

Waring School Family Handbook 2018-2019



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Waring School Mission Statement

To create and sustain a community of life long learners who are working together for the individual and common good.

Waring School's Mission

To create and sustain a community of lifelong learners who are working together for the individual and common good.

The Waring School Ethic

As individuals, each of us shoulders the personal responsibility for what we say and what we do, both in and out of school. Waring School's Guiding Assumptions are based on personal integrity and the values of the school community. We believe that learning is an essential and defining human activity that involves the whole person throughout life. We believe that a supportive and stimulating learning culture affirms intellectual tolerance and social unity. As a community of individuals, we continually reaffirm our mission and core beliefs through our ethic of meaningful ritual and participation, genuine discussion, and authentic relationships.

Our community is built on trust. At Waring, we students, teachers, parents and administrators have a responsibility to make our school a creative, productive environment for social and intellectual growth. We shape and maintain our culture, and it requires that we have integrity, that we be honest, that we be caring and that we be courageous.

Both as members of the Waring community and as individuals, we agree to take active responsibility for our school. We should do nothing to damage the community and if we witness someone else damaging the community in any way, we should take action in an appropriate way. On a daily level, this means accepting personal responsibility for our actions—being respectful to others in what we do or say while encouraging others to do the same, respecting the physical campus and cleaning up after ourselves, using technology responsibly, being good mentors to younger students, and so on. When serious issues arise, we are called to be our best selves: to take positive action, to use our voice to speak up in an appropriate way. Although it is not easy to do, whenever possible, we should speak to the person(s) directly involved in any situation. We may also speak to a friend, a tutor, a parent, a teacher or administrator. It is our responsibility to speak up whenever there is a breach of trust at Waring. When we fail to do so, we widen the breach and we may be held accountable for our own inaction.

Developing and exercising our personal voice is a key part of Waring's Guiding Assumptions. We are called to exercise our unique voices—spoken, written and artistic—which, in large part, is what we mean by being personally responsible for our daily actions. Cultivating this ethic allows us to act responsibly in service to both our school and global community.

Waring School Guiding Assumptions/Core Beliefs

- Learning is an essential and defining human activity that involves the whole person throughout life.
- A learning environment should stimulate this powerful, inherently human desire to learn and to grow. Most learning in a lifetime takes place outside of school and one of the purposes of school is to prepare an individual to learn on his or her own.
- A supportive and stimulating learning culture affirms intellectual tolerance and social unity.
- Emphasis on community that occurs in all-school meeting, mixed-age tutorials, on camping trip and through the common language of French, validates shared experiences outside of the classroom.
- Teaching and learning go hand-in-hand and most learning takes place within the context of relationships, including, but not limited to, faculty to students, students to students, faculty to faculty.
- The ability to foster growth in others is the essence of leadership.
- Learning involves taking responsibility to develop and exercise one's personal "voice" by publicly expressing what one is thinking and feeling. We seek to affirm the unique voice—spoken, written, and artistic—of each member of the Waring community.
- Learning compels us to use our knowledge responsibly in the service of multiple communities, both locally and globally.
- The liberal arts are those branches of knowledge that contribute to the liberation of the mind and imagination through risk-taking and through the application of our knowledge of the world and of ourselves.

Sustainability Statement

The Waring School embraces environmental sustainability and stewardship as a natural extension of our mission to create and sustain a community of lifelong learners dedicated to the individual and common good. Our goal is to be a model for how a school engages the community through school operations and education programs. We are working towards this goal through efforts to lower our school's environmental impact, integration of sustainability studies into the curriculum, and the Student Sustainability Initiative (SSI). The SSI is a student-led and faculty-supervised group that raises community awareness of the issues, spurring action at the school and at home. Students or parents with questions about sustainability at Waring can ask their Tutors, the SSI student leaders or faculty supervisor.

The Waring School Day

Waring students are expected to comport themselves in a manner which reflects the intention of respect and purpose as expressed in the Ethic. This is true not only between the hours of 8am and 5pm when students are on campus, but also at off-campus school sponsored events such as athletic games, field trips or on longer trips such as Angers or Junior Trip. This includes discretion on the part of the student when it comes to music with potentially offensive lyrics, and the wearing of headphones.

Hours

First period starts at 8:00 am. All students must arrive early enough to be on time for their first class. Dismissal is 3:20 pm on Mondays (or 5:00 for those participating in an Elective), 3:20 pm on Thursdays, and 5:00 pm at the end of sports or theater practice on Tuesdays, Wednesdays, and Fridays. Varsity sports teams also practice until 5:00 pm on Thursdays. Core students have the option of leaving at 3:20 on Wednesdays throughout the year, unless they are part of a Junior Varsity Sports Team.

School Closure

In the event of school closure, Waring notifies families in three different ways: 1) an announcement is posted as early as possible on the Waring School website homepage, 2) an email is sent to every family, 3) announcements are broadcast on TV Channels 4, 5, 7 and Fox 25.

Waring also takes part in the alert services offered by these media outlets, as well as the OneCallNow text alert service. If you sign up, you will automatically receive either a text message and/or an email that morning, in the event of a school closure. An email will be sent home each fall containing all the necessary steps in order to sign up for alert services.

Attendance and Presence

Waring is a learning environment that depends upon the contributions and voices of everyone within the school, and our community is at its best when all students are present.

Classes start at 8am every day. Students should arrive on campus no later than 7:55am in order to be ready to start the day on time with their teachers and classmates. While unexpected events, illness, and injury may occur (see section on **Illness and Injuries** for guidelines as to when a student should stay home), students are expected to attend all classes, meetings, lessons, practices, and other obligations (see section on **Special School Events**) punctually. Tardies and absences are recorded, and will be reported on the students' semester evaluations.

