WARDLAW + HARTRIDGE

Student & Parent Handbook | 2026-2027

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MISSION STATEMENT

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

CORE VALUES

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

Integrity – our bedrock value, sine qua non

Opportunity – Wardlaw+Hartridge develops academic and intellectual excellence in its students through programs that stretch their creative imaginations, improve their athletic and artistic skills, engage their sense of discovery, and develop a social conscience. In the process, students take on leadership roles and learn how to work effectively in teams.

Support – Every member of the Wardlaw+Hartridge faculty believes in a personal approach to educating and developing the whole child. Wardlaw+Hartridge educators take the time, care, and interest in each student to call forth his or her best work.

Diversity – The diversity of thought, background, and culture at Wardlaw+Hartridge distinguishes us among independent schools, strengthens the global orientation of our curriculum, and enriches the daily experience of every member of the school community, inside and outside the classroom.

Community – When faculty members, students, parents, guardians or graduates walk through the doors of Wardlaw+Hartridge, they have entered a home. Our community is distinguished by an ethos of care and mutual respect, and a strong partnership with families.

Sustainability – Wardlaw+Hartridge prepares students to become citizens whose beliefs and actions will create a more humane and sustainable global society.

VISION STATEMENT

The Wardlaw+Hartridge School develops pioneering thinkers with the courage and character to shape the future of our world.

DEIB VISION STATEMENT

The Wardlaw+Hartridge School aims to sustain a diverse and inclusive school community through purposeful initiatives built on a foundation of recognition, acceptance, and appreciation of all members of our community and a commitment to cultivating a true sense of belonging.

DEIB MISSION STATEMENT

The Wardlaw+Hartridge School develops and sustains a culture of mutual respect that embraces and celebrates diversity, equity, and inclusion, cultivates a safe and transformative environment, and intentionally eliminates barriers to create a true sense of belonging for everyone. We welcome and honor every individual's uniqueness, ideas, differences, talents, and experiences that make us who we are and will stand up to discrimination, harassment, or intimidation.

HISTORY OF THE SCHOOL

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

PEOPLE AND PLACES – ADMINISTRATION AND STAFF

HEAD'S OFFICE
Head of School – Dr. Corinna Crafton
Assistant to Head of School/Office Manager – Yasmyn Callender
Receptionist – Bernadette Lambertsen

LOWER SCHOOL
Head of Lower School – Erin Leonard
Administrative Assistant – Kiara Cerda

MIDDLE SCHOOL
Head of Middle School – Kirstin Rogers
Administrative Assistant – Eileen Valentine

UPPER SCHOOL
Head of Upper School – Christine Cerminaro
Registrar – Rande Brown
Administrative Assistant – Alissa Folkes

ATHLETIC DEPARTMENT
Director of Athletics – Mike Romeo
Assistant Athletic Director/ Facility Rentals – Courtney McClain
Head Athletic Trainer – Allison O'Gorman

STUDENT SERVICES
Teaching & Learning Specialist (PK-5) – Darienne Olitt
Learning Specialist (6-12) – Linda Schneider
Director of College Counseling – Sarah Honan
Associate Director of College Counseling – Alayne Birnhak
School Counselor – Dina Congregane
School Counselor – Christina Jackson
School Nurse – Tatiana Huertas

ADMISSION AND FINANCIAL AID
Director of Enrollment Management, Director of Financial Aid – Gerard Gonnella
Assistant Director of Admission (PreK-Grade 8) – Trina Junod
Upper School Admission Associate and Athletic Liaison – Ryan Oliveira

INTERNATIONAL STUDENT PROGRAM
Director of International Student Program – Gerard Gonnella

BUSINESS OFFICE
Chief Financial Officer – John Pratt
Student Accounts/Comptroller – Marian Tumolo
Administrative Assistant – Judy Orak

DEVELOPMENT OFFICE
Assistant Head for Institutional Advancement – William Jenkins
Development Assistant – Katie Vetland

COMMUNICATIONS OFFICE
Director of Communications and Publications – Rudy Brandl

TECHNOLOGY DEPARTMENT
Director of Technology & Campus Security – Marc Spivak
Associate Director of Technology – Erin Maciorowski
Librarian/Technology Associate – Kristin Lambertsen

FACILITIES
Director of Facilities – John Pratt
Superintendent of Buildings & Grounds – Leaford Thompson
Director of Auxiliary Programs – TBD
Transportation Coordinator – Eileen Valentine
Berry Performing Arts Center Manager – Alex Nappi
Facilities Rentals – Courtney McClain

DEPARTMENT CHAIRS & SUBJECT AREA COORDINATORS
Dean of Faculty – Nicole Hamilton
English Department Chair – Amy Kate Byrne
Health/PE Department Chair – Alicia Seemuller
Performing Arts Department Chair – Sharon Byrne
Mathematics Department Chair – Tony Diaz
Science Department Chair – Andrea Barnett
Visual Arts Department Chair – Tanda Tucker
World Languages Department Chair – Hua Liu
Director of Global Programs – Jonathan Wilson
Service Learning Coordinators – Rande Brown & Annie Maligranda
Global Experiences Coordinator – Courtney McClain
Director of Allyship Organizations – Claudia Gonzalez

Core Team

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

Learning Specialists

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

- to conduct academic screening for those students experiencing academic difficulties
- to act as a resource person to faculty, parents, and administration for Pre-Kindergarten through Grade 12
- to provide recommendations for remediation

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

School Counselors

A normal part of the growth and development of children and adolescents is uncertainty and confusion about a myriad of issues. While in many instances the individual is able to sort things out for themself, or to do so with the aid of a peer or adult advisor, there are times when a trained counselor can be of help in the process. The role of the School Counselor is to provide short term individual and group counseling, to serve as a resource for parents, teachers and administrators, to

support student success and wellness in all grades, Pre-K through 12, and to make referrals to mental health professionals.

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

School Nurse

The School Nurse supports student success by providing health care assessment, intervention, and follow-up for all children within the school setting. The School Nurse provides care to students or staff who have been injured or who present with acute illnesses. The School Nurse is responsible for medication administration and the performance of health care procedures that are within the scope of nursing practice and are ordered by an appropriately licensed health care provider. Wardlaw+Hartridge requires each student to have an annual exam by their doctor. Scoliosis, height and weight, and blood pressure annual checks are therefore expected to be done by a private physician.

GENERAL INFORMATION

Accidents

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

Attendance

To fully benefit from the school's program, each student is expected to be at school on time and keep all of his or her commitments at school every day as long as health and family circumstances allow. The school day begins with attendance being taken at 8:15 a.m. in the classroom for Lower Schoolers, by 7:55 a.m. in advisory for Middle Schoolers, and in the AP Room for Upper Schoolers.

Any Middle or Upper School student arriving prior to 7:40 a.m. should enter the building via the rear AP Room doors and remain in the AP Room until 7:40 a.m. Students are not permitted to go upstairs or to lockers prior to this time.
Please refer to each division's handbook for specific information on reporting absences and excused absences.

Extended or Frequent Absences

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

Late Arrival

Students who arrive late to school must report to the Receptionist at the front desk in the Main Lobby. Lower School students must be accompanied by a parent or guardian.

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

Disabled Parking & Other Reserved Parking Spaces

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

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

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

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

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

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

Calendar and Holidays

Wardlaw+Hartridge identifies special days of many religions in its calendar, whether or not they are observed by a school holiday. Families who wish their students to miss school for religious observances may do so as long as they notify the appropriate Division Head in advance of the date. Any tests missed or work due must be made up within two school days of the date(s) missed.

Communication

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

- The faculty's first priority is working directly with students.
- Faculty and administration will make every effort to respond to a phone call or email within 24 hours.
- Emergency messages should be left with the Division Assistant in your child's division.
- Meetings about student progress should be scheduled with the teacher or advisor; parents are asked not to seek out their children's teachers in the classrooms during the school day.
- Parent phone numbers are listed in the Directory, which is for the W+H community and not for wider dissemination.

Written comments are sent home via PCR at various times during the year, depending on the division and the performance of the student. Conferences occur at regularly scheduled times in all divisions and at parent or school request.

Learning Management Systems

The Wardlaw+Hartridge uses a variety of learning management systems to facilitate electronic communication with families: PCR, Canvas, Seesaw, Homeroom, or other apps by class.

PCR (Professional Computing Resources) is Wardlaw+Hartridge's student information system. Our PCR system contains student report cards and comments as well as up-to-date biographic and emergency contact information.

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

Each division utilizes a variety of developmentally appropriate platforms for additional communication with students and families.

Dress Code Philosophy Statement

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

To recognize the developmental needs of various age groups and to help promote an identity within each division, the school opts for a developmentally approved dress code, Grades PreK(3)-Grade 12. The school provides clear expectations about dress at all levels and makes clear the required dress code and consequences for not adhering to the dress code in each division's section of the Handbook.

Fire and Safety Drills

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

Fire Drill

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

Security Drill

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

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

Lockdown/Intruder Alert

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

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

Fundraising

A student organization or individual student may, under the name of The Wardlaw+Hartridge School, sell an item at school or in the community, solicit business, or do any fundraising only with the permission of the appropriate Division Head and after consultation, in the Upper School, with the Director of Student Activities and Student Council. All fundraising by the Parents' Association and the Booster Club must be coordinated through the Development Office and Athletic Department, respectively.

Guests

Entrances are locked throughout the school day. All visitors to the school must come to the main entrance off the front courtyard to be buzzed in. All guests must sign in and receive a name badge. Anyone not properly registered will be considered a trespasser and will be asked to leave the campus.

Parents are encouraged to be respectful of the school day schedule and of teachers' responsibilities. All parents should contact a teacher, advisor or the divisional office to set an appointment in advance when a meeting is requested.

Wardlaw+Hartridge students are expected to be courteous and welcoming at all times, and helpful whenever possible. Student guests do not normally visit Wardlaw+Hartridge during the academic day. However, in order for such a visit to be permitted, the hosting student must receive permission from the Division Head at least one day before the guest visits the school and then inform the Admission Office of the upcoming visitation. In addition, the hosting student must make

arrangements for the visit with their teachers. The guest of a Wardlaw+Hartridge student must be in proper school attire, upon arrival must register in the Admission Office, be introduced to the Division Head, and abide by the school's rules.

Jurisdiction of the School

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

Lost and Found

Students should check with the appropriate division administrative assistant or the gym lost and found for any misplaced books, valuables, or clothing. Families are encouraged to label all items sent to school with their child.

Medical and Emergency Contact Forms

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

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

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

Re-enrollment Contracts

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

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

School Closings, Delayed Openings, and Early Dismissals

PCR, our student information system, will distribute the notification of any school closings, delayed openings, early dismissals, or any unexpected emergency in the Wardlaw+Hartridge community. You will receive such messages via text, phone call, and email. Prior to the start of the school year, parents will receive instructions on how to indicate their notification preferences (telephone, cell phone, email). This should be done upon receipt of the instructions.

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

School Closings

School closings will be announced via PCR through text and phone alerts. Parents are strongly encouraged to keep their contact information updated. Closings also will be announced on the school's website and social media channels including WhatsApp.

Delayed Opening

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

Early Dismissal

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

made, the child will stay in Encore and must be picked up at the parent's earliest convenience.

School Trips

Each year, the school sponsors day and overnight trips for students at every level, for both educational and recreational purposes. Though enrollment contracts do grant permission for all students to travel on day trips, to ensure clear communication between school and home, permission slips with field trip information will be sent home by divisional offices prior to each excursion from campus.

Additional permission may be required for particular trips, and all overnight trips require specific parental permission. Students are expected to abide by all school rules on school-sponsored trips.

Lower Snowdon Library / Sonawalla Center for Global Learning (CGL)

Lower School students have a scheduled library time in Lower Snowdon where students find material carefully selected and keyed to the Lower School curriculum. All grade levels have access to a vast array of online resources which give the students access to scholarly periodicals, newspapers, books, and databases, all which are accessible 24/7. Research and investigative skills are strengthened as the student progresses through the Middle and Upper School. The use of information gleaned from a variety of the Center's resources is stressed for students to complete assignments designed to meet specific curricular needs.

Student Drivers and Passengers

In order to ensure the safety of our students, explicit written permission is required from the parents/guardians of the driver and the parents/guardians of the passenger(s) when a student is to ride with anyone other than their parent or guardian. Student drivers who violate this rule will lose driving privileges and may face additional disciplinary action. Passengers who violate this rule may face disciplinary action as well.

Summer Assignments

Each year the school provides a comprehensive list of both required and optional choices for summer reading in order to encourage the development of reading skills in our students. Middle and Upper School summer enrichment assignments are posted on the school website and shared with families in the middle of June.

Transportation

The Wardlaw+Hartridge School contracts with a school bus service to provide transportation to and from school for students living in nearby areas. This service is available at additional cost and must be arranged for an entire school year. In addition, some public-school districts provide transportation to Wardlaw+Hartridge at no cost to families in their districts. Further information, as well as the form necessary to qualify for public school district reimbursements, is available from the transportation office at Ext. 163.

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

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

ACADEMIC AND BEHAVIORAL EXPECTATIONS

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

Disciplinary Policy

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

Academic Honesty

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

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

Alcohol and Drugs

As an institution of learning, the Wardlaw+Hartridge School is committed to providing an environment in which students can further their own intellectual, social, moral and physical development and in which students and instructors can work together in pursuit of knowledge and understanding. Wardlaw+Hartridge believes that a student's health and well-being are essential elements necessary for optimal learning. We believe that the use of alcohol and drugs (including nicotine products) during adolescence is unhealthy and dangerous and undermines the

learning process. The school incorporates drug and alcohol education into its health program and complies with state and federal statutes.

Specific Rules

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

The school's response to a known use of drugs or alcohol will be guided by our primary concern, the student's safety and well-being. As part of our care for the student's health, we may implement disciplinary action, to support healthy future behavior. Those actions may include expulsion, regardless of the student's previous disciplinary record, drug and/or alcohol counseling, and/or random testing at parents' expense in order to remain at the school.

Drug and Alcohol Evaluation and Treatment

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

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

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

Self-referral and Referral by Friend(s)

A student who voluntarily confides in school personnel that he or she has a drug or alcohol problem will be referred to the school counselor and then to a drug evaluation and treatment facility that the school believes will provide the assistance needed. In order to ensure that the student is getting help, the school must receive the results of the evaluation, as well as all of any of their reports, recommendations,

and ongoing reviews; and the student must follow the recommended treatment in order to remain in school. Referrals are held in the confidence of the Core Team (School Counselor, School Nurse, Learning Specialist, and Division Head) and the student's advisor; information will not be shared with the general faculty without permission of the student and family.

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

Conduct in Common Areas

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

Deportment and Social Expectations

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

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

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

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

Fire and Possession of Dangerous Objects

Setting fires or threatening to set one is prohibited, and any student who participates in such activity will face dismissal from school and will be reported to the proper authority. Tampering with fire-fighting equipment or fire alarms is prohibited as well. No object which can kill or cause serious bodily harm shall be brought to school or used in school without the expressed permission of the Head of School. Furthermore, no item that is a "look-a-like" for illegal substances, alcohol, or weapons may be possessed, used, or distributed on the school premises or during any school-related activities.

Harassment

Wardlaw+Hartridge will not tolerate verbal, physical, texting or other online conduct that creates an intimidating, offensive or hostile environment or harasses, disrupts or interferes with another's ability to work, learn and play. Every member of the community has the right to physical and emotional safety. Harassment can take many forms. All reported acts of harassment, including intimidation and bullying, will be taken seriously and investigated, if warranted. If a student is found to have committed harassment, intimidation or bullying, the student will be subject to discipline. See below for more details.

Bullying

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

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

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

Cyber Bullying

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

Sexual Harassment

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

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

Responding to Harassment

If a person believes they have been harassed or bullied in any way or has observed another being harassed or bullied, they should consider taking one or all of the following actions:

- Tell the offending party that you do not like the behavior and that you want it to stop.
- Keep a record of the offenses, dates, what was said and/or done, who witnessed it, and keep any evidence.
- Speak to the grade level dean, advisor, teacher, counselor, nurse, coach, department head, or Division Head about the behavior in question; this person can help you examine options.

