

The Wardlaw ~ Hartridge School



Student
&
Parent
Handbook

2019-2020

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ALL-SCHOOL HANDBOOK

Mission Statement and Core Values

Mission Statement

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

Core Values

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

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

History of the School

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

The Emblem and Colors

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

PEOPLE AND PLACES

Administration and Staff

HEAD'S OFFICE

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

LOWER SCHOOL

Head of Lower School	Silvia Davis
Administrative Assistant	Kathy Marikakis

MIDDLE SCHOOL

Head of Middle School	Corinna Crafton
Administrative Assistant	Eileen Valentine

UPPER SCHOOL

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

ATHLETIC DEPARTMENT

Director of Athletics	Karl Miran
Assistant Athletic Director/ Facility Rentals	Megan Noebels
Head Athletic Trainer	Ryan Oliveira

GUIDANCE AND COUNSELING SERVICES

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

LIBRARY

Head Librarian	Patricia Fielder
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ADMISSION AND FINANCIAL AID

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

BUSINESS OFFICE

Director of Finance	John Pratt
Student Accounts/Comptroller	Marian Tumolo
Administrative Assistant	Judy Orak

DEVELOPMENT OFFICE

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

TECHNOLOGY DEPARTMENT

Director of Technology	Marc Spivak
Associate Director of Technology	Andrew Farman

SERVICES

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

DEPARTMENT CHAIRS and SUBJECT AREA COORDINATORS

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

Core Team

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

Language/Learning Specialist

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

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

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

School Counselor

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

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

School Nurse

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

General Information

Accidents

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

Attendance

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

Absences

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

Excused Absences

The following situations constitute an excused absence:

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

Requesting Excused Absences

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

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

Extended or Frequent Absences

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

If four consecutive classes or six classes in a yearlong class are missed, the teacher may, at his/her discretion, require class time to be made up or may require additional academic work to be completed in a time frame outlined by the teacher. In

the event a student has missed ten days or 20% of class time in a trimester, the Core Team (Division Head, School Nurse, Learning Specialist, and School Counselor) will discuss further intervention, which may include summer work and/or private tutoring at the family's expense as a condition for receiving credit for having completed the course or school year.

Leaving School During the Day

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

Tardies

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

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

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

Calendar and Holidays

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

Communication

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

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

PCR

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

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

Dress Code Philosophy Statement

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

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

Fire and Safety Drills

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

Fire Drill

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

Security Drill

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

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

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

Lockdown/Intruder Alert

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

Lockdown sirens and announcement “Attention: Lockdown”

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

Fundraising

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

Guests

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

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

Jurisdiction of the School

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

Medical and Emergency Contact Forms

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

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

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

Lost and Found

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

Re-enrollment Contracts

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

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

School Closings, Delayed Openings, and Early Dismissals

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

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

School closings

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

Delayed Opening

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

Early Dismissal

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

School Trips

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

Snowdon Library / Sonawalla Center for Global Learning (CGL)

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

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

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

Student Drivers and Passengers

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

Summer Assignments

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

Transportation

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

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

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

Behavioral Expectations

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

Disciplinary Policy

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

Academic Honesty

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

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

Alcohol, Drugs, Tobacco

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

Specific Rules

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

Consequences of Violations

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

Drug and Alcohol Evaluation and Treatment

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

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

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

Self-referral and Referral by Friend(s)

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

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

Conduct in Common Areas

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

Department and Social Expectations

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

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

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

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

Fire and Possession of Dangerous Objects

Setting fires or threatening to set one is prohibited, and any student who participates in such activity will face dismissal from school and will be reported to the proper authority. Tampering with fire-fighting equipment or fire alarms is prohibited as well. No object which can kill or cause serious bodily harm shall be brought to school or used in school without the expressed

permission of the Head of School. Furthermore, no item that is a “look-a-like” for illegal substances, alcohol, or weapons may be possessed, used, or distributed on the school premises or during any school-related activities.

Harassment

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

Bullying

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

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

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

Cyber Bullying

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

Sexual Harassment

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

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

Responding to Harassment

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

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

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

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

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

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

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

Probation - Suspension - Expulsion

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

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

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

Spectators at Events

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

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

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

Health and Medical Services

School Nurse

The roll of school nurse is discussed on page 9.

