



**THE WEBB SCHOOL**

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BELL BUCKLE

*The Character of Home®*

**STUDENT**

**&**

**PARENT**

**HANDBOOK**

**2019-2020**

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## FOREWORD

The Webb School fulfills its Mission, embodies its Enduring Understandings, and personifies *The Character of Home* when all members of the community share common interests and possess a clear understanding of the standards and policies which must be honored to achieve a purposeful vision. The school's standards are *Care*, *Compassion*, and *Courage*, and these standards are exercised to help build the pillars of personal *Responsibility*, mutual *Respect*, and a constitution of *Integrity* which serves the student as s/he carries the shield and torch of the school's Seal into the world as a servant-leader to humanity. Policies addressed in this handbook are intended to support the student in this task by providing structure to keep her/him motivated, healthy, and safe while extending the opportunity for her/him to enjoy the freedom to discover "...unique gifts and capacities..." as an individual on a journey to Webb Lady/Gentleman stature.

All members of the community are expected to behave as responsible, respectful people of integrity. The community lives by a basic set of behavioral expectations which are explicitly and implicitly referenced here. These expectations have been established to promote the security and well-being of the student and the school as a community, and they help support the structure of daily matters and interactions both during the academic day as well as in the residential setting.

The handbook is a common reference for standards and policies. The handbook should not be treated as all-inclusive. There may be several customs and practices which are not addressed directly in the handbook. In addition, there may be an occasional change of policy during the course of any school year; of which The Webb School community will be notified. Each member of the community is instructed to become familiar with the contents such that it contributes to the smooth operation of the school and reinforces the pillars of *Responsibility*, *Respect*, and *Integrity* which highlights the community's character and the lives of Webb Ladies/Gentlemen beyond the campus and in the world.

## HISTORY

The Webb School was founded by William R. “Sawney” Webb in 1870 in Culleoka, Tennessee. Judeo-Christian values and the intellectual pursuits of a classical education exposed families of middle Tennessee and beyond to the purposeful mission of living an *educated* life of service, humility, and honor. “Sawney” moved his school from Culleoka to Bell Buckle, TN in 1886 to continue his educational enterprise. “Sawney’s ” brother, John M. Webb, joined him shortly before and remained with him after the relocation of the campus. For more than 150 years, The Webb School’s Mission has stemmed from the aims of its founder, “Sawney” Webb.

Academically, emphasis was given to the study of classical material - Greek and Latin - as well as mathematics and physics. The Webb brothers did such an excellent job preparing their students for university studies that both of them were offered grammar teaching positions with an up-and-coming university that many know today as Vanderbilt University in Nashville, Tennessee.

Of course, the Webb brothers would turn down the opportunity to move away from their vision to sustain a school to their liking, a school that valued academic rigor, nature’s place in childhood (and manhood), and honor above all. In a relatively short period of time, the “portable” school model “Sawney” embraced produced more prodigious minds than any other preparatory school in the country. Perhaps, the most notable contribution by the school to the field of education was marked by its efforts to infuse academic study with honor as evidenced by some Alumni’s successful charge to lead Princeton University to adopt The Webb School’s Honor Code.

From its beginnings, the school has been concerned with the “whole child.” Through a balanced emphasis of spiritual, intellectual and physical growth, the school has sought to develop the fullest potential in all of its students to prepare them for college/university studies. The school has enrolled students of diverse racial, religious, geographic, and socioeconomic backgrounds with the common denominator being a willingness and ability to meet the school’s academic requirements and high standards of moral character.

William R. “Sawney” Webb’s work indebted future generations to a cause of service beyond self, humility in the face of man’s misgivings, and leadership for the improvement of all of humanity in the pursuit of truth, honor, and character.

## TRUTH, HONOR, HOME

### **Mission**

“To turn out young people who are tireless workers, and who know how to work effectively; who are accurate scholars; who know the finer points of morals and practice them in their daily living; who are always courteous.”

### **Enduring Understandings**

The Webb School's future is intimately connected to the values of its original visionaries, and the following six statements of belief are based upon these founding values:

1. Integrity is a cornerstone of a flourishing life and community.
2. Learning is an enjoyable and ongoing process.
3. Respect for self and others is essential to a harmonious society.
4. Self-discipline and autonomy are essential to success.
5. Each person has unique gifts and capacities and a responsibility to develop them.
6. Each person shares the responsibility and honor of serving others.

### **The Honor Pledge<sup>1</sup>**

"I pledge my word of honor as a Webb gentleman or lady that I will not lie, cheat, or steal."

<sup>1</sup>An additional pledge signed on all tests, papers and other assignments states: "I pledge my word of honor as a Webb Lady/Gentleman that I have neither given nor received any help on this assignment."

### **The Premise Pledge**

“I will be on my proper premise when the curfew bell tolls at night.”

### ***The Character of Home***

*The Character of Home* educates the student about the relevance of the standards of *Care*, *Compassion*, and *Courage* in her/his daily life. The student becomes a pillar of the community as her/his appreciation and understanding for *The Character of Home's* standards grows. The student matures to embody *The Character of Home's* pillars of *Responsibility*, *Respect*, and *Integrity*. It is as a pillar of the school that the student assumes her/his stature of Webb Lady/Gentleman to fulfill her/his role as a servant-leader to humanity.

## TRUTH: ACADEMIC AFFAIRS

### Attendance

The Webb School expects the student to be present and on time for all school-related commitments. The student must fulfill all of her/his academic obligations to remain in good standing and avoid Academic Exile, etc.. Therefore, attendance is of the very utmost importance.

#### *Excused/Unexcused Absences*<sup>1</sup>

The Dean of Students Office and the student and/or parent communicate with one another to determine whether the student's absence is excused or unexcused. The parent(s) must notify the Dean of Students Office by 8:15AM when the student is absent. A note may be required to explain the student's absence. The school excuses absences for illnesses, legal, medical/dental appointments, and family emergencies. All other absences are unexcused, unless approved by the Dean of Students Office.

Excessive absences from school (15 or more), whether excused or unexcused, may threaten a student's advancement to the next grade or graduation. Failure to attend a school-related commitment (i.e. class-period, Chapel, Seminar, Club, Afternoon Program, etc.) for a specified duration of time, whether in a day or for the duration of day, constitutes an absence.

**<sup>1</sup>The first unexcused absence from any class-period and/or day results in a warning. For every additional unexcused absence from any class and/or day, the student will receive a Demerit.**

#### *Excused/Unexcused Tardies*<sup>1</sup>

The teacher and the student communicate with one another to determine whether the student's tardiness is excused or unexcused. The student who arrives ten minutes after the first class-period of the day is required to report to the Dorothy Elkins Student Center and sign in with the Dean of Students Office prior to reporting to the class period. A note may be required to explain the student's tardiness.

**<sup>1</sup>Three unexcused tardies from any class-period results in a warning. For every five unexcused tardies accumulated from any class, the student will receive a Demerit.**

#### *Honor Roll Holiday or Special Leave Request*<sup>1,2,3,4</sup>

An Honor Roll Holiday or Special Leave Request must be made through the appropriate office no less than one week in advance of the anticipated absence(s). The student must complete the "Holiday or Special Leave Request" card which requires teachers' signatures and must submit the completed card to the Dean of Students Office, if an Upper School student, or the Head of Middle School's Office, if a Middle School student, for consideration of final approval.

**<sup>1</sup>If a teacher does not sign the request because they do not approve of it, then the student's request is not approved. If the student's request is not approved and the student still chooses to miss school, s/he will be assigned a Demerit (See "Discipline") for each day that is missed.**

**<sup>2</sup>An Honor Roll Holiday Leave Request must be requested from the Dean of Academic Affairs Office. It may not be taken on any Tuesday or Wednesday, during end-of-quarter test days, or during five days prior to Thanksgiving Break, Christmas Break, and Spring Break.**

<sup>3</sup>A Special Leave Request for college/university visitation purposes must be requested from the College Counseling Office.

<sup>4</sup>A Special Leave Request for purposes other than taking an Honor Roll Holiday or a Special Leave for college/university visitation must be requested from the Dean of Students Office.

### **Delay and/or Cancellation of School**

In the event of severe weather and/or an unanticipated event, The Webb School may need to delay or cancel classes for a period of time. The following protocols apply in such incidents:

1. The school is solely responsible for making decisions with regard to the delay and/or cancellation of school.
2. While Nashville channels 2 and 4 are the “official” media sources for delay and/or cancellation information, other stations/channels may be notified, and the notice will be posted on The Webb School Website, [www.thewebbschool.com](http://www.thewebbschool.com), and an automated text and email will be made to the student(s)/parent(s).
3. The parent(s) who feels uncomfortable sending their child to school in bad weather situations when the school has not delayed and/or cancelled school should use their own discretion. The student who is unable to attend in this situation will not be penalized in anyway, but s/he is expected to promptly obtain and complete any assignments that have been missed. The parent(s) must notify the Dean of Students Office of their decision.
4. When school is cancelled early due to threatening weather, every effort will be made to contact the parent(s). If driving conditions are hazardous, the student who has driven her/himself to school for that day will not be allowed to drive off campus without prior parental consent.

### *Special Schedules<sup>1</sup>*

On occasion, special events may require alterations to the Daily Schedule. The school will communicate in advance the impending nature of the effect these special schedules may have upon the Daily Schedule. The school will announce these special schedules in emails sent to each member of the community. The communicated announcement will also be posted on The Webb School Website, [www.thewebbschool.com](http://www.thewebbschool.com), and via RenWeb at least one week prior to the date of the event.

<sup>1</sup>For Academic Department Collaborative days, the student has a free period or required Study Hall in place of class in the respective discipline. See the Academic Calendar for the dates of these days.

## Daily Schedule<sup>1,2</sup>

MON.		TUES.		WED.		THURS.		FRI.	
Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time	Activity
8:00-8:45	A	Late Start	Fac. Mtg. †	9:00-8:25	C	8:00-8:45	D	8:00-8:45	E
8:50-9:35	B	8:30-9:55	B	9:30-10:00	Chapel	8:50-9:35	E	8:50-9:35	F
9:40-10:20	Chapel			10:05-10:5/ 10:50-11:30	US 4th/ MS Seminar/ MS Lunch	9:40-10:20	Chapel	9:40-10:20	Chapel
10:25-11:10	C								
11:15-12:00	US 4th/ MS Lunch	10:05-11:30	D	11:35-12:10	US Lunch/ MS Program	10:25-11:10	F	10:25-11:10	A
12:05-12:35	US Lunch/ MS Program			12:10-1:35	F	11:15-12:00	US 4th/ MS Lunch	11:15-12:00	US 4th/ MS Lunch
12:40-1:25	D	11:35-12:05	US Seminar/ MS Lunch			12:05-12:35	US Lunch/ MS Program	12:05-12:35	US Lunch/ MS Program
1:30-2:15	E	12:10-12:45	US Lunch/ MS Program	1:45-3:10	A	12:40-1:25	A	12:40-1:25	B
2:20-3:05	F	12:50-2:15	E			1:30-2:15	B	1:30-2:15	C
		2:20-3:05	Clubs			2:20-3:05	C	2:20-3:05	D
3:10-3:50	Extra Help*	3:10-3:50	Extra Help	3:10-3:50	Extra Help	3:10-3:50	Extra Help	3:10-3:50	Extra Help

<sup>1</sup>The student may choose to attend or may be required to attend Extra Help during a free period or during Lunch at the discretion of the Teacher, the Advisor, or the Director of Studies.

<sup>2</sup>Each Tuesday, the faculty meets from 7:30-8:20AM, and classes begin at 8:30AM. Morning buses run 30 minutes later than normal.

### Graduation Requirements<sup>1</sup>

English

4 Credits

Foreign Language

3 Credits (Same language within Upper School)

History

3 Credits (World History I, World History II, and U.S. History required)

Math

4 Credits (Algebra I, Algebra II, and Geometry required.)

<u>Science</u>	3 Credits (Biology, Chemistry, and Physics required.)
<u>Fine Arts</u>	2 Credits (At least 1/2 credit each from music, theater, and visual arts; at least 1 credit must be performance based)
<u>Required “non-majors”</u>	1.5 Credits (Speech, Ethics, Issues in Democracy)
<u>Electives</u>	1.5 credits
<u>Emerging Voices</u>	A public performance in Chapel

<sup>1</sup>Every student is required to be scheduled for a minimum of five class periods each semester. No student may enroll in more than six classes per semester unless a waiver is approved by the grade-level Advisory Team and the Dean of Academic Affairs. No student may enroll in more than three AP classes per year unless a waiver is approved by the grade-level Advisory Team and the Dean of Academic Affairs. Such waivers are conditional and will be revoked if the student’s academic performance falters.

### **Emerging Voices<sup>1,2,3,4</sup>**

Emerging Voices is a public-speaking curriculum which consists of students performing declamations and other special Chapel talks. Sixth- through Freshmen-level students present a declamation, a memorized piece of literature with an original introduction written by the performer. Middle School students present to the middle school; Freshmen present to the entire student body during Chapel. Sophomores present an oration, a memorized original statement of belief. Juniors complete a creative project and present both the process and the product. Finally, Seniors complete a capstone presentation of their original research in their Senior year. Thus, through the Emerging Voices program, the student faces the challenges of public speaking so that s/he is well-prepared to speak confidently before large groups.

<sup>1</sup>An appropriate public performance is required for all students to be promoted to the next grade level or to graduate in the case of a Senior.

<sup>2</sup>Upper School students will receive a grade (A-F) in seminar for their public performances, and this grade will be weighted at 1/4 credit and used to calculate students’ GPA and honor roll standing.

<sup>3</sup>Students with a diagnosed learning difference or other mental health or medical issue may seek accommodations for the Emerging Voices Program; for students actively enrolled in The Webb School’s LIFT program, these accommodations will be provided as needed. All others should submit a written request to the Public Performance Coordinator for his/her grade level. Such requests will be reviewed by the LIFT Director and School Counselor; documentation from appropriate medical practitioner’s recommendation may be requested where appropriate.

<sup>4</sup>Because public performance is a requirement for promotion to the next grade, students may be assigned behavioral as well as academic consequences for repeated failure to meet deadlines, missed school appointments, or failure to perform. These consequences could include restricted premise, a mandatory extra help schedule, and/or demerits.

### **Exams**

The student takes exams in all courses at the end of each semester. If the student is absent for an exam and is not excused by the Dean of Students Office, s/he will receive a zero on the exam. The Advanced Placement exams in the spring will be the final exam for AP courses. If the Senior is passing courses with at least a 70 for the Second

Semester, s/he will be exempt from Second Semester exams and may go on Senior Survival presuming s/he is in good behavioral standing.

### **Drop/Add & Transferring Courses**

The student is encouraged to “stretch herself/himself” and to keep trying even when a course seems difficult. If the student drops a course by the first day of the second grading period in which it meets, it will not appear on the student’s transcript. After that time, the course name and “WP” (Withdrew Passing) or “WF” (Withdrew Failing) will appear on the student’s transcript. A semester course cannot be dropped after the fourth week of the second grading period of that semester. A full-year course cannot be dropped after the fourth week of the third grading period.