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

The close and positive relationships that exist among adults and students at The Wardlaw+Hartridge School are an important strength of the school. Students can feel comfortable seeking advice about any school related concern, including

harassment or bullying, with the grade dean, teacher, advisor, school counselor, or an administrator. Working with the student, the teacher or counselor must refer a complaint of harassment or bullying to the appropriate administrator.

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

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

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

Social Watch – Suspension – Expulsion

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

Social watch may be implemented for a student who has been involved in a significant disciplinary or social incident. When a student has been placed on social watch, they may not participate in extracurricular activities such as athletics, the performing arts, leadership activities or social functions. Specific restrictions, as well as a timeline and plan for full reintegration into community life, will be determined in consultation with the division head, school counselor, advisor and families.

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

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

Spectators at Events

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

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

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

HEALTH AND MEDICAL SERVICES

Illness/Injury

Any and all students who become ill or injured during school must report to the nurse. Students with reported persistent, disruptive and/or frequent cough may be sent home and may require physician clearance. The nurse also addresses individual situations that arise, which may require a physician's clearance as circumstances unfold.

All students must be signed out by a parent/guardian in the appropriate divisional office. Under no circumstances should a student leave the school without permission.

Please do not send sick students to school. Below are some examples of situations and conditions under which a child should NOT be sent to school for at least 24 hours after symptoms cease without use of medications.:

- A child who has a fever (100 degrees and above)
- Diarrhea or vomiting (even once) in past 24 hours

The following situations require clearance by appropriate physician prior to returning to school:

- Undiagnosed rashes
- Potentially contagious illness
- "Strep" throat (Child must remain home for 24 hours while on a prescribed antibiotic before returning to school.)
- Eye infection/"pink eye" (Child must remain home on antibiotic eye drops for 24 hours before returning to school.)

Any student who has had surgery must also be cleared in writing by their treating surgeon before returning to school. A physician's clearance to return to school must be turned in to the divisional assistants for any student ill from school for three or more consecutive days. Medical notes are required for such absences whether due to illness, surgery, injury, dental needs, or mental health reasons. Please note there are case-by-case situations where a medical note may be required, even if the absence is only for one or two days.

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

participate. A note from a doctor is needed prior to returning to practice, competition, or physical education class.

Medical Documentation

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

The student's annual physical (once every 365 days) is required to be turned yearly into the W+H nurse on the appropriate form. Forms can be obtained from the nurse's office, business office, and the Wardlaw+Hartridge website under "Community", "Health and Wellness", then "Health Services". A physical is good for one year. On the annual physical, health screenings for vision, hearing, height, weight and scoliosis are expected to be done by a private physician. A student with an outdated physical (more than one year old) is required to make an appointment and get an updated form filled out. A student without a physical on file, or with an outdated file, may not be allowed to participate In athletics. Parents can call the school nurse if unsure when the last documented physical was filed.

Immunization Requirements-TB Testing

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

Medications

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

- Written orders from a physician must be provided to the nurse for all medications to be dispensed whether prescription or over-the-counter medications. The doctor's orders include the name of the medication, dosage, time interval the medication is to be taken, and side effects of the medication; Doctor's orders are good only for the academic year they are dated for (Sept-June) and must be re-authorized in writing for each September; Wardlaw students who also attend summer programs (June-August) must therefore have new medication orders written by a doctor, signed and dated for the summer camp nurse to administer medications.
- Written parental permission must be on file yearly.
- Medication must be brought to school by a parent (not the student) in the original pharmacy container properly labeled with dosage, time interval, student's name, etc.
- Any changes in dosage or times medication are administered must be authorized by the prescribing physician in writing.
- All medications must be stored in the nurse's office. A student is not to keep medications in their locker, desk, or on the person. Students are not to share medications. Students are not permitted to remove medication from the nurse's office or take medication without supervision.
- Self-managed administration of medication (generally limited to asthma inhalers, epi-pens, and diabetic insulin pens) must be evaluated individually by the school nurse with written directions from the physician and parental permission. See nurse for appropriate consents. Students authorized to self-administer must carry the appropriate medication with them at all times, at any and all school events. Parents are responsible for ensuring that their child has their emergency medications with them daily for school. A "back-up" set of medications must be kept in the nurse's office in case the student forgets their medication at home. Parents must sign a form in the nurse's office acknowledging the self-administer policy. A student who self-administers emergency medication must report it to the adult in charge at that time. The nurse is to be informed as well, as soon as possible.

At the conclusion of the academic year, all student medications must be picked up and taken home for the summer. Medications cannot be stored in the nurse's office over the summer (The only exception would be for summer program attendees who have a summer-time doctor's order on file). Lower school parents must pick up their

child's medication on the last day of school. Older students may pick up their medication if a parent allows and the nurse feels the student is responsible to do so. Students allowed to self-administer must pick up their medications at the end of the year. Medications not picked up must be discarded.

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

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

Consent

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

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

Infection Control Practices

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

The nurse recommends frequent hand washing by everyone throughout the day, using soap for at least 20 seconds, or hand sanitizer when soap/water is unavailable.

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

Food Allergies

The staff and faculty, along with the nurse and parents, work together to try to prevent a child with a known food allergy from experiencing negative symptoms secondary to accidental exposure. Students should avoid sharing food. Parents of children with food allergies need to see the school nurse for a food allergy action plan to be filled out by the child's doctor.

Please note our full policy and guidelines for management of a student with a life-threatening food allergy are available on our website whschool.org, under "Community, Health & Wellness." Our website has all forms required for asthma, food allergies, medications and physicals posted as well.

Infectious Disease Policy

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

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

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

GENERAL POLICIES

Compliance with Pertinent Laws and Regulations

The school intends to comply with all federal, state, and local laws and regulations regarding all infectious diseases.

General Policy on Contagious Diseases

The school has a general policy that employees or students must report to the school the occurrence of all serious infectious diseases that may be transmitted in casual settings. For example, to protect the population of employees and students, people with such infectious diseases, whether related to AIDS or not, are required to report that information to the nurse of the school as soon as possible so that steps may be taken to assure no further transmission and prompt treatment of others who may be affected.

Education

The school provides ongoing information and education to its students and employees about infectious diseases. As part of this effort, the school makes available information regarding its infectious disease policy. In addition, the school provides information about the nature of these diseases and how each is (and is not) transmitted, as well as possible concerns raised by secondary infections. This information places special emphasis on methods for preventing the spread of infectious diseases. New arrivals at the school (both students, when developmentally appropriate) and employees will be advised during their orientation of this policy and the availability of information on infectious diseases including HIV/AIDS.

Discrimination/Harassment

At the present time, the overwhelming preponderance of available medical and scientific evidence and opinion, including statements from the United States Public Health Service and the Centers for Disease Control, holds that many infectious diseases including HIV and hepatitis C viruses are not casually transmitted in ordinary educational, occupational, or social settings or conditions. Accordingly, no member of the school community should refuse to work with or otherwise discriminate against or mistreat an employee or student simply because he/she has HIV or AIDS. Any student or employee who does not adhere to these requirements shall be subject to disciplinary action.

Universal Precaution

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

Testing

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

Confidentiality

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

School's Ability to Modify or Revoke the Policy

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

Reasonable Modifications for Students with HIV/AIDS

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

Continuing Enrollment

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

Reviewing Enrollment Status

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

TECHNOLOGY AND LIBRARY SERVICES

Acceptable Usage Policy for Computers and Technology

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

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

Acceptable Uses

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

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

Unacceptable Uses

The following types of access are considered to be inappropriate uses. This list is not meant to be exhaustive, but is designed to provide a scope of unacceptable uses:

- Accessing profane or obscene material, material suggesting illegal acts and material advocating violence or discrimination
- Using the access for illegal acts
- Attempting to access any resources that are restricted, confidential or privileged
- Granting Internet or Network access to unauthorized persons intentionally or unintentionally, or failing to notify a teacher or administrator if you suspect someone of using your password
- Posting personal contact information. See ‘Safety’ section below.

- Agreeing to meet in person someone met online without parental approval or under the supervision of a teacher or authorized adult
- Attempting to disrupt access
- Causing damage to, detaching, or changing function, operation or design of the technology
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening language
- Possession or distribution of inappropriate images or materials
- Harassing another person
- Posting false or defamatory information
- Plagiarizing information found on the Internet
- Artificial Intelligence (AI) is the capability of computer systems or algorithms to imitate intelligent human behavior. Please refer to division specific guidelines on academic integrity policies.
- Disregarding the rights of copyright owners on the Internet
- Causing or permitting material protected by copyright, trademark, or confidential data to be uploaded, published or broadcast in any way without permission of the school administration
- Using the Internet for financial or commercial gain (ex. Gambling)
- Using the school internet for non-educational purposes such as playing games of any kind
- Using proxy servers, VPNs, anonymous e-mailers or anonymous web surfing utilities is strictly prohibited and considered a major offense. Bypassing the W+H network, using network scripts and/or hacking into network devices will lead to serious disciplinary action
- Impersonating the identity of another person or entity

Privacy

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

Inappropriate Materials or Language

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

Social Network Policy / Cyberbullying (including texting)

Advances in telecommunications and computer technology extend our school community beyond the border of our campus and beyond the hours of our school day.

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

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

Cell Phones, Cameras, and Recording Devices

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

Electronic devices that capture still images, sound, or video are not to be used on campus or during any school-sponsored activities without written permission from the appropriate faculty or staff member. This would include but is not limited to the following: cameras, cell phones that capture still images, wearable "smart" technology, tape recorders, camcorders, and computer software or any such device that captures images, sound, or video. Violation of this policy will result in immediate confiscation of the device and may lead to further disciplinary action.

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

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

Safety

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

Student iPad User Policy

The focus of the iPad program in Lower and Middle divisions is to provide tools and resources to our students so that they may maximize their learning by fully integrating relevant technology into the academic arena. At all times students will be expected to use their iPads respectfully, maturely, and in a developmentally appropriate manner.

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

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

Damage or Loss

If an iPad is found in an unsupervised area it should be taken to the division office or the Technology Department.

Damage or loss must be reported to the Technology Department or the divisional office immediately. In the event that the iPad needs repair, the Technology Department has a limited number of loaner iPads.

If a student forgets to bring the iPad or power charger to school a substitute will not be provided. All damage will be charged as necessary.

In the event that an iPad is lost and cannot be recovered, students will be charged a replacement fee by the Business Office.

Customization of iPads

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

Google Account

Students will be given an @whschool.org email address and individual Google account. This email is for academic purposes and will be monitored by the school. The student will use this account for programs such as Google Drive and Google Calendar. Students will also be able to access Teachers' class pages on Canvas. Students must give their advisor an accurate password for this account. Any student who gives a false password or changes the password without notifying their advisor will be subject to discipline.

Apple ID/iCloud/iTunes Account

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

iPad Care

Transport the iPad utilizing the iPad cover that is provided with the iPad.

Cleaning:

- Turn off iPad
- Unplug all cables
- Use a soft, slightly damp, lint-free cloth
- See Apple website at support.apple.com/manuals/iPad

Do not:

- Do anything to the iPad that will permanently alter it in any way
- Remove any serial numbers or identification placed on the iPad
- Eat or drink while using the iPad

Additional Student Responsibilities

Bring the iPad to school every day, charged and ready to go. A student may want to bring the charger to school as well. If the iPad is left at home, students are responsible to complete the day's coursework as if they had their iPad with them. When not using the iPad, it should be locked in a locker or within the student's sight. Under no circumstances should iPads be left in unsupervised areas. Faculty and staff members cannot be responsible for iPads left in unsupervised areas, which include, but are not limited to:

- The school grounds
- The AP Room
- Locker rooms
- Library
- Unlocked classrooms
- Hallways

The iPad should not be loaned to others with the exception of parents or guardians.

Personal Health & Safety

The iPad can generate significant heat. Avoid extended use of the iPad on one's lap. Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every 15 minutes.

Student Discipline for Misuse of iPad

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

- does not take proper care of the iPad
- downloads an inappropriate app, be it social networking (Facebook, X, SnapChat, TikTok, etc.), game, or other non-academic game or program.
- is found with inappropriate email addresses, images, music, etc.

LOWER SCHOOL HANDBOOK

Early Childhood Philosophy

The Early Childhood program at W+H honors and values childhood by creating nurturing, joyful experiences for children in grades Pre-Kindergarten, Junior Kindergarten, and Kindergarten. With small classes and differentiated instruction, our dedicated Early Childhood teachers cultivate confidence and build independence while providing challenges and academic rigor.

Our faculty uses the Responsive Classroom Approach in their daily practice. The Responsive Classroom Approach is a framework that creates a safe, challenging, and joyful classroom and schoolwide climate for all students. Teachers who use the Responsive Classroom approach understand that all of the students' needs – academic, social, emotional, and physical – are important as the basis for academic learning.

In this environment, teachers support students' development of emergent reading skills, exploration of the writing process, development of mathematical thinking, and the investigation of science and social studies concepts. Children in the Early Childhood grades have rapid cognitive development and much of their learning is transferred through their hands to their heads. Our classrooms and curricula are designed to focus on building early literacy skills, improve communication skills, strengthen problem-solving and reasoning through hands-on experiences and structured exploration. Each grade level in the Early Childhood Program builds on the learning of the previous year, as the Pre-Kindergarten, Junior Kindergarten, and Kindergarten programs are tailored to the developmental, cognitive, social and emotional needs of 3-, 4- and 5-year-olds, respectively.

Everyday opportunities are available for each child to make responsible choices, learn and play independently and cooperatively, develop social problem-solving skills, and build positive relationships with both peers and adults.

Lower School Philosophy

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

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

DAILY LIFE

School Absence

If a student is ill or otherwise unable to attend school, parents should contact the Lower School Office to report the absence as soon as they are able.

Arrival

The school day begins at 8:15 am in Pre-Kindergarten through Grade 5. All students not present in their classrooms by 8:15 a.m. will be marked late. As is stated in the first section of this handbook, "to fully benefit from the school's program, each student is expected to be at school on time and keep all of their commitments at school every day as long as health and family circumstances allow."

The Lower School entrance is open at 8:00 a.m. and at this time parents may begin to drop off their children for the school day. There is either an Upper School greeter or a Lower School faculty member at the Lower School door, while it is open from 8:00 am to 8:15 a.m. Faculty are outside to open car doors and greet families each morning.

At 8:15 a.m., the Lower School entrance is locked, and all students arriving after that point must be walked to Reception with an adult who will sign them in, escort them to the Lower School Office, and get a late pass. The Lower School Administrative Assistant will, in turn, notify the child(ren)'s teacher, and send or bring (as applicable) the student to their classroom. **If a student accumulates three unexcused tardies, the homeroom teacher will contact the family notifying them of the disruption to their child's program, while also alerting the Lower School office. If more than five unexcused tardies occur, a meeting with the parents will be scheduled with the Head of Lower School.**

Daily Schedule and Dismissal Procedures

Lower School Daily Schedule
8:00 a.m. Drop Off
8:15 a.m. School Day Begins
2:45 p.m. Early Childhood (PK3, JK4 & Kindergarten) Dismissal
3:00 p.m. Lower School Dismissal

Regular Dismissal

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

Dismissal — Special Circumstances

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

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

If a parent or other authorized pick-up adult is unavoidably delayed for dismissal time, the faculty on car duty will take any students not picked up by 3:15 pm to the Encore Program. We encourage parents to call the school if not arriving on time and students will be automatically taken to Encore. When calling, indicate when the child will be picked up and who will be providing the transportation. Students will not be released to anyone other than those who the parent specifically identifies. If

this person is not on the Emergency Contact List, proof of identity must be provided.

Encore Program

The Encore program is open every school day from 3:00 p.m. to 6:00 p.m. The program for students in Grades 1 through 8 provides a safe, healthy environment for those children who remain after the regular dismissal time. There is scheduled time to do homework, have a snack and have indoor and outdoor play. The Director also plans regular enrichment activities. Parents can pre-register for Encore packages or drop in at the daily rate of $15 per hour.

