



THE WEBB SCHOOL

BELL BUCKLE

*The Character of Home*®

STUDENT  
&  
PARENT  
HANDBOOK  
2023-2024

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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 that 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 community members 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 student and well-being of the student and the school as a community and help support daily matters and interactions during the academic day and in the residential setting.

The handbook is a common reference for standards and policies. The manual is not all-inclusive. Also, there may be an occasional policy change during any school year; the school will notify parents and students of any change. Each community member must become familiar with this document so the school year will run smoothly.

## **History**

William R. "Sawney" Webb founded The Webb School 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 campus relocation. 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 an excellent job preparing their students for university studies; Vanderbilt University offered both grammar teaching positions.

Of course, the Webb brothers would turn down the opportunity, so they could continue their vision of building a school that valued academic rigor, nature's place in the educational experience, 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 its students' fullest potential to prepare them for college/university studies. The school has diverse racial, religious, geographic, and socioeconomic students. The common denominator is a willingness and ability to meet the school's academic requirements and high standards of moral character.

## **School 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 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.

## Attendance

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

### Excused/Unexcused Absences

In coordination with the student affairs office and the dean of students and residential life, the student information systems specialist communicates with parents and students to determine whether a student's absence is excused or unexcused. The parent(s) must notify the student information systems specialist by 8:15 am or 8:45 am on late start days 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 or the dean of student's office.

Excessive absences from school (15 or more) may threaten a student's advancement to the next grade or graduation, whether excused or unexcused. Failure to attend a school-related commitment (i.e., class period, chapel, advisory, club, afternoon role, etc.) for a specified duration constitutes an absence.

Each semester, the second unexcused absence from any school commitment results in a formal warning. **The student will receive a demerit for every additional unexcused absence from school commitment or day.**

### Excused/Unexcused Tardy

The teacher and the student communicate to determine whether the student's tardiness is excused or unexcused. Students who arrive ten minutes after the first class period of the day must sign in with the student information systems specialist in Rand Hall. A note may be necessary to explain the student's tardiness.

Three unexcused tardies from any school commitment result in a warning each quarter. **The student will receive a demerit for every five unexcused tardies from any school commitment per quarter.** The unexcused tardies tally reset at zero at the beginning of each quarter.

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

A student can pick up an *honor roll holiday* or *special leave request card* from the assistant head for student affairs, the dean of students and residential life, or the student information systems specialist for approval. Students must complete a "holiday or special leave request," which requires teachers' signatures. They must submit the completed card to the student information systems specialist at least one day before departure.

**If a teacher does not sign the leave because they disapprove of it, the student's request is not accepted. If the student's request is not approved and still chooses to miss school, they will be assigned a demerit for each day.**

Sometimes, the assistant head for student affairs or the dean of students and residential life assigns an 'extra study' for a student on special leave.

**The College Counseling Office issues a Special Leave Request for college/university visitation purposes.**

**Residential students in grades 9-12 who wish to take a holiday and stay on campus must get permission from their parents and dorm head before taking a holiday. They must also check in with the student information systems specialist before 10:30 am and mid-afternoon. Middle school students cannot take a holiday and stay on campus.**

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

The Webb School may need to delay or cancel classes in severe weather or an unanticipated event. 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. The notice will be on The Webb School website, [www.thewebbschool.com](http://www.thewebbschool.com). 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 been delayed or canceled should use their discretion. Students who cannot attend in this situation will not incur penalties, but they are to obtain and complete any missed assignments. The parent(s) must notify the student information systems specialist 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 parental consent.

### **Special Schedules**

On occasion, events may require alterations to the daily schedule. The school will communicate in advance the impending nature of these unique opportunities on the daily schedule. The school will announce these particular schedules in emails to each community member. The communicated announcement will also post on The Webb School website, [www.thewebbschool.com](http://www.thewebbschool.com).

### **Participating in after-school offerings when missing school**

If a student misses more than two academic classes on a given day that are unexcused, they may not participate in their afternoon activity; these activities include athletic contests and practices, art performances and practices, and afternoon activities.

### **Arriving late or leaving early from school**

Students who arrive late or leave early from school must sign in or out with the student information systems specialist in Rand Hall. A note or parent communication is necessary to explain the student's situation.

Additionally, anytime a student leaves campus during the school day, including going downtown, they must sign out with the student information systems specialist in Rand Hall and sign back in upon their return.

### **Leave of Absence**

Occasionally, a student must go on a leave of absence. When this occurs, the student's advisor and the dean of academics and arts will notify the student's teachers to devise an academic plan. Depending on the situation, the student and their family may have to submit certain paperwork to the assistant head for student affairs to return to school successfully.

## **Academic Affairs**

### **Graduation Requirements**

|                             |   |
|-----------------------------|---|
| English .....               | 4 Credits   |
| Foreign Language .....      | 3 Credits (Same language within Upper School)   |
| History .....               | 3.5 Credits (World History Parts I and II, US History and Issues in Democracy required) |
| Math .....                  | 4 Credits (Algebra I, Algebra II, and Geometry required)                                |
| Science .....               | 3 Credits (Biology, Chemistry, and Physics required)                                    |
| Fine Arts .....             | 1.5 Credits (½ credit each from music, drama, and visual arts)                          |
| Required "non-majors" ..... | 1.5 Credits (1/2 credit each in Speech, Ethics, and Wellness)                           |
| Electives .....             | As necessary to ensure a minimum of 5 courses   |
| Emerging Voices .....       | A public performance in Chapel  |

**Every student must be scheduled for at least five class periods each semester. No student may enroll in more than six classes per semester unless they receive approval from the dean of academic affairs and arts. No student may enroll in more than three AP classes per year unless they get an approved exemption by 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 comprising 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. Tenth graders present an oration, a memorized original statement of belief. Eleventh graders complete a creative project and show the process and the product. Finally, twelfth graders complete a capstone research presentation. **An appropriate public performance is required for students to move to the next grade level or graduate as a senior.**

## **Exams**

The student body takes exams in all courses at the end of each semester. If the student is absent for an exam and unexcused, they will receive a zero on the exam. The advanced placement exams in the spring will be the final exam for AP courses. Seniors with at least a 70 for the second semester in their classes will be exempt from second-semester exams. They may attend senior survival, assuming they are in good behavioral standing.

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

Students are encouraged to “stretch themselves” and keep trying even when a course seems complicated. If a student drops a course by the first day of the second grading period 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, only a teacher or dean of academic affairs and arts can add a course.

### *First-Time Summer Credits*

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

### *Waving of Graduation Requirements*

The dean of academic affairs and arts must approve waiving any graduation requirement.

## **Grading Period Review**

At the end of each grading period, advisory teams review struggling academic students to determine strategies for the upcoming quarter. 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 for extra help. The student must attend extra help daily to complete the assignment(s). 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 or prepare for their declamation must report to detention during extra help that day. Middle school students will remain in detention until released by the advisor. Failure to participate in required extra help or detention could lead to a demerit.

### *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 concerned about a student's academic performance may place the student on daily progress reports by notifying the assistant head for student affairs or the dean of academic affairs and arts. Daily progress reports continue for as long as those reports are deemed necessary by the recommending faculty.

