle School student who is unable to participate because of an extended medical disability will be placed into a study hall. Injured Lower School students accompany their class to PE but do not participate. A note from a doctor is needed prior to returning to practice, competition, or physical education class.

## Medical Documentation

All medical forms, doctor's notes, annual report by physician, and annual exam should be done by the child's primary care treating pediatrician. A parent M.D. cannot be the doctor signing for his/her own child's medical forms. Note for international students—US regulations, and therefore school regulations, require a US licensed physician's signature. We can no longer accept physicals from non-USA based doctors.

The student's annual physical (once every 365 days) is required to be turned yearly in to the W-H nurse on the appropriate form. Forms can be obtained from the nurse's office, business office, and The Wardlaw+Hartridge website under admission. A physical is good for one year. A student with an outdated physical (more than one year old) is required to make an appointment and get an updated form filled out. A student without a physical on file, or with an outdated file, may not be allowed to participate in athletics. Parent can call the school nurse if unsure when last documented physical was filed.

## Immunization Requirements-TB Testing

All students are required to show proof of vaccination against Diphtheria/Tetanus/Pertussis (DTP), Mumps, Rubella, and Polio.

- All students are required to show proof of two doses of a measles-containing vaccine, as age appropriate.
- All students up to age 5 years old must provide proof of the appropriate HIB vaccination.
- All students must show proof of having completed Hepatitis B Series.
- All students born after 1/98 must show proof of chicken pox vaccine; or proof of Varicella disease by parent or doctor statement.
- TB testing is done based on that year's state guidelines, and is generally required of pupils entering the US school system for the first time, based on country of birth.
- Note as of September 2008, students entering sixth grade must have a tetanus booster and meningococcal vaccine.
- Note as of September 2008, pre-school and JK students must have PCV/pneumococcal vaccine; as well as an annual flu shot administered between Sept-December yearly.

## **Medications**

Some students require medication during school hours. In order to provide safe and effective administration of medications that must be given during school hours, the following procedures are to be strictly adhered to:

- Written orders from a physician must be provided to the nurse for all medications to be dispensed whether prescription or over-the-counter medications. The doctor's orders include the name of the medication, dosage, time interval the medication is to be taken, and side effects of the medication; Doctor's orders are good only for the academic year they are dated for (Sept-June) and must be re-authorized in writing for each September; Wardlaw students who also attend summer programs (June-August) must therefore have new medication orders written by a doctor, signed and dated for the summer camp nurse to administer medications.
- Written parental permission must be on file yearly.
- Medication must be brought to school by a parent (not the student) in the original pharmacy container properly labeled with dosage, time interval, student's name etc.
- Any changes in dosage or times medication are administered must be authorized by the prescribing physician in writing.
- All medications must be stored in the nurse's office. A student is not to keep medications in his/her locker, desk, or on the person. Students are not to share medications. Students are not permitted to remove medication from the nurse's office or take medication without supervision.
- Self-managed administration of medication (generally limited to asthma inhalers, epi-pens, and diabetic insulin pens) must be evaluated individually by the school nurse with written directions from the physician and parental permission. See nurse for appropriate consents. Students authorized to self-administer must carry the appropriate medication with them at all times, at any and all school events. Parents are responsible for ensuring that their child has their emergency medications with them daily for school. A "back-up" set of medications must be kept in the nurse's office in case the student forgets his/her medication at home. Parents must sign a form in the nurse's office acknowledging the self-administer policy. A student who self-administers emergency medication must report it to the adult in charge at that time. The nurse is to be informed as well, as soon as possible.
- At the conclusion of the academic year, all student medications must be picked up and taken home for the summer. Medications cannot be stored in the nurse's office over the summer (The only exception would be for summer program attendees who have a summer-time doctor's order on file). Lower school parents must pick up their child's medication on the last day of school. Older students may pick up their medication if a parent allows and the nurse feels the student is responsible to do so. Students allowed to self-administer must pick up their medications at the end of the year. Medications not picked up must be discarded.

The School Nurse is responsible for ensuring that the medication is properly documented and that appropriate information is communicated to parents, physician, and school staff. If at all possible, parents should try to arrange for medications to be given at home. Authorization forms for the administration of medications are available in the Nurse's office.

For asthmatic students, there is a nebulizer available in the nurse's office. However, medications and tubing's must be supplied by the parent, and the student's personal physician and parent must fill out written orders and consent. An "Asthma Treatment Plan" must be on file. Parent is responsible for contacting the school nurse about their child's asthma needs.

## **Consent**

Wardlaw+Hartridge respects the privacy of sensitive material. By signing your enrollment contract, student/parent is aware of and considered in agreement with the appropriate sharing of confidential medical information on a need-to-know-basis only. This will be as determined by the school nurse, and/or administration, and/or the "Core Team" members. Any employee with confidential information is expected to hold that information as protected and confidential. By signing the enrollment contract, parent/guardian is also authorizing the school nurse to perform first aid, screenings, illness, and emergency care, and nursing care as needed.

By enrollment, student/parent is also aware and gives permission to the school nurse to contact a student's medical providers as needed for professional communications. The parent has the right to refuse school nurse screenings and chapter 226 services by writing a statement of refusal of nursing services and presenting a copy to the school nurse. However, in an emergency or urgent situation, the nurse may still provide nursing care.

## **Infection Control Practices**

Please be aware a student is never allowed to have an open, non-scabbed wound in school. Any broken skin must be covered while in school by a bandage or clothing. Any leaking skin must have an appropriately sized and secured bandage covering it. Broken skin is both a source to get an infection, or potentially spread infection. Skin must be clean, dry, and intact to be “exposed” in school. “New” rashes must be cleared by a doctor in writing before student can attend classes, as determined by the nurse.

The nurse recommends frequent hand washing by all throughout the day, using soap for at least 20 seconds, or hand sanitizer.

To help prevent the spread of the flu or viruses remember to keep hands away from face/mouth/nose and eyes. Cover mouth/nose when sneezing, preferably with the bend of your arm. If you are ill, stay home as well.

## **Food Allergies**

The staff and faculty, along with the nurse and parents, work together to try to prevent a child with a known food allergy from experiencing negative symptoms secondary to accidental exposure. It is advised that a student with food allergies bring appropriate snacks and lunches from home.

A student with food allergies is discouraged from purchasing any items sold at a bake sale. Students should avoid sharing food. Parents of children with food allergies need to see the school nurse for a food allergy action plan to be filled out by the child’s doctor.

Please note our full policy & guidelines for management of a student with a life-threatening food allergy are available on our website [whschool.org](http://whschool.org), under the Nurse’s Page.

## **Infectious Disease Policy**

This policy focuses upon all serious infectious diseases including HIV/AIDS. For purposes of this policy, the term “HIV-positive” refers to a person who is HIV-infected but is substantially asymptomatic. Persons in whom the infection has progressed to the point that the immune system is compromised, leading to opportunistic infections, are referred to as having AIDS. The school recognizes that infectious diseases can be quite serious and have a detrimental impact on those afflicted.

At the same time, the school is committed to satisfying its obligation to provide a safe and effective educational and working environment for its students, employees, and visitors. Accordingly, the school will take appropriate precautions to ensure that any health and safety concerns arising out of an individual’s illness, including particular concerns related to the spread of secondary contagious infections, are managed in accordance with current medical knowledge and procedures.

With these principles in mind, the school has established the following policy for students and employees with serious infectious illnesses. In promulgating this policy, the school is aware that the best course of action for dealing with persons with an illness may vary from case to case. Accordingly, this policy only attempts to outline the school’s general approach to serious infectious illnesses, for each case must be addressed with proper regard for the context in which it arises.

### ***General Policies***

- Compliance with Pertinent Laws and Regulations  
The school intends to comply with all federal, state, and local laws and regulations regarding all infectious diseases.
- General Policy on Contagious Diseases  
The school has a general policy that employees or students must report to the school the occurrence of all serious infectious diseases that may be transmitted in casual settings. For example, to protect the population of employees and students, people with such infectious diseases, whether related to AIDS or not, are required to report that information to the nurse of the school as soon as possible so that steps may be taken to assure no further transmission and prompt treatment of others who may be affected.

- Education  
The school provides ongoing information and education to its student and employees about infectious diseases. As part of this effort, the school makes available information regarding its infectious disease policy. In addition, the school provides information about the nature of these diseases and how each is (and is not) transmitted, as well as possible concerns raised by secondary infections. This information places special emphasis on methods for preventing the spread of infectious diseases. New arrivals at the school (both students as developmentally appropriate and employees) will be advised during their orientation of this policy and the availability of information on infectious diseases including HIV/AIDS.
- Discrimination/Harassment  
At the present time, the overwhelming preponderance of available medical and scientific evidence and opinion, including statements from the United States Public Health Service and the Centers for Disease Control, holds that many infectious diseases including HIV and hepatitis C viruses are not casually transmitted in ordinary educational, occupational, or social settings or conditions. Accordingly, no member of the school community should refuse to work with or otherwise discriminate against or mistreat an employee or student simply because he/she has HIV or AIDS. Any student or employee who does not adhere to these requirements shall be subject to disciplinary action.
- Universal Precaution  
Many infectious diseases, including HIV, are blood-borne so that any potential contact with blood flow and blood spills presents special risks. Because individuals infected are often unaware of their condition, this school has adopted as its standard practice the application of what are called “universal precautions” in dealing with situations in which there is a potential for a student or employee to come into contact with any individual’s blood or other bodily fluids (BBF). For example, gloves must worn if/when one could come in contact with another’s BBF. Frequent hand washing with soap and water is required by all, especially if one comes in contact with BBF. Sharps/needle disposal is available in the nurse’s office for any instrument/object/needle to be discarded that is potentially or actually contaminated by BBF. Please see the school nurse with any questions, or if unsure about this policy. There will be no exceptions to the application of these precautions without the express advance written permission of the school nurse or his/her authorized representative. Feel free to contact the school nurse with any questions regarding universal precautions. Gloves, bandages, tissues, and emergency & first aid supplies are available in the nurse’s office, as well as in every class/office. Currently, the school also makes available to teachers/offices/classes hand sanitizer and Lysol wipes. Please see school nurse for supplies.
- Testing  
The school strongly recommends that employees or students who suspect they might have contracted any infectious disease, including HIV, get tested.
- Confidentiality  
The school holds medical information that it receives about the medical condition of an employee or student in confidence. This means that the school restricts access to such information to those with a legitimate need for this information. An exception to this rule will be allowed when the employee or student with an infectious disease permits wider disclosure of such information. Since the particular individuals with a need to have access to such information will vary from case to case, the Head of School or the school’s nurse will decide in each case whom to inform. Individuals who thereby gain access to this information are themselves expected to keep the information confidential in accordance with this policy and applicable law.
- School’s Ability to Modify or Revoke the Policy  
The school may from time to time change or discontinue this policy or adopt a new policy with respect to this subject, as it determines medical opinion and other circumstances warrant.

### *Students with HIV/AIDS*

- Reasonable Modifications  
The school will not discriminate against students because they are HIV-positive or have AIDS. The school will make reasonable modifications in its policies, practices, and procedures in order to allow a student with AIDS to benefit from the academic and other services offered by the school, so long as the modifications do not fundamentally alter the nature of services that the school provides. In addition, the school will provide whatever auxiliary aids and services as may be required by the ADA or state law, so as to allow a student to benefit from the school’s services.

- Continuing Enrollment

A student with HIV/AIDS will be allowed to remain at the school so long as his or her medical condition allows him or her to perform (with the aid of the aforementioned modifications) up to the school's standards and does not present a health or safety risk to other students, faculty, or staff. While at the school, a student with HIV/AIDS will be allowed to partake fully and equally in the educational, social, and extracurricular activities offered by the school, so long as such participation does not present a health or safety risk to the student, other students, faculty, or staff. If the school becomes aware that a student has a secondary disease (one of the diseases associated with the compromised immune system of a person with AIDS) that might pose problems to the student's activities or risks to others within the school community, the school may require a letter from the student's attending physician stating that the student is fit to attend in accordance with this standard as it does in dealing with any infection or medical condition that might pose problems at the school. In appropriate circumstances, the school may also require, from time to time, further medical evidence and a medical examination, by a physician or physicians designated by the school, to ascertain the student's fitness to participate in school activities.

- Reviewing Enrollment Status

The school will review, on an ongoing basis, the enrollment of a student with HIV/AIDS and make decisions regarding whether and under what circumstances the student can remain at the school. The school will make these decisions in accordance with the school's interpretations of its policies and the applicable laws and in light of medical and scientific opinion and advice. In making such decisions, the school shall, whenever practicable, consider, among other factors, the opinions and recommendations of the student, the student's parents or guardians, and the student's physician.

# Technology

## Acceptable Usage Policy for Computers and Technology

With the influx of technology at The Wardlaw+Hartridge School, students and teachers have access to a broad array of technology such as laptops, iPads, workstations, projectors, SMARTBoards and wireless networks both in the classrooms and in public areas of the school. Our goal is to integrate technology organically into every facet of teaching and learning to help foster educational excellence by promoting collaboration, innovation, research, and communication.

All upper school students are required to bring a laptop to school each day. This laptop may be purchased through the school or provided from home. We believe our policy provides a balance of convenience and choice to our families and will meet the educational goals of our upper school program.

Needless to say, students are expected to use technology responsibly in school and at home, with respect for others and in accordance to school rules. The use of The Wardlaw+Hartridge School computer network and the Internet is a privilege, not a right. Inappropriate use may result in disciplinary action by school officials including, but not limited to, the cancellation of network and Internet privileges. This policy includes devices owned by individuals when used on The Wardlaw+Hartridge School campus.

### *Acceptable Uses*

The Network is to be used for only for educational and professional development activities. The following types of access are considered to be appropriate uses:

- To participate in collaborative efforts
- To access real-time data
- To access unique resources
- To publish information and resources
- To conduct research
- To communicate broadly and effectively

### *Unacceptable Uses*

The following types of access are considered to be inappropriate uses:

- Accessing profane or obscene material, material suggesting illegal acts and material advocating violence or discrimination
- Using the access for illegal acts
- Attempts to access any resources that are restricted, confidential or privileged
- Posting chain letters
- Internet Relay Chat, news groups, or mailing list participation unless directed and supervised by a staff member for a classroom assignment
- Granting Internet or Network access to unauthorized persons intentionally or unintentionally, or failing to notify a teacher or administrator if you suspect someone of using your password
- Posting personal contact information. See Safety section below
- Agreeing to meet in person someone met online without parental approval or under the supervision of a teacher or authorized adult
- Attempts to disrupt access
- Causing damage to, detaching, or changing function, operation or design of the technology
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening language
- Harassing another person
- Posting false or defamatory information
- Plagiarizing information found on the Internet
- Disregarding the rights of copyright owners on the Internet
- Causing or permitting material protected by copyright, trademark, or confidential data to be uploaded, published or broadcast in any way without permission of the school administration
- Posting web pages without the consent of a teacher or authorized adult
- Downloading large files (over 10 MB) without permission from an authorized adult
- Using the Internet for financial or commercial gain (ex. gambling)
- Using the school internet for non-educational purposes such as playing games of any kind

- Using proxy servers, port mappers, anonymous e-mailers or anonymous web surfing utilities is strictly prohibited and considered a major offense. Bypassing the W-H network, using network scripts and/or hacking into network devices will lead to serious disciplinary action

### ***Privacy***

Network storage and email will be treated like school lockers. School administrators may review communications to maintain integrity system-wide and insure that students are using the system responsibly.

### ***Illegal Copying***

Students should never download or install any commercial software, shareware, or freeware onto network drives or computer hard drives, unless they have written permission from the Network Administrator; nor should students copy other people's work or intrude into other people's files.

### ***Inappropriate Materials or Language***

No profane, abusive, or impolite language may be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Should students encounter such material by accident, they should report it to their teacher immediately.