EXPLORERS Program

We have an exciting after-school Explorers Program for children in grades, PreK, JK, and Kindergarten. Explorers offers a variety of enrichment activities including music, art, story time, hands-on science and technology, and outdoor play in facilities especially designed for young children. A daily snack is provided. The program runs from 3:00 p.m. until 6 p.m. Parents can pre-register for Encore packages or drop in at the daily rate of $15 per hour. Children who need to extend their day beyond 6 p.m. will be sent to the Encore program.

AFTERCARE INFORMATION

2026-2027 Lower School Dress Code

Standards of Dress for Lower School

All students in Lower School (Grades Pre-Kindergarten through 5) wear a school uniform. The uniform is to be worn daily, except on out-of-uniform days as permitted by the Head of Lower School. Students should wear clothing that is neat, clean, and properly fitted; they should not wear clothing that is ripped, torn, patched or frayed. Hats, caps, scarves, coats, jackets, gloves and other outerwear may not be worn indoors. Earrings and nail polish should be small and minimally distractive. Makeup may not be worn at any time.

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

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

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

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

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

Pre-Kindergarten

Girls

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

Boys

- W+H uniform t-shirt (white or evergreen) with W+H uniform sweatpants (pewter heather) or unisex pull-on elastic waist shorts (khaki)
- W+H uniform t-shirt or sweatshirt (evergreen) with W+H uniform sweatpants (pewter heather)
- ankle socks in white, evergreen or navy
- flat-heeled or rubber-soled black or brown shoes; neutral, mostly solid colored sneakers
- slippers, moccasins, boots, sandals or flip-flops are not permitted
- sneakers may not have wheels or lights

Junior Kindergarten & Kindergarten

Girls

- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki colored chinos or skort
- long or short sleeve mesh polo or ruffle hem dress with school logo in evergreen
- uniform solid colored navy or white ankle-length leggings are permitted under the mesh polo & ruffle hem dress
- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform plaid jumper (K ONLY)
- long or short sleeve, pinpoint or Peter Pan collared, white shirt/blouse under uniform plaid jumper (K ONLY)
- jewel-neck cardigan sweater or vest in evergreen or maize
- knee socks, ankle socks, or tights in white, evergreen or navy

- flat-heeled or rubber-soled black or brown shoes; neutral, mostly solid colored sneakers
- slippers, moccasins, boots, sandals or flip-flops are not permitted
- sneakers may not have wheels or lights

Boys

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

Grades 1-5

Girls

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

Boys

- long or short sleeve maize, evergreen, or white polo shirt with school logo with uniform khaki colored chinos
- all shirts must be tucked in at all times, except Dress Down and Special Dress Days
- V-neck cardigan sweater or vest in evergreen or maize
- ankle socks in white, evergreen or navy
- flat-heeled or rubber-soled black or brown shoes; neutral, mostly solid colored sneakers
- slippers, moccasins, boots, sandals or flip-flops are not permitted
- sneakers may not have wheels or lights

Physical Education

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

All students in Grades 3-5 are expected to wear the proper Wardlaw+Hartridge gym uniform. These include gym shirts and shorts, white socks, sneakers, and the Wardlaw+Hartridge sweatshirt and pants when needed. All items must be plainly marked with the student's name.

Cubbies

All students will be assigned a cubby in the classroom. Books, clothing, etc. should be kept in this area. Students in Grades 3-5 will also have lockers for gym. The PE staff will assign them.

Report Cards/Progress Reports

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

Parent Conferences

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

Two parent conference days are scheduled each year – in December and March. Classes are not in session on these days; however, Encore runs a program only for children during individual Parent-Teacher conferences between the hours of 8:00 a.m. and 3:00 p.m.

Each conference is about 20 minutes in length and is scheduled in advance. The classroom teachers schedule these important dates. During these conferences,

teachers give updates on each child's academic work and social adjustment. Parents need to bring questions and concerns they may have.

Lunch

Students in Kindergarten through Grade 12 are required to participate in the Wardlaw+Hartridge/Sage Dining Services lunch program. This comprehensive program is designed to accommodate dietary needs as well as preferences of cultural heritage to ensure our students enjoy healthy, nutritious dining options daily. Students in Pre-Kindergarten and Junior Kindergarten have the option of purchasing the lunch program. These children will be served lunch in their classrooms. Kindergarten students will begin the year eating lunch in their classrooms and transition to the Dalal Family AP Room later in the school year as they develop an understanding of the routines.

Students eating in the AP Room are assigned tables which change on a regular basis as determined by the classroom teachers. Appropriate table manners are expected. Students are to remain seated during lunch and socialize with students at their own tables. Books, paper, and other materials are not allowed at the lunch table. Students are not permitted to bring beverages in glass bottles. Grade 4 and 5 students are permitted to use the panini press. Lower School students may not leave the AP Room without permission.

Recess/Snacks

The children in Pre-K through Grade 5 have snack time. The teachers, according to the schedule of the day, determine the exact time. The children are daily provided with a drink (milk, juice) of their choice, along with a snack. This is delivered to the classrooms by the school's food service.

Students in Pre-K through Grade 5 have daily recess. Depending upon the weather, the children generally play outside.

Class Trips

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

Homework

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

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

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

School Visitations

All parents and guests coming to school during the academic day must enter through the Main Entrance and register with the school Receptionist.

Deportment and Social Expectations

Behavior and Classroom Rules

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

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

Procedure for Handling Inappropriate Behavior

Children in Pre-K through Grade 5 need kind, fair, and immediate reminders from adults if appropriate behavior is to be learned. In most instances, a quiet word will correct the situation. If the behavior persists or is extreme in nature, the teacher will immediately contact the parents and inform the Lower School Head.

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

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

In-School Celebrations

Parents must make arrangements with the teacher before planning any in class celebrations to school. Several students have food allergies therefore all refreshments, and treats must be arranged through SAGE Dining Services.

Celebrations and Birthday Parties off Campus

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

Student Personal Electronic Devices

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

Additional Guidelines

All students should:

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

MIDDLE SCHOOL HANDBOOK

Middle School Philosophy

The Wardlaw+Hartridge Middle School recognizes the unique developmental and educational needs of emerging adolescents. The Middle School creates a learning community dedicated to the pursuit of academic excellence, the dignity of each individual, and a respect for diversity. The school mission is incorporated in the following ways. To provide an atmosphere characterized by academic challenge, the Middle School will:

- act as a bridge between the more self-contained experience in Lower School and the more independent learning expected from Upper School students;
- assure a coherent progression of curricular goals and learning targets;
- challenge students to stretch themselves academically by fostering a growth mindset;
- emphasize the development of learning skills and the integration of various disciplines.

To support individual excellence, the Middle School will:

- affirm each student's strengths;
- recognize the increasing desire for autonomy and the need for both structure and developmentally appropriate boundaries at this age;
- encourage hands-on exploration;
- consider arts and athletics as integral co-curricular elements of the program;
- promote and provide opportunities for energetic involvement, participation, and leadership;.
- foster the advisor-advisee relationship and the partnership with parents in order to support each student's healthy growth.

To support diversity and a familial sense of community, the Middle School will:

- enable and encourage each student to discover their identity and self-worth;
- foster sensitivity to the needs of others;
- encourage service learning and an awareness of community interconnectedness;
- cultivate responsible behavior and mutual respect.

PEOPLE

Advisors

Every Middle School student is assigned an advisor, and a majority of the Middle School faculty act in this capacity. The advisor's role is to oversee the student's academic progress, provide support as necessary, and serve as a contact point for parents. That being said, whenever concerns arise in a particular subject area, parents are encouraged to first contact that teacher directly. The advisor should be contacted when more global issues arise.

Students will meet with advisors each morning to check in and for attendance purposes. Additionally, students meet with their advisor for a structured weekly advisory period. This time can be used for formal advisory discussions, announcements, casual conversation, quiet study, organization, preparation for conferences or occasional recreation. Advisees and advisors eat lunch together regularly.

Learning Specialist

The role of the Learning Specialist is to be a resource professional for students, faculty, administrators, and parents to support academic success at Wardlaw+Hartridge.

School Counselors

The role of the School Counselors is to provide short term individual and group counseling, to serve as a resource for parents, teachers and administrators, to support student success and wellness, and to make referrals to mental health professionals.

School Nurse

The school nurse supports student success by providing health care assessment, intervention, and follow-up for all children within the school setting.

ACADEMIC POLICIES

Academic Life – Grade Scale

A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	Below 60
I	Incomplete

No report card grade lower than 50 is recorded in Middle School. Specialists use a different grading scale.

Specialists (art, music, and physical education) use a different grading scale:
E – Excellent
S – Satisfactory
N – Needs Improvement

No submitted summative assessment (i.e., a major test or project) grade will be recorded below 50%. **Missing assignments are not subject to this rule and are recorded as a zero (0).**

Awards

Awards are given to Middle School students for academic and extracurricular achievements, as well as for service and leadership. They are given annually at the end of year Middle School Stepping Up Ceremony.

The Alethea Marder Pond Award
The Alethea Marder Pond Award is given in recognition of excellence by a Middle School student in the fine and/or performing arts. The award is designed with the option of presenting an award for either performing or fine arts, or both.

The Chandler Award
The Chandler Award is presented to the Grade 8 student who has earned the highest overall average for the academic year.

The Elwell Award
The Elwell Award is presented to the outstanding Middle School male athlete. The recipient must demonstrate outstanding ability and good sportsmanship.

The Lum Award
The Lum Award is presented to the outstanding Middle School female athlete. The recipient must demonstrate outstanding ability and good sportsmanship.

Grade 8 Class Speaker
An annual tradition, Grade 8 students compete for the honor of speaking at the Stepping Up Ceremony.

The Kilpatrick Award
The Kilpatrick Award is presented to the best all-around Grade 8 student. Students are nominated by their peers and voted by the teaching faculty. Criteria include exceptional accomplishments in academics, citizenship, and leadership.

The Service Award
The Service Award is presented to eighth grade students who have demonstrated consistent and significant contributions to the Wardlaw+Hartridge Middle School Service-Learning Program by performing at least 25 hours of service per year of their Middle School career.

The Streib Cup
The Streib Cup is presented to the winner of a joint sixth and seventh grade public speaking contest and presented at the Stepping Up Ceremony.

General Academic Information

Just as every class has requirements and expectations, the Wardlaw+Hartridge Middle School has traditions in which all students are required to participate. The Middle School class trips are focal points for many of our interdisciplinary studies, support our mission by fostering a familial sense of community, and all students are required to attend. To develop a sense of academic challenge and support rigorous inquiry, students of each grade level participate in traditional public speaking events, such as our annual Shakespeare Festival and Eighth Grade Capstone presentations. Eighth Grade Capstone presentations may be used to select the Eighth Grade Speaker for the Stepping Up Ceremony. Finally, there are two mandatory student-led advisory conferences, one in the fall and one in late winter.

Homework

Middle School students should expect homework in each class every night. The amount of time spent on homework from each discipline may vary. Since every child has different work habits, the amount of time required each day may vary. Class time and study halls, if used wisely, may reduce the amount of work that must be completed at home. No homework is given over school vacations or on concert/performance nights.

Students are responsible for managing their own assignments. Assignments, quizzes, tests, and other projects or papers along with due dates are posted online. Each student is provided with an assignment planner at the start of the school year to help keep a record of assignments; all students are expected to use their planner in each class. Occasionally, long-term projects are assigned. These will be accompanied by a schedule of intermediate deadlines to assist the student in time management.

In the case of absences from school, students should first check class Canvas pages and/or reach out to classmates for help, then should email their teachers to check in on missed assignments. As a general rule, students are given an equal amount of time to complete assignments as they have been out; i.e., if a student is absent for two days, they will have two days to complete makeup work. Extended absences and additional extensions are granted on a case-by-case basis in consultation with teachers, advisors, and the Middle School Head.

In the event of an absence from class due to a school-sponsored sporting event, it is the responsibility of the student-athlete to reach out to their teachers prior to their absence to obtain permission to miss class and to learn what they will miss and

ensure they are prepared for their next class. A student who is missing substantial work for a class may not be permitted to travel.

Late, incomplete or missed assignments not due to student absence may be made up for partial credit. Late assignments lose credit as outlined in individual class syllabi per class meeting that it is late, unless otherwise noted in an assignment or project description, for up to one week.

After one week, any submitted late assignment is recorded as 50% in the gradebook. Work not submitted is recorded as a zero.

Assessments

Test, quiz, project, and event calendars for each grade level are posted on a bulletin board in the Middle School hallway as well as on Canvas. Students should check these calendars daily to keep up to date about tests and other important events. Middle School faculty will use these calendars to help ensure that students have no more than two major assessments on one day.

Cumulative tests are given at different points in the year to help prepare our students for longer exams in Upper School. The focus of the Middle School is the process of preparing for this sort of assessment.

Report Cards and Honor Roll

Report cards for Middle School students are issued three times a year. Comments are written for all students at the end of each trimester. In cases where more information is needed, parents are encouraged to contact faculty. Likewise, faculty will initiate conversations as the need arises.

Honor Roll is awarded to Middle School students for completing a trimester with an "A" average (90 or above) and no NI (needs improvement) marks on their report cards. Students achieving an overall average of 95 or above are recognized "with distinction" on the Honor Roll.

Academic Support and Probation

Students who experience difficulty meeting the academic demands of the program may be referred to the Learning Specialist for consultation. There are times that the Learning Specialist will need to be involved to address a student's academic needs, and those instances will be handled on a case by case basis. If a student's performance does not improve, a meeting will be scheduled with the Learning Specialist, School Counselor, advisor and Division Head to determine appropriate support measures, which includes but is not limited to outside tutoring, summer work and grade level retention.

Participation in Middle School extracurricular activities, including athletics and the performing arts will be restricted if a student's GPA is below 70% at the end of a trimester.

Summer School

When a student fails to perform satisfactorily in a course, he or she may be required to do summer work in order to master material before entering the next course in the sequence. If the course is not offered in our summer school, the student and family must consult the Middle School Head to arrange for completion of an approved curriculum. Families are required to have the curriculum approved prior to enrollment in the summer course. The student may be required to illustrate mastery by taking an exam at the end of the summer.

Discipline

In keeping with our mission statement, each student is guided to develop self-respect, as well as respect for the rights of others. Our discipline policy is designed to create an orderly, safe environment. We earnestly seek parental support in helping students develop good habits of behavior and respectful attitudes toward others and toward the school. Full cooperation of parents is anticipated in any disciplinary action.

Students shall:

- Appreciate the rights and personal belongings of others.
- Display courteous and respectful behavior.
- Use appropriate language at all times.
- Exhibit personal honor by not lying, cheating, fighting, bullying or stealing.
- Express feelings in a constructive manner.
- Accept responsibility for their actions.
- Recognize inappropriate behavior and identify constructive alternatives.

In order for any community to function smoothly and grow in a positive manner, certain rules and codes of behavior have to be followed. Middle School disciplinary problems generally fall into two different categories: unacceptable behavior and honor offenses.

Unacceptable Behavior

Unacceptable Behavior is defined as lack of consideration for others. Such things as disrespectful behavior, physical harm to others, horseplay, and lack of courtesy fall into this category. Unacceptable behavior such as being disruptive in class will be initially handled by the classroom teacher, with support from the student's advisor.

If the behavior continues and all efforts by the teacher and advisor have failed to correct the behavior, the student will be referred to the Head of the Middle School. The Head of the Middle School will then speak with the student and decide upon appropriate behavior consequences. The Head of Middle School will address behavior issues that continue to escalate, endanger others, or for any use of obscene, offensive, or disrespectful language at school or during school-sponsored activities that may result in the student being sent home for the day.

Honor Offenses

Honor Offenses are violations of integrity. Lying, stealing, and cheating, as well as comments that are racist, gender-biased, or otherwise considered hate speech, fall into this group. In the event of a violation, an appointment will be scheduled with the Head of the Middle School in order to determine what course of action will be taken.

Detention/Service for the School

As a consequence for committing a disciplinary infraction, the Head of the Middle School may assign a detention or some form of service to the school. Detention may take place during recess or after school. Parents will be notified by e-mail that a detention has been scheduled for their child.