Illness/Injury

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

All students must be signed out by a parent/guardian in the appropriate divisional office. Under no circumstances should a student leave the school without permission. See leaving the school during the day on page 11.

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

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

Medical Documentation

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

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

Immunization Requirements-TB Testing

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

Medications

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

- Written orders from a physician must be provided to the nurse for all medications to be dispensed whether prescription or over-the-counter medications. The doctor's orders include the name of the medication, dosage, time interval the medication is to be taken, and side effects of the medication; Doctor's orders are good only for the academic year they are dated for (Sept-June) and must be re-authorized in writing for each September; Wardlaw students who also attend summer programs (June-August) must therefore have new medication orders written by a doctor, signed and dated for the summer camp nurse to administer medications.

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

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

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

Consent

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

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

Infection Control Practices

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

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

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

Food Allergies

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

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

Please note our full policy & guidelines for management of a student with a life-threatening food allergy are available on our website whschool.org, under the Nurse's Page.

Infectious Disease Policy

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

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

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

General Policies

- Compliance with Pertinent Laws and Regulations
The school intends to comply with all federal, state, and local laws and regulations regarding all infectious diseases.
- General Policy on Contagious Diseases
The school has a general policy that employees or students must report to the school the occurrence of all serious infectious diseases that may be transmitted in casual settings. For example, to protect the population of employees and students, people with such infectious diseases, whether related to AIDS or not, are required to report that information to the nurse of the school as soon as possible so that steps may be taken to assure no further transmission and prompt treatment of others who may be affected.
- Education
The school provides ongoing information and education to its student and employees about infectious diseases. As part of this effort, the school makes available information regarding its infectious disease policy. In addition, the school provides information about the nature of these diseases and how each is (and is not) transmitted, as well as possible concerns raised by secondary infections. This information places special emphasis on methods for preventing the spread of infectious diseases. New arrivals at the school (both students as developmentally appropriate and employees) will be advised during their orientation of this policy and the availability of information on infectious diseases including HIV/AIDS.
- Discrimination/Harassment
At the present time, the overwhelming preponderance of available medical and scientific evidence and opinion, including statements from the United States Public Health Service and the Centers for Disease Control, holds that many infectious diseases including HIV and hepatitis C viruses are not casually transmitted in ordinary educational, occupational, or social settings or conditions. Accordingly, no member of the school community should refuse to

work with or otherwise discriminate against or mistreat an employee or student simply because he/she has HIV or AIDS. Any student or employee who does not adhere to these requirements shall be subject to disciplinary action.

- Universal Precaution

Many infectious diseases, including HIV, are blood-borne so that any potential contact with blood flow and blood spills presents special risks. Because individuals infected are often unaware of their condition, this school has adopted as its standard practice the application of what are called “universal precautions” in dealing with situations in which there is a potential for a student or employee to come into contact with any individual’s blood or other bodily fluids (BBF). For example, gloves must be worn if/when one could come in contact with another’s BBF. Frequent hand washing with soap and water is required by all, especially if one comes in contact with BBF. Sharps/needle disposal is available in the nurse’s office for any instrument/object/needle to be discarded that is potentially or actually contaminated by BBF. Please see the school nurse with any questions, or if unsure about this policy. There will be no exceptions to the application of these precautions without the express advance written permission of the school nurse or his/her authorized representative. Feel free to contact the school nurse with any questions regarding universal precautions. Gloves, bandages, tissues, and emergency & first aid supplies are available in the nurse’s office, as well as in every class/office. Currently, the school also makes available to teachers/offices/classes hand sanitizer and Lysol wipes. Please see school nurse for supplies.

- Testing

The school strongly recommends that employees or students who suspect they might have contracted any infectious disease, including HIV, get tested.

- Confidentiality

The school holds medical information that it receives about the medical condition of an employee or student in confidence. This means that the school restricts access to such information to those with a legitimate need for this information. An exception to this rule will be allowed when the employee or student with an infectious disease permits wider disclosure of such information. Since the particular individuals with a need to have access to such information will vary from case to case, the Head of School or the school’s nurse will decide in each case whom to inform. Individuals who thereby gain access to this information are themselves expected to keep the information confidential in accordance with this policy and applicable law.