### ***Social Network Policy / Cyberbullying (including texting)***

Advances in telecommunications and computer technology extend our school community beyond the border of our campus and beyond the hours of our school day. Students' off-campus technology use is not generally a subject we involve ourselves with unless this conduct adversely affects our school culture. Ways in which our school culture could be affected include defaming any identified member of the Wardlaw+Hartridge community; threatening, bullying or harassing a community member; or damaging the school's reputation. Wardlaw+Hartridge will not monitor the web for these offenses and cannot control the off-campus communications by students on various social networking sites, by text messaging or by other means. These matters must be resolved in most instances between students, their families or other sources. However, if an off-campus communication is brought to the school's attention, and we determine that it may adversely affect or disrupt the normal operation of the school, Wardlaw+Hartridge reserves the right to take disciplinary action against that individual.

The faculty and staff of the Wardlaw+Hartridge School believe that connecting with current students of any age or former students under the age of 18 through social networking websites is inconsistent with our desire to maintain an appropriate professional distance between our lives and our student's lives. The faculty and staff will not make or maintain such connections.

### ***Cell Phones, Cameras, and Recording Devices***

We recognize that cell phones can be invaluable in emergencies and can make it easier for parents to communicate with their children. Thus, we allow students to bring cell phones to school. Each division enumerates its own age appropriate way of responding to infractions in its own section.

Electronic devices that capture still images, sound, or video are not to be used on campus or during any school-sponsored activities without written permission from the appropriate faculty or staff member. This would include but is not limited to the following: cameras, cell phones that capture still images, wearable "smart" technology, tape recorders, camcorders, and computer software (such as One Note), or any such device that captures images, sound, or video. Violation of this policy will result in immediate confiscation of the device and may lead to further disciplinary action.

### ***Headphones, Wireless Devices, Music, Computer, and Video Games***

During school hours, the use of headphones and any device playing music and/or computer-video games is prohibited in class. Additionally, wearing or using headphones is prohibited in the hallways. Headphones, music, and games may be used as a component of instruction with a teacher's consent.

### ***Safety***

To be safe, it is important never to give out over the Internet personal information (address, phone number, etc.) to a stranger, just as one would not do so over the telephone. Remember, when emailing, instant messaging or surfing the web, personal information is NEVER 100% SECURE. The school also encourages parents to talk with their children about computer usage, and monitor it as they might monitor their children's TV usage.

## Student iPad User Policy

\*In the Middle School Participation in the iPad program is mandatory.

The focus of the middle school iPad program at The Wardlaw+Hartridge is to provide tools and resources to our students so that they may maximize their learning by fully integrating relevant technology into the academic arena. At all times students will be expected to use their iPads respectfully, maturely, and professionally.

The policies, procedures, and information laid out within this document apply to all iPads used at The Wardlaw+Hartridge, and they also extend to include any other technological devices considered by the Administration to come under this policy. The Wardlaw+Hartridge School retains sole ownership of the iPad and related equipment (i.e. case and charger).

Beyond these policies, teachers may set additional requirements for use in the classroom. It is each student's responsibility to familiarize him/herself with each of his/her teacher's specific policies. The Technology Department and the faculty retain the right to collect and/or inspect the iPad at any time and to alter, add, or delete installed software or hardware at any given time without notice.

### *Damage or Loss*

- If an iPad is found in an unsupervised area it should be taken to the division office or the Technology Department.
- Damage or loss must be reported to the Technology Department or the divisional office immediately. In the event that the iPad needs repair, the Technology Department has a limited number of loaner iPads.
- If a student forgets to bring the iPad or power charger to school a substitute will not be provided.
- All damage will be charged as necessary.
- Lost iPads must be replaced as soon as possible with a comparable iPad 2 or a newer model.
- The iPad policy remains in effect for the loaner.

### *Customization of iPads*

- Students will be permitted to alter or add files to customize the assigned iPad to their own working styles (i.e. System Preferences).
- Students will be allowed to sync with their personal iTunes accounts, placing music, movies and appropriate apps on their devices.
- Games and App purchases must be limited to programs with academic purposes.

### *Google Account*

Beginning in 6th Grade each student will be given an @[whschool.org](mailto:whschool.org) email address and individual Google account. This email is for academic purposes, and will be monitored by the school. The student will use this account for programs such as *Google Drive* and *Google Calendar*. Students will also be able to access Teachers' Haiku pages through Google on the web. Students must give their advisor an accurate password for this account. Any student who gives a false password or changes the password without notifying his/her advisor will be subject to discipline.

### *Apple ID/iCloud/iTunes Account*

Each student must have an iTunes account which is not connected to any other iCloud user. This account will be used for downloading required apps (furnished by the school) and backing up to the cloud in case the iPad needs to be replaced for any reason. Students must have their own accounts to prevent confusion with backups and documents stored in the cloud on Pages, Keynote, and other apps used for classes. Students should know the Apple ID (email) and password connected to this account in order to use iCloud services on the web.

### *iPad Care*

- Transport the iPad utilizing the iPad cover that is provided with the iPad. If a student would like additional protection for the iPad, note that it will fit into a 10" netbook case.
- Cleaning:
  - turn off iPad
  - unplug all cables
  - Use a soft, slightly damp, lint-free cloth

- See Apple website at [support.apple.com/manuals/iPad](http://support.apple.com/manuals/iPad)
- Do not:
  - do anything to the iPad that will permanently alter it in any way.
  - remove any serial numbers or identification placed on the iPad.
  - eat or drink while using the iPad.

### ***Additional Student Responsibilities***

- Bring the iPad, to school every day, charged and ready to go. A student may want to bring the charger to school as well.
- Should the iPad be left at home, students are responsible to complete the day's course work as if they had their iPad with them.
- When not using the iPad, it should be locked in a locker or within the student's sight.
- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include, but are not limited to
  - the school grounds
  - the AP Room
  - locker rooms
  - library
  - unlocked classrooms
  - hallways
- The iPad should not be loaned to others with the exception of parents or guardians.
- Back up the data completely using *iCloud* daily. *Dropbox*, *GoogleDrive*, *CloudOn* and other storage apps are also good for backing up selected files.

### ***Personal Health & Safety***

- The iPad can generate significant heat. Avoid extended use of the iPad on one's lap.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.

### ***Student Discipline for Misuse of iPad***

It is expected that students will follow the rules outlined above in The Wardlaw+Hartridge School Technology User Policy at all times. Disciplinary action, up to and including the loss of iPad privileges, may be taken if a student:

- does not take proper care of the iPad,
- downloads an inappropriate app, be it social networking (Facebook, Twitter, etc.), game, or other non-academic game or program. Students who do so may lose app store privileges,
- is found with inappropriate email addresses, images, music, etc.

# LOWER SCHOOL HANDBOOK

## Lower School Philosophy

Our Early Childhood classes are centered on the principle that students should be at the heart of the learning experience. We cultivate joyful learning where students thrive through careful nurturing of their own interests in harmony with expanding their newly developing academic skills.

Through extensive outdoor play and exploration, our Early Childhood students learn how to navigate shared spaces and enhance their abilities to connect and communicate with each other. Opportunities to interact while playing and working throughout the day help students develop empathy and understanding. Students work collaboratively on small group and whole class projects in addition to working one-on-one with a teacher to practice early learning skills that are important for future academic growth. Early literacy and mathematical learning experiences are skillfully woven throughout the fabric of the day in our early childhood classrooms.

Lower School is a learning environment where academic achievement is enmeshed with developing a true love of learning. Daily, students and teachers are absorbed in deep discussions. They are experimenting and asking thought-provoking questions. Time and space are made for these questions to be explored. In this kind of atmosphere, students see themselves as strong, independent thinkers who are empowered in academic, artistic and social realms. Curriculum is dynamic and while each grade has set themes of study, there is room for students to follow their interests and be creative.

Our students thrive in an atmosphere that is nurturing and challenging, where they are supported as they tackle increasingly complex academic tasks. Specialist teachers work in conjunction with the classroom teachers to help students develop their ideas across a range of disciplines. The integration of classes like STEM studies, art, physical education, music and Spanish into classroom studies is a unique aspect of our Lower School that differentiates us from most others. Skills are best learned when students can apply a broad range of ideas and concepts to the task at hand. Long term, this makes them better problem-solvers, stronger in their ability to analyze and think critically, and able to view ideas and understand concepts through multiple lenses.

When walking into our Early Childhood and Lower School classrooms, the joy of the students in their work and play is readily evident. Our teachers are incredibly dedicated and passionate about helping every child feel known and cared for in the classroom. The relationships among our students, teachers and families are the foundation of an incredibly strong and vibrant learning community.

## Daily Life

### Arrival

All students, through grade 4 not present in their classrooms by 8:20 a.m. when class begins will be marked late. All 5<sup>th</sup> graders must be present by 8:10 a.m.

Drop off time should begin at 8:00 a.m. At that time teachers will be in their rooms. If a student arrives before 8:00 a.m., he/she must report to the Lower School Library. There is adult supervision from 7:30 a.m. until 8:00 a.m. No student should arrive before 7:30 a.m.

Students arriving late, after 8:10 a.m., must first go with their parents to the LS Administrative Assistant's office to pick up a "late pass". The LS Administrative Assistant will in turn notify the child's teacher and send/bring the child to meet with the class.

## Daily Schedule and Dismissal Procedures

Classroom doors open	8:00 a.m.
Begin day	8:10 a.m. (5 <sup>th</sup> grade) / 8:20 a.m. all others
Lunch	10:50 a.m. – 11:30 a.m. in AP Room
Pre-K	Half-day dismissal 12:00 p.m. Full-day 2:45 p.m.
Pre-K and Junior Kindergarten Lunch	12:00 p.m. in classrooms
End of day for Pre-K, Junior Kindergarten and Kindergarten	Car pickup - 2:45 p.m.
End of day for Grades 1 through 4	Car pickup - 3:10 p.m.                      Bus pickup - 3:10 p.m.
End of day for Grade 5	Car pickup - 3:10 p.m. (M only) Bus pickup - 3:10 p.m. Car pickup - 3:05 p.m. from PE in back of gym Car pickup - 4:15 p.m. from Sports (T-F) in back of gym

### *Regular Dismissal*

Children being picked up by car meet their rides in front of the Lower School. Parents are asked to keep the left lane free for through traffic and to proceed to the east side of the building in the right lane for a brief wait for pick up. For longer waits and/or visits into the building, please use a parking space. **Do not leave your cars unattended for any reason in the pick-up lane.** Lower School students with Fifth Grade or Middle School siblings in sports being picked up by car will go to the Encore Program at 3:20 p.m. Parents should pick up these Lower School students with older siblings in the Encore room by 4:30 p.m. at no charge.

Fifth Grade students who remain in sports practice until 4:15 p.m. must be picked up at the Middle School Door by 4:30 p.m.

### *Dismissal — Special Circumstances*

If a student must leave school early or there is to be a change in normal transportation, parents must **send a note or email to the homeroom teacher explaining the reason.** Included in the note should be the exact time of departure and who is driving. Students who leave early must meet their parents in the appropriate L.S. classroom. Parents should first report to the receptionist who will call the classroom.

If a child becomes ill during the day, he/she will go to the nurse. The nurse will contact the parents to decide if the child should go home. If it is decided the child should leave school, the parents must arrange for the child to depart for home as quickly as possible. **The Nurse's office does not have the facilities for long term care of an ill child.**

If a parent is unavoidably delayed for dismissal time, the teacher on car duty will take the child to the ENCORE program after 15 minutes. We encourage parents to call if not arriving on time and the child will automatically be taken to ENCORE. Please tell the LS administrative assistant when the child will be picked up and who will be providing the transportation. The child will not be released to anyone other than who the parent specifically identifies. If that person is not on the Emergency Contact List, then proof of identity must be provided – for example, a driver's license.

## **School Absence**

If a student is ill or otherwise unable to attend school, **parents are requested to call the administrative assistant (Ext. 141) before 8:10 a.m.** Do not send a sick child to school, especially one with a fever. **A child must remain home 24 hours after a fever has broken.** Please be considerate of the health of other students. Also, please note, if a student is absent three consecutive days due to illness, a medical release or doctor's note must be provided upon the student's return to school.

Parents should call the office if work is to be sent home with another child or to be picked up by the parent at the end of the school day. Work can be left with the ENCORE director if it cannot be picked up before the Lower School office closes at 4:00 p.m.

## **ENCORE Program**

The ENCORE program is open every school day from 3:00 p.m. to 6:30 p.m. The program for students in grades 1 through 5 provides a safe, healthy environment for those children who remain after the regular dismissal time. There is scheduled time to do homework, have a snack and have indoor and outdoor play. The Director also plans regular enrichment activities. The fee is \$5.00 per ½ hour. Children should be signed up in advance, whenever possible, so that adequate staffing needs can be anticipated.

## **EXPLORERS Program**

We have an exciting after-school Explorers Program for children in grades, PK, JK, and Kindergarten. Explorers offers a variety of enrichment activities including music, art, story time, hands-on science and technology, and outdoor play in facilities especially designed for young children. The program runs from 2:45 p.m. until 5 p.m. A daily snack is provided. Children who need to extend their day beyond 5 p.m. will be sent to the ENCORE program.

## **2018-2019 Lower School Dress Code**

### **Grades PK3 – 5:**

All children in grades PK3 through five wear the school uniform. Students should wear clothing that is neat, clean, and properly fitted; they should not wear clothing that is ripped, torn, patched, or frayed. School uniforms may be ordered from Lands End School Uniform Catalog at 1-800-469-2222 or online at [www.landsend.com/uniforms](http://www.landsend.com/uniforms). Used uniform items are available at the Ram Shop. No substitutions may be made.

### **Boys: Grades PK3 & JK4**

- Long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki chinos/shorts (September & May)
- W+H Uniform T-Shirt/Sweatshirt may be worn with W+H uniform shorts/sweatpants (weather permitting) for PK3 & JK4 only
- Uniform evergreen V-neck cardigan sweater or vest may accompany the polo
- White, black, brown, or dark green crew socks
- Flat heeled or rubber soled black or brown shoes; neutral colored sneakers (black, brown, navy, white) may also be worn. Slippers, moccasins, boots, or flip-flops are not permitted. Sneakers may not have wheels or lights.

### **Girls: Grades PK3 & JK4**

- Long or short sleeve mesh polo dress with school logo in maize, evergreen or white
- Long or short sleeve ruffle hem dress with school logo in maize, evergreen or white
- \*Uniform solid ankle length leggings in maize, evergreen or white are permitted under the polo and ruffle hem dress.
- Long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki chinos, shorts or skirt
- W+H Uniform T-Shirt/Sweatshirt may be worn with W+H uniform shorts/sweatpants (weather permitting) for PK3 & JK4 only
- Uniform jewel-neck evergreen fine gauge cardigan sweater or vest may accompany polo
- Knee socks/tights/socks in white, evergreen or navy
- Flat heeled or rubber soled black or brown shoes; neutral colored sneakers (black, brown, navy, white) may also be worn. Slippers, moccasins, boots, or flip-flops are not permitted. Sneakers may not have wheels or lights.

#### Boys: Grades K through 5

- Long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform chinos or shorts
- Long or short sleeve white dress shirt with uniform chinos or shorts
- Uniform evergreen V-neck cardigan sweater or vest may accompany polo
- White, black, brown, or dark green crew socks
- Flat heeled or rubber soled black or brown shoes; neutral colored sneakers (black, brown, navy, white) may also be worn. Slippers, moccasins, boots, or flip-flops are not permitted. Sneakers may not have wheels or lights.

#### Girls: Grades K through 5

- Long or short sleeve, white, pointed or peter pan collar blouse with uniform plaid jumper
- Long or short sleeve maize or white polo shirt with school logo with uniform khaki chinos, shorts or skort
- Uniform jewel-neck evergreen fine gauge cardigan sweater or vest may accompany blouse or polo
- Knee socks/tights/socks in white, evergreen or navy
- Flat heeled or rubber soled black or brown shoes; neutral colored sneakers (black, brown, navy, white) may also be worn. Slippers, moccasins, boots, or flip-flops are not permitted. Sneakers may not have wheels or lights.

#### Girls and Boys:

- Uniform khaki shorts with the maize, evergreen or white uniform polo shirts with logo may be worn with sneakers in May, June, and September. Additionally, the khaki-knit skort may be worn.
- On certain special occasions (including, but not limited to, holiday concerts), students may be required to dress more formally. More specific details may be given prior to a special occasion.