As an alternative to detention, a student may be required to do some form of service for the school (e.g. picking up trash, weeding, etc.) at a date and time determined by the Head of the Middle School.

Academic Honesty and Plagiarism

The Middle School builds on work begun in earlier grades to develop an understanding of academic honesty and integrity and enrich the academic and ethical education of our students.. At all times, students are expected to complete assignments and assessments independently, unless collaborative effort is specified by the teacher. Advisors and teachers discuss what constitutes academic dishonesty and plagiarism in detail with students at the start of each school year.
Academic honesty requires that when a student completes an assignment, paper, project, test, or exam, they are submitting their own original work.

Plagiarism is the act of using without attribution or taking credit for someone else's work (e.g. another student, an author, the Internet, etc.).

Academic dishonesty and plagiarism are significant disciplinary infractions in the Middle School. Parents, advisors and the Middle School Head will be informed if an incident of academic dishonesty or plagiarism occurs.

<u>First Offense</u>
The student is expected to redo the assignment (or an alternative assignment) and the parent will be informed. The completed work will receive a full grade reduction in its ultimate grade.

<u>Second Offense</u>
The student is expected to attend an after-school detention in which they will redo the assignment (or an alternative assignment) with a 50% reduction in its ultimate grade.

<u>Third Offense</u>
The student is expected to serve a full day of in-school suspension, during which they complete alternate assignments designed to provide a better understanding of the issues of plagiarism and to ensure mastery of the originally assigned assignment's content. The original assignment will receive a grade of zero. To support the student as they continue through their school career, the Upper School administration will be notified of this suspension.

Academic Honesty and Artificial Intelligence

Plagiarism is not limited to the use of human-produced work. The school recognizes the value of supporting students in the ethical use of artificial intelligence (AI) as we prepare them for the future and also recognizes the potential impacts and implications of technology on student mental health and well-being. The unauthorized use of AI tools to complete assignments and assessments diminishes the originality of student work, disrupts the learning process, and constitutes a violation of the academic honesty policy in the Middle School.

The landscape of AI tools is ever-changing; the omission of a specific tool from this handbook does not mean its use is acceptable. **Use of any AI tool or platform is not permitted in the Middle School without explicit permission by the assigning teacher and appropriate guidance regarding any such use. Any use of AI, even with permission, should be identified and cited accordingly.**

Type	What they do	Example tools
Chatbots	Generates written responses, answers questions, & checks work	ChatGPT (and GPT-4), Google Bard, Bing AI, Jasper AI, Google Translate
AI writing assistants	Edits, rephrases, & rewrites text to improve writing	Grammarly, QuillBot, Hemingway Editor
Applications	Answers questions & completes numerous “homework help” tasks	Course Hero, Photomath, Wolfram Alpha, Socratic

Please refer to Deportment and Social Expectations in the All-School section for further information regarding Wardlaw+Hartridge student behavior expectations.

Confidentiality

Students and parents/guardians have a right to expect that any information given in confidence to a faculty member or an administrator will be held in confidence and used only for the student’s welfare. School personnel will handle a student’s confidence in a responsible manner. Confidential communication will not be divulged without the consent of the student or parent unless there appears to be some clear and immediate danger to the Wardlaw+Hartridge community.

Dress Code for All Middle School Students

The Dress Code is designed to allow students freedom of movement during classes and safety during PE/athletic periods. Above all, a neat and clean appearance is expected.

- Hair must be properly groomed.
- Fingernails must be kept neat.
- Any jewelry worn must be safe for wear during recess, other classroom activities, PE and adhere to sport specific requirements as necessary.
- **No hats of any kind are permitted in school (religious headwear is not considered a hat).**

Pants or Shorts

- Uniform khaki, black or navy chinos
- In September/October and May/June only, Lands' End uniform plain front khaki, black or navy chino or classic active performance chino
- **Not permitted: Cargo pants, cropped pants, or cargo shorts**

Skorts

- Lands' End Long Chino Skort in khaki, navy or black
- Lands' End Adaptive Blend Skort in khaki or navy
- Skort to be no more than four inches above the knee in front and back.
- **Not permitted: skirts**

Shirts

- Lands' End uniform long or short sleeve polo shirt in white, maize or evergreen with W+H logo
- Lands' End uniform short sleeve rapid dry polo shirt in white, maize or evergreen with W+H logo
- Lands' End uniform oxford button down dress shirt of any sleeve length in white
- Students may only wear a solid white short sleeve undershirt under the polo or oxford shirt, no other visible layers.
- All buttons must be buttoned except for the top one.
- Shirts must be tucked in.

Ties

- A tie is required when wearing the white oxford dress shirt.
- Tie may be of student's choice.
- Not permitted: offensive language, symbols or political slogans.

Sweaters

- Lands' End uniform V-neck (with W+H logo), crew neck, cardigan, or vest in white, maize, or evergreen
- Lands' End uniform fleece half-zip (with W+H logo) in evergreen or black.
- Pull-over sweatshirts representing W+H teams are permitted with prior approval of the Head of the Middle School.
- The Lands' End uniform white oxford shirt (with tie) or Lands' End uniform polo shirt must be worn under all sweaters/fleece.
- Not permitted: hoodies

Shoes/Socks/Tights/Belts

- Sneakers, flat heeled shoes, or rubber soled (black or brown) shoes may be worn year-round (on special occasions students may be required to wear their dress shoes).
- All shoes should be closed-toe with a well-fitting back.
- Not permitted: Slippers, crocs, moccasins, boots, slides, or flip-flops
- Socks: Solid white, cream, brown, black, navy or evergreen
- Tights: Solid navy, white, cream or evergreen. Tights must cover the entire foot
- Belts: If pants have belt loops, a solid black or brown belt must be worn.

Physical Education and Athletics

For school day physical education classes:

- Lands' End gray tee-shirt or sweatshirt with W+H logo
- Lands' End green shorts, sweatpants or joggers with W+H logo
- Sneakers with athletic socks

For after-school team athletics:

- Coaches will communicate specific practice attire, as appropriate to each sport, at the start of each season.
- Athletic team uniforms will be distributed by coaches for athletic competitions and matches during the athletic season.

- On game days where student athletes need to change prior to the end of the day: athletes may wear their athletic uniform with PE sweatshirts and sweatpants on top as a warmup.

Dress Down Guidelines

Dress Down days in Middle School are voluntary events held during the school day where students may wear clothing other than the prescribed uniform. On these days, students have the option to dress casually, often in keeping with a particular color or theme.

To keep in mind the spirit and fun of these events and also allow us to pursue the academic life of the school day, please adhere to the following dress down dress code:

- Shirts must have sleeves.
- Shorts or skorts must be an appropriate length.
- No offensive language, symbols, or political slogans are permitted on any clothing.
- No undergarments should be visible.
- No midriffs should be visible.
- No pajamas.
- No slippers, crocs, moccasins, slides, flip-flops, or high-heeled shoes.
- No cut-offs, frays, or clothing with holes.
- Hats and sunglasses may not be worn inside the building.

Dress Code Violations

Proper dress will be checked during morning advisory or the first period the student is in attendance. The Head of Middle School is the final arbiter of the dress code. If the student is determined to be in violation of the dress code, the student will be asked to correct the violation, either by calling home for appropriate attire or visiting the Ram Shop to borrow appropriate uniform items.

If the student does not or cannot correct the violation, they will be issued a detention and may lose the privilege of participating in future Dress Down days.

GOOD RULE: IF YOU'RE NOT SURE YOU CAN WEAR IT – DON'T!

DAILY LIFE

Attendance/Advisory

The morning advisory period is a good time for students to take the time to prepare for the day ahead. Advisories are open at 7:45 a.m., and students are welcome to join their advisor at that time. All Middle School students must arrive on campus in time to check in with their advisor and be in their homerooms by 7:55 a.m. as attendance will be taken at that time. Students arriving later must check with the Middle School administrative assistant for a tardy slip. Unexcused tardies result in the loss of privileges. Illness, doctor's appointments, and severe weather are considered excused tardies.

As is stated in the first section of this handbook, "to fully benefit from the school's program, each student is expected to be at school on time and keep all of his or her commitments at school every day as long as health and family circumstances allow." Students arriving late for school must obtain a Late Pass from the Middle School Office.

If a student arrives late four or more times during a trimester, the student will serve a recess detention. A student who accumulates four recess detentions will serve an after-school detention from 3-4 p.m. No exceptions will be made for students with after-school commitments.

If a student accumulates eight tardies, a meeting with student and parents will be scheduled with the Head of Middle School.

Participation in the extracurricular life of the school is contingent upon attendance in school during the academic day. Students who are not in school by 11:00 a.m. on any given day may not participate in the activities of that day without permission from the Middle School Head.

Leaving School Early

If a student is planning to leave school early, parents should notify the Middle School Office and the student's advisor in the morning, and a parent must sign the student out in the Middle School Office at the time of departure. If a student is sick, the nurse will call and request that a parent take the student home.

Excused/Unexcused Absences

Please see the full information in the first section of this handbook which outlines the policy.

Class Trips

Students in all grades take school sponsored class trips throughout the year. Good behavior is expected, and all appropriate school rules apply. Parents will be notified well in advance of each trip. All trips will have special forms and information will be sent home in a timely manner.

Communication

The Middle School faculty welcomes a working partnership with parents. For safety reasons, except in the case of an emergency, parents and other visitors are not to be in the upstairs Middle School hall unless they have an appointment and a visitor's name tag. If you wish to see a teacher, please make an appointment so the teacher can prepare any necessary materials and arrange a time to adequately discuss your concerns.

We have found e-mail to be an effective means of communication. For issues regarding a specific class, please email the teacher directly. Grade level questions should be addressed to the advisor first and then, if necessary, to the Head of Middle School. Middle School Faculty will usually be able to respond within 24-48 hours to an email inquiry. Over weekends and holidays, response times may be longer.

Community Service

Students are encouraged to participate in community service opportunities both within and outside our school community. Several school wide opportunities throughout the year offer service learning to all middle school students. Students and parents can keep track of outside service hours using the Community Service Form and submit to the Middle School Office. Service hours are used to determine the award recipients of the Service Award given at the Stepping Up Ceremony. A student is required to earn a minimum of 75 hours of community service across their middle school years (or 25 hours per year) to earn this award.

Lockers

Lockers are assigned to all Middle School students. Book bags and backpacks should not be carried around the campus during the day. Each student is given a combination lock. All lockers are to be kept clean, neat, and free of graffiti or objectionable photographs. Students are not allowed to write on or affix stickers or other objects to the lockers, nor to decorate the exterior of lockers without explicit permission from their advisor. All lockers are the property of the school and the school reserves the right to inspect any locker at any time. All students are required to use the school provided lock and all student belongings must fit in the locker.

Gym lockers are also assigned to all Middle School students. See the section below under Physical Education and Athletics for more specific information.

Although the school will do its best to protect valuables in a locker, it cannot be held liable for missing items. Lockers should be locked at all times, and students should not share locker combinations with other students.

Lunch

Good table manners are expected. Students should remain seated during lunch and socialize with students at their own tables. Students are encouraged to bring reusable water bottles to school; no other outside beverages are permitted. Books, papers, and other materials are not allowed at the lunch table. After eating, students are expected to clean their own tables before leaving the area.

Parties off Campus

Wardlaw+Hartridge strongly urges that the entire class be invited to parties whenever possible. However, the school also understands that this is not always practical; therefore, invitations may NOT be handed out in school.

Personal Electronic Devices

No personal electronic devices may be used during the school day. Cell phones, iPhones, and wearable “smart” technology like the Apple Watch, Air Pods, wireless earbuds, Meta/Smart glasses, and things of this nature may come to school with the student; however, once a student arrives in morning advisory, all electronic devices except the school provided iPad must be locked in the student’s locker, not to be used again until that student is dismissed from school. Electronic devices that capture still images, sound, or video are not to be used on campus or during any school-sponsored activities without written permission from the appropriate faculty or staff member.

Wired earbuds and/or headphones may be required to be used in the classroom with teacher permission; otherwise, no headphones, wireless earbuds, “beats”, etc. are permitted. Electronics used without permission will be confiscated.

First Offense
The device will be sent to the Middle School office for the remainder of the school day. The parent will be notified via email and the student may pick up their device at the end of the school day.

Second Offense
The device will be sent to the Middle School office for the remainder of the school day. The parent will be notified via email and will be asked to pick up the device directly from the office.

Repeated infractions may result in a detention and/or further consequences, such as being asked to store their personal device(s) in the Middle School office each day.

Student Government

The Student Government is a leadership opportunity open to all Middle School students. This organization, with the help of the Student Government Advisor and the Middle School Head, plans and organizes activities and fundraisers for the Middle School.

All students may submit an application for membership to the student government in September each year. Representatives are chosen by faculty advisors from each advisory; one representative is chosen from each sixth grade advisory, two representatives from each seventh grade advisory, and three from each eighth grade advisory.

Once the student government is convened, student members are eligible to run for the executive board positions of President, Vice President, Secretary, and Treasurer. Students who hold these positions may be asked to attend additional meetings to support the needs of the student government.

Social Activities/Dances

All Middle School dances and social activities are under the supervision of the Student Government and the Middle School Head. They are exclusively for Wardlaw+Hartridge Middle School Students and will have chaperones (faculty and/or administration).

Although we are one school community, age appropriate distinctions are necessary, and middle school students may not attend Upper School dances. The following are dance/activity guidelines:

- Students may enter only through the designated entrance;
- Students may not exit the building unless it is to go home;
- Behavior should be consistent with other school activities;
- Special dress requirements will be posted with the advertisement of the dance. Otherwise, dress is casual and informal.

Parents are asked to be prompt when picking up students at the conclusion of the dance/activity. Students not picked up in a timely manner may not be allowed to attend the next dance. Only in special circumstances will students have the opportunity to use a phone for an early departure.

Physical Education and Athletics

As part of our commitment to a well-rounded academic program, all students participate in Health and Physical Education twice per week.

Sixth grade students participate in one period of Transitions, in which our school counselors support the social and emotional learning of students transitioning to the Middle School, as well as one period of physical education.

Seventh and eighth grade students will participate in a unified two-period-per-week Health and Physical Education program designed to promote healthy, physically active lifestyles. Additionally, all middle school students are eligible to join our interscholastic teams during the three sports seasons. Those students who join teams are expected to participate in both practices and games — home and away – Tuesday-Friday each week.

All PE students are expected to wear the proper Wardlaw+Hartridge uniform. Other sport specific uniforms will be shared with families by coaches. Only proper bathing suits may be worn in the pool. All clothing and equipment should be plainly marked with the student's name.

Middle School students will be dismissed directly from PE and/or Athletic practices and will not return to the locker room to change back into their school uniform. It is the responsibility of the student to bring PE and athletic uniforms to school each day. Please make sure that all clothes are cleaned on a regular basis to ensure the health and safety of all community members.

After outdoor team practice, Middle School athletes should be picked up at their practice site. If practice moves inside due to inclement weather, a convenient indoor

pickup location will be publicized to parents prior to the first day of practice. After home games, athletes should be picked up from the game site. After away games, parents who travel to an away game site may take their child home directly from the site, after identifying themself to the coach. Otherwise, student-athletes will be bussed back to Wardlaw+Hartridge and will be available in the parking area behind the school. At the start of each season, parents will be sent guidelines for estimating the pick-up time after home and away games.

After all team practices and games, parents/guardians must pick up middle school student-athletes within 15 minutes, at which time the students who remain will be escorted to Encore. Parents will be billed for any time their child has to spend in Encore. Middle School students should not be unaccompanied in other areas of the school or the campus after athletics.

Gym Locker Rooms

Students will be assigned a locker and issued a lock for their gym lockers. This lock is to remain on at all times, and students are required to keep their uniforms and equipment in their assigned lockers. The school is not responsible for items lost or stolen. However, items lost or stolen should be immediately reported to the Athletic Director. Items found in the locker room will be placed in the lost and found area located within the locker room.