- School’s Ability to Modify or Revoke the Policy

The school may from time to time change or discontinue this policy or adopt a new policy with respect to this subject, as it determines medical opinion and other circumstances warrant.

Students with HIV/AIDS

- Reasonable Modifications

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

- Continuing Enrollment

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

require, from time to time, further medical evidence and a medical examination, by a physician or physicians designated by the school, to ascertain the student's fitness to participate in school activities.

- Reviewing Enrollment Status

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

Technology

Acceptable Usage Policy for Computers and Technology

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

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

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

Acceptable Uses

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

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

Unacceptable Uses

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

- Accessing profane or obscene material, material suggesting illegal acts and material advocating violence or discrimination
- Using the access for illegal acts
- Attempts to access any resources that are restricted, confidential or privileged
- Posting chain letters
- Internet Relay Chat, news groups, or mailing list participation unless directed and supervised by a staff member for a classroom assignment
- Granting Internet or Network access to unauthorized persons intentionally or unintentionally, or failing to notify a teacher or administrator if you suspect someone of using your password
- Posting personal contact information. See Safety section below

- Agreeing to meet in person someone met online without parental approval or under the supervision of a teacher or authorized adult
- Attempts to disrupt access
- Causing damage to, detaching, or changing function, operation or design of the technology
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening language
- Harassing another person
- Posting false or defamatory information
- Plagiarizing information found on the Internet
- Disregarding the rights of copyright owners on the Internet
- Causing or permitting material protected by copyright, trademark, or confidential data to be uploaded, published or broadcast in any way without permission of the school administration
- Posting web pages without the consent of a teacher or authorized adult
- Downloading large files (over 10 MB) without permission from an authorized adult
- Using the Internet for financial or commercial gain (ex. gambling)
- Using the school internet for non-educational purposes such as playing games of any kind
- Using proxy servers, port mappers, anonymous e-mailers or anonymous web surfing utilities is strictly prohibited and considered a major offense. Bypassing the W-H network, using network scripts and/or hacking into network devices will lead to serious disciplinary action

Privacy

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

Illegal Copying

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

Inappropriate Materials or Language

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

Social Network Policy / Cyberbullying (including texting)

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

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

Cell Phones, Cameras, and Recording Devices

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

Electronic devices that capture still images, sound, or video are not to be used on campus or during any school-sponsored activities without written permission from the appropriate faculty or staff member. This would include but is not limited to the following: cameras, cell phones that capture still images, wearable "smart" technology, tape recorders, camcorders, and

computer software (such as One Note), or any such device that captures images, sound, or video. Violation of this policy will result in immediate confiscation of the device and may lead to further disciplinary action.

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

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

Safety

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

Student iPad User Policy

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

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

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

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

Damage or Loss

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

Customization of iPads

- Students will be permitted to alter or add files to customize the assigned iPad to their own working styles (i.e. System Preferences).
- Students will be allowed to sync with their personal iTunes accounts, placing music, movies and appropriate apps on their devices.
- Games and App purchases Games and App purchases are not permitted.

Google Account

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

Apple ID/iCloud/iTunes Account

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

iPad Care

- Transport the iPad utilizing the iPad cover that is provided with the iPad. If a student would like additional protection for the iPad, note that it will fit into a 10" netbook case.
- Cleaning:
 - a) Turn off iPad
 - b) Unplug all cables
- Use a soft, slightly damp, lint-free cloth
- See Apple website at support.apple.com/manuals/iPad
- Do not:
 - a) Do anything to the iPad that will permanently alter it in any way.
 - b) Remove any serial numbers or identification placed on the iPad.
 - c) Eat or drink while using the iPad.
 - d)

Additional Student Responsibilities

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

Personal Health & Safety

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

Student Discipline for Misuse of iPad

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

- does not take proper care of the iPad,

- downloads an inappropriate app, be it social networking (Facebook, Twitter, etc.), game, or other non-academic game or program. Students who do so may lose app store privileges,
- is found with inappropriate email addresses, images, music, etc.