Students are required to wear the complete uniform from arrival to dismissal every day. Hats are not part of the school uniform and must not be worn after arrival. Except for earrings and a flat small nose stud, no visible body piercings or tattoos can be worn on campus or at any W+H event. If in doubt about jewelry choices, consult the Division Head. Makeup may not be worn.

#### Physical Education

Physical Education is mandatory. Students should not ask to be excused from these activities. If for some reason a student is not able to participate, parents must send a doctor's note explaining the situation. This should be given to the homeroom teacher at the beginning of the day.

All students in grades two through five are expected to wear the proper Wardlaw+Hartridge gym uniform. These include gym shirts and shorts, white socks, sneakers, and the Wardlaw+Hartridge sweatshirt and pants when needed. **All items must be plainly marked with the student's name.**

Fifth Graders have the opportunity to participate in the Middle School athletic program. Their teams may have a few interscholastic competitions. These are scheduled after classes, and students may require private transportation home. Parents will be notified in advance.

#### Cubbies

All students will be assigned a cubby in the classroom. Books, clothing, etc. should be kept in this area. Students in grades one through five will also have lockers for gym. The PE staff will assign them.

#### Report Cards/Progress Reports

Formal progress reports for Lower School students are issued three times a year – December, March, and in mid-June. Parents receive the first two reports electronically prior to the scheduled parent conferences. End of year progress reports will be made available to parents electronically in June. Special subject reports are issued electronically twice a year. All progress reports include thorough comments about the child's skills, abilities, progress, and behavior.

## **Parent Conferences**

Parent Partnership Conferences are scheduled at the beginning of each school year. This meeting provides an opportunity for parents to discuss and share information about their child with the child's new grade level teacher before the year begins. It is beneficial for the teacher to know about students' interests, hobbies, allergies, family dynamics, etc.

Two parent conference days are scheduled each year — in December and March. Classes are not in session on these days; however, ENCORE runs a full day program only for children during individual Parent-Teacher conferences.

Each conference is about twenty to thirty minutes in length and is scheduled in advance. The classroom teachers schedule these important dates. During these conferences, teachers give updates on each child's academic work and social adjustment. Parents need to bring questions and concerns they may have.

## **Lunch**

Students in Kindergarten (starting in the middle of January) through fifth grade have paid for lunch on an annual basis. Students in PreK, JK, and Kindergarten (from Sept through the first half of January) have the option of purchasing the lunch program. These students will be served lunch in their classrooms. Students with documentation from a family physician may request an exemption from the lunch program.

Students are assigned tables; these change every four to six weeks. Good table manners are expected. Students remain seated during lunch and socialize with students at their own tables. Books, papers, and other materials are not allowed at the lunch table. **Students are not permitted to bring beverages in glass bottles or use the school's microwave and panini press.** Students may not leave the dining hall without permission.

## **Recess/Snacks**

The children in Pre-K through Grade Five have snack time. The teachers, according to the schedule of the day, determine the exact time. The children are daily provided with a drink (milk, juice) of their choice, along with a snack. This is delivered to the classrooms by the school's food service.

Students in Pre-K through Grade Five have daily recess. Depending upon the weather, the children generally play outside.

## **Class Trips**

Students in all grades take school sponsored class trips throughout the year. Good behavior is expected and all appropriate school rules apply. Parents will be notified well in advance of each trip. On some trips, parents may be asked to chaperone. When parents sign enrollment contracts, they are also giving permission for class trips. Parents are encouraged to accompany on all class trips students needing medication and or Epi-pens.

## **The Copy Machine**

All copy machines are for teachers' use only.

## **Homework**

Homework is used as reinforcement, enrichment or preparation for class; it is not busy work. Homework is usually assigned on a daily basis beginning in First Grade. The Rule of thumb is, generally on average, a child should have ten minutes multiplied by their grade of homework per night. The following times are the maximum, anticipated times for homework:

First Grade	15 to 20 minutes
Second Grade	20 to 30 minutes
Third Grade	30 to 45 minutes
Fourth Grade	45 to 60 minutes
Fifth Grade	1 to 1 1/2 hours

Students who miss tests or homework because of illness will be given a fair amount of time to make up the work. For extended absences, each case is dealt with individually. Parents can monitor what the/their child/children are doing for homework and projects and provide encouragement. They should not, however, do the assignments for them.

## **School Visitations**

All parents and guests coming to school during the academic day must first register with the receptionist.

# **Department and Social Expectations**

## **Behavior and Classroom Rules**

Good behavior is expected at all times. Good sportsmanship, kindness, and positive concern for others are expected, supported, and encouraged. (Please see Department and Social Expectations in the All-School section).

Each instructor sets his/her specific class rules with the well-being of the students in mind. These rules will be reviewed with parents at the beginning of the year.

## **Procedure for Handling Inappropriate Behavior**

Children in Pre-K through Grade Five need kind, fair, and immediate reminders from adults if appropriate behavior is to be learned. In most instances, a quiet word will correct the situation. If the behavior persists or is extreme in nature, the teacher will immediately contact the parents and inform the Lower School Head.

The school and parents become a working team using various approaches to help the child be successful. This might include utilizing the school's guidance counselor or the learning specialist, and/or outside specialists. Eventually, the school reserves the right to decide when a child's behavior may not be suited for Wardlaw+Hartridge, and the child will then be asked to leave.

The use of obscene, offensive, or disrespectful language at school or during school-sponsored activities may result in the student being sent home for the day. Endangering others will also result in the student being sent home.

## **In-School Celebrations**

Parents must make arrangements with the teacher before bringing refreshments to school. Several students have food allergies and parents must inquire about them before sending treats to school.

## **Celebrations and Birthday Parties off Campus**

To avoid hurt feelings and social problems, the school strongly urges that the entire class section be invited to parties whenever possible.

Invitations may not be handed out in school. For school-sponsored parties involving swimming or trips away from school, parents must sign permission slips.

## **Student Personal Electronic Devices**

Cell phones, iPods, and wearable "smart" technology like the iWatch and things of this nature may come to school with the student. However, once the student arrives in homeroom, all electronic devices except the school provided iPad must be locked in the student's locker, powered off, not to be used again until dismissed from school. Electronic devices that capture still images, sound, or video are not to be used on campus or during any school-sponsored activities without written permission from the appropriate faculty or staff member. Electronics used without permission will be confiscated. No personal electronic devices may be used during the school day without written permission from the Lower School Head. Earbuds and headphones are to be only used in the classroom and with teacher permission.

**Additional Guidelines**

All students should:

- Help to keep our school grounds beautiful. Do not litter!
- Be responsible and never chew gum in school or on the school bus.
- No eating or drinking beverages in the school halls.
- Be responsible for books, clothing and other belongings such as musical instruments.
- Remember that any book with a state of New Jersey stamp inside the cover is borrowed. Do not underline or make any marks in these books.
- Always ask for permission to use any phone.
- Mark clothing, backpacks and lunch boxes with a permanent marker or nametag to help avoid loss. This is particularly important for coats, sweaters, sneakers and gym clothes.
- Return library books on time. Remember that the library is for everyone and regulations must be respected.

# MIDDLE SCHOOL HANDBOOK

## Middle School Philosophy

The Wardlaw+Hartridge Middle School recognizes the unique developmental and educational needs of emerging adolescents. The Middle School creates a learning community dedicated to the pursuit of academic excellence, the dignity of each individual, and a respect for diversity. The school mission is incorporated in the following ways:

To provide an atmosphere characterized by academic challenge, the Middle School:

- will act as a bridge between the more self-contained experience in Lower School and the more independent learning expected from Upper School students
- will assure a coherent progression in terms of curriculum
- will challenge students to stretch themselves academically
- will emphasize the development of learning skills and the integration of various disciplines

To support individual excellence, the Middle School:

- will affirm each student's strengths;
- will recognize the increasing desire for autonomy yet the need for structure and limits at this age;
- will encourage hands-on exploration;
- will consider arts and athletics as integral elements of the program;
- will promote energetic student involvement and participation;
- will foster the advisor-advisee relationship and the partnership with parents in order to support each student's healthy growth.

To support diversity and a familial sense of community, the Middle School:

- will enable and encourage each student to discover his or her identity and self-worth;
- will foster sensitivity to the needs of others;
- will promote leadership opportunities;
- will encourage service projects;
- will cultivate responsible behavior and mutual respect.

## Academic Life

### Grade Scale

A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	Below 60
I	Incomplete

No grade lower than 50 is recorded in Middle School. Specialists use a different grading scale.

## Awards

Awards are given to Middle School students for academic and extracurricular achievements, as well as for service and leadership. They are given annually at the end of year Middle School Stepping Up Ceremony.

### *The Althea Marder Pond Award*

The Althea Marder Pond Award is given in recognition of excellence by a Middle School student in the fine and/or performing arts. The award is designed with the option of presenting an award for either performing or fine arts, or both.

### *The Chandler Award*

The Chandler Award is presented to the Grade 8 student who has earned the highest overall average for the academic year.

### *The Elwell Award*

The Elwell Award is presented to the outstanding Middle School male athlete. The recipient must demonstrate outstanding ability and good sportsmanship.

### *Grade 8 Class Speaker*

During the Middle School Speech Competition, Grade 8 students compete for the honor of speaking at the Stepping Up Ceremony.

### *The Kilpatrick Award*

The Kilpatrick Award is presented to the best all-around Grade 8 student. Criteria include exceptional accomplishments in academics, citizenship, and leadership.

### *The Lum Award*

The Lum Award is presented to the outstanding Middle School female athlete. The recipient must demonstrate outstanding ability and good sportsmanship.

### *The Service Award*

The Service Award is presented to eighth grade students who have demonstrated consistent and significant contributions to the Wardlaw+Hartridge Middle School Service Learning Program over the course of their Middle School career.

### *The Streib Award*

At the end of the year, the Grade 6 and Grade 7 students participate in a joint public speaking contest. The winner receives The Streib Award.

## General Information

Just as every class has requirements and expectations, the Middle School has traditions in which all students are required to participate. There are **two mandatory student-led conferences**, one in the fall and one in late winter. Our class trips are focal points for many of our interdisciplinary studies, and **all students are required to participate**. We also carry on the tradition of preparing and delivering **speeches**. **All students must present a speech**, which is part of their history and English grade.

## Homework

Middle School students should expect homework in every class every night. The amount of time spent in each discipline may vary. **Students spend approximately 2 to 2 ½ hours per night on homework**. Since every child has different work habits, this time varies. Class and Study Hall if used wisely, may reduce the amount of what must be done at home. No homework is given over vacations or on concert nights.

The students are responsible for securing assignments. An assignment book can help keep a record of assignments. Assignments, quizzes, and tests along with due dates are posted on the PCR website. In the case of absences, students should rely on their assignment books, PCR or classmates for their assignments.

Occasionally, long-term projects are assigned, and these will be accompanied by a schedule of deadlines to assist the student in time management. Projects, research papers, and long term writing assignments need to reflect the student's ability. Parents may offer suggestions or proof read, of course, but all written work must be in the student's words. A valid assessment of the student's progress can only be made when the student is the author.

## Tests and Quizzes

Test and event calendars for each grade are posted on a bulletin board in the Middle School hallway as well as on PCR. Students should check these calendars daily to keep up-to-date about tests and other important events. Middle School faculty will use these calendars to help ensure that students have no more than two major tests on one day. Long-term projects will be included to keep students informed of deadlines.

Cumulative tests are given at different points in the year to help prepare our students for longer exams in Upper School. Our focus in the Middle School is the process of preparing for this sort of assessment.

## Report Cards and Honor Roll

Report cards for Middle School students are issued three times a year. Comments are written for all students at the end of the first and second trimesters. In cases where more information is needed, parents are encouraged to contact faculty. Likewise, faculty will initiate conversations as the need arises.

Comments will be sent home during mid-trimester for students earning a C- or below in a course. New students and all sixth graders will receive a mid-trimester comment for first trimester.

Honor Roll is awarded to Middle School students for finishing a trimester with an A (90) average and no NI (needs improvement) marks on their report cards. Students achieving an overall average of A (95) are recognized “with distinction” on the Honor Roll.

## Advisors

Every Middle School student is assigned to an advisor. The advisor’s role is to oversee the student’s progress, provide support as necessary, and serve as a contact point for parents. Whenever concerns arise in a particular subject area, parents are encouraged to contact that teacher directly. The advisor and/or Middle School Head should be contacted when more global issues arise.

Students will meet with advisors during daily advisory periods. This time can be used for formal discussions, announcements, casual conversation, quiet study, organization, preparation for conferences or occasional recreation. Advisees and advisors eat lunch together regularly.

## Special Reports and Academic Probation

Students who experience difficulty meeting the academic demands of the program may be placed on Special Report. The student’s parents receive Special Reports to keep them apprised of the student’s progress with respect to preparation and performance. If a student’s performance does not improve, Academic Probation is the next measure, though a student’s poor performance may on occasion result in immediate Academic Probation.

Participation in Middle School athletics will be restricted if a student’s GPA is below 70% at the end of a trimester.

## Summer School

**Any student failing Math or English must attend the Wardlaw+Hartridge Summer School and pass a 60-hour review class in the failed subject area with at least a 70% (C-) average in order to be readmitted in the fall. The only exception would be Algebra I, which requires a 120-hour class.** A report of the student’s work must be submitted to the office by August 15 before the next school year. Students earning an overall average of C- or below in Math or English during the school year will be highly recommended to do school-approved remedial work over the summer. This may take the form of a tutor or summer course.

## Discipline

In keeping with our mission statement, each student is guided to develop self-respect, as well as respect for the rights of others. Our discipline policy is designed to create an orderly, safe environment.

Students shall:

- Appreciate the rights and personal belongings of others.
- Display courteous and respectful behavior.
- Use appropriate language at all times.
- Exhibit personal honor by not lying, cheating, fighting, bullying or stealing.
- Express feelings in a constructive manner.
- Accept responsibility for their actions.
- Recognize inappropriate behavior and identify constructive alternatives.

In order for any community to function smoothly and grow in a positive manner, certain rules and codes of behavior have to be followed. Middle School disciplinary problems generally fall into two different categories: unacceptable behavior and honor offenses.

### ***Unacceptable Behavior***

Unacceptable Behavior is defined as lack of consideration for others. Such things as comments that hurt others, horseplay, and lack of courtesy fall into this category. Unacceptable behavior such as being disruptive in class will be initially handled by the classroom teacher. If the behavior continues and all efforts by the teacher have failed to correct the behavior, the student will be referred to the Middle School Head. The Middle School Head will then speak with the student and decide upon appropriate behavior consequences.

The use of obscene, offensive, or disrespectful language at school or during school-sponsored activities may result in the student being sent home for the day. Endangering others will also result in the student being sent home.

### ***Honor Offenses***

**Honor Offenses** are violations of integrity. Lying, stealing, and cheating fall into this group. In the event of a violation, an appointment will be scheduled with the Middle School Head in order to determine what course of action will be taken.

### **Middle School Plagiarism Policy**

This policy is designed to enhance and enrich the academic and ethical education of our students. The information outlined below is intended to provide students and their parents with guidelines to enable sound academic decision making, develop integrity, and preserve honor. Advisors and teachers will discuss the policy in detail with students each year.

#### **What is plagiarism?**

Plagiarism occurs when a student uses another writer's work without giving credit for the source. The word plagiarism comes from the Latin word for "kidnapping," and it is, indeed, considered to be a theft. In fact, plagiarism of copyrighted material is against federal law and our School policy.

#### **Definition/Examples of Plagiarism**

- Taking credit for something that is not your work, whether from a book, article, website, or another student's assignment;
- Not citing sources when using direct language from someone else's work – includes website information;
- Paraphrasing (rewording) and summarizing with changes but retaining the meaning and ideas without citing a source;
- Putting your name on group work in which you did not participate.