The student may add a class at any time during the first two weeks it meets. After that, a class may be added only under special circumstances approved by the Teacher and the Dean of Academic Affairs.

### *First-Time Summer Credits*

The student may not earn first-time credit during the summer for any course offered at The Webb School.

### *Waiving of Graduation Requirements*

The waiving of any graduation requirement must be approved by the Dean of Academic Affairs.

### **Grading Period Review<sup>1</sup>**

At the end of each grading period, grade-level Advisory Teams review the performance of students who are having academic difficulties in order to ascertain the source(s) of problems and to plan a course(s) of intervention. These interventions may include changing class sections or dropping a course, psychological or educational evaluations, mandated Extra Help, tutors, Study Hall, limiting activities, counseling, Daily Progress Reports, and/or parent-teacher conferences. Grading Period Review may also lead the faculty to place the student on Academic Warning or Probation.

### *Extra Help*

All students are encouraged to attend Extra Help. Any Upper School student who exhibits a pattern of missing deadlines or is behind in multiple classes will be placed in a Study Hall and may be required to report to a specific class or classes for Extra Help. This student must attend Extra Help daily until the assignment(s) has been completed regardless of her/his Afternoon Co-Curricular/Extracurricular commitments. Failure to attend Extra Help is a demeritable offense.

### *Detention-Middle School*

The Middle School student who fails to submit an assignment on time will be required to report to Detention during Extra Help that day. The Middle School student

will remain in Detention until released by the Head of the Middle School. Penalties for missing Middle School Detention are determined by the Head of the Middle School.

### *Academic Exile*

A Teacher, Advisor, or Dorm Parent may place in Academic Exile the student who has difficulty completing an academic assignment(s). Usually, the student is exiled to a specific place (e.g. dorm room, library, classroom, etc.) to complete the assignment(s). Academic Exile is lifted once the work is completed.

### *Daily Progress Reports*

A Teacher, Advisor, or Administrator who is concerned about the student's academic performance may place the student on Daily Progress Reports by notifying the Head of the Middle School or the Dean of Academic Affairs. Daily Progress Reports continue for as long as those reports are useful.

### *Academic Warning*

At the end of the First Semester or at any point in any subsequent grading period, the student who is earning an overall average grade of F in one or more classes or an overall average grade of D in two or more classes may be placed on Academic Warning by the Dean of Academic Affairs upon the recommendation of the grade-level Advisory Team. The Dean of Academic Affairs will contact the parent(s) to discuss the circumstances and conditions related to the Academic Warning and will formalize the conditions in a letter to the parent(s). Academic Warning status continues until the grade-level Advisory Team judges the student to have achieved a consistent, acceptable level of performance as defined by the warning letter.

### *Academic Probation*

If the student fails to meet the standards set for her/him while on Academic Warning within the time specified by the warning letter, then the Dean of Academic Affairs, upon the recommendation of the grade-level Advisory Team, may place the student on Academic Probation. The Dean of Academic Affairs will contact the parent(s) and draft a probationary contract, which will specify the standards required of the student during Academic Probation. If the student continues to perform below the defined standards, the student may be dismissed. Academic Probation continues until the grade-level Advisory Team judges the student to have achieved a consistent, acceptable level of performance as defined by the probationary contract.

### *Academic Watch*

At the end of the Junior year or at any point in the Senior year, the student who is earning an overall average grade of F in one or more classes or an overall average grade of D in two or more classes may be placed on Academic Watch. The Senior on Academic Watch will be placed in Study Hall(s) for her/his free period(s), will be monitored daily by her/his Advisor and the Dean of Academic Affairs, and will be required to attend Extra Help every day. Graduation could be in jeopardy for the Senior on Academic Watch.

### *Academic Failure*

When the student fails a course, there is, as follows, one of two options for earning the credit:

1. The student may choose to repeat the course at The Webb School during the following year. In such cases, the course title with the designation “Repeat” will appear on the transcript along with the semester and final grades. Grades earned the first time the course was taken at The Webb School will continue to appear on the transcript. Both grades will be used in computing the student’s cumulative average. (Exception: For the student who takes an Upper School course as an 8th grader and repeats the course as a ninth grader, the 8th grade course will not appear on the student’s transcript.)
2. The student may also repeat a failed course during the summer by taking and passing the course at another school pre-approved by The Webb School. Pre-approval will be based on the Curriculum Guide and the syllabus describing the course and its content, the number of class hours involved, and the rigor of the course at that school. In such cases, the Dean of Academic Affairs or Head of School is final arbiter in pre-approving the student to take that class for credit at the other school. Since The Webb School does not post other schools’ grades on its transcript, if the student passes the class elsewhere, all grades earned the first time the course was taken at The Webb School continue to appear on the transcript, and they continue to be used in computing the student’s cumulative average. The official transcript(s) for the course(s) should be sent to The Webb School to the attention of the College Counseling Office.

<sup>1</sup>At any time during a grading period, the student with a current average below 70 in any class or with a pattern of incomplete assignments may be assigned to Study Hall(s) and may be required to attend Extra Help one or more days a week. In addition, all new Upper School students and 9<sup>th</sup> graders are initially assigned to a Study Hall.

### **Grades<sup>1,2</sup>**

<b>Grade</b>	<b>Range</b>	<b>College Prep</b>	<b>Honors</b>	<b>AP</b>
A+	98-100	4.3	4.8	5.3
A	93-97	4	4.5	5
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3	3.5	4
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2	2.5	3

C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.3	1.3
D	63-66	1	1	1
D-	60-62	0.7	0.7	0.7

*Honor Roll*

The student who earns no grade below an A- during a grading period is placed on ‘A’ Honor Roll and is awarded an Honor Roll Holiday during the subsequent grading period.

The student who earns no grade below a B- during a grading period is placed on ‘B’ Honor Roll. The student earning ‘B’ Honor Roll for two successive periods will be awarded an Honor Roll Holiday during the subsequent grading period.

*National Honor Society (NHS)*

Selection Procedure

The four pillars of the NHS are scholarship, character, leadership and service. In order to be considered for membership in NHS, students:

1. must be in grades 10-12;
2. must have attended The Webb School for at least one year;
3. must have a cumulative Upper School average of at least 85;
4. must have at least an 85 average for the year in which they are being considered for membership;
5. must not have been found guilty of any violations of the Honor Code; and
6. must not have had any serious violations of other school rules.

In the spring of the academic year, all students who meet the above criteria are sent an email asking them to fill out an activity information form. A five-member NHS Faculty Council then meets to review the forms and decide who should be selected for membership. The council, when making its selection, looks primarily for evidence of leadership and service within the school community.

As per the Official NHS Constitution, “members who fall below the standards that were the basis for their selection” shall be warned and given a reasonable amount of time to correct the deficiency. If a member receives multiple warnings, however, or is guilty of a serious violation of school rules, then the NHS Faculty Council will consider dismissal of the member from NHS. In this case, the member has the right to a hearing before the council. The council then votes for or against dismissal. A member who has been dismissed may appeal the decision to the Head of School.

### *Graduation Honors*

Summa Cum Laude: A student whose GPA for all years in Upper School is 4.3 or higher will graduate Summa Cum Laude.

Magna Cum Laude: A student whose GPA for all years in Upper School is between 4.0 and 4.29 will graduate Magna Cum Laude.

Cum Laude: A student whose GPA for all years in Upper School is between 3.7 and 3.99 will graduate Cum Laude.

<sup>1</sup>The school uses a 4.0 weighted scale with a 10-point range. (Adopted 9/2014)

<sup>2</sup>Grades below 60 equal an F and no credit.

### **The Webb School (William Bond) Library and Archives**

As a college preparatory school, The Webb School (William Bond) Library is as much a part of the student's learning experience as the classroom. It is the place for serious study, purposeful research, and reading. In keeping with national standards, the book and ebook collection support reading as the core of personal and academic competency. The library is also a place to socialize with friends, collaborate with colleagues, meet for quiet discussion, or have a friendly debate. The librarians align the library collection and research instruction with the classroom curriculum so that the student is prepared not only for class but for college, career, and life. The staff work to ensure that technologies are appropriately integrated and are equitably available. Finally, the library philosophy is that intellectual freedom is every learner's right, and learners have the freedom to share and read.

The student may check out material(s) without the assistance of the Librarian(s) by using the computer at the circulation desk. The library operates according to the Honor Pledge. Most books and media may be checked out for two weeks. Materials may be renewed as often as necessary unless another student needs the item. There is no longer a charge for overdue books, but we ask that students and faculty follow our mission to be "always courteous."

In addition to the library, our archivist works toward the preservation and organization of the archives for our historic school with nearly 150 years of valuable primary documents available for research. We also have community outreach in the library, inviting not only The Webb School community but the town of Bell Buckle to the library.

### *Summer Reading*

The student is required to read the books assigned. A list is mailed to the new student upon acceptance. The returning student is given the list at the end of the school year. Assessments of Summer Reading count five percent (per book) of the English grade for the first grading period.

### **Learn Inspire Focus Teach (LIFT)**

In order to facilitate student achievement, the Director of LIFT, a trained learning specialist, and a LIFT teacher work individually or in small groups with a

limited number of students who have documented learning differences. The instructors provide direct instruction in reading, time management, study skills, composition, and work with the student's teachers to create school-appropriate accommodations. The program provides structure, attention, test preparation, daily review, resources to acquire audio books, private testing rooms, academic monitoring, organizational instruction, and direct intervention for learning disabilities.

The student is encouraged to take ownership of her/his academic responsibilities and successes through the LIFT program. The student is placed in LIFT after a psychologist or physician identifies a learning or physical disability that may impact learning. The official evaluation must be supplied to the Director of LIFT for placement consideration. There is an additional fee for LIFT services.

### *Course Options*

Tier 1 LIFT students receive hands-on instruction in a LIFT class which includes such learning skills as time management and executive functioning. The goal is for them to use accommodations and LIFT instruction to develop independence in their learning.

Tier 2 LIFT students are typically those who have previously been in LIFT class but are ready to embrace independence in their learning. They may still use accommodations which are managed and administered through the LIFT department.

### **Test Prep & Study Center<sup>1</sup>**

There are students who do not have a specific learning diagnosis, but they need support to be successful in navigating the expectations of The Webb School's curriculum. The goal of the Test Prep and Study Center is to support the learning and educational development of every student through a collaborative, research-based effort of teaching and learning and to help the student acquire strong life-long learning and self-advocacy skills for college and beyond. Study Hall is the period in the student's daily schedule when Test Prep and Study Center instruction is provided.

<sup>1</sup>Occasionally, tutoring by an adult or peer is appropriate for the student who has specific instructional deficits and needs short-term assistance. Requests for tutoring consideration are submitted to the Dean of Academic Affairs Office.

### **College Counseling<sup>1,2</sup>**

College Counseling offers a structured way to provide the student with information, support and resources as s/he goes through the process of applying to college/university. Two college counselors staff the office and can answer college-related questions and will serve as a reference for college-related trends, admissions requirements, as well as test registration and test preparation materials. Beginning in the Freshman year and moving on through the Senior year, the college counselors work with individuals and groups to help the student and the parent(s) make informed decisions about possible college/university choices.

College-related testing includes the PreACT for Freshmen and PSAT for Sophomores and Juniors. Juniors and Seniors are encouraged to take both the ACT and

the SAT (offered at The Webb School on certain test dates) at least once, and international students should take the TOEFL test two or more times. Dates for the PreACT, PSAT, SAT, and ACT are listed on the school and college counseling calendars. Advanced Placement examinations occur in May. Registration materials for all of these tests are exclusively found online. The student may not take an AP exam independently if the school offers that course for that AP exam in its curriculum. A student may *only* enroll in an online course(s) with the permission of her/his parent(s) and approval of her/his Advisor and the Dean of Academic Affairs.

NOTE: The Boarder who has received permission and approval to enroll in an online course(s) and therefore takes its exam off-campus - should the exam not be administered on campus - must request transportation and/or approval to drive from the Dean of Students Office no later than two weeks prior to the exam date.

### *Change in Senior Student Status*

The Webb School is a member of the National Association for College Admission Counseling (NACAC) and supports NACAC's Statement of Principles of Good Practice (SPGP). Therefore, in keeping with the best practices espoused by NACAC, the school has established a written policy of disclosure relating to communications with colleges/universities. This policy states that any "disciplinary violation whether related to academic misconduct or behavioral misconduct, which resulted in the applicant's probation, suspension, removal, dismissal, or expulsion" (language taken from the Common Application) between the time of application and time of graduation must be reported to each particular college/university. If such a disciplinary violation should occur, the student, with the help of a college counselor, must self-report the incident to each particular school within ten days. After ten days, the College Counseling Office will contact each particular school with a formal letter on behalf of the student.

### *College/University Leaves*

Juniors and Seniors are strongly encouraged to make initial visits to colleges/universities when school is not in session (Thanksgiving and Christmas Holidays; Fall and Spring Breaks; summer vacations; and long weekends). A limited number of College/University leaves are granted if the student's visit is scheduled in advance with the full knowledge and permission of College Counseling and the Dean of Students Office. At least forty-eight hours prior to departure, a College Visit Leave Request form (obtained from the College Counseling Office) must be completed and signed by all of the student's teachers, a College Counselor, and the Dean of Students for consideration of approval. Typically, four leaves per academic year are permitted for Seniors while two leaves are permitted for Sophomore and Junior students.

<sup>1</sup>The Webb School's College Counseling webpage at The Webb School Website, [www.thewebbschool.com](http://www.thewebbschool.com), will serve as the central location for policies and references.

<sup>2</sup>Any Boarder who wishes to schedule testing (i.e. ACT, SAT, TOEFL, etc.) off-campus must notify the Director of Test Prep & Student Center - and the Director of International Programs, if an International Boarder - and the Dean of Students Office no later than two weeks prior to the test day to request proper approval and transportation support.

## HONOR: “*Noli Res Subdole Facere*”

### The School Seal & Honor Code



“Personal integrity is more important than money, power or fame,” according to school founder, William R. “Sawney” Webb. These words are as vital today as they were when first expressed. The school Seal encapsulates the school’s Mission, Enduring Understandings, and *The Character of Home*.

“*Noli Res Subdole Facere*” is Latin translated as “Do nothing on the sly.” The torch is kindled by the truth of all the lessons taught and by the honor that uplifts humanity at The Webb School, and it is carried by the Webb Lady/Gentleman who seeks to cast the light of such truth and honor upon the world in servant-leadership fashion. The shield protects the Webb Lady/Gentleman from the “ropers” who seek to divert one from the truth and honorable path. The circle that surrounds the torch and shield is the symbol of an unbroken sister/brotherhood of service and humility as the light is shared with the world by the Webb Lady/Gentleman. Taken together, the features of the school Seal establish the highest behavioral expectations for the student and the school as a community. “Sawney’s” frequent admonition, “Do nothing on the sly,” is the tradition of The Webb School’s Honor Code and is as old as the school itself.