After School and Encore Program

The Encore program was created to provide supervision after school until parents can arrive to pick up children. It typically runs until about 6:00 pm and is under the purview of the Director of Auxiliary Programs. Parents can pre-register for Encore packages or drop in at the daily rate of $15 per hour.

ENCORE INFORMATION

For safety reasons, Middle School students are not permitted to wait in the AP Room or anywhere outside past 3:15 p.m. Middle School students may not be dismissed to Upper School students.

Middle School students not in athletic practice who have not been picked up by 3:30 p.m. must report to Encore. Parents must sign students out with the supervisor in charge.

Students who remain in sports practice until 4:15 p.m. must be picked up by 4:25 p.m. Any students not picked up by 4:25 p.m. will be escorted to Encore.

UPPER SCHOOL HANDBOOK

Upper School Philosophy

As a college preparatory community, the Wardlaw+Hartridge Upper School provides the final stage in preparing students to succeed in demanding college programs. At the same time, the Upper School goes beyond a narrow concept of "college preparation" and educates students in the broadest sense of that term. Its aim is that students possess those qualities — intellectual, aesthetic, social, and moral — that are necessary for an individual to achieve his or her potential. Wardlaw+Hartridge students graduate well prepared for success in college and leadership in life, and with an appreciation of the school that helped them on their way.

To challenge students intellectually, the Upper School provides a wide selection of college preparatory courses, including honors and Advanced Placement courses as well as Signature diploma track experiences including the Conservatory Program, Dalal Entrepreneurship and Technology Program and Global Scholars Program. All classes are taught by knowledgeable and caring faculty and are designed to elicit the best work that students, with their varying abilities, can achieve. Encouraging students to wrestle with complexity, extend their understanding of nuance, and refine their sense of self is at the core of the Upper School's commitment to intellectual excellence.

The Upper School strongly supports advancements in the arts. The majority of its students are active participants in the fine and performing arts, whether as members of the band, concert choir, a drama production, an art class, or other areas of the arts program. Involvement in the arts provides the basis for life-long avenues of self-expression.

The number and variety of extra-curricular activities provide valuable means for Upper School students to develop interests, to exercise leadership, and to share in achieving common goals with their peers. Interscholastic athletics, though not required, attract most Upper School students, who experience the value of committing themselves to a team and developing sportsmanship, competitiveness, and teamwork. For those students who do not participate in interscholastic athletics, physical education classes contribute to their physical fitness and well-being.

In all that it does, the Upper School seeks to foster the moral growth of its students by maintaining an environment in which the qualities of kindness, civility, integrity, and respect are not only encouraged but incorporated into practice each day.

PEOPLE

Advisors

Various members of the Upper School faculty act as advisors. Advisors and students meet both informally and formally throughout the school year. A faculty advisor helps students choose courses each year, acts as a liaison to parents and an advocate for the student, and helps the student meet the demands of high school. Parents should contact the advisor, as well as the individual teachers, with any questions or concerns.

College Counseling

Our counselors are available to meet with any Upper School student and their parents to discuss college plans and answer questions about the college application process. As students reach Junior year, they will be required to participate in our College Counseling Seminar, which is a P/F course required for graduation. Through the seminar, students will have the opportunity to meet with the college counselors multiple times per week, in both large and small group settings. In these meetings students will begin to work on their applications, build their college lists and craft their college essay(s). In addition, throughout the school year, the College Counseling Office provides all Upper School families with a wide variety of workshops and seminars designed to both educate and guide them through this exciting time.

See the online Curriculum Guide's College Advising section for more complete information concerning College Counseling.

Class Deans

Class Deans work with the advisors of a particular grade level to oversee the academic and social well-being of the students in that grade level, work with the class officers to plan class activities and events, act as an additional resource for students and parents, and report to and collaborate with the Upper School Head.

Director of Global Programs

The Director of Global Programs oversees all aspects of the Global Scholars Program including program curriculum, guest speakers and the Capstone research project.

Director of International Student Program

All inquiries about the support and well-being of international students should be directed to Mr. Gerard Gonnella, Director of the International Student Program, at ellsupport@WHschool.org

Director of Student Activities

The Director of Student Activities oversees Student Council, clubs, and organization of allyship groups.

Learning Specialist

The role of the Learning Specialist is to be a resource professional for students, faculty, administrators, and parents to support academic success at Wardlaw+Hartridge.

Registrar

The Registrar will assist with student schedules and add/drop if available. Data records management including generating transcripts, preparing report cards and other grade reports, as well as coordination with Global Online Academy courses.

School Counselor

The role of the School Counselor is to provide short term individual and group counseling, to serve as a resource for parents, teachers and administrators, to support student success and wellness, and to make referrals to mental health professionals.

School Nurse

The School Nurse supports student success by providing health care assessment, intervention, and follow-up for all children within the school setting. School Nurse Tatiana Huertas - nurse@WHschool.org

DAILY LIFE

Assemblies

Students should report promptly to the designated area. Students are expected to show proper respect for all guests, which includes no talking, reading, studying, or writing and cell phone use. Ideas for assemblies, e.g., guest speakers or groups, are encouraged and should be directed to the Student Council President or the Director of Student Activities. Faculty are expected to attend assemblies.

Attendance

Regular and consistent attendance is essential for academic success and full participation in the school community. While we understand that absences occasionally occur, excessive absences compromise a student's ability to engage with the curriculum and meet course expectations. Our policy aligns with that of many public and private high schools. We expect parents, guardians, and students to partner with us and accept responsibility for school attendance.

Course Credit and Trimester Grades

- A student who exceeds **27** absences in a full academic year will not receive credit for the course, regardless of whether the absences are excused or unexcused. If the course in question is required for graduation, the student will either need to take a summer course to make up the credit or register and complete the course in the following academic year.
- A student who exceeds **9** absences in a single trimester per course will receive a grade of **55** for that trimester, regardless of academic performance.
- **No distinction will be made between excused and unexcused absences for the purpose of this policy.** All absences count toward the total, except for school-sanctioned activities such as AP testing, testing sanctioned by a teacher or college counselor, field trips, college visits, approved athletic events, or when exceptional circumstances as determined by the school exist.
- A student absent from class for more than **20** minutes will be considered absent from that class.
- To participate in extracurricular activities, clubs, performances, and school events, students **must be in school for at least four hours.**
- Students exceeding **27** absences in a full academic year will not be allowed to attend the prom.
- All absences and tardies will be reported to colleges.
- Families will be notified when students have reached 5 absences in a trimester.

- Students at risk of losing credit will be required to meet with the Upper School Head to review their attendance record and discuss options such as summer school or repeating the course the following year.
- Parents should report all Absences, Late Arrivals, and Early Dismissals to **usattendance@whschool.org**. This ensures that we accurately track attendance and communicate any necessary follow-up in a timely manner.

- If your child is absent three consecutive days due to illness, a medical release or doctor's note must be provided to the School Nurse Tatiana Huertas - nurse@WHschool.org

Thank you for your cooperation and partnership in fostering a community where student success is supported through strong and consistent attendance.

Daily Arrival Guidelines

Students are to be in the AP Room by 7:55 a.m. in dress code. Students arriving late for school must have a late pass from the Upper School Office.

If a student arrives late four or more times during a trimester, the student will need to serve at least one after-school detention. Student detentions will be served from 3-4 p.m. No exceptions will be made for students with after-school commitments. Any classes missed by a student who is present for attendance at school on that day will be considered a cut.

If a student accumulates four detentions for being tardy, they will serve a Saturday detention.

Extended or Frequent Absences

Extended absences will be handled on an individual basis. If a student will be absent more than two consecutive weeks due to illness, injury, or other medical need, the Core Team consisting of the Upper School Head, Learning Specialist, School Nurse and School Counselors will facilitate a plan of action for home instruction in cooperation with the county's educational services program.

Mandatory Attendance at Special Events

Throughout the year, there are events at the Upper School for which attendance is mandatory for seniors. These include the Senior Farewell Dinner (seniors only), Commencement Rehearsal, and Commencement. Failure to attend these events, unless previously excused by the Upper School Head or Director of Student Activities for extraordinary circumstances, will lead to disciplinary action. This may include withholding the diploma until commitments are fulfilled.

Leaving School During the Day

If a student must leave campus early for an appointment, he or she (or the parent) must present a written note or phone message from a parent to the Upper School Office at the beginning of the school day. The note should state the following: student's name, reason for leaving, time leaving, time returning (if applicable), date, parent/guardian signature. Upon leaving school, the student's parent must sign out in the Upper School Office and also sign back in upon return. Under no circumstance may a student leave campus without permission. Failure to comply will result in disciplinary consequences. Only after contacting a parent may an administrator or the nurse give a student permission to leave campus. This includes student drivers.

Attire and Appearance

Students are required to be in dress code when on campus during the school day (7:55 a.m. – 3:00 p.m.). When students are in the building at other times, they are still expected to dress neatly and tastefully.

In general, students should wear clothing that is neat, clean, and properly fitted; they should not wear clothing that is ripped, torn, patched, revealing, see-through, or frayed. Hair should be properly groomed and of natural color.

Dress Code for All Upper School Students

The Dress Code is designed to allow students freedom of movement during classes and safety during PE/athletic periods. Above all, a neat and clean appearance is expected.

- Hair must be properly groomed.
- Fingernails must be kept neat.
- Any jewelry worn must be safe for wear during recess, other classroom activities, PE and adhere to sport specific requirements as necessary.
- **No hats or headgear of any kind are permitted in school (religious headwear is not considered a hat).**

Pants or Shorts

- Uniform khaki, black, gray or navy chinos
- In September/October and May/June only, Lands' End uniform khaki, black, gray or navy chino shorts
- **Not permitted: Cargo pants, cropped pants, or cargo shorts**

Skirts are not permitted. Skorts are only permitted with black, white or navy leggings or tights. Leggings or tights may only be worn underneath a skort.

Shirts

- Lands' End uniform long or short sleeve polo shirt in multiple colors with W+H logo
- Lands' End uniform short sleeve rapid dry polo shirt in white, maize or evergreen with W+H logo
- Lands' End uniform oxford button down dress shirt of any sleeve length in white
- Students may only wear a solid white short sleeve undershirt under the polo or Oxford shirt, no other visible layers.
- All buttons must be buttoned except for the top one.

Sweaters and Outerwear

- Lands' End uniform V-neck (with W+H logo), crew neck, cardigan, or vest in white, maize, or evergreen
- Lands' End uniform fleece half-zip (with W+H logo) in evergreen or black.
- Pull-over sweatshirts representing W+H teams are permitted with prior approval of the Upper School Head.

- The Lands' End uniform white Oxford shirt or Lands' End uniform polo shirt must be worn under all sweaters/fleece.
- **Not permitted: hoodies**

Shoes/Socks

- Sneakers, flat heeled shoes, or rubber soled shoes in neutral tones may be worn year-round (on special occasions students may be required to wear their dress shoes).
- All shoes should be closed-toe with a well-fitting back.
- Not permitted: Slippers, crocs, moccasins, boots, slides, or flip-flops
- Socks: Solid white, cream, brown, black, navy or evergreen

Physical Education and Athletics

For school day physical education classes:

- Lands' End gray tee-shirt or sweatshirt with W+H logo
- Lands' End green shorts, sweatpants or joggers with W+H logo
- Sneakers with athletic socks

For after-school team athletics:

- Coaches will communicate specific practice attire, as appropriate to each sport, at the start of each season.
- Athletic team uniforms will be distributed by coaches for athletic competitions and matches during the athletic season.
- On game days where student athletes need to change prior to the end of the day: athletes may wear their athletic uniform with PE sweatshirts and sweatpants on top as a warmup.

Dress-Up Occasions

On certain special occasions (including, but not limited to, Senior Dinner, Rams Recognition Night, Senior Capstone/ Internship/Thesis Presentation and Commencement), students are required to be dressed more formally, as directed.

Dress Down Guidelines

On certain days, with prior, express approval of the Upper School Head or Director of Student Activities, some or all Upper School students may dress down. Dress Down days in Upper School are voluntary events held during the school day where students may wear clothing other than the prescribed uniform. On these days, students have the option to dress casually, often in keeping with a particular color or theme. Clothing must allow us to pursue the academic life of the school day and must be appropriate considering the rest of the people in school and on campus.

To keep in mind the spirit and fun of these events and also allow us to pursue the academic life of the school day, please adhere to the following dress down dress code:

- Shirts must have sleeves.
- Shorts or skorts must be an appropriate length.
- No offensive language, symbols, or political slogans are permitted on any clothing.
- No undergarments should be visible.
- No midriffs should be visible.
- No slippers, crocs, moccasins, slides, flip-flops, or high-heeled shoes.
- No cut-offs, frays, or clothing with holes.
- No hats and sunglasses may be worn inside the building.
- No pajamas.

Dress Code Violations

Proper dress will be checked during morning advisory or the first period the student is in attendance. The Upper School Head is the final arbiter of the dress code. If the student is determined to be in violation of the dress code, the student will be asked to correct the violation, either by calling home for appropriate attire or visiting the Ram Shop to borrow appropriate uniform items.

If the student does not or cannot correct the violation, they will be issued a detention and may lose the privilege of participating in future Dress Down days.

GOOD RULE: IF YOU'RE NOT SURE YOU CAN WEAR IT – DON'T!

Student Organizations

Student organizations (e.g. The Concert Choir, the cast and crew of the play, etc.) may, on special occasions, request the privilege of wearing clothing that would otherwise violate the dress code. These requests must be made to the Upper School Head or Director of Student Activities in writing by the student leader, at least one

week in advance. The request must include the rationale behind the request and a specific description of what the members of the organization will be wearing.

Athletic Teams

Athletic teams may request the privilege of wearing team jerseys or shirts on home game days, or other special sport days that would otherwise violate the dress code. These requests must be made to the Upper School Head or Director of Student Activities in writing by the team captain, at least one day in advance. The request must include a specific description of what the members of the team will be wearing. Students are still required to wear dress code pants, skirts, or skorts and shoes. Teams requesting these days after May 1 may wear shorts and footwear that are approved in the "spring wear" section. For teams whose uniform includes a jersey or top that is sleeveless or has a low neckline, all team members must also wear a solid white undershirt or t-shirt. Athletic jackets may not be worn during the school day.

Confidentiality

Students and parents have a right to expect that any information given in confidence to a faculty member or an administrator will be held in confidence and used only for the student's welfare. School personnel will handle a student's confidence in a responsible manner. Confidential communication will not be divulged without the consent of the student or parent unless there appears to be some clear and immediate danger to the Wardlaw+Hartridge community.

Daily Schedule

The Upper School academic day begins at 7:55 a.m. and ends at 3:00 p.m. Classes follow a five-day rotation schedule, with classes rotating so that they meet at different times on different days of the week. The majority of classes meet four times in five days. Buses leave from school at 3:25 pm. Students being picked up by car must wait in the back parking lot.

Dances

The Student Council sponsors dances. Every dance must have a minimum of five chaperones approved by the Director of Student Activities.

The following guidelines apply to all dances:

- Students and guests will be admitted up to 30 minutes after the dance's official start time.
- Everyone must enter through the door at which tickets are sold.

- No one who leaves the building may reenter.
- Students may not leave an event early without parent permission.
- Students or guests who behave inappropriately will be asked to leave.
- All school rules regarding alcohol and other illegal drugs apply. Students arriving under the influence will be detained until parents can pick up their child. Students will be subject to disciplinary action.

Driving to School and Parking on Campus

Students who wish to drive to school must register their vehicles with the Upper School Office. The school does not guarantee space for all cars. Because the entire school is on one campus, extra caution must be used to watch out for the children in the Lower and Middle Schools. Below are all the rules that drivers are expected to know prior to driving to school:

- Students must not be in cars at any time while they are parked on campus.
- Students must have permission from the Upper School Office, as well as a parent, before leaving the campus in his or her car during the school day.
- Students are not to use cars in lieu of lockers and are not allowed in the parking lot during the school day without explicit permission from the Upper School Head.
- Speed limit on school grounds may not exceed 5 miles per hour. Speeding or other careless or reckless driving may result in loss or suspension of driving privileges and may lead to other disciplinary action.
- Cars must be locked while on campus.
- Cars parked on campus are subject to search at any time.
- Students may not drive other students during the school day without explicit written permission from the driver's parents and the parents of the passenger(s).