#### **What to Do to Avoid Plagiarism**

- Always do your own work, never copy or submit other's work such as homework, lab reports, or tests;
- Ensure you understand the assignment so you are not tempted to talk about it or copy work from someone else;
- Always complete and hand in your work before discussing a test or homework assignment with anyone else. If you get ideas from others, you must cite them as a source;
- Use your own words as much as possible when writing. Take notes in phrases rather than full sentences;
- Always cite your sources and have a bibliography, even when paraphrasing information;
- Always be a fully participating group member. If you feel like someone is not fully participating in your group, speak to the teacher before the project is due;
- Do not wait until the last minute to complete your work;
- If you are unsure if you are plagiarizing, please consult with your teacher.

## First Offense

The student is expected to redo the assignment (or an alternative assignment) and the parent will be informed. The completed work will receive a full grade reduction in its ultimate grade.

## Second Offense

The student is expected to attend a Saturday detention in which they will redo the assignment (or an alternative assignment) with a 50% reduction in its ultimate grade. The student's parents will be contacted.

We earnestly seek parental support in helping students develop good habits of behavior and respectful attitudes toward others and toward the school. **Full cooperation of the parents is anticipated in any disciplinary action.** Please help us help your child prepare for the future as a good citizen.

Please refer to **Department and Social Expectations** in the All-School section for further information regarding Wardlaw+Hartridge student behavior expectations.

## Dress Code for All Middle School Students

### Pants or Shorts

- Uniform khaki, black or navy chinos.
- In Sept/May/June only, Lands' End uniform pleated khaki chino shorts.
- Cargo or cropped pants, or cargo shorts are not permitted.

### Skorts

- Land's End Long Chino Skort in khaki, navy or black.
- Skort to be no more than four inches above the knee in front and back.

### Polo Shirts

- Lands' End uniform long or short sleeve white, maize or evergreen with logo.
- Students may not wear visible layers under any polo shirt.
- **Shirts must be tucked in.**

### Shirts

- Lands' End uniform white oxford of any sleeve length.
- Visible layers may not be worn under the oxford shirt.
- All buttons must be buttoned except for the top one. **Shirts must be tucked in.**

### Ties

- A tie is required when wearing the white oxford dress shirt.
- Tie may be of student's choice.

### Sweaters

- Uniform v-neck (with W+H logo), crew neck, cardigan, or vest in white, maize, or evergreen
- Uniform fleece half-zip (with W+H logo) in evergreen
- The white oxford shirt (with tie) or uniform polo shirt must be worn under all sweaters/fleece.
- No hoodies permitted.

### Shoes/Socks/Tights/Belts

- Flat heeled or rubber soled black or brown shoes; neutral colored sneakers (black, brown, navy, white) may also be worn year-round. On special occasions students may be required to wear their dress shoes.
- Slippers, moccasins, boots, or flip-flops are not permitted.
- Socks: Solid white, cream, brown, black, navy or evergreen.
- Tights: Solid navy, white, cream or evergreen must cover the entire foot (no ankle length tights).
- Belts: If pants have belt loops, a solid black or brown belt must be worn.

### Jewelry/Grooming

- Small tasteful jewelry may be worn.
- For safety reasons, large necklaces and bracelets, large hoops and hanging earrings are not to be worn.
- Except for earrings and a flat small nose stud, no visible body piercings or tattoos can be worn on campus or at any W+H event. If in doubt about jewelry choices, consult the Division Head.
- Obvious makeup may not be worn.
- Hair must be properly groomed and of a natural color.
- Fingernails must be trimmed.

## Dress Down Guidelines

Dress Down Days in Middle School are voluntary events held during the school day. If participating, the Dress Down Dress Code must be followed.

### Dress Down Dress Code:

On Dress Down Days students may wear clothing other than the prescribed uniform. On these days, students have the option to dress casually, often in keeping with a particular color or theme. To keep the good fun of these events and also allow us to pursue the academic life of the school day, please adhere to the following dress code rules:

- No sleeveless tops or shirts, low necklines, spaghetti straps, shoulder baring, midriff-baring, or open back shirts may be worn; no offensive language or symbols are permitted on any clothing.
- No undergarments should be visible;
- No leggings or jeggings
- Flip-flops and high-heeled shoes are not allowed;
- No cut-offs, frays, or clothing with holes;
- Hats and sunglasses may not be worn inside the building.

Students who dress inappropriately on Dress Down Days may lose the privilege of participating in future Dress Down Days and will be escorted to the Ram Shop to obtain temporary uniform clothing.

GOOD RULE: IF YOU THINK YOU SHOULDN'T WEAR IT – DON'T!

## Daily Life

### Attendance

Middle School students must be in their homerooms by 8:00 a.m. Attendance will be taken at that time. **Students arriving later must check with the Middle School administrative assistant for a tardy slip.** Unexcused tardies result in the loss of break privileges. Illness, doctor's appointments and severe weather are considered excused tardies.

Participation in the extracurricular life of the school is contingent upon attendance in school during the academic day. **Students not in school by 10:00 a.m. on any given day may not participate in the activities of that day without permission from the Middle School Head.**

### Lunch

Students may bring a snack or may purchase one from Middle School Student Council during break and may bring a lunch from home although lunch is included in the school fees. Students with documentation from a family physician may request an exemption from the lunch program. Good table manners are expected. Students remain seated during lunch and socialize with students at their own tables. **Students are not permitted to bring beverages in glass bottles.** Books, papers, and other materials are not allowed at the lunch table. After eating, students are expected to bus their own tables before leaving the area.

### Lockers

Book lockers are assigned to all Middle School students and are located on C-Deck near their homerooms. Each student is given a combination lock. All lockers are to be kept clean, neat, and free of graffiti or objectionable photographs. Large book bags and backpacks are not to be carried around the campus during the day. All lockers are the property of the school and the school reserves the right to inspect any locker at any time. All students are to use the school provided lock and all belongings must fit in the locker.

Gym lockers are also assigned to all Middle School students. Gym uniforms and sneakers are to be kept in these lockers. At the end of each week (or sooner), uniforms should be taken home and washed.

**Although the school will do all in its power to protect valuables in a locker, it cannot be held liable for missing items. Lockers should be locked at all times, and students should not share locker combinations with other students.**

## **Communication**

The Middle School faculty understands the need to work in partnership with parents. Except in the case of an emergency, for safety reasons, parents and other visitors are not to be in the upstairs Middle School hall unless they have an appointment and a visitor's nametag. If you wish to see a teacher, please make an appointment so the teacher can bring any necessary materials and arrange a time to adequately discuss your concerns.

We have found e-mail to be an effective means of communication. The addresses are found in the directory. Home phone numbers for faculty are available to you in case of an emergency. Please respect individual teachers' parameters for acceptable hours to call. A general rule is not to call after 8 p.m. or on weekends.

## **Leaving School Early**

If a student is leaving early parents must notify the Middle School Office and the advisor in the morning and a **parent must sign them out in the school office at the time of departure**. If a student is sick, the nurse will call and request that a parent take the student home.

## **Physical Education and Athletics**

For Middle School students the Physical Education requirement is met through participation in a PE class or on interscholastic teams during the three sports seasons. Those students who join teams are expected to participate in both practices and games — home and away.

All students are expected to wear the proper Wardlaw+Hartridge uniform. This includes gray gym shirt, green gym shorts, white socks, sneakers or other appropriate shoes, and Wardlaw+Hartridge sweatshirt when needed. Only proper bathing suits may be worn in the pool. All equipment should be plainly marked with the student's name.

## **Locks and Locker Rooms**

Students will be issued a lock for their gym lockers. This lock is to remain on at all times, and students are required to keep their uniforms and equipment in their assigned lockers. The school is not responsible for items lost or stolen. However, items lost or stolen should be immediately reported to the Athletic Director. Items found in the locker room will be placed in the lost and found area located within the locker room.

## **After School and ENCORE Program**

For safety reasons, Middle School students are not permitted to wait in the AP room or anywhere outside past 3:30 p.m. Middle School students not in athletic practice, who have not been picked up by 3:30 p.m., must report to Encore.

Students who remain in sports practice until 4:25 p.m. must be picked up at the Middle School door by 4:30 p.m. Younger siblings of these students will report to Encore where they will stay at a minimal charge until 4:30 p.m. Younger siblings will be charged regular rates after 4:30 pm and whenever there are no middle school sports. Middle School Students may not be dismissed to Upper School Students.

Parents must sign students out with the supervisor in charge. The ENCORE director provides information and a fee schedule in the August mailing.

## **Student Personal Electronic Devices**

Cell phones, iPods, and wearable "smart" technology like the iWatch and things of this nature may come to school with the student. However, once the student arrives in homeroom, all electronic devices except the school provided iPad must be locked in the student's locker, not to be used again until dismissed from school. Electronic devices that capture still images, sound, or video are not to be used on campus or during any school-sponsored activities without written permission from the appropriate faculty or staff member. Electronics used without permission will be confiscated. No personal electronic devices may be used during the school day without written permission from the Middle School Head. Earbuds and headphones are to be only used in the classroom and with teacher permission.

## **Parties off Campus**

The school strongly urges that the entire class be invited to parties whenever possible. However, the school also understands that this is not always practical. Invitations may NOT be handed out in school.

**Dances/Social Activities**

All Middle School dances and social activities are under the supervision of the Student Council and the Middle School Head and are exclusively for Wardlaw+Hartridge Middle School Students. Every dance will have chaperones (faculty and/or administration). Middle School students may not attend Upper School dances. The following are dance guidelines:

- Students may enter only through the designated entrance;
- Students may not exit the building unless it is to go home;
- Behavior should be consistent with other school activities;
- Special dress requirements will be posted with the advertisement of the dance. Otherwise, dress is casual and informal.

Parents are asked to be prompt when picking up students at the conclusion of the dance. Students not picked up in a timely manner may not be allowed to attend the next dance. Only in special circumstances will students have the opportunity to use a phone for an early departure.

**Student Council**

The Student Council consists of an Executive Council and advisory representatives. The Executive Council consists of a President, Vice-President, Secretary, Treasurer and Sixth Grade Representative. This organization, with the help of the Student Council Advisor and the Middle School Head, plans and organizes activities for the Middle School.

# UPPER SCHOOL HANDBOOK

## Upper School Philosophy

As a college preparatory community, the Wardlaw+Hartridge Upper School provides the final stage in preparing students to succeed in demanding college programs. At the same time, the Upper School goes beyond a narrow concept of “college preparation” and educates students in the broadest sense of that term. Its aim is that students possess those qualities — intellectual, aesthetic, social, and moral — that are necessary for an individual to achieve his or her potential. Wardlaw+Hartridge students graduate well prepared for success in college and leadership in life, and with an appreciation of the school that helped them on their way.

To challenge students intellectually, the Upper School provides a wide selection of college preparatory courses, including honors and Advanced Placement courses. All classes are taught by knowledgeable and caring faculty and are designed to elicit the best work that students, with their varying abilities, can achieve. Encouraging students to wrestle with complexity, extend their understanding of nuance, and refine their sense of self is at the core of the Upper School’s commitment to intellectual excellence.

The Upper School strongly supports advancements in the arts. The majority of its students are active participants in the fine and performing arts, whether as members of the band, concert choir, a drama production, an art class, or other areas of the arts program. Involvement in the arts provides the basis for life-long avenues of self-expression.

The number and variety of extra-curricular activities provide valuable means for Upper School students to develop interests, to exercise leadership, and to share in achieving common goals with their peers. Interscholastic athletics, though not required, attract most Upper School students, who experience the value of committing themselves to a team and developing sportsmanship, competitiveness, and teamwork. For those students who do not participate in interscholastic athletics, physical education classes contribute to their physical fitness and well-being.

In all that it does, the Upper School seeks to foster the moral growth of its students by maintaining an environment in which the qualities of kindness, civility, integrity, and respect are not only encouraged but incorporated into practice each day.

## People

### Advisors

Various members of the Upper School faculty act as advisors to approximately twelve students. Students stay with that advisor group until they graduate from Wardlaw+Hartridge. Advisors and students meet both informally and formally throughout the school year. A faculty advisor helps students choose courses each year, acts as a liaison to parents and an advocate for the student, and helps the student meet the demands of high school. Parents should contact the advisor, as well as the individual teachers, with any questions or concerns. Parents will meet with their son’s or daughter’s advisor in September and December and can arrange for additional conferences as needed.

### College Counseling

Our counselors are available to meet with any Upper School student and his or her parents to discuss college plans and answer questions about the college application process. During initial meetings with juniors, there will be a discussion about specific plans and goals and a preliminary list of colleges will be compiled for the student to explore. Throughout the school year, the counselors will be providing a large variety of workshops and seminars to educate and guide families through this exciting time.

As students become juniors, college counseling classes are required. Seniors are permitted five absences from school for college visitations. A *College Visit Permissions Slip*, signed by a parent and teachers, must be given to a counselor at least 48 hours in advance of the planned absence. Seniors should get assignments prior to leaving and are responsible for making up any missed work.

See the online Curriculum Guide’s *College Advising* section for more complete information concerning College Counseling.

### **Class Deans**

Class Deans work with the advisors of a particular grade level to oversee the academic and social well-being of the students in that grade level, work with the class officers to plan class activities and events, and act as an additional resource for students and parents.

### **Director of Global Learning**

The director of Global Learning oversees all aspects of the Global Scholars Program.

### **Director of Global Education**

The Director of Global Education will oversee logistics and risk management for our international (and soon, domestic) education travel programs.

### **Dean of Students**

The Dean of Students oversees all aspects of student life and acts as a liaison between the students and the administration. Though the Dean of Students is responsible for overseeing student discipline, he/she also acts as an advocate for the student.

### **Director of Student Life**

The Director of Student Life is responsible for promoting extracurricular and co-curricular events such as new student orientation, student leadership initiatives, and volunteer opportunities. The Director of Student Life is also responsible for coordinating the program of co-curricular clubs and activities.

### **Learning Specialist**

The role of the Learning Specialist is to be a resource professional for students, faculty, administrators, and parents to support academic success at Wardlaw+Hartridge.

### **Registrar**

The registrar is responsible for overseeing student schedules, faculty schedules, classroom assignments, and data records management including generating transcripts, preparing report cards and other grade reports.

### **School Counselor**

The role of the School Counselor is to provide short term individual and group counseling, to serve as a resource for parents, teachers and administrators, to support student success and wellness, and to make referrals to mental health professionals.

### **School Nurse**

The school nurse supports student success by providing health care assessment, intervention, and follow-up for all children within the school setting.

## **Daily Life**

### **Assemblies**

Students should report promptly to the designated area. Students are expected to show proper respect for all guests, which includes no talking, reading, studying, or writing. Ideas for assemblies, e.g., guest speakers or groups, are encouraged and should be directed to the Student Council President or the Director of Student Life.

### **Attendance**

As is stated in the first section of this handbook, “to fully benefit from the school’s program, each student is expected to be at school on time and keep all of his or her commitments at school every day as long as health and family circumstances allow.” **Students are to be in homeroom by 7:55 a.m. in dress code. Students arriving late for school must have a Late Pass from the US Office.** Use of personal electronic devices and accessories are not allowed during Morning Meeting. Outer jackets must be removed before school begins.

Should a student arrive late four or more times during a trimester, the student will need to serve at least one after-school detention. Student detentions will be served from 3:15 – 4:15 p.m. No exceptions will be made for students with after-school commitments. Any classes missed due to an unexcused absence or lateness will be considered a cut. **Students not in school by 10:00 a.m. on any given day may not participate in the activities of that day without permission from the Upper School Head.**

If a student should accumulate 4 detentions for being tardy they will serve a Saturday detention.

Should a student rise to 15 tardies, the student will be placed on *Social Probation* and a meeting with student and parents will be scheduled with the Dean of Students and the Head of Upper School.

#### ***Extended or Frequent Absences***

If four consecutive classes in a trimester or ten classes in a yearlong class are missed, the teacher may, at his/her discretion, require class time to be made up or may require additional academic work to be completed in a time frame outlined by the teacher. In the event a student has missed 20% of class time in any trimester, the Core Team (Division Head, School Nurse, Learning Specialist, and School Counselor) will discuss further intervention, which may include summer work and/or private tutoring at the family's expense as a condition for receiving credit for having completed the course or school year.