LOWER SCHOOL HANDBOOK

Lower School Philosophy

The Lower School is a learning environment where academic achievement is enmeshed with developing a true love of learning. Our Early Childhood classes are centered on the principle that students should be at the heart of the learning experience. We cultivate joyful learning where students thrive through careful nurturing of their own interests in harmony with expanding their developing academic skills. Daily, students and teachers are absorbed in deep discussions. They are experimenting and asking thought-provoking questions. Time and space are made for these questions to be explored. In this atmosphere, students see themselves as strong, independent thinkers who are empowered in academic, artistic and social realms.

Because of our inquiry-based approach to teaching and learning, we prioritize higher-order thinking and building habits of mind. Students work collaboratively in small groups and whole class projects in addition to working one-on-one with a teacher to practice skills that are important for future academic growth. This enables us to develop active problem-solvers, to nurture independent thinkers, and to graduate curious young students who are not only capable of learning but who will want to keep learning for the rest of their lives.

Our intimate learning environment provides personal and powerful connections to outstanding teachers who are committed to teaching as well as to their own learning. The approach of the Lower School promotes a sense of community, strengthens students' communication and social skills, and encourages children to respect the contributions of others. We nurture a sense of self-worth and the confidence to take risks by emphasizing mutual respect of not only individual strengths, but also, an appreciation of the talents of others.

We strive to equip our students to become pioneering thinkers who demonstrate global engagement and responsibility, ethical conduct, analytical thinking, adaptability, and effective listening and communication skills. Our goal is to impart the joy which is found in life-long learning to every child who enters our doors.

Daily Life

Arrival

The school day begins at 8:20am in Pre-Kindergarten through Grade 4. In 5th Grade, the day begins at 8:10am. All students not present in their classrooms by this time will be marked late.

The Lower School entrance is unlocked at 7:30am, at this time parents may begin to drop off their children for the school day. There is either an Upper School Greeter or a Lower School Faculty Member at the Lower School door, while it is unlocked from 7:30am to 8:20am. At 7:40am, drop-off begins in the Lower School car line. Faculty are outside to open car doors and greet families each morning.

From 7:30am through to 8:00am, children go directly to Lower Snowdon, the Lower School Library, for Morning Care, where they are supervised by a faculty member and Upper School Helpers. At 8:00am, students are dismissed in small groups to their classrooms, where teachers are present and ready to receive them.

At 8:20am, the Lower School entrance is locked, and all students arriving after that point must be walked to Reception with an adult who will sign them in, escort them to the Lower School Office, and get a late pass. The Lower School Administrative Assistant will, in turn, notify the child(ren)'s teacher, and send or bring (as applicable) the student to their classroom.

Daily Schedule and Dismissal Procedures

Lower School Daily Schedule

7:30am	Drop Off & Morning Care Begins
8:00am	Lower School Classrooms Open
8:10am/8:20am	School Day Begins
10:50am - 11:30am	Lower School (Kindergarten through Grade 5) Lunch
12:00pm	Pre-Kindergarten & Junior Kindergarten Lunch
2:45pm	Early Childhood (PK3, JK4 & KDG) Dismissal
3:00pm	Lower School Dismissal
3:10pm	Bus Pickup

Regular Dismissal

The school day ends for the Early Childhood students at 2:45pm. The First Grade through Fourth Grade students end their school day at 3:00pm. If a student is leaving at this time, their teacher walks them outside to the front of the Lower School, where the car line is located. Students being picked up by car are walked to the car by a teacher. All cars picking up children are asked to keep the left lane free for through traffic and to proceed to the east side of the building in the right lane for a brief wait for pick up. For longer waiters and/or visits into the building, please use a non-reserved parking space. **Do not leave cars unattended for any reason while in the pick-up lane.** Families are given **three** cards with the child(ren)'s last name to aid in expediting dismissal. Affix the card to the passenger visor, and drop the visor down so the name is visible from afar.

Fifth Grade students are dismissed from the Middle School Dismissal Area - by the Oakwood Room - at 3:10, Tuesdays through Fridays, if they are not playing a Middle School Sport. Mondays, when there are no MS Sports, Fifth Graders are dismissed in the Lower School dismissal area at 3:00pm along with the rest of Lower School. Early Childhood dismissal ends at 3:00pm, and Lower School dismissal concludes at 3:20pm. At this time, any students who remain are brought to After School Care.

Dismissal — Special Circumstances

If a student must leave school early or there is to be a change in normal transportation, parents must email **both** the child(ren)'s teacher and LSattendance@whschool.org with the pertinent information. Included should be the exact time of departure and who will be the adult signing the student out (if outside of regular dismissal time).

