



THE WEBB SCHOOL

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BELL BUCKLE

*The Character of Home*<sup>®</sup>

STUDENT  
&  
PARENT  
HANDBOOK  
2020-2021

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## Foreword

The Webb School fulfills its mission and embodies its enduring understandings when all community members share common interests and possess explicit knowledge of the requirements which honor our vision. In this handbook, policies addressed are intended to support students in this task by providing structure to keep them motivated, healthy, and safe while fostering opportunities for freedom and self-discovery.

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

The handbook is a common reference for standards and policies. The manual is not all-inclusive. There may be several customs and practices which are not addressed directly in the handbook. Also, there may be an occasional change of policy during any school year; the school will notify **parents and students of any change**. Each member of the community is to become familiar with the contents of this document to the smooth operation of the school and beyond the campus and in the world.

## History

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

Academically, Webb emphasized Greek, Latin, mathematics, and physics. The Webb brothers did such an excellent job preparing their students for university studies; both were offered grammar teaching positions with an up-and-coming university that many know today as Vanderbilt University in Nashville, Tennessee.

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

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

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

### **Mission**

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

### **Enduring Understandings**

The Webb School's connects the values of its original visionaries with the following six statements of belief:

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

### **Academic Affairs**

#### **Attendance**

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

#### *Excused/Unexcused Absences*

The Student Affairs Office and the Dean of Students and Residential Life, in coordination with the Student Information Systems Specialist Office, communicate with parents and students to determine whether a student’s absence is excused or unexcused. The parent(s) must notify the Student Information System Specialist by 8:15 am when the student is absent. A note may be required to explain the student's absence. The school excuses absences for illnesses, legal, medical/dental appointments, and family emergencies. All other absences are unexcused unless approved by the Student Affairs Office or the Dean of Students Office.

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

**The first three unexcused absence from any class-period or day results in a formal warning. For every additional unexcused absence from any class or day, the student will receive a Demerit.**

#### *Excused/Unexcused Tardy*

The teacher and the student communicate with one another to determine whether the student's tardiness is excused or unexcused. The student who arrives ten minutes after the first

class period of the day is required to sign-in with the Student Information System Specialist in Rand Hall. A note may be necessary to explain the student's tardiness.

**Three unexcused tardies from any class period result in a warning. For every five unexcused tardies accumulated from any class, the student will receive a Demerit.**

### *Honor Roll Holiday or Special Leave Request*

An Honor Roll Holiday or Special Leave Request must be made through the appropriate office no less than one week in advance of the anticipated absence(s). The student must complete a "Holiday or Special Leave Request," which requires teachers' signatures and must submit the completed card to the Student Information System Specialist for consideration of final approval. **If a teacher does not sign the leave because they do not approve of it, then the student's request is not accepted. If the student's request is not approved, and the student still chooses to miss school, they will be assigned a Demerit for each day.**

**An Honor Roll Holiday Leave Request comes from the Dean of Academic Affairs Office. A student may not take one during an end-of-quarter test day, or during five days before Thanksgiving Break, Christmas Break, and Spring Break.**

**A Special Leave Request for college/university visitation purposes comes from the College Counseling Office. A Special Leave Request for purposes other than taking an Honor Roll Holiday or a Special Leave for college/university visitation comes from the Dean of Students and Residential Life or Student Affairs Office.**

### **Delay or Cancellation of School**

In severe weather or an unanticipated event, The Webb School may need to delay or cancel classes. The following protocols apply in such incidents:

1. The school is solely responsible for making decisions regarding the delay or cancellation of school.
2. While Nashville channels 2 and 4 are the "official" media sources for the delay or cancellation information, other stations/channels carry the data, and the notice will be on The Webb School Website, [www.thewebbschool.com](http://www.thewebbschool.com), and an automated text and email will occur for the student(s)/parent(s).
3. The parent(s) who feels uncomfortable sending their child to school in bad weather situations when the school has not delayed or canceled school should use their discretion. The student who is unable to attend in this situation will not incur penalties, but they are to obtain and complete any assignments they missed. The parent(s) must notify the Student Information Systems Specialist Office of their decision.
4. When school is canceled early due to threatening weather, efforts occur to contact the parent(s). If driving conditions are hazardous, students who drive to school will not be allowed to drive off-campus without prior parental consent.

### *Special Schedules*

On occasion, events may require alterations to the Daily Schedule. The school will communicate in advance the impending nature of the effect these unique opportunities may have upon the Daily Schedule. The school will announce these special schedules in emails sent to each member of the community. The communicated announcement will also post on The Webb School Website, [www.thewebbschool.com](http://www.thewebbschool.com), and via FACTS at least one week before the event. **For Academic Department Collaborative days, the student has a free period or required Study Hall in place of class in the respective discipline. See the Academic Calendar for the dates of these days.**

## Daily Schedule

The student may choose to attend or be required to participate in Extra Help during a free period or during Lunch at the discretion of the teacher, the Advisor, or the Dean of Academic Affairs.

Mon.		Tues.		Wed.		Thurs.		Fri.	
Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time	Activity
8:00-8:45	A	Late Start	Fac. Mtg.	9:00-8:25	C	8:00-8:45	D	8:00-8:45	E
8:50-9:35	B	8:30-9:55	B	9:30-10:00	Chapel	8:50-9:35	E	8:50-9:35	F
9:40-10:20	Chapel			10:05-11:30	US 4th/ MS Seminar/ Lunch	9:40-10:20	Chapel	9:40-10:20	Chapel
10:25-11:10	C								
11:15-12:00	US 4th/ MS Lunch	10:05-11:30	D	11:35-12:10	US Lunch/ MS Program	10:25-11:10	F	10:25-11:10	A
12:05-12:35	US Lunch/ MS Program			12:10-1:35	F	11:15-12:00	US 4th/ MS Lunch	11:15-12:00	US 4th/ MS Lunch
12:40-1:25	D	11:35-12:05	US Seminar/ MS Lunch			12:05-12:35	US Lunch/ MS Program	12:05-12:35	US Lunch/ MS Program
1:30-2:15	E	12:10-12:45	US Lunch/ MS Program	1:45-3:10	A	12:40-1:25	A	12:40-1:25	B
2:20-3:05	F	12:50-2:15	E			1:30-2:15	B	1:30-2:15	C
		2:20-3:05	Clubs			2:20-3:05	C	2:20-3:05	D
3:10-3:50	Extra Help*	3:10-3:50	Extra Help	3:10-3:50	Extra Help	3:10-3:50	Extra Help	3:10-3:50	Extra Help

Each Tuesday, the faculty meets from 7:30–8:20 am, and classes begin at 8:30 am. Morning buses run 30 minutes later than usual.

## Graduation Requirements

English .....	4 Credits
Foreign Language .....	3 Credits (Same language within Upper School)
History .....	3 Credits (World History I, World History II, and US History required)
Math .....	4 Credits (Algebra I, Algebra II, and Geometry required)
Science .....	3 Credits (Biology, Chemistry, and Physics required)

Fine Arts .....	2 Credits (At least ½ credit each from music, theater, and visual arts; at least 1 credit must be performance-based)
Required “non-majors” .....	1.5 Credits (Speech, Ethics, Issues in Democracy)
Electives .....	1.5 credits
Emerging Voices .....	A public performance in Chapel

**Every student is required to be scheduled for a minimum of five class periods each semester. No student may enroll in more than six classes per semester unless an approved waiver by the grade-level Advisory Team and the Dean of Academic Affairs occurs. No student may enroll in more than three AP classes per year unless they get an approved exemption by the grade-level Advisory Team and the Dean of Academic Affairs. Such waivers are conditional based on the student's academic performance.**

### **Emerging Voices**

Emerging Voices is a public-speaking curriculum that consists of students performing declamations and other exclusive Chapel talks. Sixth, through ninth-grade students, present a declamation, a memorized piece of literature with an original introduction written by the performer. Middle School students present to the middle school; the ninth grade presents to the entire student body during Chapel. Tenth graders present an oration, a memorized original statement of belief. Eleventh graders complete a creative project and show both the process and the product. Finally, twelfth graders complete a capstone research presentation. Through the Emerging Voices program, students face public speaking challenges so that they are prepared to speak confidently before large groups.