### *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 of 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*

Suppose a student fails to meet the standards set for them while on academic warning within the time specified by the warning letter. In that case, the dean of academic affairs and arts, 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 earning an F in one or more classes or a D in two or more courses will be on academic watch. A 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 required to attend extra daily help. 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 repeat the course at The Webb School 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.)

- 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 who pass courses elsewhere and scores earned the first time they took the class at Webb continue appearing 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 for 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

| Grade | Range  | College Prep | Honors | AP  |
|-------|--------|--------------|--------|-----|
| 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 the '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.

#### *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 a part of the student's learning experience in the classroom. It is a place for study, research, and reading. The book and e-book collection support reading as the core of personal and academic competency in keeping with national standards. 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 ensures that technologies are appropriately integrated and 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. According to the honor pledge, the library operates, 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 preserving and organizing the archives for our historical 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.

#### **Learning Center**

The Webb School's learning center consists of three tiers of academic support for eligible students. The learning center aims to meet the student's needs best to promote a successful academic and social experience.

#### *Tier 1*

Some students do not have a specific learning diagnosis but need support to navigate The Webb School's curriculum expectations. The study center aims to support every student's learning and educational development through a collaborative, research-based teaching and learning effort 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.

Additionally, students under concussion protocol, short-term medical leaves, or other leaves of absence are included in Tier 1 to provide them with academic support as they navigate these short-term challenges.

**Occasionally, adult or peer tutoring is appropriate for students with specific instructional deficits who need short-term assistance. Please send requests for tutoring consideration to the dean of academic affairs.**

### *Tier 2*

Tier 2 students are typically students with a diagnosed learning or physical disability that may impact learning and who have previously been in a Tier 3 class but are ready to embrace independence in their learning. They may still use accommodations managed and administered through the learning center. Additional candidates for Tier 2 may be students with a documented learning difference that requires classroom or testing accommodations but does not require instruction in their deficit area. Tier 2 students are regularly observed in their classes and must check in daily in the learning center during extra help time. The Director of the Learning Center for Academic Support reviews documentation for placement consideration. There is an additional fee for Tier 2.

### *Tier 3*

Tier 3 students are students with a diagnosed learning or physical disability that may impact learning and who receive hands-on instruction, including research-based interventions in the student's area(s) of deficit. The goal is for them to use accommodations and direct instruction to develop independence in their learning. Tier 3 students have a class as part of their daily schedule in which they receive direct instruction in reading, time management, study skills, and composition. The learning center staff works with the student's support team to create school-appropriate classroom and testing accommodations. The program offers structure, attention, test preparation, daily review, resources to acquire audiobooks, appropriate testing spaces, academic monitoring, organizational instruction, and direct intervention for learning differences. The Director of the Learning Center for Academic Support reviews documentation for placement consideration. There is an additional fee for Tier 3.

## **College Counseling**

College Counseling offers a structured way to provide students with information, support, and resources to apply 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 progressing 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 twice. 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. Students may *only* enroll in an online course(s) with the permission of their parent(s) and the approval of their advisor and the dean of academic affairs.

**Residential students who receive approval to enroll in an online course(s) that takes their exam off-campus must request transportation or permission to drive from the student information systems specialist no later than two weeks before the exam date.**

### *Change in Senior Student Status*

The Webb School is a National Association for College Admission Counseling (NACAC) member 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 disclosure policy 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>th</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. At least forty-eight hours before departure, a college visit 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 be the central location for policies and references.**

**Any residential student who wishes to schedule testing (i.e., ACT, SAT, TOEFL, etc.) off-campus must notify the learning center and the student information systems specialist two weeks before the test day to receive approval and reserve transportation.**

## The School Seal & Honor Code



The school's seal encapsulates the school's mission and enduring understandings. "*Noli Res Subdole Facere*" means "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 sign the honor pledge at the beginning of each academic year. It states: "I pledge my word of honor as a Webb gentleman, lady, citizen that I will not lie, cheat, or steal." An additional pledge signed on all tests, papers, and other assignments states: "I pledge my word of honor as a Webb lady, gentleman, citizen that I have neither given nor received any help on this assignment."

*This pledge also applies to behavior in virtual learning courses.*

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

Lying is misrepresentation or using 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 or intending to return it.

### *AI and The Honor Code*

Students should not use AI to plan, organize, produce, or refine material for any assignment unless such use is specifically noted as permissible in the assignment guidelines or on the course syllabus. Unauthorized use of AI is considered cheating, an Honor Code violation.

Students must provide full editing access to any electronic documents submitted so that the material's origins and development are apparent in the document's version history.

In situations where students are allowed to use AI in the completion of an assignment, they must be able to produce a transcript of their interaction with the AI upon request.

### 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, parts of Bell Buckle, and beyond 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., on campus are considered on-premise. Upper school students may walk downtown with a partner(s) if they have a free period and sign out with the student information systems specialist any time after the last class period of the day, provided they do not have school commitments. Middle school students cannot walk downtown during the academic day. If a middle school student goes downtown after school, it must be with a partner(s), and they must sign out with the student information specialist.

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. Only upper school students who live downtown may walk home during the academic day if they have a free period, parent permission on file, and sign out properly. Boarders may submit a leave request in advance to go to any friend's house after school commitments and on the weekends. Once the parent(s) of the day student, their parent(s), and their dorm parent approve the pass, they may be allowed to go to the home of the day student who lives in Bell Buckle after the academic day and afternoon role, if applicable. Residential students cannot go downtown after dark without special permission from their dorm parent, dorm head, or the rtl on that day. Students should pay special attention to the time change; when daylight savings time ends in November, it becomes darker earlier in the evening.

Areas behind Davis and Cooper-Farris dormitories and wooded areas behind the tennis courts, athletic fields, and the pond are 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 on coverage in the dormitory. Upper school boarders may only return to their dorm room during lunch and free periods unless permitted 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 roles when adult supervision is in those locations.

After dinner, up to ten minutes before dorm check-in, the dorm(s), the Dell, or the Barton Athletic Center are on-premise for boarders if they have permission from the dorm parent on duty and have 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, 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 by representatives from each grade level in middle and upper schools. Their grade-level peers choose student representatives to serve on the honor council. Various officers, including the 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.

Sometimes situations require honor offenses not to be heard before the student honor council. For example, suppose there is an honor offense during the second semester exam week while the senior members of the honor council are on senior survival. In that case, a faculty quorum will convene to mirror the practice of the Honor Council to address the offense and hold the student accountable before going on summer break. If the student receives demerits, they will continue to the next academic year. The quorum will be the assistant head for student affairs, the dean of students, and the current and past faculty sponsors to the honor council.

Additionally, through investigation, if it is discovered that a student falsified information. If confidential or sensitive information is deemed inappropriate for peers, the dean of students, assistant head for student affairs, and honor council faculty sponsor will mirror the practices of the honor council to address the offense and hold the student accountable.

### **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. If students fail to honor the handbook's standards and policies, etc., they may be disciplined in various ways, depending on 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 to address inappropriate behavior. If the act is a major offense, reports go to the dean of students or assistant head of student affairs office for review. Faculty and staff may issue a demerit for a standard offense; they will tell the student and parent and send details to the dean of students for review and official issuance of the demerit.