If a student is absent **three** consecutive days due to illness, a medical release or doctor's note must be provided upon the student's return. If a student will be absent more than two consecutive weeks due to illness, injury, or other medical need, parents should contact the Learning Specialist about home instruction in cooperation with Middlesex County Educational Services.

A student who is absent on the day of a test or the day a paper or other major assignment is due must come prepared to make up the test or assignment on his or her first day back in school. A student is given two days to make up the test or assignment if absent from school for religious reasons. If a student is absent on the day before a previously scheduled test, he or she should expect to take the test with the rest of the class on the scheduled day. Whether or not an exception is made is at the teacher's discretion. Extended absences will be handled on an individual basis.

#### ***Mandatory Attendance at Special Events***

Throughout the year, there are events at the Upper School for which attendance is mandatory for juniors and seniors. These include the Senior Farewell Dinner (seniors only), Honors Assembly, Commencement Rehearsal, and Commencement. Failure to attend these events, unless previously excused by the Dean of Students for extraordinary circumstances, will lead to disciplinary action. This may include loss of senior privileges for a trimester and/or detention.

#### ***Leaving School during the Day***

If a student must leave campus early for an appointment, he or she (or the parent) must present a written note or phone message from a parent to the Upper School Office **at the beginning of the school day**. The note should state the following: student's name, reason for leaving, time leaving, time returning (if applicable), date, parent/guardian signature. Upon leaving school, the student (11<sup>th</sup> – 12<sup>th</sup> grade) or the student's parent (9<sup>th</sup> – 10<sup>th</sup> grade) must sign out in the Upper School Office and also sign back in upon return. Under no circumstance may a student leave campus without permission. Only after contacting a parent may an administrator or the nurse give a student permission to leave campus. This includes student drivers.

#### **Attire and Appearance**

Students are required to be in dress code when on campus during the school day (8:00 a.m. – 3:10 p.m.). When students are in the building at other times, though they are not required to abide by the dress code, they are expected to dress neatly and tastefully.

In general, students should wear clothing that is neat, clean, and properly fitted; they should not wear clothing that is ripped, torn, patched, revealing, see-through, or frayed. Hair should be properly groomed and of natural color. Boys must be clean-shaven with sideburns extending no lower than the bottom of the ear lobe. Boys may be exempt from shaving for religious beliefs. In these cases, a letter is required from the student's religious leader specifically requesting such an exemption.

## Dress Code for Upper School

**Pants:** Khaki, black or navy pants (may be cords); May also wear the Lands' End style cropped pants in khaki, black or navy. Note: Pants with rivets, "skinny jeans", leggings, cargo, carpenter or other casual pants, including black jeans or any five-pocket style pants, are NOT PERMITTED. In Sept/May/June only: Lands' End style chino khaki, black or navy shorts. Note: Shorts must be no more than 4 inches above the knee. Cargo shorts are NOT permitted.

**Skirts and Skorts:** SKIRTS ARE NOT PERMITTED. Any Lands' End uniform solid long skort in khaki (#32008-6BP3/9A68), black or navy is permitted. The skort may be no more than four inches above the knee in front and back.

**Suits and Blazers:** Students may wear suits or blazers provided the dress code dress shirt (see below) is worn beneath the jacket.

**Polo shirts:** Lands' End uniform long or short sleeve in student's choice of color. The polo shirt must have school logo.

**Dress Shirts:** Long or short sleeve dress shirt; All buttons, except for the top one, must be buttoned.

**Tie:** A tie of the student's choice is recommended if wearing a dress shirt.

**Sweaters/Vests:** Uniform V-neck, crewneck, cardigan or vest in solid color. A dress code shirt or uniform polo shirt must be worn under all sweaters. Land's End Micro-Fleece half zip pullover with the school logo or Under Armour is also available. **Sweatshirts, whether pull-over or hoodie style, outer jackets and hats may not be worn in school during school hours.**

**Shoes:** Flat heeled black or brown shoes or loafers. Slippers, flip-flops, or backless shoes are not permitted. If boots are worn to school, a change of shoes must be made before 8:00 am. In Sept/May/June: sneakers may be worn with uniform shorts. **Sneakers may not be worn at any other time.**

**Socks:** Stockings, solid color socks or solid color tights (no ankle length tights) in any color. When wearing sneakers, socks must be worn.

**Belts:** If pants or skirts have belt loops, a solid black or brown belt must be worn.

**Jewelry:** Except for earrings and a flat small nose stud, no visible body piercings or tattoos can be worn on campus or at any W-H event. It is impossible to list all unacceptable jewelry. Currently, as an example, septum piercings are absolutely not acceptable. If in doubt about jewelry choices, consult the Dean of Students.

### Special Occasions

- **Physical Education**  
Students who are enrolled in Physical Education classes are required to wear the official Wardlaw+Hartridge Physical Education gray t-shirt. Shorts (black, blue, or green) of suitable length, sweat pants (gray only), and hooded sweatshirt (green only) are to be provided from home. Students who participate in aquatics must wear the following: Appropriate Swimwear. A swim cap is also required for students with hair longer than shoulder length.
- **Dress-Up Occasions**  
On certain special occasions (including, but not limited to, Senior Dinner, Rams Recognition Night, Senior Capstone/ Internship/Thesis Presentation and Commencement), students are required to be dressed more formally.
- **Dress Down Guidelines**  
On certain days, with prior, express approval of the Upper School Head or Dean of Students, some or all Upper School students may dress down. These are voluntary events, and students who choose to participate must follow certain guidelines. Clothing must allow us to pursue the academic life of the school day and must be appropriate considering the rest of the people in school and on campus. Students may not wear clothing that is ripped or torn, excessively short or tight or otherwise revealing. Clothing may not display any inappropriate language or symbols. Pajamas and/or slippers are not permitted. Hats may not be worn inside the building. If clothing is deemed inappropriate by the Upper School Head or Dean of Students, the student will not be allowed to attend class until suitable clothing is obtained.

- **Student Organizations**

Student organizations (e.g. Club Interact, the Concert Choir, the cast and crew of the play, etc.) may, on special occasions, request the privilege of wearing clothing that would otherwise violate the dress code. These requests must be made to the Director of Student Life, in writing by the student leader, at least one week in advance. The request must include the rationale behind the request and a specific description of what the members of the organization will be wearing.

- **Athletic Teams**

Athletic teams may request the privilege of wearing team jerseys or shirts on home game days, or other special sport days that would otherwise violate the dress code. These requests must be made to the Dean of Students, in writing by the team captain, at least one day in advance. The request must include a specific description of what the members of the team will be wearing. Students are still required to wear dress code pants or skorts and shoes. Teams requesting these days after May first may wear shorts and footwear that are approved in the “spring wear” section. For teams whose uniform includes a jersey or top that is sleeveless or has a low neck line, all team members must also wear a solid white undershirt or t-shirt. Athletic jackets may not be worn during the school day.

### **Dress Code Violations**

Proper dress will be checked during homeroom and at morning meeting by the advisor and the class deans. The Dean of Students is the final arbiter of the dress code. If the student is determined to be in violation of the dress code, the student will be asked to correct the violation.

If the student does not or cannot correct the violation, the following things will happen:

- Student will be issued a detention by the Dean of Students.

Students who repeatedly violate the dress code will be subject to more serious disciplinary action. Four or more infractions within a trimester will lead to a Saturday detention.

Any student believed to be in violation of the dress code will be sent to the Dean of Students or the Upper School Head. **The school reserves the right to identify any item of dress as unacceptable, with the Dean of Students being the final arbiter of the dress code.** Athletic team members, managers, and trainers will travel to away contests in appropriate athletic uniforms or in proper school dress.

### **Confidentiality**

Students and parents have a right to expect that any information given in confidence to a faculty member or and administrator will be held in confidence and used only for the student’s welfare. School personnel will handle a student’s confidence in a responsible manner. Confidential communication will not be divulged without the consent of the student or parent unless there appears to be some clear and immediate danger to the Wardlaw+Hartridge community.

### **Daily Schedule**

The Upper School academic day begins at 7:55 am and ends at 3:10 pm. Classes follow a ten day rotation schedule, with classes rotating so that they meet at different times on different days of the week. The majority of classes meet seven times in ten days. Buses leave from school at 3:30 pm. Students being picked up by car must wait in the back parking lot.

### **Dances**

The Student Council sponsors dances. Every dance must have a minimum of four chaperones approved by the Dean of Students.

The following guidelines apply to all dances:

- Students and guests will be admitted up to 30 minutes after the dance’s official start time
- Everyone must enter through the door at which tickets are sold
- No one who leaves the building may reenter
- Students or guests who behave inappropriately will be asked to leave

- All school rules regarding alcohol and other illegal drugs apply. Students arriving under the influence will be detained until parents can pick up their child. Students will be subject to disciplinary action.

### **Driving to School and Parking on Campus**

Students who wish to drive to school must register their vehicles with the Dean of Students. The school does not guarantee space for all cars. Because the entire school is on one campus, extra caution must be used to watch out for the children in the Lower and Middle Schools. Below are all the rules that drivers are expected to know prior to driving to school:

- Students must not be in cars at any time while they are parked on campus
- Students must have permission from the Dean of Students, or the Upper School Office, as well as a parent, before leaving the campus in his or her car during the school day
- Students are not to use cars in lieu of lockers and are not allowed in the parking lot during the school day without explicit permission from a faculty member
- Cars must be parked in assigned spots; students whose spots are taken may park in a visitor's spot but must notify the Dean of Students immediately
- Speed limit on school grounds may not exceed 10 miles per hour. Speeding or other careless or reckless driving may result in loss or suspension of driving privileges and may lead to other disciplinary action
- Cars must be locked while on campus
- Cars parked on campus are subject to search at any time
- **Students may not drive other students during the school day without explicit written permission from the driver's parents and the parents of the passenger(s).**

### **Locks and Lockers**

Each Upper School student will be assigned two lockers - one in the hall for coats, books, snacks, etc.; the other, in the athletic area, for gym equipment and athletic uniforms. Students are responsible for keeping their lockers clean and for reporting any damage done to the locker over the course of the year. Depending on the circumstances, damage to lockers may be considered an act of defacing school property and a major disciplinary infraction.

Anything of value: personal electronic devices, cell phones, wallets, laptops, etc. should be locked in a locker when not in use. Although the school will do all in its power to keep the locker areas secure, it assumes no responsibility for items damaged or found missing from the lockers. Students are required to keep their lockers locked at all times and to refrain from giving anyone else the combination. **Lockers are the property of the school and as such are subject to inspection at any time with or without notification.** Students are not allowed to write on or affix stickers or other objects to the lockers.

### **Lunch/Snacks**

Students may bring a snack or may purchase one in the AP Room during break and may bring a lunch from home although lunch is included in the school fees. Students with documentation from a family physician may request an exemption from the lunch program. Students are not allowed to eat or drink outside of the AP Room (except for the courtyard and student lounges) without explicit permission from a faculty member. There should be no eating or drinking in the library, hallways, stairways, near lockers, etc. **Students are not allowed to chew gum in school.**

Seniors have the privilege of "ordering out". Other students are allowed to order food from outside the school only with explicit permission from the Class Dean or Dean of Students. After eating, students are expected to clean up after themselves before leaving the area.

With parental consent, seniors **ONLY** are allowed to leave campus for lunch on designated days provided they maintain good academic and social standing. This privilege does not take effect until the school has received written authorization from a parent or guardian.

### **Off-Limits Areas**

- Faculty Lounge (except with written permission);
- Any administrative, staff, or faculty office or classroom **without supervision by a faculty or staff member;**
- Parking lot, unless a student is leaving or returning under authorized conditions;
- Any unauthorized closet, storage room, or other locked room on campus;

- The elevator (except with written permission);
- **The Junior Lounge and the Senior Lounge are off-limits to 9<sup>th</sup> and 10 grade students.** Juniors and Seniors are only permitted in their designated lounge.
- **No student should be seated at a teacher's desk without permission. A teacher's desk and its surface are considered his/her personal belongings and are not to be touched.**

### **Personal Belongings and Valuables**

Personal belongings are to be kept in lockers when not in use. Any items left lying around the building will be turned in to the Upper School Office. Students who repeatedly violate this rule may face additional disciplinary action. Students are discouraged from bringing to school any items of value not required for school.

### **Senior Privileges**

Every year, the Upper School Head grants the senior class certain privileges. The extent to which those privileges are granted depends upon the extent to which the senior class has illustrated through responsible behavior and leadership that it is ready to handle those privileges. Specifically, these privileges include the opportunity to leave campus during lunch, and the exclusive use of the Senior Lounge during free time. Additionally, if a senior does not have an academic class prior to or directly after lunch, the student may sign out during that time. Seniors will also have permission to sign out upon completion of their last academic class of the day.

Although leaving campus is part of the senior privileges, EACH student must sign out individually in the Upper School Office, with the name, time out and an accurate location clearly written. When the student returns, he/she must sign back in by indicating the time returning to school. Each student is responsible for signing in/out in person. In order to leave campus, the student must have permission on file from a parent to drive or have permission to be driven by another student. Failure to follow this procedure will result in a loss of privileges.

### **Telephones, Cell Phones, and Portable Electronic Devices**

Students may use office or classroom phones only for emergencies and only with the permission of and assistance from a staff member.

Cell phones can be distracting when brought to school. We do recognize, however, that they can be invaluable in emergencies. Ordinarily, parents should not be calling or texting their students on their cell phones during school hours and athletic practices. Parents who need to convey messages to their students are encouraged in all but emergency situations to call the Upper School office rather than their student's cell phones.

- Students may bring cell phones and portable electronic devices to school which may only be used during morning break, lunch, and "PT" but never in class, while changing classes, study hall, morning meeting, or any other formal school activity without faculty permission.
- Electronic devices that capture still images, sound, or video are not to be used on campus or during any school-sponsored activities without written permission from the appropriate faculty or staff member.
- Cell phones must be placed on the teacher's desk during all tests and quizzes.

Any student who chronically violates the stated guidelines will forfeit the right to bring a cell phone to school. Teachers or administrators will confiscate cell phones and give them to the Dean of Students if they are misused during school hours.

## **Academic Policies and Procedures**

### **Academic Report**

In certain situations, such as *Academic Probation* or *Warning*, the school may deem it appropriate to monitor a student's academic progress more closely than usual. In such situations, all of a student's teachers will report on that student's progress on a regular basis, approximately every 3-4 weeks. Teachers will post these reports to PCR. Parents who are unable to receive reports electronically will be sent reports via regular mail.

### **Academic Warning and Probation**

Students who experience difficulty meeting the academic demands of the program may be placed on *Academic Warning*. Students on *Academic Warning* are placed on Academic Report (for more information, see **Academic Report**

above) to keep parents, advisors, coaches, and the student apprised of his or her progress with respect to preparation and performance.

A student whose average falls below C- (70%) in two or more classes, or one who is in danger of failing a class, may be placed on *Academic Probation*. At this time, a conference will be scheduled which will include the student's faculty advisor, teachers, parent(s) and/or guardian(s), and the Upper School Head. The purpose of the conference is to review the student's academic performance and to make recommendations for improvement.

The school may suggest the restructuring of free periods in order to schedule extra-help sessions with teachers and/or to seek assistance from private tutoring. The school may also withhold or revoke privileges and restrict participation in athletics or other extracurricular activities based on a GPA below 70% at the end of a trimester.

The student's progress will be monitored throughout the period of probation. The student may be removed from probationary status at the end of the trimester pending satisfactory progress in relevant courses. If the student does not improve, he or she may not be allowed to return for the following year.

### **Assignments and Academic Deadlines**

Meeting one's responsibilities is a very important facet of life at Wardlaw+Hartridge. Students should plan in advance for deadlines — both short-term and long-term. Due dates are thought out well in advance by the faculty and the school. How these deadlines are met can impact a student's status in classes, on athletic teams and in student organizations.