**An appropriate public performance is required for students to move to the next grade level or graduate in the case of a Senior.**

**Upper School students will receive a grade (A-F) in seminar for their public performances, and this grade will be weighted at ¼ credit and used to calculate students' GPA and honor roll standing.**

**Students with a diagnosed learning difference or other mental health or medical issue may seek accommodations for the Emerging Voices Program. All others should submit a written request to the Public Performance Coordinator for his/her grade level. The LIFT Director and School Counselor will review such requests; students might need documentation from appropriate medical practitioners.**

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

### **Exams**

The student takes exams in all courses at the end of each semester. If the student is absent for an exam and unexcused by the Dean of Students and Residential Life, they will receive a zero on the exam. The Advanced Placement exams in the spring will be the final exam for AP courses. Seniors who have at least a 70 for the Second Semester in their classes will be exempt from Second Semester exams and may attend Senior Survival presuming they are in good behavioral standing.

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

Students are encouraged to “stretch themselves” and to keep trying even when a course seems complicated. If a student drops a course by the first day of the second grading period in which it meets, it will not appear on the student's transcript. After that time, the course name and “WP” (Withdrew Passing) or “WF” (Withdrew Failing) will appear on the student's transcript.

Students cannot drop a semester course after the fourth week of the second grading period of that semester and a full-year course after the fourth week of the third grading period.

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

#### *First-Time Summer Credits*

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

#### *Waiving of Graduation Requirements*

The Dean must approve the waiving of any graduation requirement of Academic Affairs.

### **Grading Period Review**

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

#### *Extra Help*

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

#### *Detention-Middle School*

Middle School students who fail to submit an assignment on time will be required to report to Detention during Extra Help that day. Middle School students will remain in Detention until released by the Advisor. The Assistant Head of Student Affairs determines penalties for missing Middle School Detention.

#### *Academic Exile*

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

#### *Daily Progress Reports*

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

### *Academic Warning*

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

### *Academic Probation*

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

### *Academic Watch*

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

### *Academic Failure*

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

1. The student may choose to repeat the course at The Webb School during the following year. In such cases, the course title with the designation "Repeat" will appear on the transcript along with the semester and final grades. Grades earned the first time at The Webb School will continue to appear on the transcript. The school will use both grades in computing the student's cumulative average. (Exception: For the student who takes an Upper School course as an 8th grader and repeats the class as a ninth-grader, the 8th-grade course will not appear on the student's transcript.)
2. The student may also repeat a failed course during the summer by taking and passing the course at another school pre-approved by The Webb School. The school determines approval based on the Curriculum Guide and the syllabus describing the course and its content, the number of class hours involved, and the rigor of the course. In such cases, the Dean of Academic Affairs or Head of School is the final arbiter in pre-approving the student to take that class for credit at the other school. Since Webb does not post other schools' grades on its transcript, students that pass courses elsewhere, scores earned the first time they took the class at Webb continue to appear on the transcript. They continue to show in computing the student's cumulative average. Please send the official

transcript(s) for the course(s) to The Webb School to the College Counseling Office's attention.

**During a grading period, a student with a current average below 70 in any class or with a pattern of incomplete assignments may be assigned to Study Hall(s) and may be required to attend Extra Help one or more days a week. Also, all new Upper School students and 9<sup>th</sup> graders have a Study Hall.**

**Grades**

<b>Grade</b>	<b>Range</b>	<b>College Prep</b>	<b>Honors</b>	<b>AP</b>
A+	98-100	4.3	4.8	5.3
A	93-97	4	4.5	5
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3	3.5	4
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2	2.5	3
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.3	1.3
D	63-66	1	1	1
D-	60-62	0.7	0.7	0.7

*Honor Roll*

Students who earn no grade below an A- during a grading period are placed on 'A' Honor Roll and are awarded an Honor Roll Holiday during the subsequent grading period.

Students who do not earn a grade below a B- during a grading period receive 'B' Honor Roll recognition. The student earning 'B' Honor Roll for two successive periods will be awarded an Honor Roll Holiday during the subsequent grading period.

*National Honor Society (NHS)*

Selection Procedure

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

1. must be in grades 10-12
2. must have attended The Webb School for at least one year
3. must have a cumulative Upper School average of at least 85
4. must have at least an 85 average during the considered year

5. must not have been found guilty of any violations of the Honor Code
6. must not have had any severe breaches of other school rules.

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

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

### *Graduation Honors*

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

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

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

The school uses a 4.0 weighted scale with a 10-point range. (Adopted 9/2014)  
Grades below 60 equal an F and receive no credit.

### **The Webb School, William Bond Library and Archives**

As a college preparatory school, The Webb School, William Bond Library is as much a part of the student's learning experience as the classroom. It is a place for study, research, and reading. In keeping with national standards, the book and e-book collection support reading as the core of personal and academic competency. The library is also a place to socialize with friends, collaborate with colleagues, meet for quiet discussion, or have a friendly debate. The librarians align the library collection and research instruction with the classroom curriculum to prepare students for class, college, and life. The staff works to ensure that technologies are appropriately integrated and are equitably available. Finally, the library philosophy is that intellectual freedom is every learner's right, and learners have the freedom to share and read.

Students may check out materials without the assistance of the Librarians by using the computer at the circulation desk. The library operates according to the Honor Pledge, and most books and media can check out for two weeks. Students may renew materials as often as necessary unless another student needs the item. There is no longer a charge for overdue books, but we ask that students and faculty always follow our mission to be courteous.

In addition to the library, our archivist works toward the preservation and organization of the archives for our historic school with nearly 150 years of valuable primary documents available for research. We also have community outreach in the library, by inviting The Webb School community and the town of Bell Buckle to the library.

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

To facilitate student achievement, the Director of LIFT, a trained learning specialist, and a LIFT teacher work individually or in small groups with a limited number of students who have

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

Students are encouraged to take ownership of their academic responsibilities and successes through the LIFT program. Students are placed in LIFT after a psychologist or physician identifies a learning or physical disability that may impact learning. The Director of LIFT supplies the official evaluation for placement consideration. There is an additional fee for LIFT services.

### *Course Options*

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

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

### **Study Center**

Some students do not have a specific learning diagnosis, but they need support to be successful in navigating the expectations of The Webb School's curriculum. The goal of the Study Center is to support the learning and educational development of every student through a collaborative, research-based effort of teaching and learning and to help the student acquire robust life-long learning and self-advocacy skills for college and beyond. Study Center instruction takes place during a student's study hall period.

**Occasionally, tutoring by an adult or peer is appropriate for the student who has specific instructional deficits and needs short-term assistance. Please send requests for tutoring consideration to the Dean of Academic Affairs Office.**

### **College Counseling**

College Counseling offers a structured way to provide students with information, support, and resources as they go through the process of applying to college/university. Webb's college counselors can answer college-related questions and serve as a reference for college-related trends, admissions requirements, and test registration and test preparation materials. Beginning in the 9<sup>th</sup>-grade year and moving on through the 12<sup>th</sup>-grade year, the college counselors work with individuals and groups to help them, and the parent(s) make informed decisions about possible college/university choices.

College-related testing includes the PreACT for 9<sup>th</sup> and PSAT for 10<sup>th</sup> and 11<sup>th</sup>-grade students. 11<sup>th</sup> and 12<sup>th</sup>-grade students are encouraged to take both the ACT and the SAT (offered at The Webb School on specific test dates) at least once, and international students should take the TOEFL test two or more times. The PreACT, PSAT, SAT, and ACT dates are on the school and college counseling calendars. Advanced Placement examinations occur in May. The student may not take an AP exam independently if the school offers that course for that AP exam in its curriculum. A student may *only* enroll in an online course(s) with the permission of her/his parent(s) and approval of her/his Advisor and the Dean of Academic Affairs.

