

The Wardlaw ~ Hartridge School



Upper School

Student
&
Parent
Handbook

2019-2020

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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, rigorous inquiry, 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	Eileen Valentine

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 Noebels
Head Athletic Trainer	Ryan Oliveira

GUIDANCE AND COUNSELING SERVICES

Learning Specialist (PK-5)	Darienne Olitt
Learning Specialist (6-12)	Linda Schneider
Director of College Counseling	Christopher Teare
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)	Ana De León
Administrative Assistant	Bernadette Lambertsen

BUSINESS OFFICE

Director of Finance	John Pratt
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	John Pratt
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	Richard Fulco
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 Scholar and Community Outreach	Nicole Nolan
Director of Global Experience	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 8:10 a.m. in the classroom for Lower Schoolers, at 8:00 a.m. in homeroom for Middle Schoolers, and at 7:55 a.m. for 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.**
- **New Attendance/Late Arrival Procedure:** We have a new procedure for reporting absences and late arrivals. We are asking families to use the following link for attendance www.whschool.org/usattendance
- 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 (12th grade only) or the student's parent (Pre-K through 11th 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, 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.

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.

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:

- an individual’s submission to such conduct is explicitly or implicitly a term of the individual’s education or employment;
- 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
- 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 9.

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 11.

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 into 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, 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 be 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, SMART Boards 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 ensure 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 Games and App purchases are not permitted.

Google Account

Beginning in 6th Grade each student will be given an @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:
 - a) Turn off iPad
 - b) Unplug all cables
- Use a soft, slightly damp, lint-free cloth
- See Apple website at support.apple.com/manuals/iPad
- Do not:
 - a) Do anything to the iPad that will permanently alter it in any way.
 - b) Remove any serial numbers or identification placed on the iPad.
 - c) 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:
 - a) The school grounds
 - b) The AP Room
 - c) Locker rooms
 - d) Library
 - e) Unlocked classrooms
 - f) 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*, *Google Drive*, *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.

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 Scholar and Community Outreach

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

Director of Global Experience

The Director of Global Experience will oversee logistics and risk management for our international (and 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 and cell phone use. 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. D.O.S approved varsity jackets with W-H logo are permitted

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 (11th – 12th grade) or the student's parent (9th – 10th 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, at the discretion of D.O.S they are still 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. This policy excludes clothing such as but not limited to: Pants with rivets, "skinny jeans", leggings, cargo, carpenter or other casual pants, including black jeans or any five-pocket style pants, or any pants not approved by D.O.S. In Sept/May/June only: Solid khaki, black or navy shorts. Note: Shorts must be no more than 4 inches above the knee. Cargo shorts are NOT permitted at the discretion of the D.O.S.

Skirts and Skorts: SKIRTS ARE NOT PERMITTED. At the discretion of D.O.S. solid long skort in khaki, black or navy is permitted. The skort may be no more than four inches above the knee in front and back.

Suits, Blazers and Dress Shirts: Students may wear at the discretion of the D.O.S. solid black, charcoal, or navy suits or blazers. Solid neutral colored dress shirt 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.

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 with the school logo is also available. **Sweatshirts, whether pull-over or hoodie style, outer jackets and hats may not be worn in school during school hours. Varsity jackets with the W-H logo are permitted**

Shoes: Flat closed toe and closed heel black, brown shoes, loafers or sneakers. If boots are worn to school, a change of shoes must be made before 8:00 am.

Socks: Reasonable and appropriate stockings or socks at the discretion of D.O.S.

Belts: If pants or skirts have belt loops, a solid color 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. This policy excludes jewelry such as, but not limited to septum piercings. 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, sweatpants (gray only), and sweatshirt solid (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. Solid black, blue, or green (shorts must be no more than 4 inches above the knee).
- **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, as directed.
- **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 Dean 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 skirts 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 neckline, 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 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
- **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: cell phone, 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, CGL, hallways, stairways, near lockers, etc. **Students are not allowed to chew gum in school.**

Seniors have the privilege of "ordering out" with prior expressed permission from D.O.S. After eating, students are expected to clean up after themselves before leaving the area. Failure to do so will result in loss of senior privileges.

With written parental consent, seniors ONLY are allowed to leave campus for lunch provided they maintain good academic and social standing, as determined by the D.O.S. This privilege does not take effect until the school has received written authorization from all senior parents or guardians.

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 9th 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 –
 - a) arrive on time and prepared for school and all commitments during school (e.g. classes, study halls, assemblies, etc.).
 - b) 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

Academic Integrity

In a learning environment, it is important to be able to have a free exchange of ideas. There are occasions where assignments – such as, but not limited to, homework, essays, laboratory reports, and projects – may necessitate collaboration. However, students are expected to independently complete assignments. When a student affixes one's name to one's work, that student is attesting to the originality of that work; and it becomes that person's intellectual property. Creating original work is a product of sound academic decision-making, it demonstrates integrity, and it preserves honor.

Plagiarism is the act of using, without acknowledgement, someone else's intellectual property. Plagiarism is not only stealing a line or lines from another author's text. It also includes uncredited paraphrasing of another's ideas. Unless otherwise indicated by a teacher, students should follow all Modern Language Association (MLA) formatting for in-text citations and the Works Cited page.

To avoid acts of plagiarism, a student should be sure to understand the expectations of the specific assignment; and if not, that student must consult the teacher at the assignment's distribution, not after it has already been submitted.

Acts of plagiarism or cheating are cross-curricular, not distinct by subject, and they are considered major infractions and will result in serious disciplinary action.

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 schoolwork 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 emailed to the student. Saturday detention typically begins at 9:00 a.m. on Saturday morning and typically runs one (1) hour. 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 in dress code and be prepared to do work such as cleaning, picking up trash, etc. 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.