### The Honor Pledge

The Honor Pledge is signed by all students in Chapel at the beginning of each academic year. It states: “I pledge my word of honor as a Webb gentleman or lady that I will not lie, cheat, or steal.” An additional pledge signed on all tests, papers and other assignments states: “I pledge my word of honor as a Webb Lady/Gentleman that I have neither given nor received any help on this assignment.”

Lying (i.e. misrepresentation or use of words or silence to convey a false impression), cheating (i.e. to act dishonestly or unfairly in order to gain an advantage, especially in a game or on an examination, and including plagiarism), stealing (i.e. to take another person’s property without permission or legal right and without intending

to return it), and *conspiracy* to lie, cheat, or steal are considered violations of the Honor Pledge.

### **The Premise Pledge**

The Premise Pledge is signed by all students in Chapel at the beginning of each academic year. “Premise” is the term designating not only the areas of campus and the parts of the town of Bell Buckle where the student is allowed depending upon the day of the week and/or the time of day but also reflecting the student’s ownership of the Premise Pledge which s/he signs at the beginning of the year which states, “I will be on my proper premise when the curfew bell tolls at night.” The contemporary and practical translation for today’s purposes suggests, “I pledge on my honor to be where I am supposed to be, when I am supposed to be there.” To honor the Premise Pledge is to be On-Premise, and to violate the Premise Pledge is to be Off-Premise.

During the academic day, the academic buildings, classrooms, etc. of campus are considered On-Premise. The Upper School student may walk downtown if s/he has a free period, and any time after the last class period of the day, provided s/he does not have commitments for Extra Help. The Middle School student may walk downtown only after the last class period of the day, provided s/he does not have commitments for Extra Help.

On-Premise areas in the town of Bell Buckle include the Post Office, 82 Market, the cafes, the town park (before dusk), and other stores. Areas behind the Post Office, 82 Market, the cafes, and other stores are Off-Premise. In addition, private residences, property, etc. in the town of Bell Buckle are considered Off-Premise for all students during the academic day. The home of the Day Student who lives in the town of Bell Buckle is considered Off-Premise to that Day Student(s) and any other student during the academic day and through Afternoon Co-Curricular/Extracurricular Activity, if applicable. The Boarder(s) may submit a Leave Request well in advance, and upon approval by the parent(s) of the Day Student, her/his parent(s), and her/his Dorm Parent, s/he is allowed to go to the home of the Day Student who lives in the town of Bell Buckle after the academic day and Afternoon Co-Curricular/Extracurricular Activity, if applicable.

Areas behind Davis and Cooper-Farris dormitories and wooded areas behind the tennis courts and athletic fields as well as the pond are considered Off-Premise at all times. During the academic day through the last class period provided the Day Student and/or Boarder does not have commitments for Extra Help, the dormitories are considered Off-Premise to non-residents unless permission is granted by the Dean of Students, Dean of Residential Life, or the Dorm Parent who is on coverage in the dormitory. The Middle School Boarder may not return to the dorm room during the academic day unless given permission to do so by her/his Teacher, Dean of Students, Dean of Residential Life, or the Dorm Parent who is on coverage in the dormitory. The Upper School Boarder may only return to her/his dorm room during Lunch and free periods unless given permission to do so by her/his Teacher, Dean of Students, Dean of

Residential Life, or the Dorm Parent on coverage in the dormitory. The Boarder is only allowed to go to her/his own dormitory during the academic day through the last class period provided s/he does not have commitments for Extra Help. The Day Student is not allowed in any dormitory during the academic day through the last class period provided s/he does not have commitments for Extra Help.

Academic buildings are considered Off-Premise after the academic day unless the student has permission from her/his Teacher to be present with the Teacher. The athletic fields, the dormitories (for residents only), and the gyms are considered On-Premise after the academic day and during Afternoon Co-Curricular/Extracurricular Activities when adult supervision is provided in those locations.

After Dinner and up to ten minutes before Dorm Check-In, the dorm(s), the Dell, and/or the Barton Athletic Center/Lundin Fine Arts Center (if open) are considered On-Premise for the Boarder presuming s/he has permission from the Dorm Parent on coverage and has appropriately signed out from the dormitory. On weekends, On-Premise areas also include certain athletic fields during daylight hours. The Day Student is welcome on campus in the evening and/or on the weekend; however, s/he must sign in with a Dorm Parent on coverage, and s/he is subject to the same policies as the Boarder concerning matters of Premise.

Any violation of these Premise policies will result in the student 1.) being Exiled (i.e. banned) from the location in question, 2.) being Premised to her/his dormitory, and/or 3.) being considered Off-Premise which is an "Order I" Pillar Offense.

### **The Honor Council**

The Honor Council, the oldest student organization on campus, investigates violations of the Honor Pledge in a confidential manner and recommends penalties to the Head of School. Honor offenses result in serious penalties, possibly including probation and/or dismissal from the school. A second offense for the same violation will be considered grounds for dismissal.

The Honor Council is student-led. It is comprised of a select number of student representatives from each grade-level in both the Middle School and the Upper School. The student representatives are chosen by their grade-level peers to serve on the Honor Council. Various officers, including Honor Council President, are assigned to carry out the functions of the council's proceedings. A faculty sponsor is assigned to the Honor Council for guidance purposes.

## HOME: STUDENT AFFAIRS

*The Character of Home* is The Webb School's fulfillment of its purpose as an educational institution to serve the whole student. The standards of *Care*, *Compassion*, and *Courage* are the prerequisite qualities of character that make it possible for the Webb Lady/Gentleman to serve as pillars in the community. As servant-leaders, the Webb Lady/Gentleman are the pillars of *Responsibility*, *Respect*, and *Integrity*. It is the embodiment of these qualities and values that signify the school's time-tested commitment to William R. "Sawney" Webb's commitment to service (i.e. *Responsibility*), humility (i.e. *Respect*), and honor (i.e. *Integrity*).

### **Safety, Well-Being & Decorum**

*The Character of Home* teaches the student that The Webb School believes that everything worthwhile begins with *Care*. The school cares for the student's and the school community's safety, well-being, and state of decorum. The school communicates clear expectations and educates the student and the school community about these important subjects. Standards and policies are established and executed with the knowledge that these things are priorities necessary to demonstrate the value of *Responsibility* as it applies to the individual caring for oneself and others who make up the school community for the sake of ensuring safety, well-being, and decorum.

### *Emergency Preparedness*

The school conducts emergency preparedness drills, and communicates with the student and the parent(s) with electronically submitted alerts when circumstances call for it. It is of the utmost importance that the student heed instructions from administrators, faculty, and/or staff as concerns following appropriate protocols when conducting drills or in the event of an actual emergency. The school takes these matters very seriously, and should the student fail to do so there could be disciplinary consequences to be determined by the Dean of Students.

### Statement of Intent

The Webb School's Statement of Intent, signed by both the student and the parent(s) or guardian, thoroughly outlines the school's philosophy regarding drugs, alcohol, and health/safety-related behavior of a relational nature, including technology use. The student and the parent(s) or guardian(s) are asked to sign the Statement of Intent acknowledging the school's policy on drugs, alcohol, and health-related behavior as well as the disciplinary actions associated with use and/or possession of these substances in addition to behaviors deemed detrimental to one's well-being. It reads as follows:

### **Honor Code**

The Webb School is an independent boarding/day school stressing friendly personal relationships and clear-minded participation in academic, co-curricular/extracurricular, and athletic endeavors. In addition, The Webb School has an Honor Code, and the school community is guided by a student-led Honor Council. The Webb School Honor Code applies to all areas of our daily lives. Lying (i.e. misrepresentation or use of words or silence to convey a false

impression), cheating (i.e. to act dishonestly or unfairly in order to gain an advantage, especially in a game or on an examination, and including plagiarism), stealing (i.e. to take another person's property without permission or legal right and without intending to return it), and conspiracy to lie, cheat, or steal are considered violations of the Honor Pledge. Pledge violations are considered honor offenses and are subject to suspension or dismissal. I will act responsibly and respectfully to maintain the integrity of The Webb School community by faithfully upholding the Honor Code and following the guidance provided by the Honor Council.

### **Illicit Substances**

I, the undersigned, pledge that in the spirit and intent of the standards and policies of The Webb School, I will not bring to the campus, use on the campus, or use while under the school's jurisdiction, tobacco-nicotine, marijuana, alcohol, or any other drug except one prescribed by a doctor/physician. I will not enter the campus under the influence of any unauthorized drug(s). If I am suspected of substance abuse, The Webb School reserves the right to perform an official lab test to determine if illegal or unacceptable substances have been used. The test must be performed by a doctor/physician or laboratory appointed by The Webb School; Independent testing is not permitted. In the case of suspected alcohol consumption, The Webb School may administer an alcohol breathalyzer test on campus. In any circumstance in which a student has exhibited unusual behavior, the school reserves the right to require counseling at the parent's expense by a psychologist appointed by the school. [In most cases, the parent(s) or guardian will be notified in advance about required counseling. However, there may be occasions when this notice is not provided until after an initial visit.]

Failure to comply with drug testing or recommended counseling may result in separation from the school. With reasonable suspicion, the school reserves the right to search any vehicle, dormitory room, etc. for materials deemed illegal, unsafe, and/or inappropriate to have on campus. All drugs prescribed by a doctor/physician will be kept in the Health Center and dispensed according to the policies and procedures of The Webb School. Any misuse, abuse, or exchange of prescription or over-the-counter drugs may cause suspension or dismissal from school. In addition, any misuse, abuse, or exchange of any dangerous chemical substance for the purpose of inhalation or ingestion is strictly prohibited and may be subject to suspension or dismissal. I will not bring any such paraphernalia to campus. If I am caught in the presence of anyone using any such drug(s) or alcohol, I place myself in jeopardy with the school's policy on drugs, alcohol, etc. and may be subject to disciplinary action including Demerits, suspension, or dismissal. In the case of suspension or dismissal from the school, I realize that my parent(s) or guardian or sponsor forfeits substantive payments and tuitions for the entire year.

### **Technology Use**

I, the undersigned, pledge that in the spirit and intent of the standards and policies of The Webb School, I will represent myself truthfully and communicate respectfully with the use of technology; including but not limited to computers, digital devices, wifi-ethernet, internet, software, hardware and apps. I enter campus to engage in the educational experience of studying and learning. I recognize the special value human relationships have at the school, and I dutifully seek to foster such relationships during any and all such moments that I interact with or represent The Webb School, especially as it applies to the acquisition and utilization of technology. Technology, when consumed and used maturely and wisely, serves to strengthen both our understanding of the world and our place in it as well as strengthen the ties that bind us together as a community of honor. Searches may be conducted in an effort to discern the nature of the use of technology should behavior of a questionable nature be observed regarding technology use and inappropriate representation of oneself in relationship to others in a school setting. Confiscation of devices may be warranted and pending the degree of severity of use of the technology, in addition to the parent(s) or guardian or sponsor, other authorities may be contacted by the school. In the case of suspension or dismissal from the school, I realize that my parent(s) or guardian or sponsor forfeits substantive payments and tuitions for the entire year.

### **Harassment Policy**

I, the undersigned, pledge that in the spirit and intent of the standards and policies of The Webb School, I will not harass, bully and/or treat others in any indecent fashion of an objectionable nature determined by the school. I

understand that harassment involves the use of aggressive language and/or actions to pressure or intimidate another person to behave in a manner that symbolizes less than desirable concerns for oneself and others. Likewise, I understand that bullying is the repeated use of an imbalance in power to force someone to behave in a manner that elicits a harmful outcome in the short and/or long term. I will abstain from sexual relations while under the jurisdiction of the school and/or on campus. Whether as an instigator or participant in such affairs, it is unseemly for me to be involved in behaviors like these which are deemed by the school to compromise the safety, health, and well-being of the individual and the school community. Our school respects the dignity of each and every person as a fellow human being, and all of us care to be compassionate and courageous agents of good. In the case of suspension or dismissal from the school, I realize that my parent(s) or guardian or sponsor forfeits substantive payments and tuitions for the entire year.

I hereby authorize The Webb School to accept all correspondence transmitted by me via electronic mail from the email address submitted herein as a valid electronic message from me, and I agree that until my email address is changed, all communications sent from this address are considered signed by me and acceptable as a replacement for my written signature. I understand that I am responsible to notify The Webb School in the event that my email address changes.

I hereby acknowledge that (a) I have fully read and understand this Statement of Intent and (b) by signing below I accept all of the terms of this Statement of Intent.

Only at the time I am presented with this Statement of Intent am I at liberty to withdraw without penalty from The Webb School or to decline to enter or attend the school. I understand that if I do not wish to enter or return to the school in the spirit of its standards and policies, I am encouraged by the school to not attend.

The school seeks to encourage and support the student who desires to remain drug and/or alcohol free by providing a non-disciplinary intervention alternative for her/him who seeks help on her/his own or through a referral made to the Care Team.

The school provides both a disciplinary response and counseling for students who violate the school's standards and policies as established in the *Student & Parent Handbook*, other enrollment documents, and the Statement of Intent.

### *Health Team*

The Health Team consists of the Health Center Nurses, the Counselor(s), Athletic Trainer, Dean of Students, Dean of Academic Affairs, Dean of Residential Life, and Head of Middle School. This team meets routinely throughout the school year to assess the overall health and wellness needs of the school community. The Health Team is also charged with discussing and deciding how to provide support to the student who is in need of physical, academic, social, emotional, and/or mental care. (See **Health Center** for details about this matter.)

### *Care Team*

An integral part of the school's educational mission involves prevention when it comes to substance abuse issues. The goal of the Care Team is to provide the school community with a safe, comfortable, and confidential way to express concerns about the student(s) who may be using tobacco-nicotine, marijuana, alcoholic beverages, and/or other illicit substances and then to confidentially address these concerns with the student(s) who is referred. The Care Team, consisting of several faculty/staff members,

is prepared to receive referrals from members of the school community who are concerned about the safety, health and/or well-being of any student(s).

The Care Team discusses concerns and provides resources for the referred student(s) who may be abusing a substance(s). While working under strict confidentiality, the Care Team does not fill the role of a professional counselor. The name of any person making a referral, being referred, or self-reporting will never be disclosed. Only the faculty/staff members of the Care Team will know who has made the referral, been referred, or self-reported. The administrators at school will have no involvement in the Care Team process unless circumstances are such that make it necessary by the standards and policies of the school and/or legal jurisprudence that administrators, etc. be informed.