Students are expected to keep up with their homework, which should amount to three to five hours a week per subject. Homework is intended as a means to reinforce what was learned and discussed during class on a particular day, to prepare for further work, or to enrich the student's understanding of the topic. Assignments are distributed in class and posted via PCR, our student information system. To access assignments, go to the PCR website and login as a W-H student or parent. Students should plan in advance and carefully prepare papers and other lengthy assignments rather than wait until the last minute.

Students who leave early from school are still responsible for homework and/or handouts from the classes missed. It is the responsibility of the student to complete the work as assigned.

While the school recognizes the time, commitment required to participate in extracurricular sports and clubs, students must continue to meet assignment deadlines as assigned by individual teachers during performances, tournaments or other "crunch" times. Students who are unable to do so may not be allowed to continue participating in extracurricular activities.

### **Awards**

Awards are given to students for academic and extracurricular achievements, as well as for service and leadership. Such awards are given at various times of the year, including Morning Meeting, Honors Assembly, and Senior Dinner. In addition to various Departmental Awards, Wardlaw+Hartridge also may present the following awards on an annual basis:

#### ***Cum Laude***

The secondary school equivalent of Phi Beta Kappa, The Cum Laude Society encourages and recognizes exceptional scholarship. Students are selected in either the Junior or Senior year, with no more than the top ten percent eligible in the Junior year and a maximum of the top twenty percent of the Senior class. To be considered for Cum Laude a student must have completed Sophomore and/or Junior year at W-H. The Society's motto, *Areté, Diké, and Timé*, reflects the qualities of Excellence, Justice, and Honor.

#### ***The RPI Medal***

Awarded to a junior for outstanding academic achievement in the study of mathematics and science.

#### ***The Parent's Association Award***

For a senior who has made significant contributions to the extracurricular life of the school.

### ***The Alumni Association Award***

For that senior who has maintained high academic achievement in combination with outstanding participation in school life.

### ***The Stevenson Award***

For the senior with the highest academic achievement.

### ***The “W-H” Pin***

For that senior who, while maintaining his/her academic level, has exhibited loyalty, generosity, dedication, and helpfulness to promote the spirit and philosophy of the school.

### ***The Upper School Head’s Award and The Headmaster’s Cup***

For those two seniors who deserve special recognition by the Administration.

## **Course Changes**

Students may request to add or drop a course. To do so, they must complete and submit the appropriate form and must obtain the necessary signatures indicated on the form. These forms are available in the Registrar’s office. For seniors, the Director of College Counseling must also approve any changes.

Courses may only be dropped after the add/drop period with the permission of the Department Chairperson and, in the case of a senior, the approval of the Director of College Counseling. It will, however, remain on the student’s transcript with “withdrew on (date)” and an indication as to whether or not the student was passing the course at the time of withdrawal. No credit will be given for a course that is dropped prior to completion.

If a senior is granted permission to withdraw from a course after having applied to or been admitted to one or more colleges, the senior will write those colleges and explain the circumstances surrounding the course change. The Director of College Counseling must be cc’d on the letters.

Students switching levels in a particular subject will not have the previous course shown on the transcript. This change may occur with no penalty with the approval of the Department Chairperson.

## **Curriculum and Graduation Requirements**

The curriculum of the Upper School provides a solid foundation for successful study in college. Advanced courses are available in all disciplines, and many prepare students to seek college credit through Advanced Placement Examinations. To graduate, a student must accumulate at least 64 credits with a minimum of 16 credits in each academic year. The Curriculum Guide, which can be found on the school’s website, provides thorough details about the course offerings and graduation requirements.

## **Extended Time Testing**

Parents must submit current (within the last 3 years) documentation of evaluations and recommendations to demonstrate student eligibility for Extended Time on tests in school. Unless otherwise requested and supported by a certified professional, such extended time will consist of up to half of the allotted original testing time. This additional time will be given so as not to disrupt any other academic obligations.

Students who receive extended time in school for tests and exams may be granted similar time on their standardized tests. Students requiring additional time on SAT, the PSAT, ACT, or AP Exams must arrange for such accommodation with the testing agency. Applications are available from the Learning Specialist.

## **Extra Help**

The Wardlaw+Hartridge faculty make themselves regularly available to help students outside of class. On the first day of class or soon thereafter, each teacher will tell students when he or she is available for extra help. We believe it is important for high school students to take the initiative in seeking extra help, as opposed to waiting for the teacher to suggest it. Nonetheless, there may be occasions when teachers will insist that students come for extra help. In such situations, failure to attend the extra help session may result in disciplinary action.

## Grades, Grading Scale, and Grade Point Average

Students are assigned numerical grades for their work in each course at the end of each trimester. In addition, in most yearlong courses, students take final exams. Letter grades will be reported on official transcripts. Grades are assigned based on the following scale:

- A = 90 to 100
- B = 80 to 89
- C = 70 to 79
- D = 60 to 69
- F = below 60
- P = passing work

A numerical Grade Point Average (GPA) is calculated for each student at the completion of each academic trimester. The GPA is an average of the grades in the courses taken during each academic year at Wardlaw+Hartridge. The lowest grade a student can earn in a trimester is 55%. Honors courses multiply the numerical grade by 1.025, AP courses by 1.05. No additional credit is given to students who enroll in more than five major subjects.

Courses taken at another secondary school or college during the academic year and summer courses from Wardlaw+Hartridge or another institution are not included in the GPA calculation.

### Honor Roll and Honor Roll with Distinction

To qualify for Honor Roll, a student must achieve a GPA of 87 or higher, without rounding, with no individual grade below a 73. To qualify for Honor Roll with Distinction, a student must achieve a GPA of 93 or higher, without rounding, with no individual grade below an 83. Both are determined at the end of each trimester and are based on the grades for that trimester.

### Honors and Advanced Placement Courses

Honors (H) and/or Advanced Placement (AP) classes are offered in all disciplines. In order to qualify, students must meet individual departmental criteria. For specific criteria, please refer to the Curriculum Guide.

Due to the rigorous nature of Advanced Placement courses, **a student taking one or more Advanced Placement courses may not enroll in more than five major courses without permission.** Students wishing to enroll in additional courses must do so with the approval of the Department Chairpersons, the Director of College Counseling, and the Upper School Head. Wardlaw+Hartridge reserves the right to limit the number of AP courses a student may take in a given year based on past performance.

All students who enroll in AP courses are required to sit for the exam in May. There is a fee for each AP exam; this fee will be billed to the student's family. Students must attend all classes in the course until the AP exam is given in that discipline.

### Independent Study

Independent study is available to students who want to pursue an area of special interest not provided by a particular department or unavailable due to a scheduling conflict. A request for independent study should reflect a student's genuine interest in the subject. A student requesting an independent study must complete a form prior to the beginning of the school year, which will require signatures from the student's faculty advisor, the teacher of the proposed independent study, the Department Chairperson and the Upper School Head. The above faculty will take into consideration the student's anticipated course load and his or her strengths as a student, as well as the workload of the teacher. Independent work is not recommended for a student already planning to take five or more academic courses. Students may not take a lab course as an independent study. Grades for independent study are given regular weight in the computation of the student's grade point average.

### Reporting Standardized Test Scores

Many colleges and universities will only accept scores sent officially by the College Board or ACT per student request; it is the student's responsibility to make that request by contacting the College Board directly. See the SAT registration booklet or AP student pack for details.

SAT, ACT, and AP scores will not be listed on a student's transcript unless otherwise requested by the student. Students must request any standardized test scores be sent to Wardlaw+Hartridge (CEEB Code: 311230) as well as directly to colleges and universities.

Students are responsible for having TOEFL scores sent both to the colleges and to Wardlaw+Hartridge. See the TOEFL registration/information booklet for details.

### **Study Hall and PT**

Depending on their grade level as well as their academic status, students may be assigned to Study Hall during their free periods, or they may be given Privilege Time ("PT"), the privilege of being able to study elsewhere in the building, such as the library, AP room, or a lounge. Students first become eligible for PT in the sophomore year by making the Honor Roll for the trimester (GPA of 87 and no grade below a 73). Juniors are granted PT provided the student has a GPA of 80 and is in good social standing. Seniors are granted PT provided they maintain good academic and social standing.

### **Summer School**

When a student fails to perform satisfactorily in a course, he or she may be required to do summer work in order to master material before entering the next course in the sequence. If the course is not offered in our summer school or the student cannot attend summer school, he or she may meet the requirement through private tutoring at the family's expense. The student may be required to illustrate mastery by taking an exam at the end of the summer.

Under certain circumstances, a student may be allowed to use summer work as a means to advance in a subject. Students may only do so with the approval of the Department Chairperson and the Upper School Head. Specific minimum grades are required. A student interested in doing this must speak with the Department Chairperson and submit a letter of intent to the Summer School Principal.

A grade earned from a summer school course at W-H or another accredited institution may meet W-H prerequisites and may be included on the transcript. These courses are not included in computing the GPA. A grade earned in a summer course does not replace any grade from the same course taken previously. All grades from classes during the academic year remain on the student's permanent record. It is the responsibility of the student to have his/her summer transcript sent to the Registrar in order to have it included with college applications. For further information, refer to the Wardlaw+Hartridge Curriculum Guide.

### **Tests and Exams**

It is the policy in Upper School for no student to have more than two full period tests on any given day. There is no limit to the number of quizzes that may be taken on any day. Since papers and term projects require advance preparation and organization on the part of the student, they are not treated as tests.

Detailed procedures for exams will be issued prior to exam time. Teachers of Advanced Placement courses may consider the AP exam to be the final exam in that course. Students in these courses must still complete all work assigned by the teacher following the AP exam through the end of school.

## **Student Conduct**

The faculty and administration of the Wardlaw+Hartridge Upper School recognize that Upper School students are approaching adulthood and are ready to take on increasing amounts of responsibility. As a result, we tend to give Upper School students more choices, such as increased say in course selection, more latitude with respect to dress, the freedom to make decisions about how to use one's free time, and finally, in the senior year, the privilege of leaving campus. However, along with these freedoms come higher expectations. Specifically, at all times, we expect students to:

- Be responsible –
  - arrive on time and prepared for school and all commitments during school (e.g. classes, study halls, assemblies, etc.).
  - complete all course work, (especially make-up exams) in a timely manner, seek extra help as needed and complete all graduation requirements (i.e.; Senior Speech and Senior Internship) as scheduled.
- Be respectful – through language, behavior, and attire.
- Cooperate with the Administration, faculty, and staff.

- Abide by all school rules and procedures and any other rules or instructions that have been issued by a faculty or staff member.
- Be honest and forthright – both in speech and in academic work.
- Show support and concern for others.

Most of the rules and policies outlined in this handbook are written with these expectations in mind. Some are necessary simply to maintain an atmosphere that is safe, orderly, and conducive to learning. Students and parents are asked to read this handbook and thoroughly familiarize themselves with the contents. Additionally, students review certain sections of the handbook each year with their advisors **but are responsible for all of the rules contained herein. A lack of awareness or understanding of a particular rule or policy does not relieve a student from the responsibility of adhering to the rule.** Outlined in this section are our procedures for handling infractions of school rules. For additional expectations regarding student behavior, please refer to All School Handbook section.

### **Upper School Disciplinary Policy**

Our disciplinary system is intended to hold students accountable for a high standard of conduct in all ways and to provide students with the opportunity to learn from their mistakes and earn renewed good standing in the school, except in the most egregious cases where expulsion is merited. We also believe that our internal punishment should be commensurate to the violation, and that when good standing is renewed the incident should be complete. Our Faculty-Student Judiciary Board recommends warnings, probations, and suspensions for violations that would be treated more leniently in most schools. We do not ask the Judiciary Board to consider how their recommended punishment might be augmented in the future. For these reasons, it is our policy not to report disciplinary actions to colleges or other organizations. However, if a student continues to exhibit a pattern of misbehavior during junior and senior year, the school will communicate the pertinent information to colleges in our college counselor recommendation letter.

### **Accumulation of offenses**

Offences such as lateness, dress code violation, failure to sign out/in or repeated disregard for school rules, depending on their nature, may lead to major disciplinary action. Four or more minor disciplinary infractions in a trimester, or ten or more in a year, may be considered repeated disregard for school rules.

### **Major Rules and Expectations**

The school seeks to maintain a positive learning environment in which students feel safe and secure, both physically and emotionally. Any behavior that threatens or detracts from that environment would be considered a major disciplinary infraction and grounds for major disciplinary action, including but not limited to probation, suspension, or expulsion, as well as the possible rescinding of any letter(s) of recommendation. **In all matters, the Upper School Head reserves the right to make exceptions to the rules.**

**The following major disciplinary infractions will likely lead to serious disciplinary action, including probation, suspension or expulsion, even as a first offense:**

- Dishonesty, including but not limited to plagiarism and cheating. The principle of academic honesty is held in the highest esteem by the faculty and administration; acts of plagiarism and cheating are considered major disciplinary infractions and will result in serious disciplinary action. At the beginning of each school year, all Upper School teachers review what constitutes plagiarism and cheating. In the Upper School, if a student is found to have committed plagiarism or cheating, he/she will receive a zero on the assignment and a record of this first infraction will be made. A student who commits a second act of plagiarism or cheating while in Upper School will be expelled.
- Possessing, using, dealing in, or being under the influence of illicit drugs, alcoholic beverages or tobacco, including electronic cigarettes.
- Possession of a weapon or bringing a weapon to school
- Gambling
- Racism, bigotry, intimidation, violence, and/or harassment, including but not limited to hazing, fighting, or any behavior, on or off campus, that threatens people's health and/or welfare (please see "Acceptable Use Policy" and "Harassment Policy," for examples)

- Stealing, defacing, damaging, or in any way mistreating school and/or personal property (See “Fire and Possession of Dangerous Objects” policy in the All School Handbook section.)
- Electronic devices that capture still images, sound, or video are not to be used on campus or during any school-sponsored activities without written permission from the appropriate faculty or staff member.

**The following infractions of conduct may lead to serious disciplinary action, including probation, suspension or expulsion.**

- Conduct of any kind seriously unbecoming a Wardlaw+Hartridge student, including but not limited to illegal activities which endangers the safety, security or well-being of any member of the community or seriously damages the reputation of Wardlaw+Hartridge, even if it occurs outside the school’s jurisdiction
- Disrespect to a member of the faculty or staff
- Profane, vulgar, offensive, or otherwise inappropriate language
- Playing sports of any kind without teacher or staff supervision anywhere on campus. This includes all indoor facilities and any of the athletic fields
- Willful cutting of a school appointment (e.g., class, assembly, study hall, practice) or leaving campus during the school day without following proper procedure.
- Willful failure to leave the building during a fire drill
- Being in a faculty or staff office or classroom without permission
- Knowingly being in the presence of activity(ies) identified as major infractions above
- Failure to perform a punishment assigned by the Division Head or Dean of Students

#### **Procedure for Handling Major Disciplinary Infractions**

Major disciplinary infractions may be handled directly by the Upper School Head or Head of School, or they may be sent to the Judiciary Board for recommendation. When a student is to appear before the Judiciary Board, he or she will be notified of this at least 24 hours in advance. The student may only waive this hearing with parental consent and the permission of the Upper School Head. The Judiciary Board is composed of students and faculty as follows:

- Student chairperson or his/her alternate (elected by the Judiciary Board)
- Four faculty members (appointed by the Upper School Head)
- Four students – one from each grade – or their alternates (elected by their peers)

During the first portion of the hearing, the faculty, student or staff member(s) involved will present the case to the Judiciary Board, in the absence of the student. The presenter will then leave. The faculty, staff, or student advocate is welcome to attend the second portion of the hearing, during which the student will be given an opportunity to make a statement. The advocate will be given the opportunity to speak on the student’s behalf during this portion of the hearing. The student and advocate will then leave. If the student wishes to have any additional witnesses speak on his or her behalf, the Judiciary Board must be notified at the beginning of the hearing. Parents or other relatives are not permitted at the Judiciary Board.

Following the hearing, the Judiciary Board will deliberate in closed session, during which it may request additional information and/or testimony, and will make a recommendation to the Upper School Head as to what course of action ought to be taken. The Upper School Head will make the final decision and may, depending on the nature of the proposed response, present it to the Head of School for approval. The Upper School Head (or Head of School) will then communicate any disciplinary action to the family. The Head of School will notify the President of the Board of any decisions leading to withdrawal or expulsion.