Please report any absence - foreseen or last minute - to the Main Office (978-927-8793) along with the reason for the absence. Students who do not arrive by the start of 3rd period may not be allowed to participate in afternoon events such as athletics, theater and electives. If a student must leave campus for medical or other reasons, the Main Office must be informed by a parent or legal guardian and the student must sign out before being picked up. The student must also sign back in upon return.

Repeated tardiness or absences may require a meeting with the Associate Head of School. If a student misses more than 20% of the meetings of any class during a semester, the student may receive a No Credit or Incomplete for the course (including Endterm). If a student misses more than 10% of the meetings of any class during a semester, the student may not be eligible to receive Honors. An absence from class due to Waring-related responsibilities (music lesson,

field trips/school travel, sports, debate, etc.) will not count towards this percentage. Students are always responsible for any missed material and work during an absence.

Families are expected to schedule foreseeable trips during scheduled school vacation time, and to schedule appointments during times that do not remove students from class. Waring also expects families to respect the integrity of our program by not extending a vacation beyond the scheduled school vacation or by creating a long weekend. Any planned, extended absence (longer than 3 consecutive school days) should be **preceded** by a conversation with the Tutor and then the teachers to assess the impact of the absence on the student's academics and responsibilities. The student's missed classes will count as absences. Teachers are not required to spend extra time tutoring the student on the material that was taught during classes the student missed. Any assessments or assignments that were missed during the absence must be completed according to the terms agreed upon by the teacher(s) and student ahead of time.

In the case of an unexpected extended absence (longer than 5 consecutive school days) due to medical reasons, the school may request that the student and family schedule a re-entry meeting with the Tutor and Student Support Team before returning to class. Any extended absence (longer than 3 consecutive school days) due to medical hospitalization will require a re-entry meeting before returning to class, and Waring may request documentation from and consultation with a healthcare professional. The re-entry meeting will include the student, the student's parents, the student's Tutor, the Associate Head of School, and members of the Student Support Team, as appropriate. The purpose of the re-entry meeting is to coordinate and develop a support plan for when the student returns. This support plan will then be shared with the student's teachers.

Student Drivers

Students with drivers licenses may drive to and from School as long as traffic laws are obeyed on campus and cars are parked in proper locations. Any violation or incidents of dangerous driving that occur on campus will result in the student's right to drive to Waring being rescinded. Students may not use their cars during the School day, and may not drive other students outside of their immediate family to or from School events off campus when leaving from school.

Lunch

Waring does not offer a formal lunch service, but please see the Parent's Group page on the website for potential options. Waring does provide microwaves for student use, and students may store their lunches and snacks unopened in their cubbies as needed. Cooking facilities in the kitchen may only be used for School events and supervised classes.

Students should have a snack during Focus/Flex or Break in the morning, and another between last period and the beginning of sports in the afternoon. On Tuesdays, tutorials have lunch together, and students must bring a lunch that does not require the use of a microwave.

Students may eat lunch outside or in the designated public areas of the House. **Lunch may not be taken into any other buildings.** During breaks, students may also eat their snacks in the Grande Salle and the foyers of the Forum, Barn, and Theater, but not in other areas of the School. Students may not eat in the Gym.

All members of the community are always expected to leave eating areas completely clean and to dispose of trash and recyclable items in the appropriate containers. No uncovered food items may be left in cubbies and all food should be taken home at the end of each day. Chewing gum is not allowed on campus.

Attire and Appearance

The guideline at Waring is that clothing and overall appearance should be appropriate to our shared environment of learning. We take the job of learning seriously and general appearance (dress, hair, jewelry, etc.) should reflect a commitment to that sense of purpose.

The choice of what to wear to school is the student's, and accordingly we rely on the student's good judgment. On occasion, what a student is wearing may not be appropriate for our community and the work we seek to do together. Faculty and fellow students may point this out, and the student will be asked to change (into clothing provided by the school if no other options are available) for the duration of the school day.

A few specifics:

- Clothing must be clean and in good repair
- No clothing with offensive slogans or pictures.
- No exposed undergarments or overly revealing clothing.
- Skirts and shorts should be worn at a reasonable and appropriate length, with the fingertip as a guideline.
- Hats may not be worn indoors during any organized activity or lunch.

Any final judgment on inappropriate dress will be made by the Associate Head or the Head of School.

On certain occasions more formal attire is required. Students are welcome to dress up on other days, particularly Monday, which traditionally was Waring's weekly Dress Day. Students must wear formal attire for Convocation, Baccalaureate, Commencement, the Winter and Spring Concerts, and other School events or trips when requested.

Phone Calls

Parents are asked not to call or text their student's cell phone during the school day.

If parents need to reach their child at school, they can call the main office and a message will be posted on the bulletin board across from the office or put in the student's mailbox. In emergencies, the student can be paged. Students may request permission at the Main Office to use their cell phone to make a phone call if it is urgent or necessary.

Student Cell Phones

Students may bring cell phones or smartphones to school, but they must be switched off and in the student's backpack during school hours. Use of cell phones during the school day will result in their confiscation. Teachers, at their discretion, may give a student special permission to use a cell phone as a camera or timing device after which it should be turned off and put away again.

Music

Students should not play aloud or share music that contains any offensive language or inappropriate subject matter.