#### *Detention, Demerits*

A demerit equals 4 hours of detention to be assigned by the dean of students. Detention meets on Saturdays from 4:00-8:30 pm with a 30-minute dinner. Detention is managed and supervised by faculty. Detention is a silent study hall; students should bring work or books to



read. The faculty member(s) leading detention reports attendance to the dean of students and residential life. *Students 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 Thursday at 4:00 pm preceding their assigned detention date. Students may defer one detention a semester without penalty. Demerits are cumulative. The accumulation of more than ten demerits during one school year will result in dismissal.

**Detention is for 8<sup>th</sup>-12<sup>th</sup> grade students. 6<sup>th</sup> and 7<sup>th</sup>-grade students that need to serve detention will do so during the academic week.**

**The dress code for detention is a semi-casual dress day (see Dress and Appearance page 25). Students must turn off their cell phones and not have them out during detention.**

### *Lunchtime and Dinner Clean-up*

Students are encouraged to help our dining staff clean the dining hall. Student leaders will sometimes be called to help clean the dining hall and help the student affairs office keep track of students who may be on *lunch bunch detail* for a given week. Additionally, a dorm response for a residential student could result in cleaning the dining hall at dinner.

### *Dorm Response*

Within the residential community, dorm heads and parents will use various measures to correct everyday behavior that does not quite meet dorm standards. These methods may include but are not limited to common area cleaning, taking trash to the dumpsters, gating, and cleaning the dining hall at night. If inappropriate behavior continues, a major offense transpires, or a repeated standard offense (see below) occurs, a school response from the dean of students or assistant head for student affairs will ensue. School responses are demerits, suspensions, etc.

### *Offenses, Counts & Disciplinary Action*

#### **Major Offense**

#### **Type**

- A. Possession, use, under the influence of, or distribution of drugs, alcohol (including vaping), firearms, weapons, etc.
- B. Possession, use of tobacco (including vaping)
- C. Harassment, bullying
- D. Racial epithets
- E. Physical misconduct, fighting
- F. Sexual relations/misconduct
- G. Indecent or illegal activity (including online)
- H. Willful endangerment to oneself or others
- I. Off-premise

#### **Count & Disciplinary Action**

1st Count:

- Possible dismissal
- Up to 5 demerits
- Possible leave of absence or suspension
- Possible exile or gating

- The school could require counseling with a professional approved by the school. The school will need a copy of the assessment to see if all can agree to the recommendations.
- Possible behavioral contract-probation
- Possible loss of leadership position(s)

2nd Count:

- Types A, E, F, G: Dismissal
- Types B, C, D, H, and I Double demerits
- Types C, D, G: Behavioral contract-probation

3rd Count:

- Types C, D, H: Dismissal

**The school reserves the right to administer a drug test to students suspected of being under the influence of drugs, alcohol, etc. Students who sell or distribute drugs, alcohol, etc., or attempt to sell or distribute drugs, alcohol, etc., will be dismissed upon the 1st Count. Any senior who receives a 1st count of drug, alcohol, etc., offense after April 30 will not be allowed to attend graduation ceremonies. If applicable, residential students will depart from campus after returning from senior survival.**

**The school reserves the right to search students' rooms, vehicles, backpacks, packages, etc.**

**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.**

**A student granted or placed on a leave of absence must be under the care of a licensed doctor, psychologist, or therapist and may not return to the school until the school's health center and counselor clear them. The term of the leave of absence will depend 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. Sometimes, 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
- B. Vulgarity, indecent language, name-calling
- C. Dress & appearance violations
- D. Attendance violations
- E. Electronic device(s) violations
- F. Room inspection failure/Meal Check-In or Sign-In miss
- G. Vandalism

### **Count & Disciplinary Action**

1st Count:

- Types A, B: Up to 2 demerits
- Type G: Up to 2 demerits and charges for repair
- Types C, D, E: Warning & notification communicated to the parent(s)
- Type F: Dorm premise, gating

2nd Count:

- Types A-E, G: 1-4 Demerits
- Type F: Longer gating time frame

3rd Count and Beyond:

- Demerit count doubled
- 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 to the recommendations.
- Possible suspension
- Possible dismissal

NOTE 1: Students who become aware that another student violates a major offense must immediately report this information to a faculty/staff adult.

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 student uses a utility tool/knife on WILD trips. In these cases, the WILD director needs to approve.

#### *Premise/Gating*

A Boarder who is premised or gated (i.e., room premise, dorm premise, or campus premise) must 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.

#### *Extra Study*

Sometimes, an additional study is more suitable than a demerit. An extra study occurs during detention, 4:00 pm – 8:30 pm on a Saturday, but a student does not receive a demerit.

#### *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, 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 or repeated standard offense could receive a behavioral contract while on probation. The behavioral agreement establishes expectations, and the student and the parent(s) sign the contract. The student must follow the expectations to remain at the school. A behavioral contract lasts until the end of the following semester if a student is in good standing. For example, if a student is placed on probation during the 1st semester, the behavioral contract expires at the end of the 2nd semester if the student is in good standing. If a student is

placed on probation during the 2nd semester, the behavioral contract expires at the end of the following year's 1st semester if the student is in good standing.

## **Student Affairs**

### **Emergency Preparedness**

The school conducts emergency preparedness drills and communicates with students and parents through 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 disciplinary consequences will occur if the student fails.

### **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, harassment, and 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 that stresses friendly personal relationships and clear-minded participation in academics, arts, and athletics. Moreover, The Webb School has an honor code and a student-led honor council that guides the school community. The Webb School honor code applies to all areas of our daily lives; lying, cheating, 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 of 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. A doctor/physician or laboratory appointed by The Webb School performs the analysis; we do not allow independent testing. 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. *Parents also agree not to provide or allow their child to use drugs or alcohol while their child is a student at The Webb School.*

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 backpack, vehicle, dormitory room, package, etc., for materials deemed illegal, unsafe, or inappropriate 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. I 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), guardian, or sponsor forfeits substantive payments and tuition 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. **Whether participating in in-person or virtual learning**, 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. I dutifully seek to foster such relationships during such moments that I interact with or represent The Webb School, especially as it applies to the acquisition and utilization of technology. When consumed and used maturely and wisely, technology strengthens our understanding of the world and our place in it and strengthens the ties that bind us as a community of honor. Suppose there is questionable behavior regarding technology use or the inappropriate representation of oneself to others in a school setting. In that case, searches occur to discern the nature of the issue. Depending on the severity of technology use, confiscating devices and contacting the parent(s) or guardian(s) and the authorities may occur. In the case of suspension or dismissal from the school, I realize that my parent(s), guardian, or sponsor forfeits substantive payments and tuition for the entire year. *When parents give their children a cell phone or electronic device, they agree to talk with them about the responsibilities associated with carrying a device and the usage around such devices, including proper social media use, before the child attends school.*

### **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 short-term or long-term harm. I will abstain from sexual relations and sexual harassment under the school's jurisdiction or on campus. It is unseemly for me to be involved in behaviors like these, which the school deems to compromise the individual and the school community's safety, health, and well-being. Our school respects each person's dignity as a fellow human being, and we all 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), guardian, or sponsor forfeits substantive payments and tuition 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 are 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.

The school seeks to encourage and support students who desire to remain drug or alcohol-free by providing a non-disciplinary intervention alternative for those seeking help independently or through a referral to the care team.

The school provides 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.