*Automobiles-Leaves*

The school recognizes the importance of the automobile to the student and the parent(s) as it pertains to transportation to and from school. Given the transportation needs of the student who operates an automobile as well as the concern the school has for the safety and well-being of the student(s), the following standards and policies exist:

1. The parent(s) must complete the Student Driver Permission Form.
2. The Middle School student nor the Upper School Freshman may operate an automobile on campus.
3. The student who has received access to a “special” parking space as a result of a purchase made by her/his parent(s) from the school must display a school-issued decal in the lower or upper corner of the front windshield on the driver’s side of the automobile.
4. For a school day (i.e. Monday - Friday, 7:00AM-3:55PM, or later if the Day Student participates in an Afternoon Co-Curricular/Extracurricular Activity, Sport, etc.), the Day Student must park her/his automobile in the Barton Athletic Center or Lundin Fine Arts Center parking lot.
5. The Boarder must park her/his automobile in the Lundin Fine Arts Center parking lot adjacent to the Health Center upon arrival to school.
6. The student may not use her/his automobile during the academic day unless prior permission is granted by the student’s parent(s), the Dean of Students, or the Dean of Residential Life. The school reserves the right to search vehicles upon suspicion of the possession of illicit material and/or illicit behavior.
7. The school encourages the student and/or the parent(s) to carry an umbrella insurance policy on the automobile, the student-driver, etc.

**AUTOMOBILE-LEAVE PRIVILEGE(S) (Grade/Student/Privilege)<sup>1,2</sup>**

<u>Grade</u>	<u>Student</u>	<u>Privilege(s)</u>
10	Day Student	<i>M-F</i>
		➤ To and from school for the day (No use during the school day)
	Boarder	<i>F, Sa, Su</i>

			<ul style="list-style-type: none"> <li>➤ One “round” trip Weekend-Overnight Leave to and from home</li> </ul>
11	Day Student	<i>M-F</i>	<ul style="list-style-type: none"> <li>➤ To and from school for the day (No use during the school day)</li> </ul>
	Boarder	<i>F, Sa, Su</i>	<ul style="list-style-type: none"> <li>➤ One <i>four</i> hour (total) or less “round” trip Day Leave; OR</li> <li>➤ With parental permission, one Extended Day Leave; OR</li> <li>➤ One “round” trip Weekend-Overnight Leave to and from home/host’s home</li> </ul>
12	Day	<i>M-F</i>	<ul style="list-style-type: none"> <li>➤ To and from school for the day (No use during the school day.)</li> </ul>
	Boarder	<i>Tu-Th</i>	<ul style="list-style-type: none"> <li>➤ One <i>two</i> hour “round” trip Day Leave (No use during the school day)</li> </ul>
		<i>F, Sa, Su</i>	Two trips...
			<ul style="list-style-type: none"> <li>➤ One <i>four</i> hour (total) or less Day Leave; AND/OR</li> <li>➤ With parental permission, one Extended Day Leave; AND/OR</li> <li>➤ One “round” trip Weekend-Overnight Leave to and from home/host’s home</li> </ul>

<sup>1</sup>The Boarder who wishes to use her/his automobile for the weekend must file a Day, Extended Day, and/or Weekend-Overnight Leave Request for approval by the Dorm Parent on coverage, in consultation with the Dorm Head. The parent(s) must give her/his approval for Extended Day and Weekend-Overnight Leaves. The request(s) must be submitted in Boardingware (See HOME: RESIDENTIAL LIFE, *Leaves & Leave Request*, for details about this matter.) no later than Thursday by Noon.

<sup>2</sup>The Boarder may sign-out for an approved leave after her/his last school commitment on Friday. If the Boarder returns to campus before the Return Date/Time filed on the approved leave, then the leave is effectively over.

Automobile keys for Boarding students remain with the Dorm Head when the vehicle is not in use. Any student, driver or rider, must have proper permissions filed with the school for transportation purposes and follow state laws governing licensure. The Boarder who has been approved for a Day, Weekend, or Overnight Leave, must pick up her/his automobile key from the Dorm Parent on coverage at a time that is convenient for the Dorm Parent. Upon her/his return to school, the Boarder must turn the automobile key into the Dorm Parent on coverage.

The Boarder must see the Dorm Parent face-to-face to collect her/his car key and then sign out. The Dorm Parent will need to know details like duration of the leave, destination, description of activity, and whether others will be along for the leave. Upon returning to campus, the Boarder must see the Dorm Parent face-to-face to turn in her/his car key.

#### *Electronic/Digital/Smart(phone) Devices<sup>1</sup>*

The Webb School sees great value in *The Character of Home* when it comes to teaching students healthy habits of living in light of continued advancements in technology. The presence of smart devices represents well-intentioned progress in the scope of school-to-student interaction only in direct relation to the intentional stride each party takes to exercise *Responsibility*, *Respect*, and live a life of *Integrity*. The school establishes standards and policies for the appropriate use of electronic/digital/smart(phone) devices because the intellectual, social-emotional, and physical well-being of the Webb Lady/Gentleman depends upon them.

The Middle School student is taught self-control and self-discipline when it comes to the effective use of such devices, and the school needs the cooperation of the parent(s) in this endeavor. The Teacher may specify that the student may use a device for academic purposes on special occasions and in advance of the intended day of acceptable use. *The student should either not bring a smart device to school or leave it in her/his backpack from the beginning of the academic day until the end of her/his last academically related commitment.* If the student has a smart device out at an inappropriate time, s/he may have it taken up by any Middle School or Upper School faculty/staff person. The first infraction results in the device being confiscated by the faculty/staff person until the end of the academic day at which time the faculty/staff person may return it to the student. The second infraction results in the student's loss of the device for the remainder of the week. The third infraction results in the student being assigned a Demerit. Repeated infractions may result in more serious consequences. Further, the Middle School student is not to use an Upper School student's device during the academic day. This behavior will result in behavioral discipline as outlined above. If the parent(s) needs to get in touch with the student then s/he needs to send an email or call the Administrative Assistant to the Dean of Students or the Head of the Middle School. If the student needs to get in touch with her/his parent(s), s/he may report to either of the two offices mentioned above to request use of a school phone.

*The Middle School's goal is to teach the student to respect a secure and safe environment, advantageous to learning and free of distractions that hinder the learning process.*

The Upper School student may have her/his smart device on her/his person during the academic day. The Teacher may specify that the student may use a device for academic purposes on special occasions and in advance of the intended day of acceptable use. *The use of a device is not allowed in the dining hall at Lunch or in*

*Chapel.* The student is expected to use her/his device only during appropriate times. Upper School teachers instruct the student to deposit her/his smart device in a basket or cache before the class period begins. If the student has a smart device out at an inappropriate time, s/he may have it taken up by any Middle School or Upper School faculty/staff person. The first infraction results in the device being confiscated by the faculty/staff person until the end of the academic day at which time the faculty/staff person may return it to the student. The second infraction results in the student's loss of the device for the remainder of the week. The third infraction results in the student being assigned a Demerit. Repeated infractions may result in more serious consequences. Further, the Upper School student is not to allow a Middle School student to use their device during the academic day. This behavior will result in behavioral discipline as outlined above. If the parent(s) needs to get in touch with the student then s/he needs to send an email or call the Administrative Assistant to the Dean of Students. If the student needs to get in touch with her/his parent(s), s/he may report to the Dean of Students Office to request use of a school phone.

*The Upper School's goal is to expect the student to respect a secure and safe environment, advantageous to learning and free of distractions that hinder the learning process by modeling responsible behavior as a person of integrity.*

**<sup>1</sup>The International Student should have a serviceable smart device for communicating in the U.S.A.**

#### *WEBBNet*

WEBBNet, The Webb School's computer and technology devices and resources are for the educational and professional use of the students, faculty, and staff. The student may access the school's network resources using devices owned by the school or personal devices. Use of WEBBNet is a revocable privilege which the school makes available according to principles consistent with the school's Mission and its standards and policies.

The student is expected to avoid websites of inappropriate content. The student may not install or download software onto any school computer. The student may not install or download copyrighted material onto any computer on campus, including her/his own personal device. Such action constitutes theft and will be treated as an Honor Code infraction. The student may not post derogatory, hurtful or malicious comments on any social network site (Facebook, Twitter, Instagram, etc.). Harassment, bullying, especially through the use of anonymous posting on social media, is not tolerated by The Webb School community. Severe repercussions can be expected if cyberbullying is used to attack any member of The Webb School community.

Users are expected to comport themselves when on WEBBNet in the same caring and responsible fashion as they would elsewhere in the community. In general, users are expected and required to avoid actions that are illegal (libel, slander, vandalism, sexual harassment, theft, copyright violations, etc.), illicit, or that are unbecoming a member of the school community. The student refrains from personal attacks, tampering with files, hardware, or software; attempting to subvert WEBBNet security, or impair any operating system, etc. The school's faculty/staff and administrators reserve the

authority to determine what inappropriate use is, and their decision(s) regarding the denial, revocation, and/or suspension of the student's user account is final.

Whether a WEBBNet student-user is involved in research or computer work in the library, dormitory, or the user is engaged in computer instruction, research or projects in a classroom, the following guidelines apply:

1. Use appropriate language that is not abusive, vulgar, disrespectful or inappropriate in any other way.
2. Keep secret your password, personal address, phone number, and those of any other students.
3. Given the possibility that you may inadvertently encounter inappropriate (pornographic, vulgar, immoral or otherwise offensive) material on the Internet, refrain from pursuing such material and report the incident to the Director of Technology.
4. Use your password only.
5. Bear in mind that electronic images and messages that you may generate can have wide and virtually uncontrolled access, and your actions will reflect on you, your family, and the school. You are responsible for the impact of such content whether or not the information was posted via WEBBNet or your own personal Internet access.
6. Use common sense when using the school provided printers, and print only what you need for your assignment. (Do not print an entire website to obtain one needed quote or fact.)
7. Any effort to conceal, disguise or misrepresent your identity will be dealt with in accordance with the school's standards and policies.

Wi-Fi is provided throughout the campus, both in academic and residential settings. The Day Student or Boarder, may acquire third-party Internet Wi-Fi access points from cellular providers for their own use. However, the rules of conduct stated above are still required whether the student is using her/his own Internet access point or a school provided one. To facilitate communication, students are required to check their school-issued email account (the account they have on file at the school) on a daily basis.

### *Dress & Appearance*

[The Webb School's clothing provider is Lands' End. Go to the Lands' End website at <https://www.landsend.com/shop/school-uniforms>. The "School Number" is 900106949.]

The Webb School emphasizes proper, formal dress and appearance. Proper, formal dress reflects a degree of care that our community possesses for the individual as well as for the school community. The school standards of dress and appearance are informed by two values:

- Style of dress is to be traditional, modest, and appropriate for the occasion.
- Appearance, to include clothing, is to be wholesome, neat and clean.

The school takes seriously its mission to teach students the “finer points of morals” to include presenting oneself in a decorous manner when it comes to selection of clothing and personal hygiene. To this end, the Dean of Students Office helps oversee matters associated with dress and appearance. The Administration reserves the right to revise standards of dress and appearance forthwith for the purpose of establishing and maintaining decorum in an academic and residential setting.

There are three modes of dress for different days. Each mode of dress serves to honor formal, semi-casual, and casual styles of dress in keeping with the school’s values of dress as well as contemporary values.

#### FORMAL DRESS<sup>1</sup>

Monday-Thursday

7:00 a.m. to 3:10 p.m.

##### Ladies

- Dress Shirt (Oxford) in French blue, blue, blue-white stripe, or white with “The Webb School” logo, tucked in, and fully buttoned
- Hemmed chinos in khaki, navy, gray, or black (pants for cooler months/shorts - to a length of a couple of inches above the knee - for warmer months)
- Skirts - to a length of a couple of inches above the knee - in khaki, navy, gray, or school plaid (Hosiery or leggings may be worn under the skirt in colder weather.)
- Belt
- Dress shoes/sandals or sneakers in good condition (no flip-flops)

##### Gentlemen

- Dress Shirt (Oxford) in French blue, blue, blue-white stripe, or white with “The Webb School” logo, tucked in, and fully buttoned
- Tie, tied and pulled up under the neck
- Hemmed chinos in khaki, navy, gray, or black (pants for cooler months/shorts - to a length of a couple of inches above the knee - for warmer months)
- Belt
- Dress shoes/sandals or sneakers in good condition (no flip-flops)

**<sup>1</sup>When in Formal Dress, etiquette calls for gentlemen to wear a sports’ coat. However, sports’ coats are not required attire for gentlemen on Formal Dress days unless the gentlemen are Seniors. Seniors must be present in “Senior Blazers” for certain days if they are to enjoy features of Senior privileges when it comes to modes of dress.**

#### SEMI-CASUAL DRESS<sup>1</sup>

Friday

7:00 a.m. to 3:10 p.m.

##### Ladies

- Polo-style collared shirt in navy, white, or gray with “The Webb School” logo, tucked in
- Hemmed chinos in khaki, navy, gray, or black (pants for cooler months/shorts - to a length of a couple of inches above the knee - for warmer months)

- Skirts - to a length a couple of inches shy of the knee - in khaki, navy, gray, or school plaid (Hosiery or leggings may be worn under the skirt in colder weather.)
- Belt
- Dress shoes/sandals or sneakers in good condition (no flip-flops)

### Gentlemen

- Polo-style collared shirt in navy, white, or gray with “The Webb School” logo, tucked in
- Hemmed chinos in khaki, navy, gray, or black (pants for cooler months/shorts - to a length of a couple of inches above the knee - for warmer months)
- Belt
- Dress shoes/sandals or sneakers in good condition (no flip-flops)

<sup>1</sup>**Semi-Casual Dress is enjoyed on Fridays when a student adheres to the letter and spirit of dress and appearance Monday through Thursday. Ladies and gentlemen may choose to wear a dress shirt (Oxford) with “The Webb School” logo, tucked-in in place of the polo-style collared shirt on Fridays.**

### CASUAL DRESS<sup>1,2</sup>

#### Evenings

5:00p.m to Lights Out

Weekends (unless required to participate in a school-related activity that requires Formal Dress or Semi-Casual Dress)

#### Ladies

- Pants; shorts; skirts (all of decent length)
- Collared or non-collared (i.e. t-shirts) in good taste
- Shoes

#### Gentlemen

- Pants; shorts (all of decent length)
- Collared or non-collared (i.e. t-shirts) in good taste
- Shoes

<sup>1</sup>**Casual Dress clothes must be in line with the school’s values for dress. Casual Dress clothes must be clean, in good condition, and in good taste. Midriff portions of one’s body must be covered when standing, walking, or sitting. Low-cut, revealing tops are not allowed. Transparent clothing, clothing designed in the style of an undergarment, and “tank tops” are not permitted as outerwear.**

<sup>2</sup>**Once a month, there *may* be a Casual Dress Friday/“Jeans Day” - awarded on behalf of a community-related fundraising event in support of a service-based cause. Clubs, Students, and Faculty/Staff may apply to host such a Casual Dress Day through the Dean of Students Office.**

NOTE #1: By chinos, the school means slacks that are in the “chino” style, either flat front or pleated front, that would conform to “business-style” dress. Patch pockets, cargo pockets, and “jean-style” dress ARE NOT acceptable for Formal Dress or Semi-Casual Dress days. “Skinny” or overly tight-fitting pants ARE NOT acceptable for Formal Dress, Semi-Casual Dress, or Casual Dress days. Short pants for both ladies and gentlemen must be of the walking “chino” shorts-style and be no shorter than a couple of inches above the knee for Formal Dress and Semi-Casual Dress days. The Dean of Students Office will be the final authority in determining any dress violation issues.