**Boarders who receive approval to enroll in an online course(s) that takes its exam off-campus must request transportation or permission to drive from the Dean of Students and Residential Life Office no later than two weeks before the exam date.**

### *Change in Senior Student Status*

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

### *College/University Leaves*

11<sup>th</sup> and 12<sup>h</sup>-grade students are strongly encouraged to make initial visits to colleges/universities when school is not in session (Thanksgiving and Christmas Holidays; Fall and Spring Breaks; summer vacations; and long weekends). Students must schedule their limited number of College/University leaves with the College Counseling and the Dean of Students Office. At least forty-eight hours before departure, a College Visit Leave Request form (obtained from the College Counseling Office) must be completed and signed by all the student's teachers, a College Counselor, and the Dean of Students for consideration of approval. Typically, 12<sup>th</sup>-graders receive four leaves per academic year, and 10<sup>th</sup> and 11<sup>th</sup>-grade students receive two. **The Webb School's College Counseling webpage at The Webb School Website, [www.thewebbschool.com](http://www.thewebbschool.com), will serve as the central location for policies and references.**

**Any Boarder who wishes to schedule testing (i.e., ACT, SAT, TOEFL, etc.) off-campus must notify the Study Center and the Student Information Systems Specialist two weeks before the test day to receive approval and reserve transportation. An International Boarder must also contact the Director of International Programs.**

## **The School Seal & Honor Code**



The school's Seal encapsulates the school's Mission and Enduring Understandings. "*Noli Res Subdole Facere*" is Latin translated as "do nothing on the sly." "Sawney's" frequent warning, "Do nothing on the sly," is the tradition of The Webb School's Honor Code and is as old as the school itself.

### **The Honor Pledge**

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

Lying, cheating, stealing, and the conspiracy to lie, cheat, or steal are violations of the Honor Pledge.

Lying is misrepresentation or use of words or silence to convey a false impression.

Cheating is acting dishonestly or unfairly to gain an advantage, including plagiarism.

Stealing is taking another person's property without permission or legal right and without intending to return it.

### **The Premise Pledge**

All students in Chapel sign the Premise Pledge at the beginning of each academic year. "Premise" is the term designating areas of campus and parts of Bell Buckle where students are allowed depending upon the day of the week or the time of day. It also reflects students' ownership of the Premise Pledge, which they sign at the beginning of the year, stating, "I will be on my proper premise when the curfew bell tolls at night." The contemporary and practical translation for today's purposes suggests, "I pledge on my honor to be where I am supposed to be when I am supposed to be there." To honor the Premise Pledge is to be On-Premise, and to violate the Premise Pledge is to be Off-Premise.

During the academic day, the academic buildings, classrooms, etc. of campus are considered On-Premise. Upper School students may walk downtown if they have a free period, and any time after the last class period of the day, provided they do not have commitments for Extra Help. Middle School students may walk downtown only after the previous class period of the day, provided they do not have obligations for Extra Help.

On-Premise areas in the town of Bell Buckle include the Post Office, 82 Market, the cafes, the town park (before dusk), and other stores. Areas behind the Post Office, 82 Market, the cafes, and other stores are Off-Premise. Also, private residences, property, etc. in the town of Bell Buckle are considered Off-Premise for all students during the academic day. Homes of Day Students who live in Bell Buckle are Off-Premise to Day Students and any other student during the academic day and through Afternoon Co-Curricular/Extracurricular Activity. Boarders may submit a Leave Request in advance. If approved by the parent(s) of the Day Student, their parent(s), and their Dorm Parent, they may be allowed to go to the home of the Day Student who lives in Bell Buckle after the academic day and Afternoon Co-Curricular/Extracurricular Activity, if applicable.

Areas behind Davis and Cooper-Farris dormitories and wooded areas behind the tennis courts and athletic fields and the pond are always considered Off-Premise. During the academic day, the dorms are considered Off-Premise to non-residents. Middle School Boarders may not return to the dorm room during the academic day unless permitted to do so by their Teacher,

Dean of Students and Residential Life, or the Dorm Parent who is on coverage in the dormitory. Upper School Boarders may only return to their dorm room during lunch and free periods unless permitted to do so by their Teacher, Dean of Students and Residential Life, or the Dorm Parent on coverage in the dormitory. Boarders can go to their dorm during the academic day if they have a free period. Day Students cannot go to a dorm during the academic day.

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

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

Any violation of these Premise policies will result in one of the following consequences: exiled from the location in question, premised to the dorm, or considered Off-Premise, which is a Major Offense.

### **The Honor Council**

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

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

### **Discipline**

The school honors a basic set of behavioral beliefs and values. Such views and values promote the safety and well-being of the students and the school community. Students enroll at the school voluntarily and, in so doing, express their willingness and that of their parent(s) to abide by all standards and policies laid forth in the *Student & Parent Handbook*, etc. Discipline is an extension of the educational process and plays an integral role in character-building. Should students fail to honor the handbook's standards and policies, etc. they may be disciplined in a variety of ways, depending upon the nature of their conduct. As an independent school, the school reserves the right to dismiss any student whose attitude or action threatens the safety or well-being of the school community.

The faculty/staff may issue disciplinary actions of their kind to address inappropriate behavior. If the act is a Major or Standard offense, then the response must be reported to the Dean of Students Office for review.

### *Detention and Demerits*

A Demerit equals 4 hours of Detention to be assigned by the Dean of Students Office. Detention meets on Saturdays from 6:00–10:00 pm. Detention is managed and supervised by faculty. Detention is a silent study hall; students should bring work to do. The faculty member(s) supervising detention reports attendance to the Dean of Students and Residential Life. *Students who are absent unexcused from Detention could receive another demerit or at least an additional Detention.* Students with a demerit(s) must attend detention unless they have filed and received approval to be excused in advance by the Dean of Students Office no later than Wednesday at Noon preceding their assigned Detention date. Students may defer one Detention a semester without penalty. Demerits are cumulative. The accumulation of more than 10 Demerits during one school year will result in dismissal.

### *Offenses, Counts & Disciplinary Action*

#### **Major Offense**

##### Type

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

##### Count & Disciplinary Action

###### 1st Count:

- A-G: Possible Dismissal
- A-E: 5 Demerits
- F: Leave of Absence
- G: 3 Demerits & Exile or Premise
- A-E: Possible Suspension
- A-E: Possible Counseling required with a professional approved by the school. The school will need a copy of the assessment to see if all can agree on committing to the recommendations.
- A-E: Meeting with the parent(s)
- A-E: Behavioral Contract-Probation
- A-E: Loss of leadership position(s)

###### 2nd Count:

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

###### 3rd Count:

- G: Dismissal

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

Dismissal will occur for a student who possesses a firearm upon the 1st Count.

A student dismissed from school may not return to campus without permission from the Dean of Students Office.

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

### **Standard Offense**

#### Type

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

#### Count & Disciplinary Action

##### 1st Count:

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

##### 2nd Count:

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

##### 3rd Count and beyond:

- A-E: 1 Demerit and meeting with the student and her/his parent(s)
- Possible Behavioral Contract-Probation
- A student may have to attend counseling with a professional counselor approved by the school. The school will need a copy of the assessment to see if all can agree on committing to the recommendations.
- Possible Suspension
- Possible Dismissal

NOTE 1: Students who become aware that another student violates a Major Offense, Types A-F, is obligated to report this information to a faculty/staff adult immediately.

NOTE 2: Shotguns or utility tools/knives may be on campus: (a.) when authorized to have a shotgun on campus for Clay Targets; rifles are not to be on school vehicles; shotguns are under lock and key in the school gun storage at all times when they are not in use. (b.) when a utility

tool/knife used on WILD trips. In these cases, the Dean of Students Office must know the details about the possession and use of such things.

### *Premise*

A Boarder who is Premised (i.e., Room Premise, Dorm Premise, or Campus Premise) is required to stay at the Premised location until they receive permission from the Dean of Students and Residential Life, Dorm Head or the Dorm Parent on duty to do otherwise.

### *Exile*

A tradition from the days of "Sawney," the term "Exile" has two meanings. First, it can restrict a student *from* a location. Second, it can limit a student *to* a place. Students who violate school standards and policies in an area could face exile from that location for a specified period. Students who fail to complete an assigned task or honor a rule may be exiled to a specific place until they complete the job.

### *Suspension*

In addition to Demerits, the use of suspension for serious, repeated violations can occur. The suspension may be "at home" or "at school" at the school's discretion. If a student is on "at home" suspension, they cannot come to campus; if a student is on "at school" suspension, they must exile to a location on campus.

### *Behavioral Contract-Probation*

Students who commit a Major Offense or a Repeated Standard Offense may be assigned a Behavioral Contract while on probation. The Behavioral Contract establishes expectations that must be signed by the student and the parent(s). The expectations must be met for the student to remain at the school. The student may be on probation until the current academic year is over. The school will determine whether to extend the probationary period for the upcoming school year.