Sexual harassment is the uninvited and unwelcome verbal or physical behavior of a sexual nature, especially, but not exclusively, by a person in a position of power. Example of sexual harassment could include but is not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Any perceived violations of these examples should be reported, and a full investigation of the allegations will occur. Reports can be made to the associate head of school, assistant head for student affairs, dean of students, or the human

resources director. Students or employees of Webb who engage in sexual harassment on or off school premises will be subject to appropriate discipline, which could include suspension, dismissal, or termination of employment.

### **Student Support Team**

The team comprises the health center nurses, the counselors, the athletic trainer, the student affairs team, the dean of academic affairs and arts, and the learning center director. This team meets routinely throughout the school year to assess the community's health and wellness needs. The student support team discusses and decides how to support students who need physical, academic, social, emotional, or mental care.

### **Merit Program**

The merit program is an extension of our mission statement and enduring understandings. Suppose a faculty or staff member believes a student has gone above and beyond and deserves recognition for kindness or service to others or the community. In that case, they must fill out a merit slip and turn it into the assistant head for student affairs. 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 replace Saturday detention; they cannot erase the record of a demerit, but they will erase the time served. Student recognition occurs at the end of the school year for students with a high number of merits.

### **Care Team**

An integral part of the school's educational mission involves prevention when it comes to substance abuse issues. The care team aims to provide the school community with a safe, comfortable, and confidential way to express concerns about students 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 school community members 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 substances. 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 the school will not be involved in the care team process unless circumstances 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. The following standards and policies exist for student drivers:

1. The parent(s) must complete the student driver permission form.
2. Middle school 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 on the driver's side of the automobile.

4. Student drivers must pick up a car tag from the student information systems specialist. The school charges a \$15 deposit to the student's account for the car tag; when the student returns the tag at the end of the year, the deposit gets refunded.
5. For a school day (i.e., Monday - Friday, 7:00 am-3:30 pm, or later if the day student participates in an afternoon activity, sport, etc.), students must park their automobile in the Barton Athletic Center or Lundin Fine Arts Center parking lot.
6. Upon arrival at school, boarders must park their automobiles in the Lundin Fine Arts Center parking lot adjacent to the health center.
7. Students may not use or return to their automobiles during the academic day unless the student affairs office grants permission. The school reserves the right to search vehicles upon suspicion of illicit material possession or illegal behavior.
8. 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)

| <u>Grade</u> | <u>Student</u> | <u>Privilege(s)</u>  |
|--------------|----------------|--|
| 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 after-school day leave/week (No use during the school day)<br>Approved weekend and holiday leaves |

**Residential students 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 duty in consultation with the dorm head. The parent(s) must consent to extended day and weekend-overnight leaves. Students must submit the request(s) in Orah.**

**The boarder may sign out for an approved leave after their last school commitment on Friday. If the boarder returns to campus before the return date/time filed on the approved leave, the leave is effectively over.**

Automobile keys for boarding students remain in the dorm in the designated place provided by 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 licensure laws. The boarder who has an approved day, weekend, or overnight leave, must pick up their

keys from the dorm parent on duty. Upon returning to school, the boarder must turn the car key into the dorm parent on duty.

### **Bus Protocol**

All handbook rules and guidelines apply on school buses as an extension of the school day.

- Students are expected to behave as Webb ladies and gentlemen on the bus.
- Students are expected to remain seated at all times; students may not stand up in the aisle or sit on top of other students on the bus.
- Students are expected to sit 3 to a seat in 6th grade and 2 in 7th grade and up. Students should remain in dress code or modest casual athletic attire on the buses. Students are not to change clothes on the bus.
- Proper language and conversations should be appropriate and at a reasonable volume.
- Students should wear earbuds or headphones if listening to music or watching videos.
- Students must clean up and pick up trash before exiting the bus.
- Students should ensure the windows are closed when the trip is over.

### **Electronic Devices**

The Webb School sees great value in teaching students healthy habits regarding technology. The presence of smart devices represents well-intentioned progress in school-to-student interaction. The school establishes appropriate standards and policies for using electronic/digital/smartphone devices. The intellectual, social-emotional, and physical well-being of the Webb students depends upon them.

Students must keep their cell phones in their backpacks during the school day when entering and present in an academic building and the chapel. Teachers may specify that students may occasionally use a device for academic purposes; for this reason, students need a device other than a cell phone to do this work, as Webb does not believe a cell phone is the best device for successful teaching and learning. If a student has a phone out at an inappropriate time, it may be taken up by any faculty/staff unless granted permission. Repeated infractions will result in more severe consequences, such as demerits.

No student should use another student's device, especially without permission. This behavior will result in behavioral discipline and possibly a visit to the honor council.

When entering an academic building, the chapel, and the dining hall, earbuds must not be in one's ears. Additionally, students should not be on their cell phones nor have their earbuds in their ears while crossing Highway 82. If a student violates the school's policy on earbuds and cell phones, these devices may be taken away for the day. Repeated infractions will result in harsher consequences, such as demerits.

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

**Middle school students can only use cell phones during lunch during the academic day.**

### **Internet**

Students may access the school's network using devices owned by the school or personal devices. Using the school's internet is a privilege that 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 their 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 and bullying, especially 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 behavior toward school community members. Students must refrain from personal attacks, tampering with files, hardware, or software, subverting security, or impairing operating systems. The school's faculty/staff and administrators reserve the authority to determine inappropriate use. 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 or a 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. If 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. Remember that electronic images and messages 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.

The school provides wi-fi throughout the campus in academic and residential settings. Day students and boarders may acquire third-party internet wi-fi access points from cellular providers. However, the rules of conduct are in effect whether the student uses their internet access point or a school-provided one. To facilitate communication, students must check their school-issued email accounts daily.

### **Dress & Appearance**

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

The Webb School values its dress code to be traditional, modest, and appropriate for the occasion. There are three dress days: formal, semi-casual, and casual.

#### **FORMAL DRESS**

Three days a week – Chapel days

#### **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 for warmer months, length is to be no higher than 3 inches above the knee)
- Skirts, length is to be no higher than 3 inches above the knee, in khaki, navy, gray, or school plaid (tights or leggings only may be worn under the skirt in colder weather.)
- 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 for warmer months, length is to be no higher than 3 inches above the knee)
- Belt
- Dress shoes/sandals or sneakers in good condition (no flip-flops)

**After senior blazer day, on Fridays, all seniors may wear jeans in good repair and shirts in good taste as long as they wear their senior blazer.**

SEMI-CASUAL DRESS

Two days a week – non-Chapel days

Ladies

- Polo-style collared shirt in navy, white, yellow, or gray with “The Webb School” logo tucked in
- Hemmed chinos in khaki, navy, gray, or black (pants for colder months – shorts for warmer months, length is to be no higher than 3 inches above the knee)
- Skirts, length is to be no higher than 3 inches above the knee, in khaki, navy, gray, or school plaid (tights or leggings only may be worn under the skirt in colder weather.)
- Dress shoes/sandals or sneakers in good condition (no flip-flops)

Gentlemen

- Polo-style collared shirt in navy, white, yellow, or gray with “The Webb School” logo tucked in
- Hemmed chinos in khaki, navy, gray, or black (pants for colder months – shorts for warmer months, length is to be no higher than 3 inches above the knee)
- Belt
- Dress shoes/sandals or sneakers in good condition (no flip-flops)

**Semi-casual Dress happens two days a week. Students may choose to wear the formal dress on these days.**

CASUAL DRESS (i.e., “jeans day”)

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 lengths the same as above)

- Collared or non-collared (i.e., t-shirts) in good taste (no crop tops, midriffs must not be shown)
- Shoes/sandals or sneakers in good condition (no flip-flops, no house shoes)
- NO sweat suits of any kind; do not wear only leggings.