The Waring School Program

Waring offers a full program of intellectual, aesthetic, and physical activities for its students. This is our strength and we hold ourselves to a high standard. The time-tested program, vouched for by alumni, students, Faculty and parents, balances academic rigor with breadth and asks all students to challenge themselves not only in Humanities, Math, Science, French, Art, and Writing, but also in Theater, Athletics, Music, travel, and short-term intensives like Camping Trip and the Endterm program. In Convocation and Graduation speeches, Waring students often describe the growth they experienced when the program asked them to take risks and engage with subjects and activities outside their comfort zone, from an art assignment or writing piece to a physics project, and this speaks to the school's commitment to helping students find their voices and build their skills in many different ways. Waring's program facilitates social and academic integration by teaching vertically integrated classes in some subject areas, combining different ages in advisor groups, called Tutorials, and grouping students by experience and ability rather than age in Math and French.

Although many areas of the program distinguish Core (6th/7th grade) from 8th grade, and 8th grade from the high school students, much of Waring's strength is in its emphasis on vertical grouping and community-wide activity. For more information and details on the Core program, please see the Core Handbook.

Tutorial

The Tutorial is at the heart of the Waring School experience. In this unique program, every student is assigned to a group, which includes students from all seven grades. The "Tutor," Waring's term for the group leader, serves as a facilitator for the discussions among its members, as well as being an adviser to each individual. Tutorials meet twice per week, (Tuesday lunch period and Friday sixth period), and may also gather for special events or projects during the year. Tutors are available to meet individually with their "Tutees" to discuss matters concerning academic or social issues.

The Tutor is responsible for monitoring each student's overall academic progress and helping the student to function effectively as a productive citizen in the Waring community. Tutors arrange conferences on the student's work with the student and the student's parents in November and February, and may also schedule additional conferences if necessary. Over the school year, the Tutor serves as a parent's primary point of contact for academic issues that arise at school.

When academic issues arise, the Tutor is notified by the individual teacher and is the primary point of contact. If there are disciplinary issues, the Tutor's responsibility is to work with the Associate Head of School on appropriate responses and, in the case of serious matters, to be the student's advocate before the Disciplinary Committee. The Tutor may also consult with and refer the student or parents to the the School Adjustment Counselor , the Consulting Psychologist or the Learning Skills Coordinator on social, emotional or learning issues.

High School Diploma Requirements

Waring students must receive credit in the following courses in Grades 9-12 in order to receive a diploma. Students entering after Grade Nine must provide transcript evidence of equivalent work, with the exception of French, Athletics, Health, Music and Endterm. A semester hour is equivalent to one period weekly of class instruction for one semester. Seniors may apply to modify their diploma requirement by taking a Senior Intensive in place of one course (see section on **Senior Intensives**).

Math – 4 years (32 semester hours) Students who have successfully completed Precalculus prior to senior year may apply for a Senior Intensive.

Writing - 4 years (16 semester hours)

Humanities - 4 years (64 semester hours), including American Studies.

Science - 4 years (40 semester hours) including Biology, Chemistry, and Physics. Seniors may indicate their preference for one of two course offerings in science; these offerings may change from year to year.

French - 4 years (32 semester hours). Students who have successfully completed at least one advanced level course may apply for a Senior Intensive.

Art - 4 years (16 semester hours). Successful completion of Art in Groups 2-4 required in order to apply for a Senior Intensive.

Performing Arts - 1 year (2 semester hours) Music Theory in 9th grade; 4 years Chorus and/or Orchestra (16 semester hours) (see Section on **Music Lessons**).

Athletics - 3 seasons per year of interscholastic sport or alternative activity. Seniors may apply for exemption for one season (see section on **Athletic Program**).

Health – 4 years (2 semester hours in grades 9 and 10; 1 semester hour in grades 11 and 12.)

Endterm – Required in Grades 9 - 11.

Honors Coursework

Students in Group 3 (10th grade) and above may take courses at the Honors level in Humanities, Science, French, Math, Writing, Art and and may earn departmental Honors in Performing Arts (Music or Theater). Taking a course at the Honors level means the requirements include more advanced work and mastery of more complex skills.

General requirements for Honors level work are given for each Department in the Course Catalogue. Students wishing to take a class at the Honors level should consult the teacher and ask for the specific Honors expectations and requirements at the start of the semester. Credit at the Honors level will be indicated on the course evaluation and final transcript if the Honors expectations and requirements have been fulfilled.

It is expected and important that students taking a course at the Honors level will check in with their teacher several times during the semester to see if their work is meeting the expectations laid out in the requirements.

Electives

The Elective Program gives students the option to select from a variety of extra-curricular offerings.. On Mondays students may also opt to go home at the end of the academic day (3:20). In 2018-2019 Electives are offered primarily on Monday afternoons from 3:30 - 5:00, with a few limited offerings for certain Groups on Wednesday afternoons from 2:20 - 3:10. Elective classes include vertical age groupings and may be led by students under faculty supervision. There are some classes that continue from year to year, and some students participate each semester and/or year to develop deeper skills in a particular area. But it is also not unusual for students to try new activities each year.

Focus/Flex is a period that occurs four times during the week for Groups 2-5 and 3 times during the week for Core and Group 1 students. It is an unscheduled time in the day during which students are expected to spend their time intentionally and productively - this can take many forms, such as spending additional time on an area of interest, meeting with a teacher, practicing an instrument, or collaborating with peers on a project.

Senior Intensives

Senior Intensives provide seniors with the opportunity to study independently a subject that is not offered by the Waring curriculum or to pursue an area of personal passion in greater depth. Students who meet the specific departmental requirements for replacing a senior course with the Intensive must submit an application to the Associate Head of School for approval by the Department Chairs. The project must be supervised by a faculty member. Students looking to apply should see the Associate Head of School for documents.