Locks and Lockers

Each Upper School student will be assigned two lockers - one in the hall for coats, books, snacks, etc.; the other, in the athletic area, for gym equipment and athletic uniforms. Students are responsible for keeping their lockers clean and for reporting any damage done to the locker over the course of the year. Depending on the circumstances, damage to lockers may be considered an act of defacing school property and a major disciplinary infraction.

Anything of value: cell phone, personal electronic devices, cell phones, wallets, laptops, etc. should be locked in a locker when not in use. Although the school will do all in its power to keep the locker areas secure, it assumes no responsibility for items damaged or found missing from the lockers. Students are required to keep their lockers locked at all times and to refrain from giving anyone else the

combination. Lockers are the property of the school and as such are subject to inspection at any time with or without notification. Students are not allowed to write on or affix stickers or other objects to the lockers.

Lunch/Snacks

Students may purchase snacks in the AP Room during break. Lunch is provided daily by Sage Dining Services. Students are not allowed to eat or drink outside of the AP Room without explicit permission from a faculty member. There should be no eating or drinking in Lower Snowdon, the CGL, PAC, hallways, stairways, near lockers, etc.

Off-Limits Areas

- Faculty Lounge;
- Any administrative, staff, or faculty office or classroom without supervision by a faculty or staff member;
- Parking lot, unless a student is leaving or returning under authorized conditions;
- Any unauthorized closet, storage room, or other locked room on campus;
- The elevator (except with written permission);
- No student should be seated at a teacher's desk without permission. A teacher's desk and its surface are considered their personal belongings and are not to be touched.

Personal Belongings and Valuables

Personal belongings are to be kept in lockers when not in use. Any items left lying around the building will be turned in to the Upper School Office. Students who repeatedly violate this rule may face additional disciplinary action. Students are discouraged from bringing to school any items of value not required for school.

Telephones, Cell Phones, and Portable Electronic Devices

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

Students may use office or classroom phones only for emergencies and only with the permission of and assistance from a staff member.

Students may bring cell phones and portable electronic devices to school. Cell phones, smart watches, Meta/Smart glasses and earbuds are to be stored away in

lockers from 7:55 a.m. until 3:00 p.m. and should not be used during the school day, including but not limited to the AP Room, lounges and locker rooms.

Use of any personal electronic devices during school hours or school-sanctioned activities will be at the sole discretion of Upper School leadership. Any student who chronically violates the stated guidelines will forfeit the right to bring a cell phone or other personal electronic device to school. Teachers or administrators will confiscate cell phones and give them to the Upper School Office if they are misused during school hours.

Academic Policies and Procedures

Assignments and Academic Deadlines

In the case of absences from school, students should first check class Canvas pages and/or reach out to classmates for help, then should email their teachers to check in on missed assignments. As a general rule, students are given an equal amount of time to complete assignments as they have been out; i.e., if a student is absent for two days, they will have two days to complete makeup work. Extended absences and additional extensions are granted on a case-by-case basis in consultation with teachers, advisors, and the Upper School Head.

In the event of an absence from class due to a school-sponsored sporting event, it is the responsibility of the student-athlete to reach out to their teachers prior to their absence to obtain permission to miss class and to learn what they will miss and ensure they are prepared for their next class. A student who is missing substantial work for a class may not be permitted to travel.

Late, incomplete or missed assignments not due to student absence may be made up for partial credit. Late assignments lose credit as outlined in individual class syllabi per class meeting that it is late, unless otherwise noted in an assignment or project description, for up to one week.

After one week, any submitted late assignment is recorded as 50% in the gradebook. Work not submitted is recorded as a zero.

Meeting one's responsibilities is a very important facet of life at Wardlaw+Hartridge. Students should plan in advance for deadlines — both short-term and long-term. Due dates are thought out well in advance by the faculty and the school. How these deadlines are met can impact a student's status in classes, on athletic teams and in student organizations.

Students are expected to keep up with their homework, which is intended as a means to reinforce what was learned and discussed during class on a particular day, to prepare for further work, or to enrich the student's understanding of the topic. Assignments are distributed in class and posted via Canvas. Students should plan in advance and carefully prepare papers and other lengthy assignments rather than wait until the last minute.

Students who leave early from school are still responsible for homework and/or handouts from the classes missed. It is the responsibility of the student to complete the work as assigned.

While the school recognizes the time, commitment required to participate in extracurricular sports and clubs, students must continue to meet assignment deadlines as assigned by individual teachers during performances, tournaments or other "crunch" times. Students who are unable to do so may not be allowed to continue participating in extracurricular activities.

Awards and Honors

Awards are given to students for academic and extracurricular achievements, as well as for service and leadership. Such awards are given at various times of the year, including Morning Meeting and Honors Assembly. In addition to various Departmental Awards, Wardlaw+Hartridge also may present the following awards on an annual basis:

Cum Laude

The secondary school equivalent of Phi Beta Kappa, The Cum Laude Society encourages and recognizes exceptional scholarship. Students are selected in either the Junior or Senior year, with no more than the top ten percent eligible in the Junior year and a maximum of the top twenty percent of the Senior class. To be considered for Cum Laude a student must have completed Sophomore and/or Junior year at W+H. The Society's motto, Areté, Diké, and Timé, reflects the qualities of Excellence, Justice, and Honor.

The W+H Pin

For that senior who, while maintaining their academic level, has exhibited loyalty, generosity, dedication, and helpfulness to promote the spirit and philosophy of the school.

The Alumni Association Award

For that senior who has maintained high academic achievement in combination with outstanding participation in school life.

The Parents' Association Award

For a senior who has made significant contributions to the extracurricular life of the school.

The Stevenson Award

For the senior with the highest academic achievement.

The Upper School Head's Award and The Head's Award

For those two seniors who deserve special recognition by the Administration.

Course Changes

Students may request to add or drop a course. To do so, they must complete and submit the appropriate form and must obtain the necessary signatures indicated on the form. These forms are available in the Registrar's office. For seniors, the student's assigned College Counselor must also approve any changes.

Courses may only be dropped after the add/drop period with the permission of the Upper School Head, and, in the case of a senior, the approval of the assigned College Counselor. Courses dropped after the stated add/drop deadline will remain on the student's transcript with a "W" to indicate the withdrawal and date withdrawn. No credit will be given for a course that is dropped prior to completion.

If a senior is granted permission to withdraw from a course after having applied to or been admitted to one or more colleges, the senior will write those colleges and explain the circumstances surrounding the course change. The student's assigned College Counselor must be copied on the letters.

Students switching levels in a particular subject will not have the previous course shown on the transcript. This change may occur with no penalty with the approval of the Department Chairperson.

Curriculum and Graduation Requirements

The curriculum of the Upper School provides a solid foundation for successful study in college. Advanced courses are available in all disciplines, and many prepare students to seek college credit through Advanced Placement Examinations. To graduate, a student must accumulate at least 66 credits with a minimum of 16.5 credits in each academic year. The Curriculum Guide, which can be found on the school's website, provides thorough details about the course offerings and graduation requirements.

Extended Time Testing

Parents must submit current (within the last 3 years) documentation of evaluations and recommendations to demonstrate student eligibility for Extended Time on tests in school. Unless otherwise requested and supported by a certified professional, such extended time will consist of up to half of the allotted original testing time. This additional time will be given so as not to disrupt any other academic obligations.

Students who receive extended time in school for tests and exams may be granted similar time on their standardized tests. Students requiring additional time on SAT, the PSAT, ACT, or AP Exams must arrange for such accommodation with the testing agency. Applications are available from the Learning Specialist.

Extra Help

The Wardlaw+Hartridge faculty make themselves regularly available to help students outside of class. On the first day of class or soon thereafter, each teacher will tell students when he or she is available for extra help. We believe it is important for high school students to take the initiative in seeking extra help, as opposed to waiting for the teacher to suggest it. Nonetheless, there may be occasions when teachers will insist that students come for extra help. In such situations, failure to attend the extra help session may result in disciplinary action.

Grades, Grading Scale, and Grade Point Average

Students are assigned numerical grades for their work in each course at the end of each trimester. In addition, in most yearlong courses, students take final exams. Letter grades will be reported on official transcripts. Grades are assigned based on the following scale:

A = 90 to 100	A+ = 97-100	A= 93-96	A- = 90-92
B = 80 to 89	B+ = 87-89	B= 83-86	B-= 80-82
C = 70 to 79	C+= 77-79	C= 73-76	C-= 70-72
D = 60 to 69	D+= 67-69	D=63-66	D-= 60-62
F = below 60			
P = passing work			

A numerical Grade Point Average (GPA) is calculated for each student at the completion of each academic trimester. The GPA is an average of the grades in the courses taken during each academic year at Wardlaw+Hartridge. The lowest grade a student can earn in a trimester is 55%. Honors courses multiply the numerical grade by 1.025, AP courses by 1.05.

Courses taken at another secondary school or college during the academic year and summer courses from Wardlaw+Hartridge or another institution are not included in the GPA calculation.

Honor Roll and Honor Roll with Distinction

To qualify for Honor Roll, a student must achieve a GPA of 87 or higher, without rounding, with no individual grade below a 73. To qualify for Honor Roll with Distinction, a student must achieve a GPA of 93 or higher, without rounding, with no individual grade below an 83. Both are determined at the end of each trimester and are based on the grades for that trimester.

Honors and Advanced Placement Courses

Honors (H) and/or Advanced Placement (AP) classes are offered in all disciplines. In order to qualify, students must meet individual departmental criteria. For specific criteria, please refer to the Curriculum Guide.

Wardlaw+Hartridge reserves the right to limit the number of AP courses a student may take in a given year based on past performance.

All students who enroll in AP courses are required to sit for the exam in May. There is a fee for each AP exam; this fee will be billed to the student's family. Students must attend all classes in the course until the AP exam is given in that discipline.

Independent Study

Independent study is available to students if a required course is unavailable. If a schedule conflict creates a need for independent study, the Department Chair and Upper School Head will consider the request. Grades for independent study are given regular weight in the computation of the student's grade point average.

Reporting Standardized Test Scores

Many colleges and universities will only accept scores sent officially by the College Board or ACT per student request; it is the student's responsibility to make that request by contacting the College Board directly. See the SAT registration booklet or AP student pack for details.

SAT, ACT, and AP scores will not be listed on a student's transcript unless otherwise requested by the student. Students must request any standardized test

scores be sent to Wardlaw+Hartridge (CEEB Code: 311230) as well as directly to colleges and universities.

Students are responsible for having TOEFL or Duolingo scores sent both to the colleges and to Wardlaw+Hartridge. See the TOEFL and Duolingo registration websites for details.

Summer School

When a student fails to perform satisfactorily in a course, he or she may be required to do summer work in order to master material before entering the next course in the sequence. If the course is not offered in our summer school, the student and family must consult the Upper School Head to arrange for completion of an approved curriculum. Families are required to have the curriculum approved prior to enrollment in the summer course. The student may be required to illustrate mastery by taking an exam at the end of the summer.

Under certain circumstances, a student may be allowed to use summer work as a means to advance in a subject. Students may only do so with the approval of the Department Chairperson and the Upper School Head. Specific minimum grades are required. A student interested in doing this must speak with the Department Chairperson and submit a letter of intent to the Upper School Head.

It is a policy of the school that students may earn advanced or accelerated credit only once per subject in their W+H academic career.

A grade earned from a summer school course at W+H or another accredited institution may meet W+H prerequisites and may be included on the transcript. These courses are not included in computing the GPA. A grade earned in a summer course does not replace any grade from the same course taken previously. All grades from classes during the academic year remain on the student's permanent record. It is the responsibility of the student to have their summer transcript sent to the Registrar in order to have it included with college applications. For further information, refer to the Wardlaw+Hartridge Curriculum Guide.

Tests and Exams

It is the policy in Upper School for no student to have more than two full period tests on any given day. There is no limit to the number of quizzes that may be taken on any day. Since papers and term projects require advance preparation and organization on the part of the student, they are not treated as tests.

Detailed procedures for exams will be issued prior to exam time. Teachers of Advanced Placement courses may consider the AP exam to be the final exam in that course. Students in these courses must still complete all work assigned by the teacher following the AP exam through the end of school.

STUDENT CONDUCT

The faculty and administration of the Wardlaw+Hartridge Upper School recognize that Upper School students are approaching adulthood and are ready to take on increasing amounts of responsibility. As a result, we tend to give Upper School students more choices, such as increased say in course selection, more latitude with respect to dress, the freedom to make decisions about how to use one's free time, and finally, in the senior year, the privilege of leaving campus. However, along with these freedoms come higher expectations. Specifically, at all times, we expect students to:

- Be responsible – arrive on time and prepared for school and all commitments during school (e.g. classes, study halls, assemblies, etc.).
- Complete all course work, (especially make-up exams) in a timely manner, seek extra help as needed and complete all graduation requirements (i.e.; Senior Speech) as scheduled.
- Be respectful – through language, behavior, and attire.
- Cooperate with the administration, faculty, and staff.
- Abide by all school rules and procedures and any other rules or instructions that have been issued by a faculty or staff member.
- Be honest and forthright – both in speech and in academic work.
- Show support and concern for others.

Most of the rules and policies outlined in this handbook are written with these expectations in mind. Some are necessary simply to maintain an atmosphere that is safe, orderly, and conducive to learning. Students and parents are asked to read this handbook and thoroughly familiarize themselves with the contents. Additionally, students review certain sections of the handbook each year with their advisors but are responsible for all of the rules contained herein. A lack of awareness or understanding of a particular rule or policy does not relieve a student from the responsibility of adhering to the rule. Outlined in this section are our procedures for handling infractions of school rules. For additional expectations regarding student behavior, please refer to the All School Handbook section.

Upper School Disciplinary Policy

Our disciplinary system is intended to hold students accountable for a high standard of conduct in all ways and to provide students with the opportunity to learn from their mistakes and earn renewed good standing in the school, except in the most egregious cases where expulsion is merited. We also believe that our internal punishment should be commensurate with the violation, and that when good standing is renewed the incident should be complete. For these reasons, it is our policy not to report disciplinary actions to colleges or other organizations. Students who continue to exhibit a pattern of misbehavior, may be subject to expulsion.

Major Rules and Expectations

The school seeks to maintain a positive learning environment in which students feel safe and secure, both physically and emotionally. Any behavior that threatens or detracts from that environment would be considered a major disciplinary infraction and grounds for major disciplinary action, including but not limited to probation, suspension, or expulsion, as well as the possible rescinding of any letter(s) of recommendation. In all matters, the Upper School Head reserves the right to make exceptions to the rules.

The following major disciplinary infractions will likely lead to serious disciplinary action such as suspension or expulsion, even as a first offense:

- Dishonesty, including but not limited to plagiarism and cheating. The principle of academic honesty is held in the highest esteem by the faculty and administration; acts of plagiarism and cheating are considered major disciplinary infractions and will result in serious disciplinary action. At the beginning of each school year, all Upper School teachers review what constitutes plagiarism and cheating.
- In the Upper School, if a student is found to have committed plagiarism or cheating, he/she will receive a zero on the assignment and a record of this first infraction will be made. A student who commits a second act of plagiarism or cheating while in Upper School will be expelled.
- Plagiarism is not limited to the use of human-produced work. The school recognizes the value of supporting students in the ethical use of artificial intelligence (AI) as we prepare them for the future and also recognizes the potential impacts and implications of technology on student mental health and well-being. The unauthorized use of AI tools to complete assignments and assessments constitutes a violation of the academic honesty policy in the Upper School.
- Possessing, using, dealing in, or being under the influence of illicit drugs, alcoholic beverages or tobacco, including electronic cigarettes.
- Possession of a weapon or bringing a weapon to school

- Gambling
- Racism, bigotry, intimidation, violence, and/or harassment, including but not limited to hazing, fighting, or any behavior, on or off campus, that threatens people's health and/or welfare (please see "Acceptable Use Policy" and "Harassment Policy," for examples)
- Stealing, defacing, damaging, or in any way mistreating school and/or personal property (See "Fire and Possession of Dangerous Objects" policy in the All School Handbook section.)
- Electronic devices that capture still images, sound, or video are not to be used on campus or during any school-sponsored activities without written permission from the appropriate faculty or staff member.