NOTE #2: Outerwear should reflect the standards of dress and appearance as well as the school's values. Outerwear should be school-sanctioned clothing (e.g. sweaters, fleeces, etc.). Non-school-sanctioned outerwear must be a solid color, preferably a school dress color (e.g. khaki, navy, black, gray), void of large logos, words, images, etc.

### STUDENT-ATHLETES & GAME DAY DRESS<sup>1</sup>

Monday-Friday

7:00 a.m. to 3:10 p.m.

#### Ladies & Gentlemen

- Student-athletes and managers must be in school dress while attending all classes on game days.

<sup>1</sup>For special occasions (e.g. Homecoming, tournament play, playoffs, etc.), student-athletes may be granted permission to wear other dress. A coach must submit a request to the Athletics Department and the Dean of Students a week in advance for final approval in order for student-athletes to have this permission.

### FIELD TRIPS<sup>1,2</sup>

#### Ladies & Gentlemen

- Students must be in Semi-Casual Dress for all school-sanctioned field trips.

<sup>1</sup>The sponsoring Faculty/Staff person must submit a request to the Dean of Students upon submission of the Field Trip Request for approval of special Dress & Appearance allowances.

<sup>2</sup>Some field trips require Formal Dress (e.g. State Capitol Field Trip).

### DRESS & MEALS

#### Breakfast/Lunch<sup>1</sup>

Formal Dress                      M-Th

<sup>1</sup>If a student does not have a commitment the first period of the day or is free for the entire day, s/he may be in Casual Dress for Breakfast and/or Lunch, respectively.

Semi-Casual Dress              F

#### Dinner

Casual Dress                      M-F

#### Brunch/Dinner

Casual Dress                      Sa-Su

The Webb Lady/Gentleman care about the condition of her/his physical person. Therefore, in keeping with the school's values of dress, s/he is also responsible for addressing the following matters with decorum:

#### Ladies & Gentlemen

- Visible body piercing other than ear lobes for both boys and girls are not permitted.
- Hair<sup>1</sup>
  - ❖ Hair should be clean, neatly groomed, and worn out of the student's face.

- ❖ The school approves the use of *natural* hair color dye which is "soft" in tone to highlight or enhance the natural color of your own hair.
- ❖ The school does not approve the use of blue, green, purple, etc. or other *unnatural* hair color choices.

- Hats should be removed when entering a building.

<sup>1</sup>**Hairstyle must conform to dress and appearance standards as well as the school's values. If a student wishes to cut, color, and/or shave her/his hair in a way that it dramatically alters appearance beyond these standards and values, then the student must request and receive approval from the Dean of Students prior to the change. Failure to do so may result in a disciplinary act.**

### Gentlemen

- Earrings may not be worn during the school day or for school activities.
- Faces must be clean-shaven for the school day and school activities.

### **Chapel**

Chapel is conducted four days out of the week. It is the designated time during the academic day when the entire school community comes together. This time consists of the delivery of a moral message, often drawn from the Bible or some other sacred text, a public message from a member of the school community (e.g. Emerging Voices public performance) or a guest speaker, and important school announcements. On Wednesdays, a lesson on character is delivered to the school community. The Public Performance Coordinator or a student leader takes attendance, and attendance standards and policies are in effect during Chapel. (See **Attendance** for details about this matter.)

### **Student Activities**

#### *Clubs<sup>1</sup>*

The student has the freedom to join and contribute to a club(s). Club Time is a required part of the Tuesday schedule. (See **Daily Schedule** for details about this matter.) The student will be on campus and involved in a club during this period of the day. "A Club" and "B Club" are designations used to coordinate the rotating nature of Club Time to accommodate the student who chooses to participate in as many as two clubs. The Club Sponsor takes attendance, and attendance standards and policies are in effect during Club Time. (See **Attendance** for details about this matter.)

Club Fair is held no later than the end of the second week of school. The student learns about the different clubs. The student may sign up for the same club for "A Club" and "B Club" and, therefore, s/he will meet with that club every Tuesday during Club Time, or s/he may sign up for one club for "A Club" that meets the first time Club Time convenes to begin the school year and a second club for "B Club" the second time Club Time convenes. "A Club" and "B Club" alternate from one Club Time (Tuesday) to another.

The student may have an idea for a club. S/he must identify a Club Sponsor who is a faculty/staff member who makes a commitment to meet with the club during Club Time and take attendance, etc. The student must then file a request with the Dean of

Students Office for the creation of a new club. Such a request must be filed with the Dean of Students Office no later than a week before Club Fair. The Dean of Students Office determines the status of the request for a club.

## CLUBS

Chess	Feet 2 Feet	Literary Magazine/Creative Writing
Clay Targets	Green Feet	Sunshine Club
FCA	International Club	Etc.

<sup>1</sup>The student may complete and submit a “Clubs Drop/Add” form a week prior to the end of the quarter to request and seek approval for a change of club(s).

### *Organizations*

The student also has the freedom to join and contribute to an organization. Organizations require greater commitment on the part of the student. Some organizations meet during Club Time. Some organizations may require the student meet at other times of the day in addition to meeting during Club Time. Certain organizations require applications and/or require the student to make a speech and adhere to the results of elections.

## ORGANIZATIONS

Prom Committee	Tech Crew	Etc.
Son Will Society	<i>The Oracle</i>	
Student Council	Yearbook	

### *Social Activities*<sup>1,2</sup>

The school offers a wide variety of numerous social activities for the student. weeknight activities are pre-planned social events such as individual dorm activities, snack breaks/coffee houses, shopping trips, movie/theatre trips, dinner trips, and WILD trips. Additionally, on weekends, the Barton Athletic Center and/or Lundin Fine Arts Center are routinely open. Major annual events include: WebbStock, a student-led music festival; Lessons and Carols, a traditional Christmas service; and Diversity Day, a celebration of the various cultures represented at the school. Out of respect for the school community, the student who chooses to participate in a social activity, agrees to be punctual (i.e. arrive at departure sites ten minutes in advance), prepared (i.e. properly dressed, etc.), and principled (i.e. the student embodies *The Character of Home* standards and pillars at all times).

<sup>1</sup>The student must print their name on a sign-up sheet no later than the end of Lunch Thursday if s/he wishes to participate in a pre-scheduled weekend activity. The student is expected to honor her/his commitment to the weekend activity for reasons of courtesy and planning.

<sup>2</sup>A Guest Approval Request form must be completed and submitted to the Dean of Students Office for approval of the presence of a non-school guest at certain school activities.

## **Seminar**

*The Character of Home* and The Webb School teach the student that it values *Compassion*. As a school, great strides are made to guide and instruct the student as s/he journeys toward Webb Lady/Gentleman stature. To this end, Seminar is a time

when compassionate servant-leadership is modeled and studied. Seminar explores the formation of healthy human relationships with the understanding that decision-making produces the best results when individuals work collaboratively and cooperatively to be informed members of intentionally designed communities. The school establishes standards and policies with the knowledge that there are many times when the grace of others matters because the individual sometimes needs the *Compassion* of others to learn the value of *Respect*.

The student is supported in her/his efforts to do her/his best through Seminar. The Advisor-Advisee group is a co-hort which exists to serve as a support network for the healthy and safe growth of the student. Whether it is academics, extracurriculars, friendships, etc., Seminar is “home” for the student who needs advice about studying or insight into living and working with people.

### *The Advisor*

The student is assigned an Advisor who serves as the student’s personal advocate. *Should the parent(s) have a question about a school-related matter, the Advisor should be the first person s/he contacts.* The Middle School student meets with her/his Advisor at Lunch on Mondays and Fridays as well as during Seminar on select days of the year. The Upper School student meets regularly with her/his Advisor during Chapel and Seminar.

The Advisor serves as the academic as well as social counselor, in addition to being a liaison between the student, the parent(s), and the faculty/staff/administration. The Middle School student is assigned an Advisor and remains with her/his Advisor for the duration of the Middle School experience. The Upper School student is assigned an Advisor and remains with the her/his Advisor for the duration of the Upper School experience. This relationship is established and nurtured to help cull meaningful exchanges with the student and the parent(s). The Advisor works directly with the student to plan a program of study. The Advisor consults with department chairs and other faculty regarding placement in courses or specific sections (such as Advanced Placement or Honors). The Advisor receives copies of all grades, teacher comments, and progress reports. The Advisor discusses these reports with the student and, when appropriate, guides the student toward greater success. The Advisor may need to request to schedule a parent-teacher conference. In addition, the Advisor is responsible for coaching and thoroughly preparing the student to successfully complete her/his Emerging Voices public performance. The Advisor also seeks to make the student’s school experience as positive and productive as possible by counseling in behavioral matters and in social graces.

### *Communication with Advisor*

The parent(s) should feel free to contact their child’s Advisor via school email whenever a school-related question or concern arises. The Advisor may make other mediums of communication available to the parent(s). The Advisor will communicate

with the parent(s) to encourage a partnership as both work to support the student's progress at school.

### *Changing Advisor*

Should the student and/or the parent(s) feel the need to change Advisor, s/he should contact the Dean of Students to explain why this change is requested. The student should then give three choices of possible new Advisors. The Dean of Students Office will contact the parent(s) of the student and the potential Advisor(s) to see if the move is possible and which move may be the most appropriate. The Dean of Students must consult and receive approval from the Advisory Committee.

### **Discipline**

*The Character of Home* and The Webb School teaches the student that the school values *Courage*. In the student's journey to become a Webb Lady/Gentleman, there will be many moments when s/he will have the opportunity to live a life of *Integrity*. As a person who seeks to *Care* to be *Responsible* and who exercises *Compassion* as a sign of *Respect*, the student lives a life of *Integrity* by calling forth the *Courage* to be good. By honoring these standards and pillars, the student prepares to assume the role of servant-leader to humanity.

The school honors a basic set of behavioral beliefs and values. Such beliefs and values promote the safety and well-being of not only the student but also the school community. The student enrolls at the school voluntarily and, in so doing, expresses her/his willingness and that of her/his parent(s) to abide by all standards and policies laid forth in the *Student & Parent Handbook*, etc.. Discipline is an extension of the educational process and plays an integral role in character-building. Should the student fail to honor standards and policies of the handbook, etc. s/he may be disciplined in a variety of ways, depending upon the nature of their conduct. The school, as an independent school, reserves the right to dismiss any student whose attitude or action threatens the safety and/or well-being of the school community.

The faculty/staff may issue disciplinary actions of their own kind to address inappropriate behavior. If the behavior is of an Order I, II, and/or III type (See ORDER OF OFFENSE, COUNT & DISCIPLINARY ACTION chart below.), then the behavior must be reported to the Dean of Students Office for review.

### *Demerit*

A Demerit equals 6 hours of Work Crew to be assigned by the Dean of Students Office. Work Crew meets certain Saturdays from 8:00AM-2:00PM. Work Crew is managed and supervised by a faculty/staff person who announces in Chapel on Thursday the nature of Work Crew and, therefore, what the student should take with her/him to Work Crew and how the student should dress. The student reports to the Rand Hall patio for check-in (i.e. attendance) prepared with materials and proper dress at 7:50AM. The faculty/staff person assigned to Work Crew reports attendance to the Administrator-on-Coverage (AOC) who then will (a.) phone/text/email the parent(s) of

the Day Student or the Dorm Parent of the Boarder who is absent to inform them of her/his child's absent from Work Crew, and (b.) email the Dean of Students Office the name(s) of the student(s) who was absent. Work Crew has Brunch from 11:00am-11:30AM. The student serving on Work Crew must sit where the faculty/staff person assigned to Work Crew instructs them to sit in the dining hall. The student with a Demerit(s) must attend Work Crew unless s/he has filed and received approval to be excused in advance by the Dean of Students Office no later than Wednesday at Noon preceding her/his assigned Work Crew date. Demerits are cumulative. The accumulation of more than 10 Demerits during the course of one school year will result in dismissal.

### *Order of Offenses, Counts & Disciplinary Action* Order

#### **I. Pillar Offense<sup>1,2,3</sup>**

#### Type

- A. Possession, use, under the influence of and/or distribution of drugs, alcohol, tobacco (to include vaping), firearms, weapons, etc.
- B. Harassment
- C. Bullying
- D. Sexual relations
- E. Indecent and/or illegal online activity
- F. Willful endangerment to oneself and/or others
- G. Off-Premise

#### Count & Disciplinary Action

##### 1st Count:

- A-G: Possible Dismissal
- A-E: 5 Demerits;
- F: Leave of Absence;<sup>4</sup>
- G: 3 Demerits & Exile and/or Premise
- A-E: Possible Suspension
- A-E: Possible Counseling required with a professional approved by the school. A copy of the assessment report will be provided to the school and a commitment to follow all of the assessment recommendations will be agreed to.
- A-E: Meeting with the parent(s)
- A-E: Behavioral Contract-Probation
- A-E: Loss of leadership position(s)

##### 2nd Count:

- A-E: Dismissal
- G: 3 Demerits
- G: Meeting with the parent(s)
- F: Behavioral Contract-Probation

##### 3rd Count:

- G: Dismissal

<sup>1</sup>The school reserves the right to administer a drug test(s) to the student(s) suspected of being under the influence of drugs, alcohol, etc. The student(s) who sells and/or distributes drugs, alcohol, etc. or attempts to sell and/or distribute drugs, alcohol, etc. will be dismissed upon the 1st Count. Any Senior who receives a 1st Count drug, alcohol, etc. offense after April 30 will not be allowed to attend Graduation ceremonies. If the student(s) is a Boarder(s), s/he will depart from campus after his/her return from Senior Survival, if applicable.

<sup>2</sup>The student who possesses a firearm will be dismissed upon the 1st Count.

<sup>3</sup>The student who is dismissed from school may not return to campus without permission from the Dean of Students Office.

<sup>4</sup>The student granted or placed on Leave of Absence must be under the care of a licensed doctor, psychologist, or therapist and may not return to the school until cleared by the Health Center at the school. The term of the Leave of Absence will be dependent upon the qualifying circumstances. Each case will be evaluated individually. While on a Leave of Absence, the issue(s) the student faces takes priority, and it may often preclude the student's ability to complete academic work or earn representative grades. In some cases, the student may fall behind in coursework and may have to withdraw from a course(s).