No student will be suspended or required to withdraw from Wardlaw+Hartridge without first hearing the charges placed against him or her. When in the opinion of the Head of School or Upper School Head, however, a student who has been charged with a major disciplinary infraction should not be on campus pending resolution of the offense, the Upper School Head or Head of School may direct and require that such student remain out-of-school, and off-campus, pending final determination of the charge. In the event that the charge results in a suspension of the student, the time directed out-of-school will be applied to the time of suspension.

Any student charged with a major disciplinary infraction is entitled to the following:

- Written explanation of charges to be discussed
- The right to a Judiciary Hearing
- The right to confront evidence and accusations against the student
- The right to be represented by a faculty/staff/student advocate at the hearing

The School reserves the right to separate a student at any time, without a hearing before the Judiciary Board when, in the discretion of the Head of School, such a hearing would be detrimental to the student or other students or the School. Under such circumstances, the Head of School or his/her designee will conduct the hearing

Decisions in all cases are e-mailed to the school community by the Upper School Head. The names of the students involved are omitted.

### **Consequences for Disciplinary Infractions**

Failure to abide by school rules may result in a verbal or written warning or any of the following:

#### ***Detention/Service for the School***

As a consequence for committing a disciplinary infraction, a faculty or staff member may assign a detention or some form of service to the school. Detention takes place during a scheduled Tuesday, Wednesday, or Thursday afternoon from 3:30-4:30 p.m. Students are notified by e-mail and a written notice when possible that a detention has been scheduled for them. Students serving detention must be on time and in dress code and must sit at a desk in silence. Food or drink will not be permitted and students are expected to bring school work that needs completion. Failure to comply with these expectations may result in a Saturday detention. A student who receives two or more detentions in a week may be required to serve the detentions on Saturday (see "Saturday detention"). Unless given permission by the Dean of Students, a student who is absent or otherwise unable to serve a detention must make up the detention at the next scheduled Saturday.

As an alternative to detention, a student may be required to do some form of service for the school (e.g. picking up trash, weeding, etc.) **at a date and time determined by the assigning faculty or Dean of Students**. A student may, with prior approval of the Dean of Students, fulfill an afternoon detention by performing one hour of service for the school under the supervision of a faculty or staff member. Students may not miss a class or other obligation to perform this service.

#### ***Saturday Detention***

A Saturday detention may be assigned for violating a more serious school rule, for repeatedly violating the same minor rule, or for failing to serve a Tuesday, Wednesday, or Thursday afternoon detention. Notification of Saturday detention will be given in writing to the student and as well as an e-mail to both the parent and the student. Saturday detention typically begins at 9:00 a.m. on Saturday morning and typically runs three (3) hours. The length of the detention will depend on the magnitude of the offense and will be determined by the Dean of Students. Students should come to Saturday detention dressed casually and prepared to do work such as cleaning, picking up trash, etc. Students serving Saturday detention should also bring books and assignments to work on. Students who are unable to serve a Saturday detention due to religious obligations may reschedule the detention with the Dean of Students. Unless given permission by the Dean of Students, a student who is otherwise unable to serve a Saturday detention in the week that it is assigned must serve the next two Saturday detentions.

#### ***Social Watch and Social Probation***

A student who has committed a major disciplinary infraction (or an excessive number of minor disciplinary infractions) may be placed on Social Watch or Social Probation.

Social Watch is a statement to the student that his or her conduct needs to improve. Students on Social Watch may not serve on the Judiciary Board or run for elected office and may lose other privileges, such as PT or Lunch Out.

Social Probation is a statement to the student and his or her parents that continued enrollment at Wardlaw+Hartridge is in jeopardy. Students on Social Probation forfeit participation in most activities not classroom-related including, but not limited to, attending dances or the prom, working on Stage Crew, taking multi-day school trips, PT and Lunch Out. In addition, these students may not apply for and may be removed from positions of leadership, such as Student Council and class officer, Judiciary Board, and Peer Leadership.

### ***In-School/Out-of-School Suspension***

As a consequence for committing a major disciplinary infraction or out of concern for the safety of the student and/or the community, a student may be placed on in-school or out-of-school suspension.

During an in-school suspension, a student must attend school but is not allowed to attend classes or any other activities. The student is assigned to a designated location, where he or she must spend the entire academic day studying, leaving only with permission from the Dean of Students.

During an out-of-school suspension, a student is not allowed to attend school and may not be on campus or participate in or attend any school activities or functions. He or she should make every effort to keep up with the work but is not entitled to any additional support. Before returning to school, the student and his or her parent(s) may be required to attend a meeting with the Upper School Head and/or the Head of School. Depending on the reason for the suspension, the school may also require the student to be evaluated by an outside specialist at the family's expense before allowing the student to return to school.

### ***Expulsion***

As is stated earlier in this handbook, expulsion is the permanent separation of the student from the school by the Head of School. A pattern or accumulation of disciplinary infractions – or any single infraction deemed severe enough by the Administration – may lead to a student's expulsion from school, regardless of whether or not he or she is on Social Probation. Unless given permission by the Upper School Head, once expelled, a student is not allowed to be on the Wardlaw+Hartridge campus at any time and is not allowed to attend or participate in any school functions, such as dances, the prom or commencement. The expulsion may also result in the rescinding of any letter(s) of recommendation.

## **Extracurricular Activities**

### **Attendance and Extracurricular Activities**

Participation in the extracurricular life of the school is contingent upon attendance in school during the academic day. **Students not in school by 10:00 a.m. or who miss one or more classes on any given day may not participate in any extracurricular activities that day without permission from the Upper School Head.** Parents should contact the Upper School Office when a child is absent.

### **Eligibility for Extracurricular Activities**

The student's responsibility should be first to his/her class work, followed by athletic responsibilities, and then the extracurricular events. In order to participate in athletics or theatrical productions, or to hold any office of a student organization, a student must maintain good academic standing in all academic courses. Academic eligibility is based on trimester grades. Students ineligible as a result of trimester GPA of less than 70% will not be allowed to participate in any sports or theatrical productions that begin during the next trimester, and they are not allowed to run for office during that trimester.

If a previously ineligible student regains eligibility during a later trimester, whether or not the student will be reinstated is at the discretion of the Upper School Head and the coach, organization's advisor, or the dramatic director. Students ineligible for fall sports as a result of the previous year's last marking period grades will be allowed to practice with the team but will not be permitted to compete in any contest prior to the mid trimester comments. A student whose GPA is at least 70% at that time may participate in contests for the rest of the season.

Students may also lose eligibility for one or more extracurricular activities if they fail to maintain a good conduct record. Students on Social Probation, for example, automatically lose certain leadership positions. For more information, see "Social Watch" and "Social Probation."

### **Clubs and Activities**

The Wardlaw+Hartridge Upper School provides a variety of clubs and activities. Some involve very little time outside of class, whereas others involve a substantial time commitment. The school encourages students to participate in at least one or two of these clubs and activities every year. Some clubs and activities are offered every year; other clubs will be offered in a given year depending on interest.

Any student or group with an interest in starting an official club or organization must submit a request on an official form to the Director of Student Life. The student(s) should include a description of the club's purpose, proposed activities, duties, and responsibilities, as well as an explanation of any budgetary needs. The name of the faculty advisor must also be included. Any questions regarding clubs should be directed to the Director of Student Life.

A complete list of clubs and activities for the current school year is available from the Director of Student Life. Club presidents meet with the Director of Student Life at the beginning of the year to review the rules pertaining to clubs and fundraisers.

### **Student Leadership Organizations**

The Wardlaw+Hartridge Upper School provides students with many ways to be in a position of leadership, either through clubs and athletics, or through Student Council, Judiciary Board, or Peer Leadership.

#### ***Judiciary Board***

The Judiciary Board is a joint student-faculty committee that hears student disciplinary cases and makes recommendations to the Upper School Head as to how they should be resolved (for more information, see "Procedure for Handling Major Disciplinary Infractions"). Students interested in being on the Judiciary Board must run for a position. Each class annually elects three representatives – one primary and two alternates. Students on Academic Probation, Social Probation, or Social Watch may not serve on the Judiciary Board. For information on how to run for a Judiciary Board position, see "Elections" below.

#### ***Peer Leadership***

The Peer Leadership Program is designed to help ninth grade students adjust to school and social situations by providing senior student support and leadership in an informal small group setting. Twelfth grade students, having been carefully selected and trained in group dynamics and leadership techniques, will meet with their ninth grade peer group on a weekly basis. Possible topics for discussion include peer pressure, academic concerns, drugs and alcohol use and abuse, relationships, and sexuality. Students may apply to be Peer Leaders in the spring of their junior year for participation the following year. Peer Leaders are trained and supervised by a team of faculty. Students on Academic or Social Probation are not eligible to be Peer Leaders.

#### ***Student Council***

The Student Council is the student government organization of the school. Meetings are held at least once a month, and committees work on such varied projects as dances, Fall Fair, Spirit Week, etc. All council meetings are open to the entire school community. The fifteen member Student Council is comprised of a three-member executive board, including a President (from the Senior Class), a Vice-President (from the Junior Class), and a Secretary/Treasurer (from the Sophomore Class); and the president, vice-president, and secretary/treasurer from each class.

#### ***Elections***

Elections take place in spring. Any student who wishes to run for a position on the Student Council or the Judiciary Board must secure a nomination form from the Student Council Advisor, must return the completed form by the appointed date, and must be prepared to give a speech stating his or her reasons for wanting to be on the Student Council and why he or she would make a good candidate. For executive board positions, the speech will be delivered to the entire Upper School community and followed by a vote of the entire Upper School community. For class offices and Judiciary Board positions, that speech will be given to the student's class and class advisors and will be followed by a vote of the class, including the advisors. **Students on Academic Probation, Social Probation, or Social Watch are ineligible to run for office. Students must be officially enrolled (contract and deposit turned into the business office) for the following school year in order to run for office.**

### **Arranging Events and Fund-Raisers**

Whether it is for fun or profit, it takes time and effort to plan and run a successful event. Committees need to be set up, forms need to be filled out, and there needs to be cooperation and communication among those people working on the event. Forms and permission for arranging events and fund-raisers must be obtained from the Director of Student Life.

# ATHLETIC HANDBOOK

## Our Athletic Mission

### *As defined by our Captains' Council:*

The Wardlaw+Hartridge School prepares students to lead and succeed in a world of global interconnection. Our Athletic experience is a vital element in our education, as we learn to compete more effectively within a team framework in which we develop and maintain positive relationships with our teammates. It is essential that each team's strength is built upon our personal integrity and respect for our diversity.

## Our Core Values

The core values of the Wardlaw+Hartridge community are no less important on the athletic field:

- Integrity
- Opportunity
- Support
- Diversity
- Community
- Sustainability

## Athletic Philosophy

At Wardlaw+Hartridge, we consider athletics an extension of the classroom and believe it is integral to the education of our students. We strive to provide an environment that promotes achievement, integrity, sportsmanship and overall health and fitness.

We believe that the traits necessary for success in athletics are also fundamental for success in life. We know that our student-athletes benefit from the opportunities provided through sport. We understand that our whole school prospers from the strong sense of loyalty and community generated through athletics.

### **Our athletic program will:**

- Foster the development of life-enriching characteristics such as strong work ethic, responsibility, leadership, teamwork, self-discipline, integrity, self-motivation, conflict-resolution, commitment, perseverance, communication, sportsmanship, and time management
- Promote excellence for the students who wish to succeed in sports by providing them with proper facilities, competent coaching, and appropriate competitive opportunities

### **In pursuit of these objectives, we will:**

- Teach the physical skills, strategies, and knowledge of the rules relevant to the sport
- Include conditioning that develops the physical attributes required for athletic success; strength, speed, agility, endurance, and flexibility
- Nurture the attitudes that enable our athletes to:
  - Compete fiercely against opponents, while cooperating fully with teammates
  - Maintain respect for opponents, officials, and the rules
  - Strive for athletic excellence, while maintaining their focus on academic, family, and other social responsibilities
  - Maintain a healthy self-confidence, while using adversity and constructive criticism as an opportunity to improve oneself
- Enable our teams to compete effectively in the GMC, the NJISAA, and the NJSIAA

## Sports Offerings

### Fall

Cross Country (boys)	Varsity, Middle School
Cross Country (girls)	Varsity, Middle School
Soccer (boys)	Varsity, Junior Varsity, Middle School
Soccer (girls)	Varsity, Middle School
Tennis (girls)	Varsity, Junior Varsity, Middle School
Volleyball (girls)	Varsity, Junior Varsity, Middle School

### Winter

Cheerleading (coed)	Varsity
Cheerleading (girls)	Middle School
Basketball (boys)	Varsity, Junior Varsity, Middle School
Basketball (girls)	Varsity, Junior Varsity, Middle School
Swimming (coed)	Varsity, Middle School

### Spring

Baseball	Varsity, Middle School
Golf (coed)	Varsity
Lacrosse (boys)	Varsity, Middle School
Lacrosse (girls)	Upper School, Middle School
Softball	Varsity, Middle School
Tennis (boys)	Varsity, Junior Varsity, Middle School
Track & Field (boys)	Varsity, Middle School
Track & Field (girls)	Varsity, Middle School

*\*Interscholastic play and the maintenance of JV teams are contingent upon the number of participants. The levels above are indicative of recent student registrations*

## Grading and Commitment

Although students receive the PE credit needed for graduation through participation in sports, which should not be the primary reason why one decides to play. Students should be part of a team because they are passionate about the sport and all that can be learned through that experience. Being part of a team requires a great deal of commitment and dedication, much more than a PE class. The decision to join a team should only be made after serious consideration.

In Upper School, athletes do **not** receive grades.

Middle School athletes receive grades, but the grading scale is very different from the one used for academic subjects. Our goals are to encourage continued development of athletic skill and competitive spirit, for which report cards would not serve a useful purpose. Our practice has been to give only “Satisfactory” or “Unsatisfactory” (the latter given only when a student has failed to live up to the team’s standards for effort, sportsmanship, or teamwork) marks for Middle School Athletics. We feel that athletes and their parents should pay attention to more important indications of how well a player is doing. For example: playing time, comments from the coach and other feedback ought to mean more to an athlete than the mark on a report card.

If we were to give some players “Excellent” grades on their report card, and give others “Satisfactory”, we know that the athletes and their parents could misinterpret either result, resulting in either self-satisfaction, or doubt. Neither mind-set leads to the sort of competitive attitude and pursuit of excellence that we desire our athletes to undertake.

A student who decides to leave a team mid-season will receive a withdrawal on his or her transcript and will be required to return to the PE class listed on his or her schedule. If a student is dismissed from a team due to lack of commitment, poor sportsmanship or any other reason, the consequences stated above will also apply. The Athletic Director reserves the right to make exceptions to this rule.

In the Upper School, there will be a five-day period at the beginning of each season when students will be allowed to leave or change teams without penalty. In the Middle School, students will have 5 practice days to make any transfers. (The Athletic Director reserves the right to make exception to this rule.).

There will be no PE credit for managers, unless the coach and the AD certify that the manager participates in practice and conditioning activities sufficiently to match the physical development afforded by a PE class.

Middle School teams will be open to:

- all 6<sup>th</sup> – 8<sup>th</sup> graders
- 5<sup>th</sup> graders who successfully appeal to participate as 5<sup>th</sup> graders (the appeal must be based on the student’s previous participation (through travel teams or high-level tournaments) in the sport, and will be evaluated by the Athletic Director)
- Unlike the other sports, **all** 5<sup>th</sup> graders will be permitted to participate (without demonstration of prior high-level participation) in cross country, swimming, track, and cheer (girls only)

### Memberships

Wardlaw+Hartridge belongs to the Greater Middlesex Conference (GMC), as well as the NJSIAA and the NJISAA. These associations allow us to have appropriate and competitive schedules for all our teams, while also allowing them to compete for conference and state championships. In addition, our athletes will be considered for all-division, all-county, and all-state teams.