If a child becomes ill during the day, he/she will go to the School Nurse. The School Nurse will contact parents based on the contact information provided in PCR. **Please make sure this information is up-to-date and accurate.** If the School Nurse determines the student needs to leave school, parents must arrange for the child to be picked up from school as quickly as possible in a reasonable time frame. **The School Nurse's Office does not have the facilities for long-term care of an ill child.**

If a parent or other authorized pick-up adult is unavoidably delayed for dismissal time, the faculty on car duty will take any students not picked up by 3:20pm to the Encore Program. We encourage parents to call the school if not arriving on time and students will be automatically taken to Encore. When calling, indicate when the child will be picked up and who will be providing the transportation. Students will not be released to anyone other than those who the parent specifically identifies. If this person is not on the Emergency Contact List, proof of identity must be provided.

Fifth Grade students who remain in sports practices until 4:15pm must be picked up according to MS Sports Dismissal instructions by 4:30pm.

Disabled Parking & Other Reserved Parking Spaces

The Americans with Disabilities Act mandates specific guidelines for Disabled Parking Spaces. These guidelines only allow those drivers who have a specially marked license plate or a hanging placard to stop, idle or park in the disabled parking space at any time. Drivers who stop, idle or park in said spaces without a placard or license plate are in violation of the law.

There are additional reserved parking spaces which we ask all those in our community to respect as a matter of courtesy to those for which they are intended.

Along the north side of the Berry Performing Arts Center, there are three specially reserved Parent Parking Spaces. These spaces are intended for the use of parents needing to quickly drop off a child or an item. Please refrain from parking in these spots for longer than a half-hour or so.

In front of the Lower School, there are two parking spaces reserved for Admission Office Visitors. These spaces are intended for the use of prospective families allowing them to park in close proximity to the entrance to the school. Current families, faculty and staff should not park there when school is in session.

Along the front of the Lower School, closer to the playground, there are two parking spaces reserved for winners of the WHPA Spring fundraising event. Winners of the spaces have their family name indicated on the signs, and other families, faculty and staff should not park there at any time.

Here at Wardlaw-Hartridge, we believe the issue of school safety and responsibility is a shared concern. It is essential that we all work together to develop an environment where the safe operation and lawful parking of vehicles at school is a priority.

School Absence

If a student is ill or otherwise unable to attend school, parents are requested to go to www.whschool.org/LSAttendance to report the absence as soon as they are able.

ENCORE Program

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

EXPLORERS Program

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

2019-2020 Lower School Dress Code

Standards of Dress for Lower School

All students in Lower School (Grades Pre-Kindergarten through Five) wear a school uniform. The uniform is to be worn daily, except on out-of-uniform days as permitted by the Head of Lower School. Students should wear clothing that is neat, clean, and properly fitted; they should not wear clothing that is ripped, torn, patched or frayed. Hats, caps, scarves, coats, jackets, gloves and other outerwear may not be worn indoors. Earrings and nail polish should be small and minimally distracting. Makeup may not be worn at any time.

On certain special occasions (including, but not limited to, holiday concerts), students may be required to dress more formally. Specific details and guidelines will be given prior to such an occasion.

*During the traditional warm weather months of September, October, May & June, students may wear uniform shorts. Shorts may not be worn beginning November 1st through to April 30th without explicit permission

School uniforms may be ordered from the Lands' End School Uniform Catalog at 1.800.469.2222 or online at www.landsend.com/uniforms.

The Wardlaw-Hartridge Lower School Code used for ordering purposes is: **900025826**.

Gently used uniform items are available for purchase at the Ram Shop. Substitutions should not be made.