## **Student Affairs**

### **Emergency Preparedness**

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

### **Statement of Intent**

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

### **Honor Code**

The Webb School is an independent boarding/day school stressing friendly personal relationships and clear-minded participation in academic, co-curricular/extracurricular, and athletic endeavors. Moreover, The Webb School has an Honor Code, and a student-led Honor Council guides the school community. The Webb School Honor Code applies to all areas of our daily lives; lying, cheating, including plagiarism, stealing, and conspiracy to lie, cheat, or steal are considered violations of the Honor Pledge. Pledge violations are considered honor offenses and are subject to suspension or dismissal. I will act responsibly and respectfully to maintain the integrity of The Webb School community by faithfully upholding the Honor Code and following the guidance provided by the Honor Council.

### **Illicit Substances**

I, the undersigned, pledge that in the spirit and intent of the standards and policies of The Webb School, I will not bring to campus, use on campus, or use while under the school's jurisdiction, tobacco-nicotine, marijuana, alcohol, or any other drug except one prescribed by a doctor/physician. I will not enter the campus under the influence of any unauthorized drug(s). If suspected of substance abuse, The Webb School reserves the right to perform an official lab test to determine if I used illegal or unacceptable substances. The analysis performed by a doctor/physician or laboratory appointed by The Webb School; independent testing is not permitted. In the case of suspected alcohol consumption, The Webb School may administer an alcohol breathalyzer test on campus. If a student has exhibited unusual behavior, the school reserves the right to require counseling at the parent's expense by a psychologist appointed by the school. *In most cases, the school notifies the parent(s) or guardian about required counseling.*

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

### **Technology Use**

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

### **Harassment Policy**

I, the undersigned, pledge that in the spirit and intent of the standards and policies of The Webb School, I will not harass, bully or treat others in any indecent fashion of an objectionable nature determined by the school. I understand that harassment involves using aggressive language or actions to pressure or intimidate another person into behaving in a manner that symbolizes less than desirable concerns for oneself and others. Likewise, I understand that bullying is the repeated use of an imbalance in power to force someone to behave in a manner that elicits a harmful outcome in the short or long term. I will abstain from sexual relations while under the jurisdiction of the school or on campus. It is unseemly for me to be involved in behaviors like these, which are deemed by the school to compromise the safety, health, and well-being of the individual and the school community. Our school respects each person's dignity as a fellow human being, and all of us care to be compassionate and courageous agents of good. In the case of suspension

or dismissal from the school, I realize that my parent(s) or guardian or sponsor forfeits substantive payments and tuitions for the entire year.

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

I acknowledge that (a) I have thoroughly read and understood this Statement of Intent, and (b) by signing below, I accept all the terms of this Statement of Intent.

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

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

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

### **Student Support Team**

The Health Team consists of the Health Center Nurses, the Counselors, Athletic Trainer, Dean of Students and Residential Life, Dean of Academic Affairs, and the Assistant Head of Student Affairs. This team meets routinely throughout the school year to assess the school community's overall health and wellness needs. The Health Team discusses and decides how to provide support to the student who needs physical, academic, social, emotional, or mental care. (See **Health Center** for details about this matter.)

### **Merit Program**

The merit program is an extension of our mission statement and enduring understandings. If a faculty or staff member believes a student has gone above and beyond and deserves recognition for kindness or service to others or community, they need to fill out a merit slip and turn it into the Dean of Students and Residential Life. Students who receive merits have shown initiative and served someone other than themselves while embodying our mission and enduring understandings.

If a student earns five merits, those can take the place of Saturday detention; they cannot erase the record of a demerit, but they will erase time served. At the end of each semester, students with a high number of merits will be recognized.

### **Care Team**

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

consisting of several faculty/staff members, is prepared to receive referrals from members of the school community concerned about the safety, health, or well-being of any student(s).

The Care Team discusses concerns and provides resources for the referred student(s) who may be abusing a substance(s). While working under strict confidentiality, the Care Team does not fill the role of a professional counselor. The name of the referred person, the person making the referral, or self-reporting will be anonymous. Only the faculty/staff members of the Care Team will know who has made the referral, been seen, or self-reported. The administrators at school will not be involved in the Care Team process unless circumstances are such that make it necessary by the school's standards and policies or legal jurisprudence that administrators, etc. be informed.

### **Automobiles-Leaves**

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

1. The parent(s) must complete the Student Driver Permission Form.
2. Middle School students and 9<sup>th</sup>-grade students may not operate an automobile on campus.
3. Students who have received access to a "special" parking space due to a purchase made by their parent(s) from the school must display a school-issued decal in the lower or upper corner of the front windshield the driver's side of the automobile.
4. For a school day (i.e., Monday - Friday, 7:00 am-3:55 pm, or later if the Day Student participates in an Afternoon Co-Curricular/Extracurricular Activity, Sport, etc.), Day Students must park their automobile in the Barton Athletic Center or Lundin Fine Arts Center parking lot.
5. Boarders must park their automobile in the Lundin Fine Arts Center parking lot adjacent to the Health Center upon arrival to school.
6. Students may not use their automobile during the academic day unless granted permission by the student's parent(s) or the Dean of Students and Residential Life. The school reserves the right to search vehicles upon suspicion of illicit material possession or illegal behavior.
7. The school encourages students or the parent(s) to carry an umbrella insurance policy on the automobile, the student-driver, etc.

### **AUTOMOBILE-LEAVE PRIVILEGE(S)**

<b>Grade</b>	<b>Student</b>	<b>Privilege(s)</b>
10	Day	To and from school for the day (No use during the school day)
	Boarder	<b>Only may be used when going HOME for an Approved Leave or Holiday</b>
11	Day	To and from school for the day (No use during the school day)
	Boarder	Approved Weekend and Holiday Leaves

12	Day	To and from school for the day (No use during the school day)
	Boarder	One Approved afterschool Day Leave/week (No use during the school day) Approved Weekend and Holiday Leaves

**Boarders who wish to use their automobile for the weekend must file a Day, Extended Day, or Weekend-Overnight Leave Request for approval by the Dorm Parent on coverage, in consultation with the Dorm Head. The parent(s) must give their consent for Extended Day and Weekend-Overnight Leaves. Students must submit the request(s) in Boardingware (See HOME: RESIDENTIAL LIFE, *Leaves & Leave request*, for details about this matter.)**

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

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

### **Electronic/Digital/Smart(phone) Devices**

The Webb School sees great value in teaching students' healthy habits when it comes to technology. The presence of smart devices represents well-intentioned progress in the scope of school-to-student interaction. The school establishes standards and policies for the appropriate use of electronic/digital/smart(phone) devices. The intellectual, social-emotional, and physical well-being of the Webb students depends upon them.

During the school day, students should keep their cell phone in their backpack during class periods. Teachers may specify that the student may use their phones for academic purposes on occasion. If a student has a phone out at an inappropriate time, they may have it taken up by any faculty/staff person. Repeated infractions may result in more severe consequences.

No student should use another student's device, especially without permission. This behavior will result in behavioral discipline as outlined above. *The use of a phone is not allowed in the dining hall at lunch or in Chapel.*

**The International Student should have a serviceable phone for communicating in the U.S.A.**

### **Internet**

Students may access the school's network by using devices owned by the school or personal devices. Using the school's Internet is a privilege which the school makes available according to principles consistent with the school's mission. The school expects students to avoid websites that contain inappropriate content. Students may not install or download software onto any school computer; students may not install or download copyrighted material onto any computer on campus, including her/his device. Such actions constitute theft and are an Honor Code infraction. Students may not post derogatory, hurtful, or malicious comments on any social

network site (Facebook, Twitter, Instagram, Snapchat, etc.). Harassment, bullying, especially using anonymous posting on social media, are not tolerated by The Webb School community. Severe repercussions can occur if students use cyberbullying to attack any member of The Webb School community.

In general, users are expected and required to avoid illegal (libel, slander, vandalism, sexual harassment, theft, copyright violations, etc.), illicit, or unbecoming a member of the school community. Students need to refrain from personal attacks, tampering with files, hardware, or software, subvert security, or impair operating systems. The school's faculty/staff and administrators reserve the authority to determine what inappropriate use is. Their decision(s) regarding the denial, revocation, or suspension of the student's user account is final.