Conduct of any kind seriously unbecoming a Wardlaw+Hartridge student, including but not limited to illegal activities which endangers the safety, security or well-being of any member of the community or seriously damages the reputation of Wardlaw+Hartridge, even if it occurs outside the school's jurisdiction:

- Disrespect to a member of the faculty or staff
- Profane, vulgar, offensive, or otherwise inappropriate language
- Playing sports of any kind without teacher or staff supervision anywhere on campus. This includes all indoor facilities and any of the athletic fields
- Willful cutting of a school appointment (e.g., class, assembly, study hall, practice) or leaving campus during the school day without following proper procedure
- Willful failure to leave the building during a fire drill
- Being in a faculty or staff office or classroom without permission
- Knowingly being in the presence of activities identified as major infractions above
- Failure to perform a punishment assigned by the Upper School Head

Policy and Procedures for Reporting Sexual Harassment of Students

Students have the right to feel safe and respected, and to learn in a community that condemns any form of sexual harassment. The school does not tolerate verbal or physical behavior that constitutes sexual harassment.

Definition of Sexual Harassment

Sexual harassment may include unwanted sexual advances, and other verbal or physical conduct of a sexual manner. Types of behavior that may constitute sexual harassment include: demands, in person, in writing or through electronic communication including via telephone call, e-mail, text message or through social media for sexual activity; sexual propositions, sexual innuendos/jokes; or comments of a sexual manner to describe an individual or an individual's body. In addition,

unwelcome physical contact, any type of coerced sexual activity, displays of sexually suggestive objects or pictures, sexually suggestive looks or gestures, and obscene gestures or materials may constitute sexual harassment. Other unwelcome acts of an offensive manner may also constitute sexual harassment. Sexual harassment may be a single isolated incident or a series of incidents.

Procedures for Reporting Complaints of Sexual Harassment by Students

The Wardlaw+Hartridge School encourages all members of its community to report all incidents of sexual harassment, whether the member is a victim of the sexual harassment or has witnessed the sexual harassment. Any student who believes that they have been subjected to sexual harassment or has witnessed sexual harassment should report to the Head of Upper School, who will take prompt, reasonable action to prevent, investigate, and remedy the harassment. During an investigation, confidentiality will be maintained to the greatest extent possible.

Following a thorough investigation, discipline may be imposed if the allegations of sexual harassment are substantiated. Discipline may include suspension or expulsion. The school may require that an offending person receive counseling, as a condition to resume attendance or for continued enrollment.

Policy and Procedures for Acts or Incidents of Dating Violence

Acts or incidents of dating violence whether they be verbal, sexual, physical, or emotional will not be tolerated. Any faculty or staff member who witnesses or learns of an act or incident of dating violence is required to:

- Separate the victim from the aggressor.
- Inform the Upper School Head.
- Monitor the interactions of the victim and the aggressor.

The Upper School Head will take prompt, reasonable action to investigate, and prevent any acts or incidents of dating violence. Confidentiality will be maintained. Discipline may include suspension, social watch, or expulsion. The school may require that an offending person receive counseling, as a condition to resume attendance or for continued enrollment.

Procedure for Handling Major Disciplinary Infractions

Major disciplinary infractions may be handled directly by the Upper School Head or Head of School, or they may be sent to the Judiciary Board for recommendation. When a student is to appear before the Judiciary Board, they will be notified in advance and be permitted to invite a member of the community (faculty, staff or

student) to support them during the hearing. The student may only waive this hearing with parental consent and the permission of the Upper School Head. The Judiciary Board is composed of students and faculty as follows:

- Student chairperson (elected by the Judiciary Board)
- Four faculty members (appointed by the Upper School Head)
- Four students – one from each grade – (elected by their peers)

During the first portion of the hearing, the Upper School Head will present the case to the Judiciary Board, in the absence of the student. The Upper School Head will then leave. The faculty, staff, or student advocate is welcome to attend the second portion of the hearing, during which the student will be given an opportunity to make a statement. The student and advocate will then leave. Parents or guardians are not permitted at the Judiciary Board.

Following the hearing, the Judiciary Board will deliberate in closed session, during which it may request additional information and/or testimony and will make a recommendation to the Upper School Head as to what course of action ought to be taken. The Upper School Head will make the final decision and may, depending on the nature of the proposed response, present it to the Head of School for approval. The Upper School Head (or Head of School) will then communicate any disciplinary action to the family.

No student will be suspended or required to withdraw from Wardlaw+Hartridge without first hearing the charges placed against them. When in the opinion of the Head of School or Upper School Head, however, a student who has been charged with a major disciplinary infraction should not be on campus pending resolution of the offense, the Upper School Head or Head of School may direct and require that such student remain out-of-school, and off-campus, pending final determination of the charge. In the event that the charge results in a suspension of the student, the time directed out-of-school will be applied to the time of suspension.

Any student charged with a major disciplinary infraction is entitled to the following:

- The right to a Judiciary Hearing
- The right to address evidence and accusations against the student
- The right to be represented by a faculty/staff/student support person at the hearing

The school reserves the right to separate a student at any time, without a hearing before the Judiciary Board when, in the discretion of the Head of School, such a hearing would be detrimental to the student or other students or the school. Under such circumstances, the Head of School or their designee will conduct the hearing.

Consequences for Disciplinary Infractions

Failure to abide by school rules may result in a verbal or written warning or any of the following:

Detention/Service for the School

As a consequence, for committing a disciplinary infraction, a faculty or staff member may assign a detention or some form of service to the school. Detention takes place from 3-4 p.m. Students serving detention must be on time and in dress code and must sit at a desk in silence. Food or drink will not be permitted. Failure to comply with these expectations may result in a Saturday detention. A student who receives two or more detentions in a week may be required to serve the detentions on Saturday (see "Saturday detention"). Unless given permission by the Upper School Head, a student who is absent or otherwise unable to serve a detention must make up the detention at the next scheduled Saturday.

As an alternative to detention, a student may be required to do some form of service for the school (e.g. picking up trash, weeding, etc.) at a date and time determined by the assigning faculty or Upper School Head. A student may, with prior approval of the Upper School Head, fulfill an afternoon detention by performing one hour of service for the school under the supervision of a faculty or staff member. Students may not miss a class or other obligation to perform this service.

Saturday Detention

A Saturday detention may be assigned for violating a more serious school rule, for repeatedly violating the same minor rule, or for failing to serve an afternoon detention. A parent or guardian and the student will be notified of the detention. Saturday detention typically begins at 9:00 a.m. on Saturday morning and typically runs one hour. The length of the detention will depend on the magnitude of the offense and will be determined by the Upper School Head. Students should come to Saturday detention in dress code and be prepared to do work such as cleaning, picking up trash, etc. Students who are unable to serve a Saturday detention due to religious obligations may reschedule the detention with the Upper School Head. Unless given permission by the Upper School Head, a student who is otherwise unable to serve a Saturday detention in the week that it is assigned must serve the next two Saturday detentions.

Social Watch

A student who has committed a major disciplinary infraction (or an excessive number of minor disciplinary infractions) may be placed on Social Watch.

Social Watch is a statement to the student that his or her conduct needs to improve and that continued enrollment at Wardlaw+Hartridge may be in jeopardy.

When a student has been placed on social watch, they may not participate in extracurricular activities such as athletics, the performing arts, leadership activities or social functions. In addition, these students may not apply for and may be removed from positions of leadership, such as Student Council and class officer, Judiciary Board, and Peer Leadership. Specific restrictions, as well as a timeline and plan for full reintegration into community life, will be determined in consultation with the Upper School Head, school counselor, advisor and families.

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

In-School/Out-of-School Suspension

As a consequence, for committing a major disciplinary infraction or out of concern for the safety of the student and/or the community, a student may be placed on in-school or out-of-school suspension.

During an in-school suspension, a student must attend school but is not allowed to attend classes or any other activities. The student is assigned to a designated location, where he or she must spend the entire academic day studying, leaving only with permission from the Upper School Head.

During an out-of-school suspension, a student is not allowed to attend school and may not be on campus or participate in or attend any school activities or functions. They should make every effort to keep up with the work but are not entitled to any additional support. Before returning to school, the student and their parent(s) may be required to attend a meeting with the Upper School Head and/or the Head of School. Depending on the reason for the suspension, the school may also require the student to be evaluated by an outside specialist at the family's expense before allowing the student to return to school.

Expulsion

As is stated earlier in this handbook, expulsion is the permanent separation of the student from the school by the Head of School. A pattern or accumulation of disciplinary infractions – or any single infraction deemed severe enough by the

Administration – may lead to a student's expulsion from school, regardless of whether or not he or she is on Social Watch. Unless given permission by the Upper School Head, once expelled, a student is not allowed to be on the Wardlaw+Hartridge campus at any time and is not allowed to attend or participate in any school functions, such as dances, the prom or commencement. The expulsion may also result in the rescinding of any letter(s) of recommendation.

EXTRACURRICULAR ACTIVITIES

Attendance and Extracurricular Activities

Participation in the extracurricular life of the school is contingent upon attendance in school during the academic day. Students must be in school for at least four hours to participate in any extracurricular activities that day. Parents should contact the Upper School Office when a child is absent.

Clubs and Activities

The Wardlaw+Hartridge Upper School provides a variety of clubs and activities. Some involve very little time outside of class, whereas others involve a substantial time commitment. Some clubs and activities are offered every year; other clubs will be offered in a given year depending on interest.

Any student or group with an interest in starting an official club or organization must submit a request on an official form to the Director of Student Activities. The student(s) should include a description of the club's purpose, proposed activities, duties, and responsibilities, as well as an explanation of any budgetary needs. The name of the faculty advisor must also be included. Any questions regarding clubs should be directed to the Director of Student Activities.

Allyship Groups

Allyship groups affirm and celebrate the diversity of our community. Through their work, they provide an environment to share ideas and increase awareness and advocacy for their members to cultivate a true sense of belonging.

Student Leadership Organizations

The Wardlaw+Hartridge Upper School provides students with many ways to be in a position of leadership, either through clubs and athletics, or through Student Council, Judiciary Board, or Peer Leadership.

Judiciary Board

The Judiciary Board is a joint student-faculty committee that hears student disciplinary cases and makes recommendations to the Upper School Head and the Director of Student Activities as to how they should be resolved (for more information, see "Procedure for Handling Major Disciplinary Infractions"). Students interested in being on the Judiciary Board must run for a position. Students on Social Watch may not serve on the Judiciary Board. For information on how to run for a Judiciary Board position, see "Elections" below.

Peer Leadership

The Peer Leadership Program is designed to help Grade 9 students adjust to school and social situations by providing senior student support and leadership in an informal small group setting. Grade 12 students, having been carefully selected and trained in group dynamics and leadership techniques, will meet with their ninth-grade peer group on a weekly basis. Possible topics for discussion include peer pressure, academic concerns, drugs and alcohol use and abuse, relationships, and sexuality. Students may apply to be Peer Leaders in the spring of their junior year for participation the following year. Peer Leaders are trained and supervised by a team of faculty. Students on Social Watch are not eligible to be Peer Leaders.

Student Council

The Student Council is the student government organization of the school. Meetings are held at least once a month, and committees work on such varied projects as dances, Fall Fair, Spirit Week, etc. All council meetings are open to the entire school community. The 12-member Student Council is comprised of the president, vice-president, and secretary/treasurer from each class.

Elections

Elections take place in spring. Any student who wishes to run for a position on the Student Council or the Judiciary Board must secure a nomination form from the Director of Student Activities, must return the completed form by the appointed date, and must be prepared to give a speech stating their reasons for wanting to be on the Student Council and why they would make a good candidate. For class offices and Judiciary Board positions, that speech will be approved by the Director of Student Activities, delivered to the class, and will be followed by a vote of the class, including the advisors. Students on Social Watch are ineligible to run for office. Students must be officially enrolled (contract and deposit turned into the business office) for the following school year in order to run for office.

Arranging Events and Fundraisers

Whether it is for fun or profit, it takes time and effort to plan and run a successful event. Committees need to be set up, forms need to be filled out, and there needs to be cooperation and communication among those people working on the event. Forms and permission for arranging events and fundraisers must be obtained from the Director of Student Activities.

ATHLETIC HANDBOOK

Our Athletic Mission

As defined by our Captains' Council:

The Wardlaw+Hartridge School prepares students to lead and succeed in a world of global interconnection. Our Athletic experience is a vital element in our education, as we learn to compete more effectively within a team framework in which we develop and maintain positive relationships with our teammates. It is essential that each team's strength is built upon our personal integrity and respect for our diversity.

Our Core Values

The core values of the Wardlaw+Hartridge community are no less important on the athletic field:

- Integrity
- Opportunity
- Support
- Diversity
- Community
- Sustainability

Athletic Philosophy

At Wardlaw+Hartridge, we consider athletics an extension of the classroom and believe it is integral to the education of our students. We strive to provide an environment that promotes achievement, integrity, sportsmanship and overall health and fitness.

We believe that the traits necessary for success in athletics are also fundamental for success in life. We know that our student-athletes benefit from the opportunities provided through sport. We understand that our whole school prospers from the strong sense of loyalty and community generated through athletics.

Our athletic program will:

- Foster the development of life-enriching characteristics such as strong work ethic, responsibility, leadership, teamwork, self-discipline, self-motivation, conflict-resolution, commitment, integrity, perseverance, communication, time management and sportsmanship.
- Promote excellence for the students who wish to succeed in sports by providing them with proper facilities, competent coaching and appropriate competitive opportunities.

In pursuit of these objectives, we will:

- Teach the physical skills, strategies, and knowledge of the rules relevant to the sport.
- Include conditioning that develops the physical attributes required for athletic success: strength, speed, agility, endurance, and flexibility.
- Nurture the attitudes that enable our athletes to:
    - Compete fiercely against opponents, while cooperating fully with teammates.
    - Maintain respect for opponents, officials, and the rules.
    - Strive for athletic excellence, while maintaining their focus on academic, family, and other social responsibilities.
    - Maintain a healthy self-confidence, while using adversity and constructive criticism as an opportunity to improve oneself.
    - Enable our teams to compete effectively in the GMC, the NJISAA, and the NJSIAA.

Sports Offerings and Levels

Fall
Cross Country (boys) – Varsity, Middle School
Cross Country (girls) – Varsity, Middle School
Soccer (boys) – Varsity, Junior Varsity, Middle School
Soccer (girls) – Varsity, Middle School
Tennis (girls) – Varsity, Middle School
Volleyball (girls) –Varsity, Junior Varsity

Winter
Cheerleading – Varsity (coed), Middle School (girls)
Basketball (boys) – Varsity, Junior Varsity, Middle School
Basketball (girls) – Varsity, Middle School
Fencing (coed) – Middle School
Swimming (coed) – Varsity, Middle School
Track & Field (boys) – Varsity
Track & Field (girls) – Varsity

Spring
Golf (girls) – Varsity
Golf (boys) – Varsity
Softball – Varsity, Middle School
Tennis (boys) – Varsity, Junior Varsity, Middle School
Track & Field (boys) – Varsity, Middle School
Track & Field (girls) – Varsity, Middle School

*Interscholastic play and the maintenance of JV teams are contingent upon the number of participants. The levels above are indicative of recent student registrations.

Grading and Commitment

Although Upper School students receive the PE credit needed for graduation through participation in sports, that should not be the primary reason why one decides to play. Students should be part of a team because they are passionate about

the sport and all that can be learned through that experience. Being part of a team requires a great deal of commitment and dedication, much more than a PE class. The decision to join a team should only be made after serious consideration.

In Upper School, athletes do not receive grades.

Middle School athletes receive a grade for their participation in traditional physical education classes. Participation in athletics is voluntary and not graded.