### Gentlemen

- Pants, shorts, skirts (all lengths the same as above)
- Collared or non-collared (i.e., t-shirts) in good taste
- Shoes/sandals or sneakers in good condition (no flip-flops, no house shoes)
- NO sweat suits of any kind; do not wear only leggings.

**Casual dress clothes must align with the school's values for proper dress. Casual clothes must be clean, in good condition, and in good taste. Midriff portions of one's body must be covered when standing, walking, or sitting. Low-cut, revealing tops are not allowed. Transparent clothing, clothing designed in the style of an undergarment, and "tank tops" are not permitted as outerwear. Once or twice a month, there *may* be a casual dress Friday/"Jeans Day" - on behalf of a community-related fundraising event supporting a service-based cause. Clubs, students, and faculty/staff may apply to host such a casual dress day through the student affairs office.**

NOTE #1: By hemmed chinos, the school means slacks in the "chino" style, either flat front or pleated front, that would conform to a "business-style" dress. Patch pockets, cargo pockets, and "jean-style" attire ARE unacceptable for formal or semi-casual dress days. "Skinny" or overly tight-fitting pants ARE unacceptable for formal, semi-casual, or casual dress days. Shorts for both ladies and gentlemen must be of the walking "chino" shorts style and be no shorter than two inches above the knee for formal dress and semi-casual dress days. The dean of students' office will be the final authority in determining dress violation issues.

NOTE #2: Outerwear, i.e., jackets, hoodies, crew sweatshirts, quarter-zips, should be in good condition and taste and reflect the standards of dress and appearance and the school's values—faculty and staff reserve the right to ask students to remove outerwear in class, chapel, etc. to confirm the student is in uniform. Students are not to use blankets as outerwear, walk around, or be in class with a blanket wrapped around them.

## STUDENT-ATHLETES & GAME DAY DRESS

### Ladies & Gentlemen

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

**Student-athletes can wear other attire with permission for special occasions (i.e., homecoming, tournament play, playoffs, etc.). A coach must submit a request to the athletics department and the dean of students in advance for student-athletes to have this privilege.**

## FIELD TRIPS

### Ladies & Gentlemen

- Students must be in semi-casual dress for all school-sanctioned field trips unless told otherwise by the trip director.

**The sponsoring faculty/staff person must submit a request to the dean of students upon submitting the field trip request to approve special dress & appearance allowances.**

**Some field trips require formal dress (i.e., State Capital field trip).**

## DRESS & MEALS

### Breakfast/Lunch

Formal, semi-casual, casual (depends on the day)

**If a student does not have a commitment during the first period of the day or is free for the entire day, they may be in casual dress for breakfast or lunch, respectively.**

### Dinner

Casual dress, unless it is a formal dinner, M-F

### Brunch/Dinner

Casual dress Sa-Su

## OTHER DRESS AND APPEARANCE GUIDELINES

### All Students

- Jewelry in a visible body piercing other than ears for both boys and girls is prohibited.
- Hair
  - Hair should be clean, neatly groomed, and worn from the student's face.
  - Facial hair should be cleanly shaved or clean and neatly groomed.
  - The school approves using *natural* hair color dye to highlight or enhance the color of your hair.
  - The school does not approve of blue, green, purple, or other *unnatural* hair.
- Remove hats when entering a building.

**Hairstyles must conform to dress and appearance standards and the school's values. If students wish to cut, color, or shave their hair in a way that dramatically alters appearance beyond these standards and values, they must request and receive approval from the dean of students before the change. Failure to do so may result in disciplinary action.**

**\*Dress code will be checked in classes while attendance is taken. Students violating the dress code will be marked "PO," present and out of the dress code. Students will receive a warning email after the 2nd time a student is out of the dress code. They will receive a demerit on receiving a third "PO" within a school year for being out of the dress code.**

### Graduation Dress and Appearance

The long-standing legacy of graduation is for ladies to wear white dresses. These dresses should be tasteful and appropriate for the occasion. Each female graduate will be given a Webb graduates necklace at graduation rehearsal which they are encouraged to wear. Males wear their senior blazer, white dress shirt, khaki pants, belt, proper dress shoes, and socks. Each male graduate will be given a special graduation tie at rehearsal to wear at graduation.

The "other dress and appearance guidelines" above will be followed on graduation day.

Only Webb School cords will be worn at graduation, and students are limited to two cords.

### **Chapel**

Chapel meets three days a week. It is the designated time during the academic day when the entire school community comes together. This time consists of delivering a moral or a social,

emotional message. Information is from the Bible or some other sacred text, a public message from a school community member, an emerging voices performance, a guest speaker, and important school announcements. Chapel attendance is mandatory.

## **Student Activities**

### *Clubs*

All students join and contribute to a club(s). Club time is a required part of the schedule. Students will be on campus and involved in a club during this period of the day. The club sponsor takes attendance, and attendance standards and policies are in effect during club time. A club fair usually occurs during the second week of school; students learn about the clubs to help them decide which club(s) to choose. 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 student's affairs office to create a new club. The student's affairs office determines the status of the request for a club.

Current or past clubs include chess, FCA, feet 2 feet, green feet, and sunshine club. **The student may complete and submit a "Clubs Drop/Add" form a week before the end of the quarter to request approval for a club change.**

### *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 and possibly additional weekly time as needed. Specific organizations need applications or require the student to make a speech and adhere to election results.

Examples of current organizations: tech Crew, the Oracle, the yearbook, Son Will Society, and the student council.

### *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. The Barton Athletic Center, Lundin Fine Arts Center, and Elkins Student Center are also open. Major annual events include Webbstock, a student-led music festival; lessons and carols, a traditional Christmas service; and diversity day, a celebration of the various cultures represented at the school.

**A guest approval request form must be completed and submitted to the dean of students' office to approve a non-school guest's presence at certain school activities.**

## **Advisory**

Advisory meets regularly, usually twice a week. At the middle school level, advisors eat lunch with their group at least once weekly. Each student has an advisor who supports the student academically and socially throughout the school year. The advisor-advisee group is a support network for the student's health and growth. Whether it is academics, extracurriculars, friendships, etc., the advisory is "home" for students who need advice about studying or insight into living and working with people.

### *The Advisor*

The student is assigned an advisor who is 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 and social counselors and liaise 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 middle school experience. Upper school students are given an advisor and stay with their advisor for 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 students to complete their 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 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 to support the student's progress.

#### *Changing Advisor*

Should the student or the parent(s) feel the need to change advisor, they should contact the student affairs office 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. Students must write a letter of gratitude to the former advisor for their service.

## **Residential Life**

### **Vision**

The Webb School residential program aspires for students to flourish emotionally, academically, and socially in an environment led by nurturing, forward-thinking dorm parents.