- **New Jersey State Interscholastic Athletic Association (NJSIAA)** Since 2010-11, we have been a full member of the state association, and we follow all its rules and regulations regarding eligibility, length of seasons, and other topics
- **New Jersey Independent School Athletic Association (NJISAA)** The NJISAA sponsors tournaments for the prep schools in the state, and provides a forum for the mutual benefit of independent school athletic programs
- **Greater Middlesex Conference (GMC)**  
The GMC provides competition by division, based primarily on size of school

We will most often play the following teams in the gold division of the GMC:

Highland Park	
E. Brunswick Vo-Tech	Dunellen
Piscataway Vo-Tech	Carteret
Perth Amboy Vo-Tech	Timothy Christian
Woodbridge Academy	South Amboy

We will also play the following teams in the blue or white division for some sports in which our talent level allows us to compete successfully with larger schools:

Mother Seton	JFK
New Brunswick	South Plainfield
Monroe	Bishop Ahr
Metuchen	Middlesex
Spotswood	South River

### NJISAA Sportsmanship Code for Spectators

- All spectators must conduct themselves in a positive manner, reflecting sportsmanship and the educational values of interscholastic athletics.
- Noisemakers and handmade banners are prohibited.
- Harassment of any form will not be tolerated.
- Spectators must remain in designated areas for the safety and enjoyment of the game for all.
- Failure to comply with the above rules may result in ejection and suspension from the premises.

**REMEMBER:** *Let the players play, the coaches coach, the officials officiate, and the fans cheer for their teams!*

## Eligibility Requirements

- Students **MUST** have a documented physical and updated health history questionnaire within the last 12 months, and an **up-to-date signed Emergency Contact Form on file in PCR** (our online data system) **before** they may participate. **In addition to the physical, students must complete a health history questionnaire for the second or third season after the physical goes into effect.** All documents required in order to participate in athletics may be found at <https://wardlawhartridge-ar.schooltoday.com/home>. It is required that all parents/guardians and/or students sign these forms, either electronically or on paper. All these documents have been deemed mandatory by the NJSIAA, the state of New Jersey, or The Wardlaw+Hartridge School. The list of documents includes but is not limited to: steroid testing consent form, NJSIAA concussion consent form, sudden cardiac death in athletes, and sports related eye injury. Each boy or girl who is under the age of 19 before September 1st, is a full time student, and has fulfilled the student academic (*see the section of "Academic Policies and Procedures" dealing with Probation in this handbook for specifics*) and physical health requirements of the school is eligible for interscholastic sports
- The state requires all high school athletes to agree in advance to be tested, even though only a small percentage will be tested in a given year. For those who are randomly chosen, the procedure allows the student's physician to certify their prescription medications as legitimate

## Student Participation Expectations

- Attend and be on time for all practices, preseason training and games. In the Upper School, unexcused and missed practices and/or games can result in a detention, game suspension, loss of captaincy or removal from the team
- Be prepared with appropriate practice wear and equipment every day
- Schedule all appointments during the off-season or on weekends
- Notify the coach well in advance for approval to miss a game or practice
- Respect coaches, teammates, opponents, and officials at all times
- Understand that Wardlaw+Hartridge athletics take precedence over non-school team participation
- Abstain from alcohol, tobacco or other drugs. Drug or alcohol use may result in suspension from the team, and loss of captaincy or other honors, in addition to any school-imposed discipline
- Always give 100% in effort and attitude

Off-season training and preparation are an essential part of being competitive in athletics. All students are encouraged to attend camps and clinics, participate on competitive teams outside of school, and to condition and develop themselves physically. Coaches and the school's strength coach will provide students with information and direction in these areas.

Injured athletes should report to the training room at the start of athletics time, to take advantage of whatever treatment is appropriate to help heal their injury. After treatment, they should report to their team's practice, and watch it in street clothes (or, if they are capable of exercising in the fitness center with the non-injured part of the body in a supervised setting, they may do that).

## Playing Time Policy

Upper School:

All players should consider that their primary opportunity to play, and show the coaches their ability, occurs every day in practice. Playing time in games will be determined by what the athlete shows his/her coaches in practice. On the varsity level, there is no guarantee of playing time for any player. On a JV team, the coach will ensure that every player in good standing participates in every other game, at least.

Middle School:

Our ideal is for every player on a middle school team to play in every game. However, if the number of players on the team or other circumstances make that impractical, the coach will ensure that every player plays at least every other game. All players should consider that they have the opportunity to play, and show the coaches their ability, every day in practice.

## Game Days

Athletes must be prepared for class on the day of an athletic event. Students must bring with them to school any necessary equipment or uniforms. For away games only: team members are permitted to change into their game uniform (and appropriate shoes) at lunch to facilitate efficient travel and pre-game warmup. If an event is canceled or ends before the close of the school day, the team will return to school and the students must return to class. These students will be required to change back into school dress for the remainder of the academic day.

When a team has to be dismissed from class early, the students should communicate with the affected teachers, as a courtesy, and to ensure that they make up any missed work.

### **Vacation/Summer Practices & Competition**

Due to the competitiveness of varsity athletics and scheduling requirements, practices, games, and team trips may take place during school vacations.

Students are expected to check practice and game schedules with their coach or the Athletic Director prior to scheduling any travel during school vacations. **Fall pre-season training, which starts in early to mid-August is particularly crucial to the development of fall teams, and should be considered an integral piece of the season. Spring sport practice and scrimmages during W-H's spring break are similarly important to varsity athletes and teams.** This training is essential to the program's success. Furthermore, the state association requires that each player attend at least six practices before they are allowed to participate in any scrimmage or game. If students do not attend preseason practice, they will most likely not be allowed to play until at least the second week of school. This means they can potentially miss three to six games.

**Tryouts for teams will be held during the first week of each season.** Athletes will be evaluated on skill, effort, teamwork, ability to take direction, and past commitment to the program.

Middle School teams typically do not practice or play during school vacations.

### **Equipment**

Wardlaw+Hartridge will provide all necessary equipment with the exception of personal items, such as: athletes' shoes, shin guards, tennis racquets, golf clubs, lacrosse protective gear, and baseball or softball gloves.

At the end of the season, all issued equipment must be returned in acceptable condition and in a timely manner to the head coach. Parents will be billed for the cost of uniforms and equipment damaged or not returned. The student will not be allowed to play in his or her next sport season until equipment, etc. is either paid for or returned. Seniors will receive blank diplomas.

The cost for certain items (hats, swimsuits, belts and socks for example) that athletes are permitted to keep will automatically be billed to the parent.

Teams that win a division championship are permitted to purchase a commemorative item (clothing or trophy), for which the Department will reimburse each player up to \$30.

### **Lockers, Locks, and Locker Rooms**

All students will be assigned a gym locker and issued a lock. These lockers must be locked at all times. Lockers and locker room areas are expected to be kept neat and clean for sanitary purposes. Athletic and P.E. lockers are to be used for athletic wear and equipment only during the school day. During practice or games, it is important that all valuable personal items are secured in the locker. Appropriate language and behavior is expected at all times.

### **Transportation**

Wardlaw+Hartridge will provide transportation to all away athletic contests. Students are expected to travel with the team at all times. Students may return with parents from away contests with the coach's permission.

### **Pick-Up and Drop-Off**

All athletic buses will pick up and drop off students at the rear of the building.

After practices and games, parents are to pick up middle school student/athletes at the Middle School entrance on the west side of the building. If a middle school child is not picked up by 4:30 p.m. on a practice day (or 15 minutes after a home game/15 minutes after return from an away game) he/she will be escorted to Encore. Parents will be billed for any time their child has to spend in Encore. Middle School students should not be unaccompanied in other areas of the school or the campus after athletics.

## **Away Contest Policies**

Students are expected to be responsible and respectful while traveling to away contests. Representing our school and community in a positive manner is essential. Students are expected to wear a school-issued athletic uniform or remain in full dress code while traveling to and from away contests. **All W-H rules and policies are in effect for away contests.**

For directions to away contests, please refer to the Wardlaw+Hartridge website. While looking at any athletic calendar (either the weekly calendar or a team calendar) click on the name of the school, which will bring up a map and a set of directions from 1295 Inman Ave. to the host school. Below the map is an invitation to “click here to see the location on Google Maps” which allows the reader to create directions to the host school from any other location.

For away games, parents can calculate the team’s return time as follows: Add to the game’s start time the normal length of a game (or two games, if the team is travelling with another team, playing back-to-back contests) and the travel time to the game site. However, since teams can be late, due to a variety of reasons, we suggest players contact their parents as soon as the game is over. If the students are not carrying their own cell phones they should borrow a teammate’s or the coach’s phone.

## **Game Schedules**

Schedules can be found on our website, [www.whschool.org](http://www.whschool.org). Click on Athletics, and then either click on “Weekly Schedule” or choose the specific team from the pull down menu. Parents and fans are cautioned that our schedule often changes due to a variety of factors outside our control. It is possible to print a season schedule from the website, however parents and students should realize that changes can occur and thus re-check the website frequently. We expect parents and other interested supporters to learn of changes made 24 hours or more before game time through the website, and through verbal communication from coaches to players.

Instructions on linking one’s online calendar to our schedules can be found on our website, on the Athletics landing page, under “Resources”.

In addition, the ATHLETIC HOTLINE (908-754-1882 ext. 600) has a daily update on scheduled contests, updated @ 11 AM.

Schedule changes on the day of the game (usually due to inclement weather) will be communicated in other ways:

- On the hotline
- On the team schedule available on the website
- Through text or email alerts, for those who have signed up for them

## **Coach-Athlete Communication**

All communication between athletes and coaches should be respectful. In particular, the athletes must acknowledge the coach’s expertise in their sport, and their desire to promote the athletes’ best interests. Coaches should be available to speak with their athletes concerning how they have been evaluated, and what improvements will make them better players, thereby increasing their playing time

Athletes should take responsibility for communicating to the coach special circumstances (family conflicts, school activities) that may interfere with team commitments. They should never assume that someone else will tell the coach.

## **Coach-Parent Communication**

Parents and coaches should establish channels of communication that respect the role that each of them have in the athlete’s life. These arrangements will vary according to the individuals involved, but a couple guidelines can be stated:

- Coaches should establish email or text distribution lists to communicate quickly with all team parents
- Mutual respect should be the norm in all parent-coach communication
- Coaches may establish rules that certain topics will only be discussed with athletes, never with parents
- A parent should never contact a coach to question personnel use or game strategy (if the coach is willing to entertain such topics at all) until 24 hours have passed since the end of the game.
- Coaches should respond to all parent calls or emails within 24 hours, more promptly when possible.

## **Awards & Recognition**

### ***Upper School Awards***

#### ***Captains***

Captains are selected by the coach and the team. It is an honor to be selected as a team captain and a position that we value very highly. A team captain is expected to meet all eligibility requirements and demonstrate leadership, character, service and integrity. An ideal captain is will be:

- A link between players and coaches
- Approachable and outgoing with teammates
- A positive role model who is able to lead by example
- Respectful to coaches, teammates and opponents
- Someone who demonstrates sportsman-like behavior at all times
- A well-respected, law-abiding good citizen at all times
- A good motivator
- A clear communicator
- An advocate and mentor for new team members
- A hard worker
- A leader who demonstrates honesty, punctuality, reliability, commitment, confidence and the ability to organize others on a daily basis

#### ***Captains' Council***

The varsity captains (Upper School) will meet on a regular basis to identify the ways they can improve the athletic experience at W-H. Among their achievements in recent years:

Leadership training  
Community Service  
Mentoring and encouragement of Middle School athletes  
Writing and approving Athletic Mission Statement  
Promoting fan support for W-H teams

#### ***The Varsity Letter (US only)***

The letter will be presented the first year an athlete earns it for a particular varsity sport. In the following seasons, a gold bar or sport specific pin will be presented.

Requirements for earning a varsity letter are as follows:

- The athlete must finish the season as a member of the varsity team.
- The athlete must consistently demonstrate commitment to the team through full attendance, participation and a positive attitude.
- The athlete must be in good academic standing at the conclusion of the season.
- Given the particular demands of their sport, the coach (with the approval of the Athletic Director) may impose additional requirements that make the award more representative of excellence in that sport. Such additional requirements will be in effect for that sport for succeeding years. The Athletic Department will keep a record of each sport's expectations.

#### ***Team Awards***

In the Upper School, the coach will be permitted to choose three of the following awards for their team:

Coaches' Award  
Player of the Year  
Rookie of the Year  
Defensive Player of the Year  
Offensive Player of the Year  
Most Improved Player of the Year

## *Athletic Department Awards*

### *The Wigton Cup (US only)*

Awarded to the most outstanding senior female athlete.

### *The Chambliss Trophy (US only)*

Awarded to the most outstanding senior male athlete.

### *The Robert B. Vietor Award (US only)*

Given by the Booster Club to a senior who has made the largest intangible contributions (including commitment, dedication, and sportsmanship) in support of his/her teammates and all W-H athletes. Like all our other awards, the Vietor rewards excellence, but it emphasizes the excellence of competitive spirit above other athletic attributes.

### *The Wardlaw+Hartridge Scholar-Athlete Award (US only)*

Can be awarded to both a male and female or just one person in the senior class who has the highest cumulative GPA and meets the athletics requirement (member of two or more teams all four years and has received at least one varsity letter). The student must have a cumulative GPA of at least 90 percent to be considered for this award. Therefore, it may not be given every year.

### *Career Awards*

Those that have shown commitment to their team by playing that sport for four years will also be recognized at the end of year banquet, as will the athletes who have earned nine or more varsity letters during their W-H careers.

Rams Recognition Night will be held for all Upper School teams, coaches, parents and relatives at the conclusion of the spring season. **This banquet is a mandatory event for all student-athletes.** In 2016 the date of this event is May 25.

All teams may also hold their own event at the conclusion of their particular season. However, varsity letters, team awards and special recognitions will be presented at Rams Recognition Night. The Wigton, Chambliss, Vietor and Scholar-Athlete Awards are presented at the Senior Farewell Dinner.

### *Letter Jackets*

Varsity Athletes who have won their first varsity letter may choose to order the Wardlaw+Hartridge letter jacket from Leisure Sports in Iselin. The order form available under Resources on the Athletics landing page of our website ([www.whschool.org](http://www.whschool.org)) contains most of the information you would need. Below are some answers to frequently asked questions:

**Is there a team or athletic department requirement to buy a letter jacket?** No, students who wish to own the jacket should have the opportunity to do so. Those students who prefer to remember their accomplishments in other ways do not need to buy one.

**When will I receive my varsity letter?** The Athletic Dept. gives out letters for all 3 seasons at Rams Recognition Night in May (the department awards only one letter per student, for their first season meeting the criteria – subsequent seasons of varsity play in other sports are rewarded by a pin indicating the sport). If a student who has earned their first letter in the fall or winter season wishes to have their letter sewn onto their jacket at the time of purchase, they may ask the Athletic Director for it. The letter can also be sewn onto the jacket at a later date.

**How do I ensure proper sizing?** The supplier (Leisure Sports) strongly recommends that the athlete visit their store to be fitted, as sizing may differ from clothing made by different manufacturers.

**Do I need to purchase the “options” listed on the order form?** The options are “optional” and should be considered according to the student’s desire to personalize their jacket. The school will give students pins when they earn a letter in a 2<sup>nd</sup> sport; thus the additional sport logo patch may be an unnecessary duplication.

### *Middle School Awards*

Middle School sports assemblies are held at the conclusion of each season to recognize team accomplishments. These dates are published in the school calendar.

***Lum Award (8<sup>th</sup> Grade)***

Presented to the outstanding female athlete. The recipient must demonstrate outstanding ability and good sportsmanship.

***Elwell Award (8<sup>th</sup> Grade)***

Presented to the outstanding male athlete. The recipient must demonstrate outstanding ability and good sportsmanship.

***Three-Year Award (8<sup>th</sup> Grade)***

The three-year pin will be given to those athletes who have earned a certificate for their play on a particular team every year of Middle School.

The Lum and Elwell awards are given at the Middle School Stepping Up ceremony.