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

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

Wi-Fi throughout the campus, both in academic and residential settings. Day Students and Boarders may acquire third-party Internet Wi-Fi access points from cellular providers for their use. However, the rules of conduct are in effect whether the student uses her/his Internet access point, or a school provided one. To facilitate communication, students are must check their school-issued email account (the account they have on file at the school) daily.

### **Dress & Appearance**

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

Two values inform the school standards of dress and appearance

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

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

## FORMAL DRESS

Three days a week

### Ladies

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

### Gentlemen

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

**When in Formal Dress, etiquette calls for gentlemen to wear a sports coat. However, sports' coats are not required attire for gentlemen on Formal Dress days unless the gentlemen are Seniors. Seniors must be present in "Senior Blazers" for specific days if they enjoy features of Senior privileges when it comes to modes of dress.**

## SEMI-CASUAL DRESS

Two days a week

### Ladies

- Polo-style collared shirt in navy, white, or gray with “The Webb School” logo, tucked in
- Hemmed chinos in khaki, navy, gray, or black (pants for colder months/shorts - to a length of a couple of inches above the knee - for warmer months)
- Skirts - to a range a couple of inches shy of the knee - in khaki, navy, gray, or school plaid (Hosiery or leggings may be worn under the skirt in colder weather.)
- Belt
- Dress shoes/sandals or sneakers in good condition (no flip-flops)

### Gentlemen

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

**Semi-Casual Dress happens two days a week. Ladies and gentlemen may choose to wear a dress shirt (Oxford) with “The Webb School” logo, tucked-in in place of the polo-style collared shirt on Fridays.**

## CASUAL DRESS

One or two Fridays a month, Evenings, and Weekends (unless required to participate in a school-related activity that requires Formal Dress or Semi-Casual Dress)

#### Ladies

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

#### Gentlemen

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

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

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

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

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

### STUDENT-ATHLETES & GAME DAY DRESS

#### Ladies & Gentlemen

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

**For special occasions (e.g., Homecoming, tournament play, playoffs, etc.), student-athletes can wear other dress with permission. A coach must submit a request to the Athletics Department and the Dean of Students a week in advance for final approval for student-athletes to have this permission.**

### FIELD TRIPS

#### Ladies & Gentlemen

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

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

**Some field trips require Formal Dress (e.g., State Capital Field Trip).**



designations used to coordinate the rotating nature of Club Time to accommodate the student who chooses to participate in as many as two clubs. The Club Sponsor takes attendance, and attendance standards and policies are in effect during Club Time (See **attendance** for details about this matter).

The club fair usually the end of the second week of school; students learn about the different clubs. Students may sign up for the same club for "A Club" and "B Club" and, therefore, they will meet with that club every Club Time, or they may sign up for one club for "A Club" that meets the first time Club Time convenes to begin the school year and a second club for "B Club" the second time Club Time gathers. "A Club" and "B Club" alternate from one Club Time to another.

If a student has an idea for a club, they must identify a Club Sponsor who is a faculty/staff member who commits to meeting with the club during Club Time and takes attendance. Then the student must file a request with the Students Affairs Office to create a new club. Such a claim must be filed with the Students Affairs Office no later than a week before the Club Fair. The Students Affairs Office determines the status of the request for a club.

#### CLUBS

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

**The student may complete and submit a "Clubs Drop/Add" form a week before the end of the quarter to request approval for a change of club(s).**

#### *Organizations*

Students also have the freedom to join and contribute to an organization. Organizations require a more significant commitment on the part of the student. Some organizations meet during Club Time. Some organizations may require the student to meet at other times of the day and meet during Club Time. Specific organizations need applications or require the student to make a speech and adhere to the results of elections.

#### ORGANIZATIONS

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

#### *Social Activities*

The school offers a wide variety of numerous social activities for the student. Weeknight and weekend activities are pre-planned social events such as individual dorm activities, snack breaks/coffee houses, shopping trips, movie/theatre trips, dinner trips, and WILD trips. Additionally, the Barton Athletic Center, Lundin Fine Arts Center, and Elkins Student Center are routinely open. Major annual events include Webb Stock, a student-led music festival; Lessons and Carols, a traditional Christmas service; and Diversity Day, a celebration of the various cultures represented at the school.

**A Guest Approval Request form must be completed and submitted to the Dean of Students Office for approval of a non-school guest's presence at certain school activities.**

#### **Seminar**

Seminar or advisory meets regularly; at least once a week, at the Middle School level, advisors eat lunch with their group twice a week. Each student has an advisor that supports the student academically and socially throughout the school year. The Advisor-Advisee group exists to serve as a support network for the student's healthy and safe growth. Whether it is academics, extracurriculars, friendships, etc., the advisory is “home” for the student who needs advice about studying or insight into living and working with people.

### *The Advisor*

The student is assigned an advisor who serves as the student's advocate. *Should the parent(s) have a question about a school-related matter, the Advisor should be the first contact.* Advisors serve as the academic as well as social counselor, in addition to being a liaison between the student, the parent(s), and the faculty/staff/administration. Middle School students are assigned an Advisor and remain with their Advisor for the duration of the Middle School experience. Upper School students are assigned an Advisor and stay with their Advisor for the duration of the Upper School experience. The Advisor works directly with the student to plan a program of study. The Advisor consults with department chairs and other faculty regarding placement in courses or specific sections (such as Advanced Placement or Honors). The Advisor receives copies of all grades, teacher comments, and progress reports. The Advisor discusses these reports with the student and, when appropriate, guides the student toward greater success. The Advisor may need to request to schedule a parent-teacher conference. Moreover, the Advisor is responsible for coaching and thoroughly preparing the student to complete her/his Emerging Voices public performance. Most importantly, the Advisor seeks to make the student's school experience as positive and productive as possible by counseling in behavioral matters and social graces.

### *Communication with Advisor*

The parent(s) should feel free to contact their child's Advisor whenever a school-related question or concern arises. The Advisor will communicate with the parent(s) to encourage a partnership as both works to support the student's progress at school.

### *Changing Advisor*

Should the student or the parent(s) feel the need to change Advisor, they should contact the Student Affairs Office or the Dean of Students to explain why this change is requested. The student should then give three choices of possible new Advisors. The Student Affairs Office will contact the parent(s) of the student and the potential Advisor(s) to see if the move is possible and which step may be the most appropriate.

## **Residential Life**

### **Vision**

For students to be able to flourish emotionally, academically, and socially in an environment led by nurturing, forward-thinking dorm parents.

### **Mission**

To communicate respectfully with each other and build positive relationships with our students while fostering inclusivity and encouraging students to realize their passions.

## Leaders

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

### *Dean of Students and Residential Life*

The Dean of Students and Residential Life is responsible for all elements of the Residential Life experience and the supervision of residential faculty/staff who administer care to Boarding Students and the residential community. Other duties include but not limited to, the following:

- Assign Boarders to dormitories.
- Coordinate and communicate information about Residential Life schedules.
- Manage Residential Life Forum
- Manage and facilitate issues about student conduct (See **Discipline** for details about this matter).
- Communicate standards and policies of the *Student & Parent Handbook*.
- Work in concert with school leaders, students, and parents to carry-out standards and policies of the *Student & Parent Handbook*.