An Intensive replaces one course during senior year for a semester and therefore *partially fulfills diploma requirements*. The Senior Intensive is listed on the transcript as a course, and a student receives Credit or No Credit at the end of the semester. **A senior must successfully complete the Intensive and get credit in order to receive a diploma.**

Student Travel

It is one of the guiding assumptions of the school that students should experience first-hand the world outside of the School community. Accordingly, the Waring Program at different points includes field explorations, local overnight trips, and travel abroad. Some of these also provide leadership experience for older students who travel as TAs on trips involving younger students.

On any trip off-campus, Waring students are expected to comport themselves in a manner which reflects positively on the School, and to follow all School rules that apply on campus. Trips to foreign countries have special requirements and are prepared in detail well in advance. In these situations, Waring students must remember that they are guests of the host country and that they should treat differing social customs and habits of daily life with respect, courtesy and open-mindedness.

The School reserves the right in its sole discretion to terminate a student's participation in any trip if such rules are not observed, and to send the student home at the family's expense. If major violations of Student Conduct Expectations have occurred, the disciplinary process for such offenses will apply (see **Student Conduct Policies**).

Student Leadership Opportunities

There are many opportunities for student leadership over the course of the year in the Waring Community. Some opportunities have a formalized process while some originate from a student-generated idea. The possibilities for student leadership are nearly endless and can range from a student proposing and leading a single afternoon activity for the entire school, to being named a captain of a varsity sport, to peer mentoring, to being a TA. When students have an idea for which there is no formal process in place, they should speak with any faculty member for advice on how to explore their idea and possibly bring it to reality. Two formalized roles exist and the process for applying for those are described below.

Qualified Juniors and Seniors may apply to be Teaching Assistants (TAs). TAs help teachers in planning and teaching classes for younger students. They are also responsible for assessing student work and contributing to student evaluations. The courses for which TAs are available changes from year to year, depending on teachers' needs and the weekly schedule. In

the Writing program, TAs teach a section of Core or Group 1 under the guidance of an experienced writing teacher. TAs also accompany Group 2 to France for the Angers Exchange Program.

TAs must be in good academic standing; they must have demonstrated high competence in the subject they will teach; and they must exemplify the values of the School and be prepared for leadership. TAs are evaluated as such by their supervising teacher and TAs are listed on the student's transcript.

Endterm

Endterm is a two and a half week intensive program at the end of the year, with approximately 10 offerings on topics of interest not covered elsewhere in the curriculum. Each offering involves 10-12 students in multi-age groupings from Grade Six through Grade Ten and 2 or 3 teachers. Students may also apply to do an independent Endterm project, but are required at least once in grade 9 or 10 to participate in a school-sponsored Endterm.

Endterm topics are usually interdisciplinary and hands-on in nature, and frequently involve off-campus experiences or travel. Students learn skills and engage in activities that build on and transfer to the larger Waring program, furthering the School's Mission of building a community of lifelong learners.

For an updated list of recent Endterm topics please consult Waring's website.

Camping Trip

The School year begins with a Camping Trip, generally during the week following Labor Day. This trip is an essential part of the Waring School experience and is mandatory for all students.

On Camping Trip we lay the foundation for the year, academically and as a community. Students learn Tutorial groupings, new students are able to integrate with peers, and we all gather for singing, performances, and discussions..

Seniors arrive one night early to prepare for their roles as School leaders. They learn their schedules, discuss the year ahead, prepare the cabins for their Tutorial's arrival, and plan various events for the week.

Camping Trip is more than a few days in the woods. It is inextricably linked to the School's Mission and is the engine for a productive start to the academic year.

Special School Events

At All-School events, attendance is mandatory for all students, and family members are welcome. Dress Day attire is required. All-School events include:

- Convocation - Convocation is the official opening ceremony of the School year. It is followed by a lunch reception and varsity soccer games.
- Winter and Spring Concerts - the Winter and Spring Concerts are the two major musical events of the year. They feature performances by the School instrumental ensembles and choruses.
- Graduation Week - all-school events during Graduation Week include Baccalaureate and Commencement.

Attendance is strongly encouraged at other special events, which include but are not limited to the Fall Play, Core Night, Cabaret, the Core and Group One Plays, the Winter Musical, and the Spring Student Plays.

Music Lessons

Waring Students have the opportunity to take private music lessons as a part of the academic curriculum. Waring’s lessons teachers are contracted to teach lessons first semester beginning in late September through mid-December. Second semester lessons begin mid-January and end in early May. Students can expect to average 9 lessons per semester. Instruction is offered in piano, voice, violin, viola, cello, flute, clarinet, saxophone, trumpet, trombone, percussion, guitar, and bagpipes. Students may take one instrumental or voice lesson, although there are limited spaces for any given instrument in a given year. In some cases, students may not receive their first choice in lessons as some instruments may be oversubscribed in a given year. In these cases preference is given to returning instrumentalists and to those who have shown dedication to the study of their instrument. In rare cases, students may also opt to take a second lesson, for which parents will be billed, provided that they receive permission from their tutor and the Associate Head of School.

Private music study is contingent on a student’s agreeing to the [Waring Lessons Policy](#) (a contract which addresses practice time, performance, etc. - see document at end of Handbook). Because lessons take place during the regular school day, students have the added responsibility of communicating with classroom teachers, checking their lessons calendars, and keeping on top of their schedules and their work. Students who take private lessons are encouraged, and often expected, to take part in ensemble opportunities, large and small.

Athletic Program

Athletics are an integral part of the Waring experience. All students are required to participate in an afternoon sports program or activity. The choices are listed below.