### **Mission**

The Webb School residential program's mission is to communicate respectfully 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. These benefits include learning to be independent and self-reliant, living closely with others outside one's family, and living with students from other cultures. Often the relationships that develop in this setting last a lifetime. The residential life community comprises 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 are not limited to the following:

- Assign boarders to dormitories in collaboration with the enrollment management office.
- Coordinate and communicate information about residential life schedules.
- Manage residential life forum.
- Manage and facilitate issues about student conduct.
- Communicate standards and policies of the *Student & Parent Handbook*.
- Work in concert with school leaders, students, and parents to carry out the 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. They supervise 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
- Mentor dorm parents and meet regularly with them
- Lead and coordinate the dorm's prefects and srls
- Oversee and manage room inspections, sign-out/in system, roommate/suitemate issues, etc.
- Helps dorm parents determine the proper dorm response to a situation and decide if a school response is warranted
- Chaperone activities/facilities
- Facilitate RLF lessons
- Serve as a dorm family head

### *Dorm Parent*

Each dormitory is assigned faculty/staff members who share responsibility for its residents' safety, support, and supervision. The dorm parent serves *in loco parentis* and mentors in the dormitory. They may also be teachers, advisors, coaches, club sponsors, etc. The relationship 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 SRLs, 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 boarders' 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, dean of students and residential life. Other duties include but are 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

### *Director of Activities*

The director of activities posts and monitors sign-up protocols for weekend activities. They also make purchases and store supplies for the activities. The activity director also coordinates afternoon activities to ensure the residential student enrolls in an afterschool activity designed to provide a well-rounded 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 Monday through Thursday evening coverage team member. They monitor and supervise the library from 7:45–9:45 pm.

### *Prefects and Student Residential Leaders*

Residential life utilizes a student leader system to help residential faculty/staff members manage dormitories and activities. Prefects and SRLs execute leadership roles within the residential community and assist boarders with meeting daily life challenges in a residential setting. Prefects and SRLs facilitate communication between the dorm parents and boarders. They are available to answer questions and assist with personal or school-related problems. Prefects and SRL's 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 and srls requests and treat them with the same respect accorded to other residential faculty/staff.

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

*Evening/Nightly Schedule (each dorm is a bit different - times may vary slightly)*

### Su-Th

5:30 -6:45 pm Dinner --- boarding students sign in via the Orah NFC tile and with their dorm parent (Dinner ends at 5:30 pm on Sunday)

6:30-8:00 pm --- Free time, RLF, dorm-specific programming

7:00-8:00 pm --- Dorm meetings/check-in

7:15-10:00 pm --- Study hours

9:30-10:00 pm --- Dorm premise

10:00-11:00 pm --- Room premise

10:00-11:00 pm --- Lights out



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

Boarding students in grades 6th-10th must sign in at breakfast (M-F) via the Orah NFC tile. All boarding students must use the Orah NFC tile to sign in at dinner. Boarding students in grades 6<sup>th</sup>-10<sup>th</sup> are to attend dinner if on campus on the weekends and if they do not have another school obligation during the week. **All boarders on campus Saturday and Sunday must sign in at Brunch.** Failure to sign in for meals could result in cleaning the dining hall, gating, or demerits.

### *Study Hours*

During Study Hours and free time, if needed, students are to work diligently on their academic assignments to complete their homework before Lights Out.

Boarders who consistently meet all their academic commitments can attend athletic, art, or special events in the evening with proper communication with their dorm parents.

Boarders who need library resources for assignments must 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.

Boarding students turn phones in during study hours. Prefects, SRLs, 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, boarders checks-in with their dorm parents and hand in the device. Students may collect their phones from the dorm parent after study hours.

### *Dorm Premise*

Boarders are to be in their dormitory at the dorm premise and remain for the night. Violation of this policy is off-premise.

### *Lights Out/Late Lights*

Lights Out are enforced each night, especially before a school day, so students receive adequate rest. If the boarder has been unable to complete assignments, they will be allowed to stay up after lights out with the permission of the dorm parent on duty. If a boarder needs late lights frequently, then the dorm head and the dorm parents will discuss other alternatives that may be more appropriate. Residential students (except prefects and srls) in Davis, Cooper Farris, and new 9<sup>th</sup>-grade students turn in all devices to the dorm parent before lights out. They may get them in the morning before the academic day begins. Boarders in 10<sup>th</sup> grade must plug their devices on the opposite side of the room from where they sleep to avoid using them to receive adequate rest.

### *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

5:30–6:30 pm --- Dinner (check-in required for 6th-10th grade Boarders)

10:00 pm --- Dorm premise for 6<sup>th</sup>- 8th-grade boarders

11:00 pm --- Dorm premise for 9<sup>th</sup> -12th-grade boarders

11:00 pm --- Room premise for 6<sup>th</sup>-8<sup>th</sup> grade boarders  
11:30 pm --- Room premise for 9th-12th grade boarders  
Midnight --- Lights out for all

### Saturday-Sunday

10:00 am-12:00 pm --- Brunch (check-in required for all boarders on campus by 11:45 am)  
5:30–6:30 pm --- Dinner  
4:00 pm-8:30 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.**

### *Package and Mail*

Boarders can pick up their mail in the assigned area in the administration building; students are not permitted to enter the faculty mailroom. Please direct packages to 319 Webb Road East, PO Box 488, Bell Buckle, TN 37020.

### *Food Deliveries (DoorDash, Instacart, etc.)*

Delivery services such as DoorDash or Instacart are prohibited during the academic day. Additionally, while allowed after school, these deliveries must arrive before 8:00 pm Sunday-Thursday nights and before 10:30 pm on Friday and Saturday. On the west side of campus, Haynes, Meadows, and Chambliss dormitories will have their deliveries to the administration building parking lot. Rand dormitory may have their deliveries come to the Rand parking lot; Davis and Cooper Farris dormitories may have their deliveries come to their parking lot. Frozen or perishable food items cannot be delivered to the school.

### *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 permission 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 wishing to stay overnight in a dorm room may request through the dean of students and residential life. The day student may be an overnight guest upon the school's approval. The school will bill the day student who stays in a dorm room for an extended time. The boarding day student must adhere to the standards and policies of residential life. Please keep in mind there may not be room in any dorm for a day student to be a boarder for a period of time.

### *Sign In/Sign Out*

Boarders must account for their whereabouts because the school takes responsibility for the boarder's safety and well-being seriously. Boarders must sign out or change their location using Orah, a cloud-based app synced with NFC tiles, in each dormitory and certain buildings on campus 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
- Sign in for breakfast, brunch, and dinner in the dining hall
- When in doubt - sign out!

Failure to sign in/sign out correctly is a premise violation and will result in disciplinary action as outlined in **Discipline**.

### *Leaves & Leave/Pass Requests*

For safety reasons, the school must always know the location of residential students. During the school day, which is considered a combination of the boarder's academic and afternoon responsibilities, 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 time, they must submit a pass request in Orah. 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 pass request process in Orah. 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. Boarders may sign out and sign in for themselves, and they must check in face-to-face with the dorm parent on duty before signing out and after signing in. The act violates the premise pledge and honor code if a student misrepresents their whereabouts. There may be disciplinary action, as outlined in **Discipline**.