### *Dorm Head*

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

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

### *Dorm Parent*

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

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

- Chaperone activities/facilities
- Facilitate RLF lessons
- Serve as a Dorm Family Head

### *Dorm Family Head*

Each dorm head and dorm parent will have a group of boarders in their dorm. In a sense, they are these boarder's residential advisors. Dorm Family Heads will meet with their group weekly, and once a month will lead an RLF lesson. The Dorm Family Heads will be the dorm point person for the Parents, Advisor, Dorm Head, and Dean of Students and Residential Life. Other duties include but not limited to, the following:

- communicate and establish a line of communication with Parents and the Advisor of your group
- build with the Parents the form of communication they would like and how often they would like communication

### *Facilitator of Activities*

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

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

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

### *Nighttime Library Proctor*

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

### *Prefect*

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

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

### *Evening/Nightly Schedule*

#### Su-Th

5:30–6:30 pm Dinner

- Required for all Boarders on Monday.
  - Required each night for 7th -10th grader Boarders
- 6:30–7:30 pm Free time
- Residential Life Forum on designated days with your Dorm Family
- 7:30 pm Dorm Meetings/Check-in
- Cooper Farris and Davis Halls
- 7:45 pm Dorm Meetings/Check-in
- Rand, Chambliss, Haynes, and Meadows Halls
- 7:45–9:30 pm Study Hours
- Cooper Farris and Davis Halls
- 8:00–10:00 pm Study Hours
- Rand, Chambliss, Haynes, and Meadows Halls
- 9:35 pm Dorm Premise
- Cooper Farris and Davis Halls
- 10:05 pm Dorm Premise
- Rand, Chambliss, Haynes, and Meadows Halls
- 10:20 pm Room Premise
- Middle School turn in devices for the night
- 10:30 pm Lights Out
- Cooper Farris and Davis Halls
- 10:30 pm Room Premise
- Rand, Chambliss, Haynes, and Meadows Halls
- 11:00 pm Lights Out
- Rand, Chambliss, Haynes, and Meadows Halls

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

New boarding students in grades 7th-9th must sign-in at Breakfast (M-F) with a Prefect during the 1<sup>st</sup> semester. All Boarding Students are expected to check-in with the Dorm Parent on coverage at Dinner on Monday evenings between 5:45–6:15 pm if they do not have another school obligation. Boarders in 7th-10th grades must check-in with their Dorm Parent on duty at Dinner every evening if s/he does not have another school obligation and is not on a Special Leave. **All boarders on campus Saturday and Sunday must sign in at Brunch** with the Prefect on coverage at the Dining Hall. Failure to sign-in for Meals could result in cleaning the dining hall, gating, and or work hours.

*Study Hours*

During Study Hours, students are to work diligently on their academic assignments. Though Study Hours end at 9:30 or 10:00, boarders are to work during free time, as necessary, to complete their homework before Lights Out.

Boarders who consistently meet all their academic commitments gain some freedom to regulate Study Hours. On occasion, when there are athletic events or special programs in the evening, residential faculty/staff or the Dorm Parent on coverage may arrange an afternoon study session for the boarder wishing to attend the event(s).

Boarders, who need library resources for assignments are to make every attempt to visit the library during academic hours. They may also visit the library during Study Hours under the Nighttime Library Proctor's supervision on coverage.

Dorm Parents collect phones during Study Hours. Prefects and 11<sup>th</sup> and 12<sup>th</sup>-grade students in good academic standing are exempt from turning in their phones. At the beginning of Study Hours, the Boarder checks-in with her/his Dorm Parent and hands in the device. At the end of Study Hours, students may collect their phone from the Dorm Parent. Middle School Boarders may get their devices back at the end of Study Hours, but then they must turn them back in by 10:20 pm (Su-Th). They may get them in the morning before the academic day begins.

#### *Dorm Premise*

Boarders are to be in their dormitory at Dorm Premise and remain for the remainder of the night. Violation of this policy is a Major Offense (See **Discipline** for details about this matter).

#### *Lights Out/Late Lights*

Lights Out are enforced each night, especially those nights before a school day, so students receive adequate rest. If the boarder has been unable to complete assignments, s/he will be allowed to stay up after Lights Out with the permission of the Dorm Parent on coverage. If a Boarder needs Late Lights frequently, then the Dorm Head and the Dorm Parents will discuss other alternatives that may be more appropriate.

#### *Weekends*

Each weekend there is a schedule of activities for the upcoming weekend sent out to all boarding students. The routine aspects of the plan are as follows.

#### *Friday*

5:30–6:15 pm Dinner (check-in required for 7<sup>th</sup>-10<sup>th</sup> grade Boarders)  
10:00 pm Dorm Premise for 7<sup>th</sup> and 8<sup>th</sup>-grade Boarders  
11:00 pm Dorm Premise for 9<sup>th</sup>-12<sup>th</sup> grade Boarders  
11:00 pm Lights Out for 7<sup>th</sup>/8<sup>th</sup> grade Boarders  
Midnight Lights Out for 9<sup>th</sup>-12<sup>th</sup> grade Boarders

#### *Saturday-Sunday*

10:00 am-12:00 pm Brunch (check-in required for all Boarders on campus)  
5:30–6:00 pm Dinner  
6:00 pm-10:00 pm Detention (Saturday only)  
**Saturday's post-Dinner routine is the same as Friday's; Sunday's post-Dinner routine is the same as Monday-Thursday's.**  
**On Sunday, church attendance is encouraged.**

#### *Mailroom*

Boarders are assigned a school mailbox in the Mailroom, which is in the Dorothy Elkins Student Center. Please have packages delivered to "Dorothy Elkins Student Center, 205 Follin Lane, Bell Buckle, TN 37020." Students can pick up parcels during Campus Store Hours.

#### *Visitation Policies*

Day students are not allowed in the dorms during the academic day. During the late afternoon/after school, early evening, and weekend day students may be in the dorm if invited by a boarding student of that dorm. Boarding students must get approval from the dorm parent on

duty. If a day student wishes to spend the night, the dorm parent on duty must talk with the day parent, and if the boarder has a roommate, the roommate must agree. Both boarding student and their guest are responsible if the student is visiting without permission. Day students must sign-in with the dorm guest book. No other overnight guests are allowed except for prospective students arranged by the admission office.

Non-Webb guests other than family members are only allowed in the dorm common areas with the permission in advance from the Dean of Students and Residential Life during these hours:

**Friday: 4:00 pm – 10:00 pm.**

**Saturday: Noon – 10:00 pm**

**Sunday: Noon – 7:00 pm**

Boarding students are not allowed in the dorm rooms of dorms that house students of the opposite sex. Visitation permission is for specific times and approved areas.

### *Day Student Boarding*

A Day Student who wishes to stay overnight in a dorm room may request through the Dean of Students and Residential Life. Upon the school's approval, the Day Student may be an overnight guest. The school will bill the Day Student who stays in a dorm room for an extended time. The Day Student who is boarding must adhere to the standards and policies of Residential Life.

### *Sign In/Sign Out*

Boarders are required to account for their whereabouts because the school takes responsibility for the boarder's safety and well-being seriously. Boarders must sign-out using Boardingware, a cloud-based App synced with NFC tiles, in each dormitory under any of the following conditions:

- If they have approval for a Day Leave, Extended Day Leave, or Weekend-Overnight Leave
- If they are going downtown
- If they are leaving the dormitory for another destination on campus
- If they anticipate missing a Sign-In/Check-In
- When in doubt - sign out!

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

### *Leaves & Leave Requests*

For safety reasons, the school must know where the boarder is always. During the school day, which is considered a combination of the boarder's academic and Afternoon Co-Curricular/Extracurricular Activities, Boarders must sign-out and sign-in with the Student Information Systems Specialist on the first floor of Rand. Anytime a boarder leaves campus for personal activities, (i.e., not school chaperoned events) for an extended amount of time, s/he must submit a Leave Request. Three types of leaves need approval from a Dorm Parent on duty or the parent(s)/host parent(s). 1. Day Leave - permission required from the Dorm Parent on coverage only, 2. an Extended Day Leave - permission needed from the parent(s)/host parent(s) and the Dorm Parent on coverage, and 3. a Weekend-Overnight Leave -permission required from the parent(s)/host parent(s) and the Dorm Parent on coverage. The boarder initiates the Leave Request process in Boardingware. When signing out to leave campus, Boarders must be precise

about their plans and how a dorm parent can contact them. If their plans change, they need to notify the school of the change. Boarders may sign-out and sign-in for themselves, and they must check-in face-to-face with the Dorm Parent on coverage before signing out and after signing in. If a student misrepresents their whereabouts, the act is considered a violation of the Premise Pledge and the Honor Code. There may be disciplinary action, as outlined in **Discipline**. (See **Discipline** for details about this matter.)

If a Boarder requests a Day leave, s/he wishes to leave campus for a period to go somewhere (Murfreesboro, Shelbyville, etc.) and then return within the proper time frame the same day. If the boarder has the appropriate permissions on file, the Dorm Parent on coverage may approve the Leave Request in Boardingware. The boarder may not leave until a Dorm Parent approves the leave, and the boarder must sign-out on the dorm's NFC tile. The boarder signs in upon her/his return to campus and checks in face-to-face with the Dorm Parent on duty at check-in.