Pre-Kindergarten & Junior Kindergarten

GIRLS

- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki colored chinos or skort
- W-H uniform t-shirt or sweatshirt (evergreen) with W-H uniform sweatpants (pewter heather)
- long or short sleeve mesh polo or ruffle hem dress with school logo in evergreen
 - uniform solid colored navy or white ankle-length leggings are permitted under the mesh polo & ruffle hem dress
- jewel-neck cardigan sweater or vest in evergreen or maize
- knee socks, ankle socks, or tights in white, evergreen or navy
- flat-heeled or rubber-soled black or brown shoes; neutral, mostly solid colored sneakers
 - slippers, moccasins, boots, sandals or flip-flops are not permitted
 - sneakers may not have wheels or lights

BOYS

- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki colored chinos
- W-H uniform t-shirt or sweatshirt (evergreen) with W-H uniform sweatpants (pewter heather)
- v-neck cardigan sweater or vest in evergreen or maize
- ankle socks in white, evergreen or navy
- flat-heeled or rubber-soled black or brown shoes; neutral, mostly solid colored sneakers
 - slippers, moccasins, boots, sandals or flip-flops are not permitted
 - * sneakers may not have wheels or lights

Kindergarten

GIRLS

- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki colored chinos or skort
- long or short sleeve mesh polo or ruffle hem dress with school logo in evergreen
 - uniform solid colored navy or white ankle-length leggings are permitted under the mesh polo & ruffle hem dress
- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform plaid jumper
- long or short sleeve, pinpoint or Peter Pan collared, white shirt/blouse under uniform plaid jumper
- jewel-neck cardigan sweater or vest in evergreen or maize
- knee socks, ankle socks, or tights in white, evergreen or navy
- flat-heeled or rubber-soled black or brown shoes; neutral, mostly solid colored sneakers
 - slippers, moccasins, boots, sandals or flip-flops are not permitted
 - * sneakers may not have wheels or lights

BOYS

- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki colored chinos
- v-neck cardigan sweater or vest in evergreen or maize
- ankle socks in white, evergreen or navy
- flat-heeled or rubber-soled black or brown shoes; neutral, mostly solid colored sneakers
 - slippers, moccasins, boots, sandals or flip-flops are not permitted
 - * sneakers may not have wheels or lights

First Through Fifth Grades

GIRLS

- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki colored chinos or skort
- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform plaid jumper
- long or short sleeve, pinpoint or Peter Pan collared, white shirt/blouse under uniform plaid jumper
- jewel-neck cardigan sweater or vest in evergreen or maize
- knee socks, ankle socks, or tights in white, evergreen or navy
- flat-heeled or rubber-soled black or brown shoes; neutral, mostly solid colored sneakers
 - slippers, moccasins, boots, sandals or flip-flops are not permitted
 - * sneakers may not have wheels or lights

BOYS

- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki colored chinos
- v-neck cardigan sweater or vest in evergreen or maize
- ankle socks in white, evergreen or navy
- flat-heeled or rubber-soled black or brown shoes; neutral, mostly solid colored sneakers
 - slippers, moccasins, boots, sandals or flip-flops are not permitted
 - * sneakers may not have wheels or lights

Physical Education

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

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

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

Cubbies

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

Report Cards/Progress Reports

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

Parent Conferences

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

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

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

Lunch

Students in Kindergarten through Fifth Grade have paid for lunch on an annual basis. Students in Pre-Kindergarten & Junior Kindergarten have the option of purchasing the lunch program. These children will be served lunch in their classrooms.

Kindergarten students will begin the year eating lunch in their classrooms. They will transition to the lunchroom a few weeks after school has begun and they understand the routines. Students with documentation from a family physician may request an exemption from the lunch program. The School Nurse and the SAGE Chef will consider requests.

Students eating in the lunchroom are assigned tables which change on a regular basis as determined by the classroom teachers. Appropriate table manners are expected. Students are to remain seated during lunch and socialize with students at their own tables. Books, paper, and other materials are not allowed at the lunch table. **Students are not permitted to bring beverages in glass bottles. Lower School students are not permitted to use the school's microwave or panini press.** Lower School students may not leave the dining hall without permission.

Recess/Snacks

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

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

Class Trips

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

The Copy Machine

All copy machines are for teachers' use only.

Homework

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

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

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

School Visitations

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

Department and Social Expectations

Behavior and Classroom Rules

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

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

Procedure for Handling Inappropriate Behavior

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

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

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

In-School Celebrations

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

Celebrations and Birthday Parties off Campus

To avoid hurt feelings and social conflicts, the school strongly urges that the entire class section be invited to parties whenever possible. Birthday party invitations may not be handed out in school.

Student Personal Electronic Devices

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

Additional Guidelines

All students should:

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