If a boarder requests a day pass, they 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 pass request in Orah. The boarder may not leave until a dorm parent approves the pass, and the boarder must sign out on the dorm's NFC tile. The boarder signs in upon their 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 pass, they leave campus for a period to go somewhere (Murfreesboro, Shelbyville, friend's house, etc.) and then return within the proper

time frame the same day. If the boarder has the correct permissions on file, the dorm parent on duty may approve the pass request in Orah after the parent(s)/host parent(s) have approved the pass in Orah. The boarder may not leave until the pass request is approved, and the boarder must sign out using the dorm's NFC tile. Boarders sign in upon their return to campus and check in face-to-face with the dorm parent on duty at check-in.

If the boarder requests a weekend-overnight pass (one night, multiple nights, going home, friend's house, college leave, vacation, etc.), they must submit a pass request, *and* the parent(s)/host parent(s) must approve the pass before a dorm parent can approve the pass request. The boarder may not leave until the pass is accepted. The boarder must sign out using the dorm's NFC tile. The boarder signs in upon their return to campus and checks in face-to-face with the dorm parent on duty at check-in.

**The boarder's academic and behavioral standing must go into consideration before a pass can be approved. An extended day or weekend-overnight leave request must be submitted no later than 7 pm on 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.**

### *Rideshare Policy*

Rideshare companies such as Uber and Lyft require their users to be 18 or older. The Webb School honors and respects that policy. Therefore, no boarding student may use a rideshare company unless they are 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, in good standing, and have parental consent to travel via rideshare services like Uber and Lyft.

### *Travel and Transportation*

Each year, the school publishes calendars that include vacation, break, etc., dates. The school expects boarding students and parents to note these dates carefully when planning travel and scheduling important events. Boarders must adhere to the established departure and return schedules to honor residential life, school standards, and policies. The first airport 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. Boarders and parents 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 and not return until the dates and times listed on the official school calendar. We cannot allow students to be in the dormitories when the campus is closed.**

The student information systems specialist sets up transportation for students for many situations: airport shuttle, testing, and medical appointments. The school has limited drivers and vehicles to transport students, so planning is required. Therefore, if students need transportation for personal needs, i.e., haircut, select sports, etc., many times, we may not be able to set these up as medical, testing, and airport runs take priority. Also, please remember that the school charges students' accounts for transportation.

### *International Student Contact*

In our community's health and safety, the school highly 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 if they do not have plans when the school is closed. Families should send this information to the student information systems specialist and 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 excellent stewards. 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 dorm room key. If a student loses a key, they must report this immediately; a \$25 key replacement fee is charged to the account of the boarder responsible for the lost key. Boarders should lock their dorm room doors whenever they are not present. The school cannot assume responsibility for losing money, computers, or other valuable items. It is recommended that a student never has more than \$25 cash on their person or in their dorm room. Dorm teams set up room configurations that promote ample space for proper distancing and good studying.

We encourage residential students to have a lock box for valuables and avoid keeping substantial cash in their dorm room. The school recommends that boarders have a bank account and, in the case of an international student, a credit card that works globally. First Community Bank (FCB) in Shelbyville, TN, sends officers to the school during orientation for those families who wish to have a bank near the school. The student information systems specialist has a safe and will store essential papers such as passports, visas, and I-20s.

**Boarders may bring a mini refrigerator if it is no bigger than 2.5 cubic feet and does not include a freezer. We cannot store mini-refrigerators during the summer; international students may be allowed to store them with advance notice.**

### *Room Assignments*

The school makes every effort to honor the returning boarder's roommate request. The school's policy is 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 tried to develop a healthy and cooperative relationship with their roommate. No room changes happen during the 1<sup>st</sup> semester. If roommate problems occur, the boarder should discuss their concerns with their advisor, dorm family head, 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 is 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 is 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 or accumulate many 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**.

### *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
- 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
- Space heaters
- Weapons of any kind
- Matches, lighters, candles, incense, fireworks, or any other item the function of which involves a flame
- Alcohol, illegal drugs, tobacco, prescription drugs, etc.
- Pets of any kind
- Monitors larger than 27 inches

### *Common Rooms*

Boarders may use the commons room to watch TV and movies, play games, and socialize. Some common rooms have 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 their clothes on time, 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. Shared kitchen items are to be respected by the dormitory community; students are encouraged to bring their cookware and utensils, wash them immediately after use, and return to their rooms. If boarders use the kitchen, all pots, pans, dishes, and cooking utensils must be washed and returned. The recommendation for health reasons is that boarders use their personal pots, pans, and tools. Boarders should wash them after each use and store them in their rooms.

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**.

### *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 their dorm room, bathroom, or shared areas, they 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 and Extracurricular Programs**

The afternoon extracurricular program is intentionally structured to expose students to the health benefits of participating in deliberately designed activities beyond the classroom. Moreover, the school believes that as students engage in these opportunities, their character strengthens by the relationships they form.

### **Goals of athletics and afternoon activities**

Afternoon athletics and activities are 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 so that it inspires one to serve beyond self.

### **Objectives of athletics and afternoon activities**

Afternoon athletics and activities allow students to explore various areas of interest. The program draws from activities made available by the athletic department, art department, etc., and incorporates intentionally planned activities. All students are encouraged to participate in a combination of the three athletic seasons or 4 activity seasons. *Boarders participate year-round; senior boarding students may take one season off. Day Students must participate in at least one season. Day students remaining on campus in the afternoons and are not involved in an afterschool activity or sport must sign in and stay in the library until the late bus or parent picks them up. The library is supervised during this time, and students must sign out when they depart school.* The coach, activity leader, and library monitor take attendance. Attendance policies like the school day apply to afterschool activities and athletics. 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 and dean of students review this application.

**The following are examples of sports and activities: cheer, cross country, football, golf, team manager, volleyball, theatre, basketball, baseball, clay targets, lacrosse, soccer, softball, tennis, mock trial, robotics, and others.**

## **Barton Athletic Center Guidelines**

The Barton Athletic Center, BAC, is one of the most popular places for students to be on campus. With that being said, here are some guidelines when frequently visiting the BAC.

- The BAC gym floor is only for basketball unless a coach is with you. There should be no kicking of any balls on the BAC gym floor.
- The track is available for students to walk or run on. The inside lane should be for those running and the outside for walking.
- Weight rooms: students who lift free weights in the racks need a spotter. After using them, students must rack back all weights, wipe down, and return benches to their proper place. Rules are posted in each weight room.
- The locker rooms are to be used only during practices and games.

## **Extracurricular Eligibility**

### *Attendance*

*Daily* - Students must be in classes by mid-morning (Middle School lunch period) to participate in afternoon activities. (Documented appointments are excused)

*Cumulative*- Students must attend 90% of classes during the previous season to be eligible to participate.

### *Good academic standing*

(Definition of “good academic standing” = class average of 70%)

Grades will be checked every two weeks when progress reports are released.

If a student falls below 70%, the following interventions will be implemented:

**Level 1:** At first progress report with grades below 70%

- mandatory extra help schedule in classes below 70%

**Level 2:** At the second progress report with grades below a 70%

- student-athlete cannot travel to away games
- Thespians and Mock Trial participants may not participate

**Level 3:** At the third progress report with grades below a 70%

- student-athlete cannot participate in competitions/games
- Thespians and Mock Trial participants may not participate

**Exemption:** This policy will not affect athletes during tournament play or thespians during tech week/ performance week.