## Order

### **II. Standard Offense**

#### Type

- A. Matters of disrespect directed towards others, behavior unbecoming; vandalism
- B. Vulgarity, indecent language
- C. Dress & Appearance violations
- D. Attendance violations; smart device(s) violations
- E. Room Inspection failure/Meal Check-In or Sign-In miss

#### Count & Disciplinary Action

##### 1st Count:

- A-C: Warning & notification is communicated to the parent(s)
- D: See **Attendance**; See *Electronic/Digital/Smart(phone) Devices*
- E: Room Premise the following evening to clean room/Dining Hall Clean

##### 2nd Count:

- A-C: 1 Demerit & notification is communicated to the parent(s)
- D: See **Attendance**; See *Electronic/Digital/Smart(phone) Devices*
- E: Campused for the upcoming weekend, forfeiture of leaves/Dining Hall Clean

##### 3rd Count:

- A-E: 1 Demerits and meeting with the student and her/his parent(s)
- Possible Behavioral Contract-Probation
- Possible Counseling required with a professional approved by the school. A copy of the assessment report will be provided to the school and a commitment to follow all of the assessment recommendations will be agreed to.

## Order

### **III. Repeat Offense**

#### Type

- A. Matters of disrespect directed towards others, behavior unbecoming; vandalism
- B. Vulgarity, indecent language
- C. Dress & Appearance violations
- D. Attendance violations; smart device(s) violations
- E. Room Inspection failure

#### Count & Disciplinary Action

- Possible Suspension
- Possible Dismissal

NOTE 1: The student(s) who becomes aware that another student(s) and/or person(s) is in violation of Order I Pillar Offense, Types A-F is obligated to report this information to a faculty/staff adult immediately.

NOTE 2: Shotguns and/or utility tools/knives may be on campus: (a.) when authorized to have a shotgun on campus for Clay Targets; shotguns are never to be transported on school vehicles; shotguns are locked in the school gun storage at all times when they are not in use. (b.) when a utility tool/knife may be used on WILD trips. In these cases, the Dean of Students Office must be informed concerning important details pertaining to the possession and use of such things.

#### *Premise*

The Boarder who is Premised (i.e. Room Premise, Dorm Premise, or Campus Premise) is required to stay at the Premised location until s/he receives permission from the Dean of Students, the Dean of Residential Life, or the Dorm Parent on coverage to do otherwise.

#### *Exile*

A tradition from the days of “Sawney,” the term “Exile” has two meanings. First, it can restrict the student *from* a particular location. Second, it can restrict the student *to* a particular location. The student who violates school standards and policies in a particular location may be exiled from that location for a certain period of time. A student who fails to complete an assigned task or honor a standard or policy may be exiled to a specific location until that task is accomplished or s/he has demonstrated they care enough to act responsibly.

#### *Suspension*

In addition to Demerits, Suspension may be required for serious or repeated violations. The Suspension may be “at home” or “at school” at the discretion of the school. The student on “at home” suspension is exiled from campus as well as from all school-related events/activities, and s/he will not be allowed to take any Boarder(s) off

campus on a leave. The student on “at school” suspension will be Exiled to a particular location on campus.

*Behavioral Contract-Probation*

The student who commits a Pillar Offense (Order I) or a Repeat Offense (Order III) may be assigned a Behavioral Contract while on Probation. The Behavioral Contract establishes expectations which must be signed by the student and the parent(s). The expectations must be met in order for the student to remain at the school. The student may be on Probation until the current academic year is completed. The school will determine whether or not to extend the probationary period for the upcoming school year.

## HOME: RESIDENTIAL LIFE

### Mission

Residential Life's Mission is to bring together The Webb School's Mission and Enduring Understandings within the embrace of *The Character of Home*. It is the Residential Life experience that best teaches how the standards of *Care, Compassion, and Courage* are necessary to reflect the pillars of *Responsibility, Respect, and Integrity*. Residential Life brings the world together to help the Boarder develop a love for service, humility, and honor which will enable her/him to act as the Webb Lady/Gentleman in the world.

*Responsibility* refers to the *Care* one exhibits to fulfill duties and commitments in a timely manner. *Respect* for others means understanding that as human beings we are not perfect; therefore, we treat all people with *Compassion* at all times. William R. "Sawney" Webb's version of this type of approach to things and people means behaving "without the slightest trace of snobbery." To exercise the *Courage* to care and treat others with compassion is to be a person of *Integrity*. The diverse nature of the Residential Life community offers unique opportunities to learn from the experiences, values, and cultures of others, hopefully forging in the Boarder the constitution of *Integrity*. *Integrity* means being morally courageous. It means consciously, consistently applying moral values in daily life despite confrontation or criticism.

A life dedicated to the standards and pillars of *The Character of Home* will be a life characterized by service and leadership. "To serve" means to expend talents and resources to meet the needs of others and to improve the condition of humanity and the world. "To lead" means to inspire others to action through example of character and depth of commitment. Servant-leaders are people who seek, in a principled and unpretentious manner, to have a positive impact on humanity and the world around them without concern for personal gain.

Ultimately, Residential Life seeks to provide the Boarder with a lifelong passion for learning and an equivalent devotion to the standards and pillars of *The Character of Home*. Residential Life is uniquely suited for fulfilling these goals, and it seeks to foster such attributes through structure and consistent application of the schools standards and policies. Residential Life success is measured through graduates who embody and practice *The Character of Home* standards and pillars to do and be good as Webb Lady/Gentleman servant-leaders in the world.

### Leaders

The benefits of Residential Life are numerous. Learning to be independent and self-reliant, learning to live closely with others outside one's family, and the opportunity to live with students from other cultures are a few of these benefits. Often the relationships that develop in this setting last a lifetime. The Residential Life community is made up of faculty/staff and certain student-leaders who support the Boarder as s/he grows through these experiences.

### *Night Time Library Proctor*

The Night Time Library Proctor is a member of the evening coverage team for Monday through Thursday. S/he is responsible for monitoring and supervising the library from 7:45-9:45PM.

### *Facilitator of Activities*

The Facilitator of Activities posts and monitors sign-up protocols for Weekend Activities. S/he also makes purchases and stores supplies for the activities.

### *Coordinator of Afternoon Co-Curricular/Extracurricular Activities*

The Coordinator of Afternoon Co-Curricular/Extracurricular Activities identifies opportunities for the Boarder to enroll in activities designed to provide a well-rounded life experience via the co-curricular/extracurricular program of the Residential Life experience. These well-rounded life experiences range from participation in competitive team sports and weight training to intellectual and social enrichment opportunities.

### *Dorm Parent*

Each dormitory is assigned approximately four faculty/staff members who share responsibility for the safety, support, and supervision of its residents. The Dorm Parent serves *in loco parentis* and mentors in the dormitory. S/he may also be a teacher, advisor, coach, club sponsors, etc.. The relationship that develops between the Dorm Parent and the Boarder can be among the most meaningful in the Boarder's life and is the hallmark of the Residential Life experience. Other duties of the Dorm Parent are as follows:

- Instruct Prefects and the Boarder about their duties and responsibilities
- Execute and enforce Room Inspections
- Sign-Out/In system
- Mediate roommate/suitemate issues
- Chaperone activities/facilities

### *Dorm Head*

The Dorm Head oversees the coordination of the Residential Life experience in their assigned dormitory. S/he supervises the Dorm Parents as a team that shares the responsibility for the safety, well-being, and education of the Boarders in the dormitory. Other duties of the Dorm Head are as follows:

- Lead regularly scheduled dorm meetings and safety/emergency drills.
- Oversee and manage Room Inspections, Sign-Out/In system, roommate/suitemate issues, etc.
- Chaperone activities/facilities
- Some Dorm Heads may serve as the Administrator on Coverage (AOC).

### *Dean of Residential Life*

The Dean of Residential Life is responsible for all elements of the Residential Life experience and the supervision of residential faculty/staff who administer care to the Boarder and the residential community. Other duties include the following:

- Assign Boarders to dormitories.
- Coordinate and communicate information about Residential Life schedules.
- Serve as Administrator on Coverage (AOC).
- Manage and facilitate the E. E. Ford “Fostering Student Initiative Program.”

### *Dean of Students*

The Dean of Students is responsible for all elements of the Student Affairs experience and works closely with school leaders to ensure a “healthy” experience for the student and the school community. Other duties include the following:

- Coordinate and facilitate Club Time
- Manage and facilitate issues pertaining to student conduct (See **Discipline** for details about this matter).
- Communicate standards and policies of the *Student & Parent Handbook*.
- Work in concert with school leaders, students, and parents to carry-out standards and policies of the *Student & Parent Handbook*.

### *Prefect*

Residential Life utilizes a Prefect system to help residential faculty/staff members manage dormitories and activities. The Prefect executes leadership roles within the residential community and assists Boarders with meeting the challenges of daily life in a residential setting. The Prefect facilitates communication between the Dorm Parent(s) and the Boarder(s). S/he is available to answer questions and to assist with personal or school-related problems. Prefect responsibilities include assisting with dorm activities, running dorm meetings, and monitoring facilities like the William Bond Library, Dorothy Elkins Student Center, Barton Athletic Center, and/or Lundin Fine Arts Center. All students, especially Boarders, are expected to cooperate with the requests of Prefects and to treat them with the same respect accorded to other residential faculty/staff.

## **Schedules, Procedures, & Services**

### *Evening/Nightly Schedule*

#### Su-Th

5:45-6:30PM	Dinner <ul style="list-style-type: none"><li>● Required for all Boarders on Monday;</li><li>● Required each night for 7th -10th grader Boarders</li></ul>
6:30-7:30PM	Free time <ul style="list-style-type: none"><li>● Residential Life Forum on certain Mondays</li></ul>
7:30PM	Dorm Meetings/Check-in <ul style="list-style-type: none"><li>● Cooper Farris and Davis Halls</li></ul>
7:45PM	Dorm Meetings/Check-in <ul style="list-style-type: none"><li>● Rand, Chambliss, Wendel Haynes, and Meadows Halls</li></ul>
7:45-9:30PM	Study Hours

8:00-10:00PM	<ul style="list-style-type: none"> <li>• Cooper Farris and Davis Halls</li> </ul> Study Hours
9:35PM	<ul style="list-style-type: none"> <li>• Rand, Chambliss, Wendel Haynes, and Meadows Halls</li> </ul> Dorm Premise
10:05PM	<ul style="list-style-type: none"> <li>• Cooper Farris and Davis Halls</li> </ul> Dorm Premise
10:20PM	<ul style="list-style-type: none"> <li>• Rand, Chambliss, Wendel Haynes, and Meadows Halls</li> </ul> Room Premise
10:30PM	<ul style="list-style-type: none"> <li>• Middle School turn in smart devices for the night</li> </ul> Lights Out
10:30PM	<ul style="list-style-type: none"> <li>• Cooper Farris and Davis Halls</li> </ul> Room Premise
11:00PM	<ul style="list-style-type: none"> <li>• Rand, Chambliss, Wendel Haynes, and Meadows Halls</li> </ul> Lights Out

*Meal Sign-In/Check-In (Breakfast/Dinner/Brunch)*

The Boarder in 7th-10th grades must sign-in at Breakfast (M-F) between 7:00-7:40AM. The Boarder in the 11th and 12th grades who has been late to her/his first period class must sign-in at Breakfast (M-F) the morning following the day of her/his tardiness. All Boarding Students are expected to check-in with the Dorm Parent on coverage at Dinner on Monday evenings between 5:45-6:15PM if they do not have another school obligation. The Boarder in 7th-10th grades must check-in with the Dorm Parent on coverage at Dinner every evening (M-F) if s/he does not have another school obligation and is not on a Special Leave. All Boarders who are on campus at Brunch (Sa-Su) between 10:00AM-Noon must check-in with the Prefect on coverage at the Dining Hall. Failure to sign-in for Breakfast will result in Work Crew hours. Failure to check-in at Dinner and/or Brunch will result in Dining Hall Clean. Repeat Offenses are handled per **Discipline**. (See **Discipline** for details about this matter.)

*Study Hours*

During Study Hours, the Boarder is expected to work diligently on her/his academic assignments. Though Study Hours end at 9:30 or 10:00 respectively, the Boarder is expected to work during free time, as necessary, to complete her/his assignments prior to Lights Out.

The Boarder who is having academic difficulty or who is not working effectively may be Exiled to the Student Center during their day-time free period and check-in with the Dorm Parent on coverage to discuss/execute a night time Study Hours plan. The Boarder who consistently meets all of her/his academic commitments may be given some freedom to regulate Study Hours. On occasion, when there are athletic events or special programs in the evening, residential faculty/staff or the Dorm Parent on coverage may arrange an afternoon study session for the Boarder wishing to attend the event(s).

The Boarder who needs library resources for assignments is expected to make every attempt to visit the library during academic hours. S/he may also visit the library during Study Hours under the supervision of the Night Time Library Proctor on coverage. The Boarder must sign-up for the library in the dining hall shortly after Dinner.

Smart devices are collected during Study Hours. Seniors and Prefects are exempt from turning in their smart devices. At the beginning of Study Hours, the Boarder checks-in with her/his Dorm Parent and hands in the device. At the end of Study Hours s/he may collect the device from the Dorm Parent. Middle School Boarders may get their devices back at the end of Study Hours but then they must turn them back in by 10:20PM (Su-Th). They may get them in the morning before the academic day begins.

### *Dorm Premise*

The Boarder is expected to be in her/his dormitory at Dorm Premise and remain there for the remainder of the night. Violation of this policy is a Pillar Offense (Order I). (See **Discipline** for details about this matter.)

### *Lights Out/Late Lights*

In order to assure that the residential community receives adequate rest to be alert and attentive in class, Lights Out is enforced each night, especially those nights before a school day. If the Boarder has been unable to complete assignments, s/he will be allowed to stay up after Lights Out with the permission of the Dorm Parent on coverage. If a Boarder needs Late Lights frequently, then the Dorm Head and the Dorm Parents will discuss other alternatives that may be more appropriate.

### *Weekends*

A schedule will be announced by Monday of each week detailing the times for activities during the upcoming weekend. A detailed weekend schedule is also emailed out to all Boarders by Friday morning prior to the weekend. The routine aspects of the schedule are outlined as follows

#### Friday

5:45-6:30PM	Dinner (check-in required for 7th-10th grade Boarders)
10:00PM	Dorm Premise for 7th and 8th grade Boarders
11:00PM	Dorm Premise for 9th-12th grade Boarders
11:00PM	Lights Out for 7th/8th grade Boarders
12:00AM	Lights Out for 9th-12th grade Boarders

#### Saturday-Sunday<sup>1,2</sup>

8:00AM-2:00PM	Work Crew (Saturday only)
10:00AM-12:00PM	Brunch (check-in required for all Boarders on campus)
5:30-6:00PM	Dinner

<sup>1</sup>Saturday's post-Dinner routine is the same as Friday's; Sunday's post-Dinner routine is the same as Monday-Thursday's.

**<sup>2</sup>On Sunday, church attendance is encouraged.**

### *Mailroom*

The Boarder is assigned a school mailbox in the Mailroom which is located in the Dorothy Elkins Student Center. Packages should be delivered to “Dorothy Elkins Student Center, 205 Follin Lane, Bell Buckle, TN 37020.” Packages may be collected during Upper School Lunch (See **Daily Schedule** for details about this matter.) or from 3:05-3:45PM Monday-Friday.