	Fall	Winter	Spring
Core	Soccer	Basketball	Lacrosse
Grp 1	Soccer Cross C Theater	Basketball Yoga Debate Theater	Lacrosse Theater Club Ultimate Kickboxing
Grp 2-3	Soccer Cross C Theater	Basketball Yoga Debate Theater Kickboxing YMCA	Lacrosse Theater Club Ultimate Kickboxing
Grp 4-5	Soccer Cross C Theater	Basketball YMCA Yoga Debate Theater AP Studio Art Kickboxing	Lacrosse Theater Club Ultimate Kickboxing

In group 1, students may opt into Theater for one of the three seasons in groups 2 and 3, they may opt into two seasons of Theater; in groups 4 and 5 they may participate in two seasons of Theater and petition for the third season.

Students in Groups 3-5 may opt out of Waring's winter sports through a Personal Sports Intensive. This must be approved by the Area Chairs. Proposals are due by October 15th.

Seniors may opt out of one season of afternoon activities.

Sports and theater participation are listed on the student's transcript.

Assessments and Academic Support

Assessment and Evaluations

Waring School does not use a traditional grading system. In Core (Grades Six and Seven), a rubric system is used to indicate the student's progress in several relevant areas (please see the **Core Handbook**). In Groups 1-5 (Grades Eight to Twelve), qualitative written evaluations of the student's work in each subject area are sent home at the end of each semester, and a mark of CR (for credit) or NC (no credit) or I (incomplete) is put on the transcript. An incomplete may be given when the student is unable, (due to extenuating circumstances such as long term illness), to complete the requirements of the course. The student will work with the teacher, their Tutor, and the Learning Skills Coordinator to create a reasonable plan for completion of the work. At the end of the plan's stated time, the Incomplete will be changed either to Credit or No Credit depending upon the teacher's evaluation of the work.

In addition, mid-term progress reports are sent home in November and March. These short reports give an indication of the student's credit status in each class. If there is a serious deficiency, the student may receive a "no credit warning," indicating the need for remedial work or academic support to successfully complete the term.

At the end of the year, the student's tutor writes a summary evaluation that accompanies the second semester evaluations.

Academic and Learning Support

Waring's program is rigorous and demanding. In cases of routine difficulty with homework assignments or assessments, the teacher works with the student directly. This may include additional individual meetings with the student outside of class.

Persistent difficulties will be brought to the attention of the student's Tutor who, with the teacher, will consult with the Learning Skills Coordinator. This team will work together and with the family to find the best possible solution to support the student. In some cases the school's Social Worker and/or Consulting Psychologist may be contacted about behavioral issues that are impacting student success.

If a student has documented learning disabilities, these should be brought to the attention of the Tutor at the beginning of the year and shared with the Student Support team (Learning Skills Coordinator, School Social Worker, and possibly the Consulting Psychologist), which keeps all files confidential but shares relevant information with the students' teachers.

When a student receives No Credit for a course, the credits may need to be made up to meet graduation requirements. The plan for this will be overseen by the Associate Head of School in conjunction with the Department Chair, Tutor, and the teacher of the course.

Academic Probation (Groups 1-5)

A student in Group 1-5 (Grade Eight to Twelve) who is unable to meet the minimum standards for academic work at Waring may be placed on Academic Probation.

Parents of students on Academic Probation may receive weekly updates from one or more teachers on the student's work, as determined by the Tutor. Students may, at the discretion of the Teacher and Tutor and in conjunction with the Learning Support Team or, be recommended for academic support outside of Waring. In exceptional cases, modifications to the student's program with stated goals for acceptable work may be put in place.

Students on Academic Probation may not:

1. serve in leadership roles such as Teaching Assistants or Team Captains
2. receive approval for student-initiated projects such as Senior Intensives
3. receive a Waring School diploma until work is completed satisfactorily
4. participate in Electives.

The student's progress in meeting goals for improvement will be noted by the Tutor, but Academic Probation is not recorded in the student's permanent file. Academic Probation is lifted at the discretion of the Head of School, Associate Head, and the Tutor when the student has been deemed to have made sufficient progress.

Waring will make every effort to provide the conditions necessary for a student's success. However, if in the judgment of the Head of School and Associate Head a student's academic work cannot meet the minimum expectations at Waring as evidenced by continued failing performance, and/or repeated No Credits in courses following a period of Academic Probation, the student may not be offered a place for the following year.

Issues for Waring School Parents

Waring Parents are partners with the School in their child's education. They are encouraged to be active members of the community.

Parent Communication with Teachers and Tutors

For a question about a specific class or assignment, parents can get in touch with their child's teacher directly. If a class is led by a TA (for example, Core or Group 1 Writing), parents should contact the supervising teacher, especially for non-academic issues that may be sensitive in nature. The tutor is the primary contact for a student's overall progress in the program. In cases of concern about social or learning issues, parents can contact the Tutor, who may refer the matter to the Learning Skills Coordinator, the Social Worker or the Associate Head of School.

College Admissions Counseling

Waring provides families with ongoing and highly personalized support through every step of the college application process, so that students can find the best possible match for their interests.

College Admissions for all Waring students is managed by the College Counselor, with assistance from the Academic Administrator. At Waring this process begins in Junior year (Group 4). Juniors and their families may begin meeting with the College Counselor and are also allowed to attend group sessions at lunch with visiting college admissions officers. By Senior year, students have been guided from the early stages of exploratory college visits through the final weeks of fine tuning their choices and preparing their applications.

The College Counseling Handbook contains information on all aspects of the process and may be found on the School's website.