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

If the boarder requests a Weekend-Overnight Leave (one night, multiple nights, going home, friend's house, college leave, vacation, etc.), s/he must submit a Leave Request *and* the parent(s)/host parent(s) must approve the Leave Request before a Dorm Parent can approve the Leave Request. The boarder may not leave until the Leave Request is accepted. The boarder must sign-out using the dorm's NFC tile. The boarder signs in upon her/his return to campus and checks in face-to-face with the Dorm Parent on duty at check-in.

**The boarder's standing must be taken into consideration before a Leave Request can be approved. An Extended Day or Weekend-Overnight Leave Requests must be submitted no later than 7 pm the day of departure.**

**The school expects the host to chaperone the boarder for a Weekend-Overnight Leave. If plans change, the host parent(s) will contact the parent(s) of the Boarder and the Dorm Parent on duty.**

**See HOME: STUDENT AFFAIRS, *Automobiles-Leaves*, for details about leave types.**

### *Ride Share Policy*

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

### *Travel*

Each year the school publishes calendars that include vacation, break, etc. dates. The school expects Boarders and parents to note these dates and to consider them carefully when making travel plans and scheduling important events. The boarder must adhere to the established departure and return schedules, so s/he can honor Residential Life and school standards and policies. The first shuttle departs upon completion of the academic day before starting a

significant holiday/break. A departing flight must leave three or more hours after the conclusion of the academic day. A returning flight must schedule to arrive before 9 pm. The school cannot guarantee transportation to/from the airport if the travel itinerary does not align with the school's expectations. The boarder and her/his parent(s) must submit all trip details, including a copy of flight plans, etc. The Student Information Systems Specialist must receive the completed travel itinerary two weeks before departure.

**The dormitories, dining hall, and Health Center are closed during school holidays/breaks/etc. The boarder must vacate the residence by and not return until dates and times listed on the official school calendar.**

### *International Student Contact*

In the interest of our community's health and safety, the school recommends that international students have a domestic contact for the school to contact in emergencies. This contact should be someone the family trusts with school information and where the student can stay with if they do not have plans when the school is closed. Forms will be sent to international students and parents and sent back to the Dean of Students and Residential Life.

## **Facilities**

### *Dorm Room Furnishings/Incidentals*

The school provides furnishings in the dormitory and dorm room on the presumption that students will be an excellent steward. Ordinary wear and tear happen, but unnecessary or intentional damage to the property will result in a charge to the account of the boarder responsible for the accident. Missing furniture will result in a fee to the boarder's account accountable for the lack of care of this property. Boarders receive a dormitory/dorm room key. If a student loses a key, they must report this immediately; there is a \$25 key replacement fee charged to the account of the boarder responsible for the lost key. The boarder should lock her/his dorm room door whenever s/he is not present. The school cannot assume responsibility for the loss of money, computers, or other valuable items. The boarder will need to use the dorm room key to gain access to the dormitory since the main entrance to the dorm always remains locked for safety.

The boarder is encouraged to have a lockbox for valuables and avoid keeping substantial cash in her/his dorm room. The school recommends that the boarder open a bank account with the First Community Bank (FCB) in Shelbyville, TN, because there is an FCB ATM in downtown Bell Buckle. The boarder's parent(s) can then deposit money directly to that account for direct student use. The bank sends officers to the school on Orientation Day to facilitate opening accounts. The International Student Coordinator has a safe and will store essential papers such as passports, visas, and I-20's.

### *Room Assignments*

The school makes every effort to honor the returning boarder's roommate request. It is the school's policy to assign students to dormitories consistent with their biological anatomy. Residential faculty/staff recognize that the beginning of the school year is a time of adjustment; therefore, dorm room changes are not allowed until the boarder has made an effort to develop a healthy and cooperative relationship with her/his roommate. No room changes happen during the 1<sup>st</sup> semester. If roommate problems occur, the boarder should discuss her/his concerns with the Advisor, Dorm Parent, or Dorm Head. If there is no other solution during the 2<sup>nd</sup> semester and if space is available, a room change may occur by the Dean of Students and Residential Life in consultation with other Residential Life leaders.

### *Room Inspections*

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

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

The school recommends that boarders not bring a lot of excess stuff nor accumulate a ton of things over the years to maintain a clean and tidy room—the neater the room, the healthier the student.

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

### *Room Search*

It may be necessary to search a boarder's dorm room if the school has reason to suspect illicit behavior and irregularities. Two members of the residential faculty will search. Though rare, residential faculty can search dorm rooms on a random basis.

### Items NOT Permitted in Dormitories:

- Inappropriate or indecent posters, etc.
- Large pieces of furniture
- Refrigerators (Exception: Prefects may have a small refrigerator.)
- Hot Plates, hot pots, toasters, rice cookers, George Foreman grills, sun lamps, corn poppers, microwaves, soldering irons, heaters, Keurig's or similar appliances with heating elements
- Weapons of any kind
- Matches, lighters, candles, incense, fireworks, or any other item the function of which involves a flame
- Pets of any kind
- Monitors larger than 27 inches

### *Commons Room*

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

### *Laundry Room*

Washers and dryers are in each dormitory free of charge. Boarders are expected to wash and dry her/his clothes in a timely fashion, wash their bedding at least twice a month, use the machines correctly, and respect the property of other boarders using the machines.

### *Kitchen*

Boarders may keep food items in the dormitory refrigerator and cabinets. Students should mark these items with their names. Boarders must dispose of perishable items promptly. Kitchen item supplies are to be shared and respected by the dormitory community. If Boarders

use the kitchen, then all pots, pans, dishes, and cooking utensils must be washed and returned immediately. The recommendation for health reasons is that boarders use their personal pots, pans, and tools. Boarders should wash them after each use and store in their room.

The use of the kitchen is a privilege. Boarders agree that if they do not have time to clean up afterward, they do not have time to cook. Implements and appliances must be appropriately secured and turned off or unplugged after use. The kitchen may be closed by the Dorm Head or the Dorm Parent on duty if the kitchen's condition is unacceptable. Failure to honor the standards and policies related to the use of the Kitchen Dormitory may result in disciplinary action as outlined in **Discipline**. (See **Discipline** for details about this matter.)

### *Chores/Maintenance*

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

If a Boarder notices a maintenance issue in her/his dorm room, bathroom, or shared areas, s/he should immediately report the problem to the Dorm Parent on duty. The Dorm Parent will submit a maintenance request(s) to the Maintenance Department. The maintenance staff addresses issues promptly.

## **Afternoon Extracurricular Program**

The Afternoon Extracurricular Program is intentionally structured to expose students to the health benefits associated with participating in deliberately designed activities beyond the classroom. Moreover, the school believes that as students engage in opportunities outside the school, their character strengthens by the relationships they form.

### **Goals**

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

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

### **Objectives**

The Afternoon Extracurricular Program allows the student to explore various activities of interest. The program draws from activities made available by the Athletic Department, Arts Department, etc. and incorporates intentionally planned activities. All students are encouraged to participate in each of the three program seasons - Fall, Winter, and Spring. ***Boarders participate in all three program seasons; junior and senior boarding students may take one season off. Day Students must participate in at least one season. Middle School Day Students remaining on campus in the afternoons and are not involved in an afterschool activity must take part in the Middle School Library opportunity.*** The student who participates in an activity sponsored by an off-campus entity may wish to apply for an Extracurricular Activity Credit. The Director of Athletics reviews this application.

## Opportunities

	Fall	Winter	Spring
<b>I. Athletics</b>	Cheerleading – VB/VG Clay Targets – VB/VG Cross Country – VB/VG/MSB/MSG Film/Announce Football – VB Golf – VB/VG Soccer – VG/MSG Team Manager/Athletic Training Volleyball – VG/MSG	Basketball – VB/VG/JVB/MSB/MSG Cheerleading – VB/VG/MSB/MSG Film/Announce Team Manager/Athletic Training	Baseball - MSB Clay Targets – VB/VG Golf – MSB/MSG Film/Announce Lacrosse – VB/VG/MSG Soccer – VB/MSB Softball – VG Team Manager/Athletic Training Tennis – VB/VG/MSB/MSG
<b>II. Arts and Other Offerings</b>	Middle School Library Theatre Production	Middle School Library Mock Trial Robotics STEM	Middle School Library Theatre Production
<b>III. Pre-Season Athletics</b>	Basketball – B/G Lacrosse – B/G Tennis – B/G	Lacrosse – B/G Tennis – B/G Softball - G Soccer - B	Football - B

"B" - Boys; "G" – Girls, V = Varsity, JV = Junior Varsity, MS = Middle School

An Extracurricular Credit may be earned in Clay Targets if the student participates in Fall & Spring.