### *Overnight Guest(s)*

The Boarder may invite a guest(s) to stay in her/his dorm room with the consent of the Dean of Residential Life. The school requires an invitation from the student host and permission from the parent(s) of the student host and the parent(s) of the guest.

### *Day Student Boarding*

The Day Student who wishes to stay overnight in a dorm room may report her/his request through the Dean of Residential Life Office. Upon the school’s approval, the Day Student may be an overnight guest. The Day Student who is given permission by the Dean of Residential Life to stay in a dorm room for an extended time will be billed by the school. The Day Student who is boarding must adhere to the standards and policies of Residential Life.

### *Sign In/Sign Out*

The Boarder is required to account for her/his whereabouts because the school takes seriously its responsibility for the Boarder’s safety and well-being. The Boarder must sign-out using Boardingware, a cloud-based App synced with iPad kiosks, in each dormitory under any of the following conditions:

- If s/he has been approved for a Day Leave, Extended Day Leave, and/or Weekend-Overnight Leave
- If s/he is going downtown
- If s/he is leaving the dormitory for another destination on campus
- If s/he anticipates missing a Sign-In/Check-In
- When in doubt - sign out!

Failure to sign in/sign out properly will result in disciplinary action as outlined in **Discipline**. (See **Discipline** for details about this matter.)

### *Leaves & Leave Request<sup>1,2,3</sup>*

For safety reasons, it is imperative that the school knows where the Boarder is at all times. During the school day which is considered a combination of the Boarder’s academic and Afternoon Co-Curricular/Extracurricular Activities, the Boarder must sign-out and sign-in with the Administrative Assistant to the Dean of Students Office in the Dorothy Elkins Student Center. Anytime the Boarder is leaving campus for a personal activity, (i.e. not school chaperoned activity) for an extended amount of time, s/he must submit a Leave Request. There are basically three types of leaves that need

approval from the Dorm Parent on coverage and/or the parent(s)/host parent(s); (1.) a Day Leave - permission required from the Dorm Parent on coverage only, (2.) an Extended Day Leave - permission required from the parent(s)/host parent(s) and the Dorm Parent on coverage, and (3.) a Weekend-Overnight Leave -permission required from the parent(s)/host parent(s) and the Dorm Parent on coverage. The Boarder initiates the Leave Request process in Boardingware. When signing out to leave campus, the Boarder must be precise about her/his plans and how s/he can be contacted. If her/his plans change, the school must be notified of the change. The Boarder may sign-out and sign-in for herself/himself, and s/he must check-in face-to-face with the Dorm Parent on coverage before signing out and after signing in. If the Boarder misrepresents her/his whereabouts, the act is considered a violation of the Premise Pledge and the Honor Code, and there may be disciplinary action as outlined in **Discipline**. (See **Discipline** for details about this matter.)

If the Boarder requests a Day Leave, s/he is wishing to leave campus for a period of time to go somewhere (Murfreesboro, Shelbyville, etc...) and then return within the proper time frame the same day. In this instance, if the Boarder has the proper permissions on file, the Dorm Parent on coverage may approve the Leave Request in Boardingware. The Boarder may not leave until s/he has had a face-to-face check-out with the Dorm Parent on coverage and the Leave Request has been approved. The Boarder must sign-out using the iPad kiosk. The Boarder signs in upon her/his return to campus and checks in face-to-face with the Dorm Parent on coverage.

If the Boarder requests an Extended Day Leave, s/he is wishing to leave campus for a period of time to go somewhere (Murfreesboro, Shelbyville, Friends House, etc...) and then return within the proper frame of time the same day. In this instance, if the Boarder has the proper permissions on file, the Dorm Parent on coverage may approve the Leave Request in Boardingware after the parent(s)/host parent(s) have approved the Leave Request in Boardingware. The Boarder may not leave until s/he has had a face-to-face check-out with the Dorm Parent on coverage and the Leave Request has been approved. The Boarder must sign-out using the iPad kiosk. The Boarder signs in upon her/his return to campus and checks in face-to-face with the Dorm Parent on coverage.

If the Boarder requests a Weekend-Overnight Leave (one night, multiple nights, going home, friend's house, college leave, vacation, etc.), s/he must submit a Leave Request *and* the parent(s)/host parent(s) must approve the Leave Request before the Dorm Parent on coverage can approve the Leave Request. The Boarder may not leave until s/he has had a face-to-face check-out with the Dorm Parent on coverage and the Leave Request has been approved. The Boarder must sign-out using the iPad kiosk. The Boarder signs in upon her/his return to campus and checks in face-to-face with the Dorm Parent on coverage.

**<sup>1</sup>The Boarder's standing must be taken into consideration before a Leave Request can be approved. An Extended Day and/or Weekend-Overnight Leave Request must be submitted Thursday by Noon.**

<sup>2</sup>The school expects the Boarder will be properly chaperoned by the host parent(s) for a Weekend-Overnight Leave. If plans change, then the host parent(s) will contact the parent(s) of the Boarder and the Dorm Parent on coverage.

<sup>3</sup>See HOME: STUDENT AFFAIRS, *Automobiles-Leaves*, for details about leave types.

### *Ride Share Policy*

Ride share companies such as Uber and Lyft require their users to be 18 years or older. The Webb School honors and respects that policy. Therefore, no Boarder may use a ride share company unless s/he is 18 years of age or accompanied by an individual 18 years or over and has the proper transportation permissions and leave approvals. The Boarder wishing to use ride share services must be at least 16, be in good standing, and have parental permission on file to travel via Ride Share services like Uber and Lyft.

### *Travel Itinerary<sup>1</sup>*

Each year the school publishes calendars that include vacation, break, etc. dates. The school expects the Boarder and the parent(s) to note these dates and to consider them carefully when making travel plans and scheduling important events. The Boarder must adhere to the established departure and return schedules so s/he is able to honor Residential Life and school standards and policies. The first shuttle departs upon completion of the academic day prior to the start of a major holiday/break. A departing flight must leave 3 or more hours after the completion of the academic day. A returning flight must be scheduled to arrive before 9PM. The school cannot guarantee transportation to/from the airport if travel itinerary is not aligned with the school's expectations. The Boarder and her/his parent(s) must submit all trip details including a copy of flight plans, etc.. A completed travel itinerary must be submitted to the Administrative Assistant to the Dean of Students Office and Dean of Residential Life Office two weeks prior to departure.

<sup>1</sup>The dormitories, dining hall and Health Center are closed during school holidays/breaks/etc.. The Boarder must vacate the dormitory by and not return until dates and times listed on the official school calendar.

## **Facilities**

### *Dorm Room Furnishings/Incidentals*

School property, residential property, and the furnishings in the Boarder's dormitory and dorm room are provided on the presumption that s/he will be a steward of such things. Ordinary wear and tear is to be expected, but unnecessary or intentional damage to the property will be charged to the account of the Boarder responsible for the lack of care of this property. Missing furniture will also result in a charge to the account of the Boarder responsible for the lack of care of this property. A dormitory/dorm room key is provided to the Boarder. A lost key should be reported immediately; there is a \$25 key replacement fee that will be charged to the account of the Boarder responsible for the lost key. The Boarder is instructed to lock her/his dorm room door whenever s/he is not present. The school cannot assume responsibility for the loss and/or damage of money, computers, or other valuable items. The Boarder will need to use the dorm room key to gain access to the dormitory since the main entrance to the dormitory remains locked at all times for safety.

The Boarder is encouraged to have a lock box for valuables and should avoid keeping substantial amounts of cash in her/his dorm room. The school recommends that the Boarder open a bank account with the First Community Bank (FCB) in Shelbyville, TN because there is an FCB ATM in downtown Bell Buckle. The Boarder's parent(s) can then deposit money directly to that account for direct student use. The bank sends officers to the school on Orientation Day to facilitate opening accounts. The Administrative Assistant of the Dean of Students Office and the Dean of Residential Life Office do have a safe and will store cash and other important papers upon a student's request.

### *Room Assignments*

Every effort will be made to honor the returning Boarder's roommate request. It is the school's policy to assign students to dormitories consistent with their biological anatomy. Residential faculty/staff recognize that the beginning of the school year is a time of adjustment; therefore, dormitory and/or dorm room changes are not allowed until the Boarder has made an effort to develop a healthy and cooperative relationship with her/his roommate. If roommate problems persist, the Boarder should discuss her/his concerns with the Advisor, Dorm Parent, and/or Dorm Head. If no other solution can be found and if space is available, a room change may then be arranged by the Dean of Residential Life in consultation with other Residential Life leaders.

### *Room Inspections*

Room inspections are conducted in each dorm by the Dorm Parents. Rooms are expected to be reasonably neat and clean. The bed should be made; clothes stored properly, drawers shut, lights and electronic appliances turned off; bathroom countertops clean and neat; trash emptied; floor vacuumed or swept regularly.

"White Glove" inspection will be conducted bi-weekly. At this time, the Boarder is expected to meet higher standards of cleanliness and neatness. Floors must be thoroughly cleaned; all furnishings and shelves dusted; all countertops, desktops, and shelves organized; and all trash emptied.

Failure to honor the standards and policies related to Room Inspections will result in disciplinary action as outlined in **Discipline**. (See **Discipline** for details about this matter.)

### *Room Search*

It may be necessary to search the Boarder's dorm room. The dorm room may be searched if the school has reason to suspect illicit behavior and irregularities. The search will be conducted by two members of the dorm team. Though rare, the dorm room may be searched on a random basis.

### Items NOT Permitted in Dormitories:

- Inappropriate and/or indecent posters, etc.

- Large pieces of furniture (unless pre-approved by the Dean of Residential Life)
- Refrigerators (Exception: Prefects may have a small refrigerator.)
- Hot Plates, hot pots, toasters, rice cookers, George Foreman grills, sun lamps, corn poppers, microwaves, soldering irons, heaters, Keurigs or similar appliances with heating elements (unless pre-approved by the Dean of Residential Life)
- Weapons of any kind
- Matches, lighters, candles, incense, fireworks, or any other item the function of which involves a flame
- Pets of any kind
- Monitors larger than 24 inches

### *Commons Room*

The Boarder may use the Commons Room to watch TV and movies, play games, and socialize. Some Commons Rooms are also equipped with one desktop computer with an Internet connection and a printer.

### *Laundry Room*

Washers and dryers are provided in each dormitory free of charge. The Boarder is expected to wash and dry her/his clothes in a timely fashion and to respect the property of other boarders using the machines and use the machines properly.

### *Kitchen*

The Boarder may keep food items in the dormitory refrigerator and cabinets. To avoid confusion, these items should be clearly marked with the Boarder's name. The Boarder is expected to dispose of perishable items in a timely manner. Many kitchen items have been supplied to be shared by the dormitory community. If the Boarder uses the kitchen, then all pots, pans, dishes, and cooking utensils must be washed and returned immediately.

Use of the kitchen is a privilege. The Boarder agrees that if s/he does not have time to clean-up afterwards then s/he does not have time to cook. Implements and appliances must be properly secured and turned off and/or unplugged after use. The kitchen may be closed by the Dorm Head or the Dorm Parent on coverage if the kitchen's condition is unacceptable. Failure to honor the standards and policies related the use of the Kitchen Dormitory may result in disciplinary action as outlined in **Discipline**. (See **Discipline** for details about this matter.)

### *Chores/Maintenance*

While the custodial staff provides periodic thorough cleaning of the bathrooms and common areas of the dormitory, the Boarder is expected to take an active role in maintaining the cleanliness of the bathrooms and common areas. To facilitate this effort, chores are assigned to the Boarder on a rotating basis.

If the Boarder notices a maintenance issue either in her/his dorm room, bathroom or the common area(s), s/he should immediately report the problem to the

Dorm Parent on coverage. The Dorm Parent will submit a maintenance request(s) to the Maintenance Department. Maintenance issues that are not emergencies are typically addressed on the following business day.

## **HOME: AFTERNOON CO-CURRICULAR & EXTRACURRICULAR PROGRAM**

*The Character of Home* reflects The Webb School's care for the "whole child." The community benefits when each individual is more fully present in the life of the school. The Afternoon Co-Curricular & Extracurricular Program is intentionally structured to expose the student to the healthy benefits associated with participating in deliberately designed activities beyond the classroom. Consequently, it is the school's belief that as the student seizes opportunities to become more involved in the life of the school her/his own character is strengthened by the relationships s/he forms and nurtures, life lessons applied beyond the academic arena, and by an improved state of being.

The school affords the student the opportunity to participate in a wide variety of activities for the purpose of exploring his/her own "...unique gifts and capacities..." as s/he grows into the stature of a Webb Lady/Gentleman to be a servant-leader in the world.

### **Goals**

The Afternoon Co-Curricular & Extracurricular Program is executed by faculty and staff who work alongside students to respect the following goals:

- To develop and nurture healthy, authentic relationships.
- To learn and apply "life" lessons of commitment, collaboration, and camaraderie.
- To be active in such a way that it inspires one to serve beyond self.

### **Objectives**

The Afternoon Co-Curricular & Extracurricular Program is purposefully designed to allow the student the opportunity to explore various activities of interest while also guiding her/him to experience other activities that help expand her/his perspective on what it means to contribute to a "harmonious society" and "honor...serving others." To these ends, the Program draws from activities made available by the Athletic Department, Arts Department, etc. and incorporates intentionally planned co-curricular activities. All students are encouraged to participate in each of the three program seasons - Fall, Winter, and Spring. The Boarder participates all three program seasons. The student, Boarder and Day Student, must participate in an Extracurricular Activity at least one season. Extracurricular Activities include sports (including Manager; Fall, Winter & Spring), Theatre (Fall & Spring), and Mock Trial (Winter). The Middle School student who does not participate in an Extracurricular Activity but remains on campus during this time must report to the Library. Some Seniors in good standing may be exempt from participation requirements for certain seasons. The student who participates in an activity sponsored by an off-campus entity may wish to apply for an Extracurricular Activity Credit. This application is reviewed and approved or denied by the Athletic Director.