Counseling and Emergencies

In cases of serious concern about a student's emotional condition or learning difficulties, parents may contact the Social Worker who is available to meet with them and will provide resources and referrals as appropriate. In emergency situations, however, the School will call services such as 911, police, etc., for immediate help in managing the situation.

Parents' Group

Parents can be involved at Waring in many ways: sharing expertise in a class, making costumes and building sets, addressing an All-School Meeting, organizing and teaching an Endterm, and more.

More formally, the Parents' Group is made up of all Waring Parents and is organized by 2 parent Co-Chairs, and 2-3 Parent Representatives at each class level, with a New Parent Rep serving as well. The Class Representatives act as liaisons between the school and the families in their class. The Co-Chairs of the Parents' Group host monthly meetings during the academic year that are open to all to discuss topics of general interest.

The Parents' Group provides support to many community-wide events during the year, including Potluck Welcome Dinners prior to the beginning of the school year, Convocation, Grandparent/Special Friends Day, Commencement, and Faculty Appreciation Luncheon. The Parent Representatives at each class level organize and work these events with the help of all

parents in their class. For contact information and updates on Parent Group events, volunteer opportunities and this year's Co-Chairs and Parent Representatives, please go to www.waringschool.org and click on the "Parent" page. For information frequently requested such as supplies lists, library info, and all school reading, click on the "Parent Info" page.

Lost and Found

The Lost and Found closet is in the Cubby area of the Grande Salle in the School building.

Visitors to Waring

For security reasons, students who wish to bring a visitor to school must seek approval in advance from the Associate Head of School. Family members and acquaintances of students may not attend classes or participate in other activities without prior approval, except when applying as part of the regular admissions process. All authorized visitors must sign in at the Main Office.

Classes may not be audited by non-enrolled students, nor may students enroll on a part-time basis.

Health and Safety Policies

Health Examinations

The Massachusetts Department of Public Health (DPH) requires each student to have a current physical exam and immunization record on file in order to participate in any school activities. Waring families must complete all Magnus online medical records by August 1st for the new school year. The physical cannot be older than one year; therefore, families should submit a current physical exam form prior to the start of the school year or before the anniversary of the physical. DPH also requires vision and hearing screenings, once in grades 6-8 and once in grades 9-12, as well as annual postural screenings for grades 5-9 to detect conditions such as scoliosis during these rapid growth years. These screenings should be done by your child's physician or the public school nurse in your district. Private schools are not required to do the screenings, however it is our responsibility to ask for documentation that they have been done.

A student may not begin pre-season athletics or Camping Trip without complete online records through Magnus, or if the physical is out of date. A student must have a current physical on file to continue participation in athletics, theater, and/or other after school activities.

Illness and Injuries

When a student is ill, families must weigh concerns regarding missed school time against the risk of contagion in the school community. It is usually unproductive to allow students to come to school when they are not feeling well. Any important missed assignments or class material can be communicated to the student when they return.

Any student with a fever of 100 degrees or higher should stay home until their temperature has returned to normal for 24 hours without the assistance of temperature-lowering medications. This will help contain illness in the school community and limit absences for everyone. The first priority for students with illness of any kind is to rest and recover.

Waring strongly recommends that all students receive influenza vaccinations in the fall, recognizing that this is only part of disease prevention efforts along with: adequate sleep, good nutrition, hand washing, exercise, and relaxation time to reduce stress and boost immune functioning. We also ask that contagious illnesses, other than common colds, are reported to the Health Office.

If a student should feel unwell during the school day, the student may visit the Health Office to be assessed by the school nurse or in her absence the athletic trainer who, in communication with the family, will determine whether the student should rest or go home. If the student needs to go home, the family will be contacted by the school regarding transportation plans. Students who drive themselves must contact their family before leaving campus and the family must give verbal consent to the front office.

A student who has an injury should be examined by the athletic trainer and/or nurse. Please inform the school and specifically the athletic trainer of your student's injury as soon as possible after it occurs. The athletic trainer will help the student decide next steps in terms of participation in athletics or other after school activities. If a student has seen their doctor about an injury, they are required to provide a doctor's note. An injured student who cannot participate in athletics or afternoon activities may still be asked to be present at the activity, assigned a study until the end of the day, or sent home.

Medications

The Waring School is required to follow DPH laws and regulations in the state of MA regarding the administration of medications in school. Students are not permitted to carry medications, except in special circumstances with consent from their family and the school nurse. Epipens, inhalers, enzymes to treat cystic fibrosis, and diabetes medications are examples of exceptions. In most other instances, students are required to visit the Health Office to take medication. Parents should communicate with the nurse to formulate a safe administration plan for their student. When the nurse is not present at the school, trained staff members delegated by the nurse will administer the student's medication.

Your child's physician will write a school medication order for prescription medications to be given in school. All students with allergies which may require Epipen use in an emergency need an Allergy Action Plan to be completed by the doctor which also functions as an emergency medication order. Students with asthma who may need to use inhalers should have an Asthma Action Plan. These forms are on Magnus. It is important to send in at least one Epipen and a backup inhaler to keep in the Health Office.

Our goal is to ensure the safety and well-being of all of our students. Please inform the nurse, or in her absence the athletic trainer, of any medication changes or additions as well as new diagnoses, treatment plans or other concerns related to your student throughout the year. The nurse, athletic trainer, and designated school staff who have received your permission to be informed about medical concerns, will work together to provide the best possible care for your student in school.