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

The Webb School has an active outdoor program 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, many WILD trips are 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 will go on a week-long adventure trip with various outdoor experiences. Seniors who participate in senior survival consider it one of the most meaningful experiences as a student. Senior survival is mandatory as long as a senior does not have to take an exam; seniors excused from participating in senior survival because of a medical issue must complete a paper. A prompt is given to the student to write a 1000-word research paper to include 3- 5 sources on outdoor or kinesthetic learning. We want the students unable to attend senior survival to experience what they are missing in person in a research paper.

### **Community Service**

The Webb School believes students benefit from serving their local communities and the school each year. Students and their parents must report the nature of the student's service, and the recipient verifies the student's contribution. The school believes community service allows experiencing what it means to give to something greater than themselves. Students must submit the community service hours form to the dean of students 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 next year for every hour missed in the previous one. If a senior does not satisfy the required hours, they will not be allowed to attend senior survival and must perform community service instead. Each year, the school recognizes seniors who average 50 service hours/year at graduation for excellence in community service.**

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

### **Health Center and Counseling**

Health center cell phone 615-428-7594 (call or text); Email, [healthcenter@webbschool.com](mailto:healthcenter@webbschool.com)  
Director of Health Services - Desirae Todd, RN, [dtodd@webbschool.com](mailto:dtodd@webbschool.com)

#### *Hours of Operation-Completion of Forms*

The health center is open from 7:00 am-6:30 pm, Monday-Friday and 9:30 am-6:30 pm on Saturday and Sunday. There is an emergency after-hours nurse when the health center is not officially open. The health center fully expects all families to comply with the school's standards and policies, completing and submitting all health-related enrollment documents, including proof of health insurance, medical release form, immunization record form, physical form, etc. Failure by the parent(s) to complete and submit all health-related enrollment forms will prevent the student from participating in certain school-related activities. Students missing any health-related form(s) will be allowed to attend class but not participate in other activities. Boarding students missing any health-related form(s) will be dorm gated after the academic day until they comply.

#### *Policies*

Boarders who wake up ill must either physically report to the nurse on coverage in the dining hall or call the nurse before 7:45 am Monday, Wednesday-Friday, and by 8:15 am on Tuesday. During the weekend, students need to see the nurse before 11:45 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 arrival. The nurse decides on admitting students and the duration of their stay. Before returning to class, the nurse must dismiss students and collect a note to deliver to their teacher. When a day student cannot 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 from the nurse *before* 7:45 am Monday, Wednesday-Friday, and 8:15 am on Tuesday if they require a morning medication. On the weekends, during brunch, students pick up medication before 11:45 am from the nurse. If a boarder requires night-time medication, they must pick up the medicine from the nurse at dinner. Failure to pick up medication during these allotted times will result in consequences. The first and second infractions will result in parental contact and a warning. The third infraction and beyond will result in a week-long gating and dinner cleanup. The student's repeated abuse of this policy will result in a meeting with the dean of students and residential life and possible demerits. The boarder who needs over-the-counter medication after 7:00 pm may obtain the medicine from the dorm parent on duty. Medical and gynecological services are available through the school physician, and referrals to a specialist can be made at the school physician's discretion.

The health center nurse(s) is responsible for the student's medical care under the school's jurisdiction. This responsibility includes storing and distributing all medications, including vitamins, supplements, etc. Students are not to keep any medication, on their person, in their lockers, in their rooms, in automobiles, etc., unless specifically authorized by the nurse(s). If allowed, students will be issued a health center sticker 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 registration/enrollment or upon receipt of said substances at any other time during the academic/school year. Suppose a parent, guardian, or physician feels it necessary to send medicines to a boarder; mail them directly to the health center with specific instructions from the physician. All prescription medications for a boarder need refills sent to "McGee's Prescription Shop, 842 Union Street, Shelbyville, TN 37160 (Phone: 931-684-7936).

### *Counseling Support*

School Counselors

Ms. Lauren Luther, LMSW --- [lluther@webbschool.com](mailto:lluther@webbschool.com)

Ms. Cassandra Spencer — [kspencer@webbschool.com](mailto:kspencer@webbschool.com)

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 another campus adult. Should the student need ongoing counseling support for a sustained period, referrals to a counselor outside the school will occur. The school may require that the student receive an evaluation by an outside professional that the school designates.

## **Business Office**

Phone, 931-389-5706; Email, [acarter@webbschool.com](mailto:acarter@webbschool.com) (Mrs. Angela Carter)

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 are available from the business office. Items charged to that account include the following:

- Charges for school trips/events
- 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 students and the community. These meals are prepared with fresh ingredients and contribute to the student's well-being by offering a well-balanced selection of diverse food groups for each meal.

**The student or the parent(s) should contact the student affairs office with questions regarding special dietary needs.**

### MEAL SCHEDULE

#### Weekdays

|            |   |              |
|------------|---|--------------|
| Breakfast* | M, W-F                                      | 7:00-7:55 am |
|            | Tues.                                       | 7:30-8:25 am |
| Lunch M-F  | Three periods, time varies on the given day |              |
| Dinner*    | M-R   | 5:30-6:45 pm |
|            | Friday                                      | 5:30-6:30 pm |

#### Weekend

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

**\*All boarders must check in at brunch. All 6<sup>th</sup>-10<sup>th</sup> grade boarders must check in for Breakfast. During dinner, all 6<sup>th</sup>-10<sup>th</sup> graders must check in.**

## **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) (Dr. 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, [jjones@webbschool.com](mailto:jjones@webbschool.com) (Mrs. Jena Jones)

Enrollment Management Office

Phone, 931-389-5788; Email [admissions@webbschool.com](mailto:admissions@webbschool.com)

Director of Alumni & Development

Phone, 931-389-5722; Email, [ladsams@webbschool.com](mailto:ladsams@webbschool.com) (Mrs. Leigh Adams)

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)

Director of Learning Center for Academic Support

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

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) (Mrs. Hannah Little)

School Counselor

Phone, 931-389-5776; Email, [lluther@webbschool.com](mailto:lluther@webbschool.com) (Mrs. Lauren Luther)

## **Parent Volunteerism and Activities**

### **Parent Activities**

The Webb School is a non-profit, independent school. Therefore, parents are encouraged to support various programs and fundraisers 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 parents form a powerful team with far-reaching positive effects on the students and the entire school community.

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

WSPA provides a vital and much-appreciated service to the school leadership and 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 always looks for energetic volunteers to assist with activities throughout the year. Parents are encouraged to get to know WSPA volunteers and contact the president of WSPA with any questions about how to become contributing members of the organization. The faculty liaison to WSPA is the assistant head for student affairs. If you want to serve with the WSPA, please email [wspa@webbschool.com](mailto:wspa@webbschool.com) or contact the assistant head for student affairs.

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

PAWS specifically supports athletic events and related projects, including operating concessions at athletic events and providing volunteer support for The Webb School's athletic programs. PAWS always looks for energetic volunteers to assist with activities throughout the year. Parents are encouraged to get to know PAWS volunteers and contact the president of PAWS with any questions about how to become contributing members of the organization. The faculty liaison to PAWS is the athletic director.