### AFTERNOON CO-CURRICULAR ACTIVITIES

	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>I. Sustainability-Service &amp; Activity A</b> (Low Impact)	<b>M &amp; W</b> Sustainability-Service  <b>Tu &amp; Th</b> Indoor/Outdoor	<b>M &amp; W</b> Sustainability-Service  <b>Tu &amp; Th</b> Indoor/Outdoor	<b>M &amp; W</b> Sustainability-Service  <b>Tu &amp; Th</b> Indoor/Outdoor
<b>II. Activity B</b> (High Impact)	<b>M &amp; W</b> Indoors  <b>Tu &amp; Th</b> Outdoors	N/A	<b>M &amp; W</b> Indoors  <b>Tu &amp; Th</b> Outdoors
<b>III. Open Season</b> (Intro to Team Sports)	<b>M &amp; W</b> Basketball Lacrosse Tennis  <b>Tu &amp; Th</b> Indoors/Outdoors	<b>M &amp; W</b> Lacrosse Tennis Softball Soccer  <b>Tu &amp; Th</b> Indoors/Outdoors	N/A
<b>IV. Middle School Aftercare</b>	<b>M-Th</b> Student Center	<b>M-Th</b> Student Center	<b>M-Th</b> Student Center

### AFTERNOON EXTRACURRICULAR ACTIVITIES

	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>V. Athletic Department<sup>1</sup></b>	<b>M-Th/F</b> Cheerleading-B/G Clay Targets <sup>2</sup> -B/G Cross Country-B/G Football-B Golf-B/G Soccer-G Volleyball-G	<b>M-Th/F</b> Basketball-B/G Cheerleading-B/G	<b>M-Th/F</b> Clay Targets-B/G Golf-B/G Lacrosse-B/G Soccer-B Softball-G Tennis-B/G
<b>VI. Arts Department</b>	<b>M-Th</b> Theatre Production	<b>M-Th</b> Mock Trial	<b>M-Th</b> Theatre Production

<sup>1</sup>“B” - Boys; “G” - Girls; “B/G” - Boys and Girls. Sport team distinctions (i.e. Varsity/Junior Varsity, US/MS, etc.) are specified during sign-up.

<sup>2</sup>An Extracurricular Credit may be earned in Clay Targets if the student participates Fall & Spring.

## **Wilderness Instruction and Leadership Development (WILD)**

The Webb School has an active outdoor program that traces its lineage all the way back to the Webb brothers and their appreciation for nature. There are two ropes courses and a climbing wall on campus. During the year, WILD trips are frequently offered as a weekend activity.

Backpacking, rock climbing, whitewater rafting/kayaking, canoeing, and caving are some of the most common WILD activities. Major WILD trips are offered during Fall, Winter, and Spring Breaks. "Winter Freeze" is a four-day backpacking trip that departs immediately after the last exam of the First Semester.

The culminating WILD event of the The Webb School experience is Senior Survival. During exam week of the Second Semester, Seniors in good academic and behavioral standing are expected to go on a week-long adventure trip that includes various outdoor experiences. Seniors who participate in Senior Survival consider it to be one of the most meaningful experiences as a student. Seniors who are not excused from participating in Senior Survival must complete an alternative plan that consist of the following:

1. Attend school during final exams week and report to the Dean of Students Office in the Dorothy Elkins Student Center for attendance/instructions.
2. Take final exams at their regularly scheduled time(s).
3. Type a 750-word essay in response to the prompt, "What has The Webb School taught you about effective leadership, teamwork, community, courage, self-discovery, self-reliance, grit, critical-thinking skills, problem-solving strategies, resilience, making wise choices, and overcoming obstacles?"

NOTE: All Boarders are required to attend at least one WILD trip during the school year.

## **Community Service<sup>1</sup>**

The Webb School believes the student benefits from the expectation the school has of her/him to serve a certain number of hours of community service at each stage (i.e. grade level) of her/his school career. The student and the parent(s) must report the nature of the student's service and the recipient of the service verifies the student's contribution. The school believes Community Service assist the student on her/his journey to become a Webb Lady/Gentleman servant-leader to the world by affording the student the opportunity to experience what it means to serve communal needs and interests and exercise grace as one practices the life skills needed to live a life of integrity. The Community Service Hours Verification form is used to submit service hours to the Dean of Students Office for approval.

### Requirements:

Freshman                      10 hours

Sophomore	15 hours
Junior	20 hours
Senior	25 hours

**<sup>1</sup>If the student in 9th-11th grade does not complete the required hours during the respective school year, then they will be required to complete 1.5 hours in the next year for every hour missed in the previous one. If a Senior does not complete the required hours, then s/he will not be allowed to attend Senior Survival and must perform community service instead. The student who averages 50 service hours each year will be recognized at Graduation for excellence in Community Service.**

## SCHOOL SERVICES/OFFICES & CONTACT INFORMATION

### Health Center

Phone, 931-389-5770; Email, [healthcenter@webbschool.com](mailto:healthcenter@webbschool.com)

#### *Hours of Operation*

The Health Center is open from 7:15AM-7:00PM, Monday-Friday to assist the student who is ill. The Health Center will remain open past 7:00 p.m. on special occasions. From 7:00-8:00AM, the Nurse on coverage can be found in the dining hall. The Health Center fully expects all families to be in compliance with the school's standards and policies, especially as related to the completion and submission of all health-related enrollment documents including proof of health insurance, Medical Release Form, Immunization Record Form, Physical Form, etc. Failure on the part of the parent(s) to complete and submit all health-related enrollment forms will prevent the student from participating in certain school-related activities. The student who is missing any health-related form(s) will be allowed to attend class, but s/he will not be allowed to participate in any other activities. The Boarder who is missing any health-related form(s) will be Dorm Premised after the academic day until s/he is in compliance.

#### *Policies*

The Boarder who wakes up ill must either physically report to the Nurse on coverage in the dining hall or call the Nurse on coverage before 7:45AM. Failure to do so will result in the Boarder being marked tardy unexcused. The student, Day Student or Boarder, who needs to visit the Health Center during class must obtain a note from the Teacher and report directly to the Health Center making sure to sign-in upon her/his arrival. The Nurse on coverage has the final say as to whether the student is admitted to the Health Center and the nature of the duration of her/his stay. Before returning to class, the student must be dismissed from the Nurse on coverage after collecting a note to deliver to the Teacher of the class to which s/he is returning. When a Day Student is unable to complete a school day, the student's parent(s) will be contacted to communicate plans for picking up the student from school.

The student, Day Student or Boarder, taking medication on a regular basis must pick up her/his medication in the dining hall *before* 7:45AM if they require a morning medication. If the Boarder requires a night-time medication, s/he must pick up the medication between 5:45-6:15PM in the dining hall. Failure to report to the dining hall and pick-up medication during these allotted times will result in consequences. The first infraction will result in parental contact and a warning. The second infraction will result in parental contact and the assignment of 6 hours of Work Crew. The third infraction will result in a Demerit and a meeting with the student, her/his parent(s), and the Dean of Students. Repeated abuse of this policy by the student will result in more serious consequences per the Dean of Students recommendation. The Boarder who needs basic over-the-counter medication after 7:00PM may obtain the medication from the Dorm

Parent on coverage. Medical and gynecological services are available through the school physician. The student is referred to specialists at the discretion of the school physician.

The Health Center Nurse(s) is responsible for the medical care of the student while s/he is under the school's jurisdiction. This includes the storage and distribution of all medications, including vitamins, supplements, etc.. The student is never to keep any medication, prescribed or over-the-counter, on their person, in their lockers, in rooms, in automobiles, etc. unless specifically authorized to do so by the Nurse(s), in which case the student will be issued a Health Center Card permitting this behavior that will be produced to validate permission(s) granted by the Health Center Nurse(s). All medication, including vitamins, supplements, etc. must be turned in to the Nurse(s) at the time of registration/enrollment or upon receipt of said substances at any other time during the course of the academic/school year. The student's parent(s) must sign and submit a Medication Administration Form for any prescription/medication. If, at any time, a parent, guardian, or physician feels it necessary to send medication to a Boarder, it should be mailed directly to the Health Center with specific instructions from the physician. All prescription medications for a Boarder needs to have refills sent in to "McGee's Prescription Shop, 842 Union Street, Shelbyville, TN 37160 (Phone: 931-684-7936).

### *Counseling Support*

The school recognizes the importance of the student's emotional well-being and development. Professional counseling support is available on campus for the student who may wish to speak to a counselor. The student is encouraged to discuss her/his concern(s) with her/his Advisor or with another adult on campus with whom s/he is comfortable. Should the student need ongoing counseling support for a sustained period of time, referrals to a counselor outside of school may be made. In some cases, the school may require that the student receive an evaluation by an outside professional that the school designates.

### **Business Office**

Phone, 931-389-5709; Email, [jdonahue@webbschool.com](mailto:jdonahue@webbschool.com) (Ms. Judy Donahue)

The Business Office is open from 8:00AM-4:30PM, Monday-Friday. All questions about the student's account should be directed to the Business Office.

### *Activities Account*

An Activities Deposit Account is established upon enrollment/registration, and the charges to that account are available from the Business Office. Items charged to that account include the following:

- Charges for school trips
- Standardized testing fees (SAT, ACT. etc.)
- MiFi charges etc.
- Emergencies (doctor bills, etc.)

## **Dining Hall<sup>1</sup>**

Phone, 931-389-5780

The Webb School contracts with an independent agent, Sage Dining Services, to provide nutritious meals to the student and the community. These meals are prepared with fresh ingredients and contribute to the well-being of the student by offering a well-balanced selection of diverse food groups each meal.

<sup>1</sup>The student and/or the parent(s) should ask the Dean of Students Office questions regarding special dietary needs.

### **MEAL SCHEDULE**

#### Weekdays

Breakfast*	M-F	7:00-7:45AM
Lunch	M-F	See <b>Daily Schedule</b> for times
Dinner*	M-F	5:45-6:30PM

#### Weekend\*

Brunch	Sa-Su	10:00AM-Noon
Dinner	Sa-Su	5:30-6:00PM

\*The Boarder must check-in at Breakfast and Brunch with the Prefect and at Dinner with the Dorm Parent of her/his dormitory who is on coverage. A guest(s) of residential faculty/staff is welcome. The Boarder who invites a guest(s) must graciously introduce the guest(s) to the Prefect, her/his Dorm Parent, or the Administrator-on-Coverage (AOC) depending upon the meal. The parent(s) of the Day Student who routinely eats meals (other than Lunch) on campus may need to pay an additional fee.

## **Campus Store**

Phone, 931-389-5701; Email, [mjames@webbschool.com](mailto:mjames@webbschool.com) (Ms. Melissa James)

The Campus Store is open during Upper School Lunch (See **Daily Schedule** for details about this matter.) and 3:05-3:45PM, Monday-Friday. The student may purchase school supplies, clothing apparel, novelties/gifts, etc. The student may use cash, a personal debit/credit card, and/or charge her/his student account for purchases made in the Campus Store.

## **School Leadership Offices**

### Head of School

Phone, 931-389-5702; Email, [rbroadhead@webbschool.com](mailto:rbroadhead@webbschool.com) (Mr. Raymond Broadhead)

### Assistant Head of School/Business Office Manager

Phone, 931-389-5708; Email, [jiorio@webbschool.com](mailto:jiorio@webbschool.com) (Mr. Joe Iorio)

Head of Middle School

Phone, 931-389-5772; Email, [tsullens@webbschool.com](mailto:tsullens@webbschool.com) (Mrs. Tabetha Sullens)

Dean of Academic Affairs

Phone, 931-389-5713; Email, [ntaucare@webbschool.com](mailto:ntaucare@webbschool.com) (Mrs. Nicole Taucare)

Registrar for Academic Affairs

Phone, 931-389-5712; Email, [mdonovan@webbschool.org](mailto:mdonovan@webbschool.org) (Mrs. Micky Donovan)

Dean of Students

Phone, 931-389-5704; Email, [lfoulk@webbschool.com](mailto:lfoulk@webbschool.com) (Mr. Larry Foulk)

Dean of Residential Life

Phone, 931-389-5727; Email, [jbloom@webbschool.com](mailto:jbloom@webbschool.com) (Mr. Jon Bloom)

Administrative Assistant for Student Affairs

Phone, 931-389-5701; Email, [mjames@webbschool.com](mailto:mjames@webbschool.com) (Ms. Melissa James)

School Counselor(s)

Phone, 931-389-5774; Email, [mdaniel@webbschool.com](mailto:mdaniel@webbschool.com) (Ms. Michele Daniel)

Director of Athletics

Phone, 931-389-5751; Email [sdorsett@webbschool.com](mailto:sdorsett@webbschool.com) (Mr. Scott Dorsett)

Director of College Counseling

Phone, 931-389-5716; Email, [cbridwell@webbschool.com](mailto:cbridwell@webbschool.com) (Mr. Chadd Bridwell)

Directors of Study Center & Test Prep

Phone, 931-389-5705; Email, [jgarcia@webbschool.com](mailto:jgarcia@webbschool.com) or [mgarcia@webbschool.com](mailto:mgarcia@webbschool.com)  
(Mr. James Garcia/Mrs. Mallory Garcia)

Director of LIFT

Phone, 931-389-5778; Email, [msikes@webbschool.com](mailto:msikes@webbschool.com) (Mrs. Marget Sikes)

Director of Enrollment & Management

Phone, 931-389-5728; Email, [jharris@webbschool.com](mailto:jharris@webbschool.com) (Mrs. Julie Harris)

Director of Alumni & Development

Phone, 931-389-5722; Email, [mwilson@webbschool.com](mailto:mwilson@webbschool.com) (Mr. Matt Wilson)

Director of Communications

Phone, 931-389-5729; Email, [rmitchell@webbschool.com](mailto:rmitchell@webbschool.com) (Mrs. Rita Mitchell)

Director of Technology

Phone, 931-389-5762; Email, [rpryor@webbschool.com](mailto:rpryor@webbschool.com) (Mr. Raymond Pryor)

Librarian

Phone, 931-389-5758; Email, [hlittle@webbschool.com](mailto:hlittle@webbschool.com) (Ms. Hannah Little)

Director of Parent Relations

Phone, 931-389-5718; Email, [anorris@webbschool.com](mailto:anorris@webbschool.com) (Mrs. Amy Norris)

## **PARENT VOLUNTEERISM**

### **Parent Activities**

The Webb School is a non-profit, independent school. Therefore, the parent(s) is encouraged to support various programs and fundraisers throughout each school year. Several official committees comprised of parent volunteers are organized to address the many needs of the school community. Opportunities to become involved as a parent volunteer are numerous. To be successful, every independent school needs the cooperation and collaboration of the parent(s), who must understand and embrace the school's Mission, share its Enduring Understandings, value *The Character of Home*, and fully support its standards and policies vis-a-vis a healthy relationship with administration, faculty, and staff. When joined by a common set of beliefs and values, The Webb School and the parent(s) forms a powerful team with far-reaching positive effects on the student(s) and the entire school community.

### **The Webb School Parents' Association (WSPA)**

WSPA provides a vital and much-appreciated service to the school leadership and the entire school community. WSPA serves a wide-range of functions, including coordination of important projects around campus and the annual Belles & Buckles Gala fundraiser each year. WSPA directs the proceeds of all fund-raising efforts to designated projects around campus. WSPA is always looking for energetic volunteers to assist with activities throughout the year. The parent(s) is encouraged to get to know WSPA volunteers and contact the President of WSPA with any questions about how to become a contributing member of the organization.

### **Parents of Athletes at The Webb School (PAWS)**

PAWS specifically supports athletic events and related projects, including manning a concession stand at athletic events and providing volunteer support for the The Webb School's athletic programs. PAWS is always looking for energetic volunteers to assist with activities throughout the year. The parent(s) is encouraged to get to know PAWS volunteers and contact the President of PAWS with any questions about how to become a contributing member of the organization.