Concussion

Concussions are brain injuries that are caused either by a direct blow to the head, face, neck, or elsewhere on the body with an impulsive force transmitted to the head. Concussions typically result in the rapid onset of symptoms but in some cases symptoms evolve over a number of minutes to hours or even days. Concussions may result in a range of signs and symptoms that may or may not involve loss of consciousness. These may or may not include, and are not limited to: headache, dizziness, sensitivity to light and/or noise, feeling "in a fog", irritability, amnesia, unsteadiness, slowed reaction times, drowsiness, fatigue, trouble sleeping, and nausea. Unfortunately, these signs and symptoms are not exclusive to concussion so symptoms alone are not diagnostic of a concussion.

Students and families are asked to submit a concussion reporting form at the start of each school year to indicate history of head injury as well as sign a concussion fact sheet form. At the start of each school year, the athletic trainer will administer a baseline test to the following students: Core, Group 2, all new students, and all students with a history of concussions as determined by the reporting form.

It is very important to understand that concussions are considered to be among the most complex injuries to diagnose, assess, and manage. If a concussion is suspected or sustained, students and families must communicate with the athletic trainer as soon as possible. Students are not permitted to participate in athletics or after school activities until cleared to do so and should be following the Return to Learn protocol with guidance from the athletic trainer and Tutor. The school has a specific Concussion Management Plan (including a Return to Activity protocol) that will be followed in the event a concussion is sustained and families should defer to the athletic trainer for more specific information.

Crisis Plan

Each year Waring School updates its Crisis Plan and Medical Emergency Response Plans, located in binders throughout the campus and in teacher offices. These plans include protocols for events such as: fire, medical emergencies, storms/shelter-in-place and violent persons on campus. The school conducts fire drills in collaboration with the Beverly Fire Department and students are annually apprised of safety protocols with updates as appropriate.

Student Conduct Policies

The School's student conduct policies are grounded in the expectations and values stated in the Waring School Ethic. These conduct expectations include: addressing teachers and peers respectfully; refraining from offensive or hurtful behavior; and treating the School, its buildings, contents, and grounds with care. Waring encourages students to speak to an adult whenever they are uncomfortable in any situation at School. Serious concerns should be brought to the attention of the Tutor or the Associate Head of School.

Violations of School Conduct Expectations

Violations of school conduct expectations may range from minor instances of inappropriate behavior to major offenses which threaten the effective functioning of the School and the learning and teaching environment for other members of the community.

Lesser offenses may include, but are not limited to:

1. Academic dishonesty, e.g. quoting sources without attribution.
2. Use of cell phones or smartphones on campus or on trips without permission.
3. Violation of the Technology Acceptable Use policy.
4. Disrespectful behavior towards a student or faculty member.
5. Tardiness.
6. Possession, use, or distribution of tobacco products or vaping products of any kind.
7. Repeated disregard of everyday school expectations (gum chewing, dress code, music)
8. Any unauthorized absence from classes, meetings, or afternoon activities.

Offenses of this nature are handled as follows:

Any faculty member may speak to a student regarding a minor offense. After addressing the issue with the student, the teacher informs the tutor and Associate Head of School, who may bring the Social Worker into the conversation. Consequences appropriate to the situation and the student's age may range from asking the student to write a written apology, to restriction of privileges (e.g. no using the gym during lunch for a week). The tutor or Associate Head of School may inform parents of repeated inappropriate behavior and schedule a conference to discuss ways of working together on the issue. Minor offenses are noted by the tutor, but no report is placed in the student's permanent file.

Major offenses

The actions listed below constitute serious violations of School Conduct Expectations if:

1. they occur **on campus at any time, including summer vacation, or**
2. they are reported to the School and/or are a matter of public knowledge as having occurred **off campus during the academic year**. The academic year runs from the first day of pre-season athletics until the final day of school in June, **and includes Camping Trip, Endterm, trips locally or abroad, weekends and vacation periods**. A student who commits a major violation while on a School-sponsored trip is liable to have his or her participation terminated and to be sent home at the family's expense.

Incidents reported to the School and/or which are a matter of public knowledge as having occurred **off campus outside the academic year (summer vacation)** are subject to disciplinary action at the discretion of the Associate Head and Head of School.

NOTE: Incidents described or recorded on social media, the Internet, or shared via audio, video, or electronic means in any manner are considered to be matters of public knowledge for the purposes of Waring's disciplinary policy.

Major offenses include but are not limited to:

1. Repeated instances of academic dishonesty and plagiarism.
2. Repeated and persistent disrespectful behavior.
3. Repeated possession, use, or distribution of tobacco products or vaping products of any kind.
4. Possession, use, or distribution of illegal drugs or alcohol.
5. Harassment or bullying of any individual on campus or at School events and programs off campus (see section on **Bullying**).
6. Dissemination of content through social media or other Internet sites which violates the laws of the Commonwealth of Massachusetts (see section on **Cyberbullying**).
7. Vandalism or willful destruction of School or personal property.
8. Theft of School or personal property.
9. Threats of and/or acts causing physical harm to another individual.
10. Possession or use of firearms, weapons, or other dangerous articles on campus.

Disciplinary Procedures for Major Offenses

Serious violations of School Conduct Expectations will require the convening of the Discipline Committee and an investigation of the incident(s). The Committee consists of the Associate Head of School and three faculty members.