### Wilderness Instruction and Leadership Development (WILD)

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

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

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

1. Attend school during final exams week and report to the Dean of Students and Residential Life Office in the Dorothy Elkins Student Center for attendance/instructions.
2. Take final exams at their regularly scheduled time(s).
3. Type a 500-700-word essay in response to the prompt, "What has The Webb School taught you about effective leadership, teamwork, community, self-discovery, self-reliance, and overcoming obstacles?"

### Community Service

The Webb School believes students benefit from executing a certain number of community service hours each year. Students and the parents must report the nature of the student's service, and the recipient of the service verifies the student's contribution. The school believes Community Service allows experiencing what it means to give to something greater than themselves. The Community Service Hours Verification form is to submit service hours to the Dean of Students and Residential Life Office for approval.

**Requirements:**

Freshman	10 hours
Sophomore	15 hours
Junior	20 hours
Senior	25 hours

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

### **School Services/Offices & Contact Information**

#### **Health Center and Counseling**

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

#### *Hours of Operation*

**The Health Center is open from 7:00 am-7:00 pm, Monday-Friday, with certain hours on the weekend. When the Health Center is not officially open, there is a nurse on call.** The Health Center fully expects all families to comply with the school's standards and policies, especially as related to the completion and submission of all health-related enrollment documents including proof of health insurance, Medical Release Form, Immunization Record Form, Physical Form, etc. Failure on the part of the parent(s) to complete and submit all health-related enrollment forms will prevent the student from participating in certain school-related activities. The student who is missing any health-related form(s) will be allowed to attend class, but s/he will not be allowed to participate in any other activities. The boarder who is missing any health-related form(s) will be dorm Premised after the academic day until s/he complies.

#### *Policies*

Boarders who wake up ill must either physically report to the nurse on coverage in the dining hall or call the nurse on coverage before 7:45 am. Failure to do so will result in a tardy unexcused. The student, day or boarder, who needs to visit the Health Center during class, must obtain a note from the teacher and report directly to the Health Center, making sure to sign-in upon her/his arrival. The nurse decides on admitting students and the duration of their stay. Before returning to class, students must be dismissed by the nurse and collect a note to deliver to their teacher. When a Day Student is unable to complete a school day, the student's parent(s) need to make plans for picking up the student from school.

The student, day or boarder, taking medicine regularly, must pick up their prescription in from the nurse *before* 7:45 am Monday – Friday if they require a morning medication, and during Brunch on Saturday and Sunday. If the boarder requires a night-time medication, s/he must pick up the medicines between 5:45–6:30 pm from the nurse. Failure to pick-up medication during these allotted times will result in consequences. The first infraction will result in parental

contact and a warning. The second infraction will result in parental contact, and the student will be gated that evening. The third infraction will result in a weekend gating and a meeting with the student, her/his parent(s), and the Dean of Students and Residential Life. The student's repeated abuse of this policy will result in more severe consequences per the Dean of Students and Residential Life recommendation. The boarder who needs over-the-counter medication after 7:00 pm may obtain the medicine from the Dorm Parent on coverage. Medical and gynecological services are available through the school physician and refer to specialists at the school physician's discretion.

The Health Center Nurse(s) is responsible for the student's medical care while s/he is under the school's jurisdiction. This responsibility includes the storage and distribution of all medications, including vitamins, supplements, etc. The student is not to keep any medication, on their person, in their lockers, in their rooms, in automobiles, etc. unless specifically authorized to do so by the nurse(s). If allowed, students will be issued a Health Center Card permitting this behavior to validate permission(s) granted by the Health Center Nurse(s). All medication, including vitamins, supplements, etc. must be turned in to the nurse (s) at the time of registration/enrollment or upon receipt of said substances at any other time during the academic/school year. The student's parent(s) must sign and submit a Medication Administration Form for any prescription/medication. If at any time, a parent, guardian, or physician feels it necessary to send medicines to a boarder, it should be mailed directly to the Health Center with specific instructions from the physician. All prescription medications for a Boarder needs to have refills sent in to "McGee's Prescription Shop, 842 Union Street, Shelbyville, TN 37160 (Phone: 931-684-7936).

### *Counseling Support*

The school recognizes the importance of the student's emotional well-being and development. Professional counseling support is available on campus for students who wish to speak to a counselor. Students are encouraged to discuss their concerns with their advisor or with another adult on campus. Should the student need ongoing counseling support for a sustained period, referrals to a counselor outside of school will occur. The school may require that the student receive an evaluation by an outside professional that the school designates.

### **Business Office**

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

The Business Office is open from 8:00 am-4:30 pm, Monday-Friday. All questions about the student's account should go to the Business Office.

### *Activities Account*

Upon enrollment/registration, families establish an activities account, and the charges to that account are available from the Business Office. Items charged to that account include the following:

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

### **Dining Hall**

Phone, 931-389-5780

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

**The student or the parent(s) should ask the Dean of Students and Residential Life Office questions regarding special dietary needs.**

## MEAL SCHEDULE

### Weekdays

Breakfast*	M,W-F	7:00-7:55AM
	Tues.	7:30-8:25AM
Lunch M-F		See <b>Daily Schedule</b> for times
Dinner*	M-F	5:30–6:30 pm

### Weekend

Brunch*	Sa-Su	10:00 am-Noon
Dinner	Sa-Su	5:30–6:15 pm

**\*All Boarders must check-in at Brunch with the Prefect. All-new 7<sup>th</sup>-9<sup>th</sup> grade Boarders must check in with the Prefect at Breakfast during 1<sup>st</sup> semester. During Dinner 7<sup>th</sup>-10<sup>th</sup> graders must check-in with their Dorm Parent, and on Monday nights, all Boarders must check-in with their dorm parent.**

## **Campus Store**

Phone, 931-389-5750; Email, [jcampbell@webbschool.com](mailto:jcampbell@webbschool.com) (Ms. Jodi Campbell)

The Campus Store has daily hours Monday-Friday. Students and Parents may purchase school supplies, clothing apparel, novelties/gifts, etc. Consumers may use cash, a personal debit/credit card, or the student's school account for purchases.

## **School Leadership Offices**

### Head of School

Phone, 931-389-5702; Email, [kcheeseman@webbschool.com](mailto:kcheeseman@webbschool.com) (Mr. Ken Cheeseman )

### Associate Head for Finance and Operations

Phone, 931-389-5708; Email, [jcallis@webbschool.com](mailto:jcallis@webbschool.com) (Mr. Jim Callis)

### Assistant Head for Student Affairs

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

### Dean of Academics and Arts

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

### Dean of Students and Residential Life

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

### Director of Athletics

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

Director of Enrollment Management

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

Director of Alumni & Development

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

Director of College Counseling

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

Registrar for Academic Affairs

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

Student Information Systems Specialist

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

School Counselor(s)

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

Directors of the Study Center

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

Director of LIFT

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

Director of Communications

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

Director of Technology

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

Librarian

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

Director of Parent Relations

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

**Parent Volunteerism and Activities**

**Parent Activities**

The Webb School is a non-profit, independent school. Therefore, the parent(s) is encouraged to support various programs and fundraisers throughout each school year. Several official committees comprised of parent volunteers exist to address the many needs of the school community. Opportunities to become involved as a parent volunteer are numerous. To be successful, every independent school needs the cooperation and collaboration of the parents.

Parents must understand and embrace the school's Mission, share its Enduring Understandings, and fully support its standards and policies vis-a-vis a healthy relationship with administration, faculty, and staff. When joined by a standard set of beliefs and values, The Webb School and the parent(s) form a powerful team with far-reaching positive effects on the student(s) and the entire school community.

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

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

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

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