Following its investigation, the Committee will make a report to the Head of School, which may include a recommendation for Disciplinary Probation, suspension with or without Disciplinary Probation, or expulsion. The Committee may also recommend that no action be taken. These sanctions are defined as follows:

a) **Disciplinary Probation** is a warning to a student that if another offense occurs again during the probationary period, suspension will be the automatic next consequence. The probationary period may range from a few days to the remainder of the school year. An offense committed at the end of the school year may result in Disciplinary Probation at the start of the following year. In extremely serious cases, a second offense may result in expulsion.

b) **Suspension from school without probation** requires the student to be absent for a specified period of time. The student will be required to make up any missed work upon his or her return to school.

c) **Suspension with disciplinary probation** is the most serious sanction short of expulsion. A student with this sanction who commits a major offense during the probationary period following return to school is liable for expulsion.

d) **Expulsion from school.** A student who wishes to return to Waring following expulsion may re-apply through the regular admissions process.

A student may appeal the Committee's determination directly by writing a letter to the Head of School and requesting a meeting with the Head of School. The final decision on whether to place on probation, suspend or expel a student rests with the Head of School. A record of the determination by the Discipline Committee and the Head's decision will be placed in the student's permanent file.

Technology at Waring

Access to Waring's computers and Internet connection is covered by the school's Technology Acceptable Use Agreement, which must be signed by student and parent. These guidelines apply to any use of technology on the Waring campus year-round.

No hardware or software changes to the computers or the network are permitted, unless authorized by the Director of Technology.

Waring School Technology Acceptable Use Agreement

The computer network at Waring can be seen as an extension of the community itself, and as such should be treated with respect for the responsibilities and privileges it entails. We expect students to become responsible and ethical users of the Internet. To that end, we have written a set of guidelines for use of the computer network and the Internet at Waring. These guidelines apply to any use of technology on the Waring campus, at any time of day, whether using a school or personal computer.

1. I agree to use Waring's network and computer resources only in ways that have to do with classes, programs, or community activities of the School. Games, Facebook, and other social media are specifically prohibited, as well as BitTorrent and similar peer-to-peer file-sharing programs.
2. I understand that I can use e-mail on an **occasional** basis, **only** for academic purposes, and that other students who need the computer for research or writing have immediate priority. In my e-mails, I will be polite and use appropriate language at all times. I understand that I can not use instant messaging or chat.
3. I agree not to seek out, access, or create material that is inappropriate within our School community.
4. I agree not to make any hardware or software changes to the computer equipment or the network without first getting permission from a faculty member.
5. I agree never to eat or drink near the computers, or to bring food into the computer labs.
6. I agree not to copy, modify, delete, or even read the private works of others without the owner's express permission. Unless clearly specified, all computer documents must be treated as private.
7. I agree not to give out personal information, such as an address or phone number, about myself, the School, or other members of the Waring community.
8. I understand that passwords are confidential, and that I am responsible for the proper use of my account at all times. I will not use someone else's password or share my own.
9. I understand that although I can store my files on the server, their integrity is not guaranteed, and I should back up copies of important files to e-mail or USB drives.
10. I agree not to use the Waring computer network for commercial or illegal purposes.
11. I agree to assume that all information accessible via the Internet and optical media is copyrighted. If I incorporate information from such sources into my own work, I will cite those sources in order to give them proper credit. Using the work of others without giving proper credit is plagiarism.
12. I understand that my use of the Waring School network and the Internet will be monitored and that my communications cannot be assumed to be private.

Waring School Music Lessons Agreement

The Lessons Program is a unique opportunity at Waring School. Students and parents must commit to a joint responsibility of dedicating the time and effort necessary to make significant progress on their instrument. Toward this commitment, the student and parents must agree to the following:

1. **Regular attendance at weekly lessons:** Lessons are scheduled in advance and in a rotation such that students do not miss the same class each week. The school supports our lessons program and the non-music Waring faculty will be made aware of the schedule (via google calendars). All the same, students are asked to communicate with and remind their class teachers when they will miss periods for lessons. If a student knows of a conflict (such as a test or a field trip), they should communicate with their lessons teacher and the PA Chair in order to reschedule the lesson. Lessons that are missed for reasons other than absence from school, or that are not rescheduled in advance when there is the opportunity to do so, will result in an unexcused absence. Students will receive an email from the teacher for each unexcused absence. The tutor, parent, and the PA Chair will be copied. If the student has 3 unexcused absences, they will lose their lesson privilege and receive a “no-credit” for that term of lessons.

Note: If a student loses their lesson privileges, they may take lessons in the subsequent term but will have to pay out of pocket for lessons for one term. They will be billed by the school. If attendance is good/satisfactory during that term, then they may resume lessons the following term (the school pays for lessons). Exceptions may be made at the discretion of the teacher and the PA Chair.

2. **Make-up Lessons:** One make-up lesson per term is provided for excused absences.
3. **Regular practice at home:** The amount and timing of this practice will be determined on the basis of agreed upon expectations of the teacher and student. Students not devoting sufficient practice time, as determined by the teacher, may forfeit the lesson privilege. We ask that parents do their part in providing a suitable instrument and place/time for practice. Parents should consult with the lesson teacher regarding appropriate instruments, rentals, and any other materials related to the instrument or lesson.
4. **Instruments:** In order to take lessons, the student must have the instrument at home, or be willing to rent one. The school does not provide instruments.
5. **Performance:** The student and teacher will decide together a reasonable performance venue or venues, such as a Soirée, Coffee House, school ceremony, all-school meeting or class presentation. (See “Lessons Goals” attached.)
 - All students taking lessons are expected to attend the Faculty Soirée on October 20th at 2:00pm.
 - Students in Group 3, 4 and 5 who are on a Music Honors Track will be held to the highest standards in all categories and may be expected to perform regularly.
 - Students must maintain good academic standing in the rest of the Waring program in order to pursue lessons.

We have read and agree to the terms above.

Instrument _____ Student _____(print) Student _____(sign)
Parent/Guardian signature _____ Date _____