A student who decides to leave a team mid-season will receive a withdrawal on his or her transcript and will be required to return to the PE class listed on his or her schedule. If a student is dismissed from a team due to lack of commitment, poor sportsmanship or any other reason, the consequences stated above will also apply. The Athletic Director reserves the right to make exceptions to this rule.

There will be no PE credit for managers, unless the coach and the AD certify that the manager participates in practice and conditioning activities sufficiently to match the physical development afforded by a PE class.

Middle School teams will be open to all students in Grades 6-8.

Memberships

Wardlaw+Hartridge belongs to several associations which allow our varsity teams to have appropriate and competitive schedules and also to compete for conference and state championships. In addition, our athletes will be considered for all-division, all-county, and all-state teams.

New Jersey State Interscholastic Athletic Association (NJSIAA) – Since 2010-11, we have been a full member of the state association, and we follow all its rules and regulations regarding eligibility, length of seasons, and other topics.

New Jersey Independent School Athletic Association (NJISAA, also called "NJ Prep") – The NJISAA sponsors tournaments for the prep schools in the state and provides a forum for the mutual benefit of independent school athletic programs.

Greater Middlesex Conference (GMC) The GMC provides competition by division, always attempting to match up teams of similar strength and size.

NJISAA Sportsmanship Code for Spectators

- All spectators must conduct themselves in a positive manner, reflecting sportsmanship and the educational values of interscholastic athletics.
- Noisemakers and handmade banners are prohibited.

- Harassment of any form will not be tolerated.
- Spectators must remain in designated areas for the safety and enjoyment of the game for all.
- Failure to comply with the above rules may result in ejection and suspension from the premises.

REMEMBER: Let the players play, the coaches coach, the officials officiate, and the fans cheer for their teams!

Eligibility Requirements

Students MUST have a documented physical within the last 12 months on file before they may participate. In addition to the physical, students must complete a health history update questionnaire for each season after their physical goes into effect. All students wishing to participate in any extracurricular sports must be registered at https://www.rankonesport.com/content/. All documents required to participate in athletics may be found here. It is required that all parents/guardians and students sign these forms. All of these documents have been deemed mandatory by the NJSIAA, the state of New Jersey, and The Wardlaw+Hartridge School. The list of documents includes but is not limited to; steroid testing consent form, NJSIAA concussion consent form, sudden cardiac death in athletes, and sports related eye injury. No student will be permitted to participate without all of these documents completed.

Each child who is under the age of 19 before September 1st, is a full-time student, and has fulfilled the student academic and physical health requirements of the school, along with NJSIAA eligibility rules, can play interscholastic sports. (see the section of "Academic Policies and Procedures" dealing with Probation in this handbook for academic requirements)

NJSIAA eligibility rules include additional requirements for transfer students and international students, all of whom must register with the Athletic Director as soon as possible after enrolling at W+H.

NJSIAA does not allow competition after a student's fourth year of high school, regardless of whether or not they competed in sports all of those years.

Athletes and their parents must sign the drug testing consent form mandated by NJSIAA. The state requires all high school athletes to agree in advance to be tested, even though only a small percentage will be tested in a given year. For those who are randomly chosen, the procedure allows the student's physician to certify their prescription medications as legitimate.

Student Participation Expectations

- Attend and be on time for all practices, preseason training, and games. In the Upper School, unexcused and missed practices and/or games can result in a detention, game suspension, loss of captaincy, or removal from the team.
- Be prepared with appropriate practice wear and equipment every day.
- Schedule all appointments during the off-season or on weekends.
- Notify the coach well in advance for approval to miss a game or practice.
- Respect coaches, teammates, opponents, and officials at all times.
- Understand that Wardlaw+Hartridge athletics take precedence over non-school team participation.
- Abstain from alcohol, tobacco or other drugs. Drug or alcohol use may result in suspension from the team, and loss of captaincy or other honors, in addition to any school-imposed discipline.
- Always give 100% in effort and attitude.

In the Upper School, there will be a five-day period at the beginning of each season when students will be allowed to leave or change teams without penalty. In the Middle School, students will have five practice days to make any transfers. (The Athletic Director reserves the right to make exceptions to this rule.)

Off-season training and preparation are an essential part of being competitive in athletics. All students are encouraged to attend camps and clinics, participate on competitive teams outside of school, and to condition and develop themselves physically. Coaches and the school's strength coach will provide students with information and direction in these areas.

Injured athletes should report to the athletic training room at the start of athletics time, to take advantage of whatever treatment is appropriate to help heal their injury. After treatment, they should report to their team's practice, and watch it in street clothes (or, if they are capable of exercising in the fitness center with the non-injured part of the body in a supervised setting, they may do that).

If an athlete misses three or more consecutive practices due to injury or illness, they will not be permitted to participate in competition until they have completed at least one full practice. The athletic trainer is permitted to make exceptions to this rule if necessary.

Playing Time Policy

Upper School

All players should consider that their primary opportunity to play, and show the coaches their ability, occurs every day in practice. Playing time in games will be determined by what the athlete shows their coaches in practice. On the varsity level, there is no guarantee of playing time for any player. On a JV team, the coach will ensure that every player in good standing participates in every other game, at least.

Middle School

Our ideal is for every player on a middle school team to play in every game. However, if the number of players on the team or other circumstances make that impractical, the coach will ensure that every player plays at least every other game. All players should consider that they have the opportunity to play, and show the coaches their ability every day in practice.

Game Days

Athletes must be prepared for class on the day of an athletic event. Students must bring with them to school any necessary equipment or uniforms. For away and home games: team members are permitted to change into their game uniform (and appropriate shoes) at lunch to facilitate efficient travel and pre-game warmup. Team members are also allowed to wear their uniform all day, if it is covered by an acceptable warmup suit (W+H logo over-shirt or sweatshirt, along with solid color black, grey, green, or navy warmup pants. If an event is canceled or ends before the close of the school day, the team will return to school and the students must return to class. These students will be required to change back into school dress for the remainder of the academic day.

When a team has to be dismissed from class early, the students should communicate with the affected teachers, as a courtesy, and to ensure completion of any missed work.

Vacation/Summer Practices & Competition

Due to the competitiveness of varsity athletics and scheduling requirements, practices, games, and team trips may take place during school vacations.

Students are expected to check practice and game schedules with their coach or the Athletic Director prior to scheduling any travel during school vacations. Fall pre-season training, which starts in early to mid-August is particularly crucial to

the development of fall teams, and should be considered an integral piece of the season. Spring sport practice and scrimmages during W+H's spring break are similarly important to varsity athletes and teams. This training is essential to the program's success. Furthermore, the state association requires that each player attend at least six practices before they are allowed to participate in any scrimmage or game. If students do not attend preseason practice, they will most likely not be allowed to play until at least the second week of school. This means they can potentially miss three to six games.

Middle School teams typically do not practice or play during school vacations.

Equipment

Wardlaw+Hartridge will provide all necessary equipment with the exception of personal items, such as: athletes' shoes, shin guards, tennis racquets, golf clubs, lacrosse protective gear, and baseball or softball gloves.

Athletes will be responsible to maintain their game uniforms in good condition, returning them within five days of the team's last competition. Athletes whose uniforms or other equipment are not returned in acceptable condition will be billed for their replacement value, and may be restricted from playing in the next season, until the bill is paid.

The cost for certain items (hats, swimsuits, belts and socks for example) that athletes are permitted to keep will automatically be billed to the parent.

Teams that win a division championship are permitted to purchase a commemorative item (clothing or trophy), for which the Athletic Department will reimburse each player $30.

Lockers, Locks and Locker Rooms

All students will be assigned a gym locker and issued a lock. These lockers must be locked at all times. Lockers and locker room areas are expected to be kept neat and clean for sanitary purposes. Athletes may store clothing in their locker room during the school day, but must take all their belongings with them to practice, to facilitate departure directly from their practice site. As long as concerns about viral spread remain, we will control the number of athletes in the locker room at any time, and will require mask-wearing while in that indoor space.

Transportation

In normal times, Wardlaw+Hartridge will provide transportation to all away athletic contests. Students are expected to travel with the team at all times. Students may return with parents from away contests with the coach's permission.

Pick-Up and Drop-Off

All athletic buses will pick up and drop off students at the rear of the building.

After practices and games, parents are to pick up middle school students/athletes at their practice site. If a middle school child is not picked up by 4:45 p.m. on a practice day (or 15 minutes after a home game/15 minutes after return from an away game) they will be escorted to Encore. Parents will be billed for any time their child has to spend in Encore.

All athletes (Middle School and Upper School) must depart campus at the conclusion of their athletic commitment each day. Students should not be unaccompanied in other areas of the school or the campus after athletics.

Away Contest Policies

Students are expected to be responsible and respectful while traveling to away contests. Representing our school and community in a positive manner is essential. Students are expected to wear a school-issued athletic uniform or remain in full dress code while traveling to and from away contests. All W+H rules and policies are in effect for away contests.

For directions to away contests, please refer to the Wardlaw+Hartridge website. While looking at any entry in an athletic calendar (weekly or team) click on the live link, which will bring up a map and a set of directions from 1295 Inman Ave. to the host school. Due to some peculiarities of our website, the live link is usually the name of the W+H team, rather than the name of the opposing school or the venue. Below the map is an invitation to "click here to see the location on Google Maps" which allows the reader to create directions to the host school from your actual location.

For away games, parents can calculate the team's return time as follows: Add to the game's start time the normal length of a game (or two games, if the team is traveling with another team, playing back-to-back contests) and the travel time to the game site. However, since teams can be late, due to a variety of reasons, we suggest players contact their parents as soon as the game is over. If the students are not carrying their own cell phones, they should borrow a teammate's or the coach's phone.

Game Schedules

Schedules can be found on our website, www.whschool.org. Click on Athletics, and then either click on "Athletic Schedule." Parents and fans are cautioned that our schedule often changes due to a variety of factors outside our control. It is possible to print a season schedule from the website; however, parents and students should realize that changes can occur and thus re-check the website frequently. We expect parents and other interested supporters to learn of changes made 24 hours or more before game time through the website, and through verbal communication from coaches to players.

Schedule changes on the day of the game (usually due to inclement weather) will be communicated in other ways:

- On the team schedule available on the website
- The SportsYou athletic communication app

Coach-Athlete Communication

All communication between athletes and coaches should be respectful. In particular, the athletes must acknowledge the coach's expertise in their sport, and their desire to promote the athletes' best interests. Coaches should be available to speak with their athletes concerning how they have been evaluated, and what improvements will make them better players, thereby increasing their playing time.
Athletes should take responsibility for communicating to the coach special circumstances (family conflicts, school activities) that may interfere with team commitments. They should never assume that someone else will tell the coach.

Coach-Parent Communication

Parents and coaches should establish channels of communication that respect the role that each of them play in the athlete's life. These arrangements will vary according to the individuals involved, but a couple guidelines can be stated:

- Coaches will have established team pages for players and parents in the SportsYou mobile app
- Mutual respect should be the norm in all parent-coach communication.
- Coaches may establish rules that certain topics will only be discussed with athletes, never with parents.
- A parent should never contact a coach to question personnel use or game strategy (if the coach is willing to entertain such topics at all) until 24 hours have passed since the end of the game.
- Coaches should respond to all parent calls or emails within 24 hours, more promptly when possible.

Awards & Recognition

Captains

Captains are selected by the coach and the team. It is an honor to be selected as a team captain and a position that we value very highly. A team captain is expected to meet all eligibility requirements and demonstrate leadership, character, service and integrity. An ideal captain will be:

- A link between players and coaches
- Approachable and outgoing with teammates
- A positive role model who is able to lead by example
- Respectful to coaches, teammates and opponents
- Someone who demonstrates sportsman-like behavior at all times
- A well-respected, law-abiding good citizen at all times
- A good motivator
- A clear communicator
- An advocate and mentor for new team members
- A hard worker
- A leader who demonstrates honesty, punctuality, commitment, reliability, confidence and the ability to organize others on a daily basis

Varsity Letters (US only)

The letter will be presented the first year an athlete earns it for a particular varsity sport. In the following seasons, a gold bar or sport specific pin will be presented.

Requirements for earning a varsity letter are as follows:

- The athlete must finish the season as a member of the varsity team.
- The athlete must consistently demonstrate commitment to the team through full attendance, participation and a positive attitude. As a general rule, an athlete must play in 50% of the team's competitive games, quarters, or halves, while attending 95% of the team's practices. Several W+H teams have a sport-specific formula that awards points to each athlete for specific achievements, and those formulas will be allowed. The head coach will share their formula with the team at the start of the season.
- The athlete must be in good academic standing at the conclusion of the season.

The Athletic Department will keep a record of each sport's expectations.

Team Awards

In the Upper School, the coach will be permitted to choose three of the following awards for their team:

- Coaches' Award
- Player of the Year
- Rookie of the Year
- Defensive Player of the Year
- Offensive Player of the Year
- Most Improved Player of the Year

Athletic Department Awards

The Wigton Cup (US only)

Awarded to the most outstanding senior female athlete.

The Chambliss Trophy (US only)

Awarded to the most outstanding senior male athlete.

The Robert B. Vietor Award (US only)

Given by the Booster Club to a senior who made the largest intangible contributions (including commitment, dedication, and sportsmanship) in support of their teammates and all W-H athletes. Like all our other awards, the Vietor rewards excellence, but it emphasizes the excellence of competitive spirit above other athletic attributes.

The Wardlaw+Hartridge Scholar-Athlete Award (US only)

Can be awarded to both a male and female or just one person in the senior class who has the highest cumulative GPA and meets the athletics requirement (member of two or more teams all four years and has received at least one varsity letter). The student must have a cumulative GPA of at least 90 percent to be considered for this award. Therefore, it may not be given every year.

The Max Stevens Leadership and Athletic Award (US only)

The award recognizes a student who has demonstrated leadership both as an athlete and in other areas of student life at Wardlaw+Hartridge. The award has financial support to help the winner attend a Leadership Program of their choice.

Career Awards

Those that have shown commitment to their team by playing that sport for four years will also be recognized at the end of year banquet, as will the athletes who have earned nine or more varsity letters during their W+H careers.

Rams Recognition Night will be held for all Upper School teams, coaches, parents and relatives at the conclusion of the spring season. This banquet is a mandatory event for all student-athletes.

All teams may also hold their own event at the conclusion of their particular season. However, varsity letters, team awards and special recognitions will be presented at Rams Recognition Night. The Wigton, Chambliss, Vietor and Scholar-Athlete Awards are presented at the Senior Farewell Dinner.

Letter Jackets

Varsity athletes who have won their first varsity letter may choose to order the Wardlaw+Hartridge letter jacket from Sports Paradise. The order form is available on the Athletics website and it contains most of the information an athlete, or their family, would need. Below are some answers to frequently asked questions:

Frequently Asked Questions Regarding Letter Jackets

Is there a team or athletic department requirement to buy a letter jacket?
No, students who wish to own the jacket should have the opportunity to do so. Those students who prefer to remember their accomplishments in other ways do not need to buy one.

When will I receive my varsity letter?
The Athletic Department gives out letters for all three seasons at Rams Recognition Night in May (the department awards only one letter per student, for their first season meeting the criteria – subsequent seasons of varsity play in other sports are rewarded by a pin indicating the sport). If a student who has earned their first letter in the fall or winter season wishes to have their letter sewn onto their jacket at the time of purchase, they may ask the Athletic Director for it. The letter can also be sewn onto the jacket at a later date.

How do I ensure proper sizing?
The supplier (Sports Paradise) strongly recommends that the athlete be fitted, as sizing may differ from clothing made by different manufacturers. Their representative will visit W+H on a recurring basis, to measure and take order forms from interested students.

Do I need to purchase the “options” listed on the order form?

The options are just that; “optional” and should be considered according to the student’s desire to personalize their jacket. Please note that the school will give students pins when they earn a letter in a 2nd sport; thus, the additional sport logo patch may be seen as an unnecessary duplication.

Middle School Athletic Recognition

Middle School sports assemblies are held at the conclusion of each season to recognize team accomplishments. These dates are published in the school calendar. The three-year pin is given at the Spring Sports Awards assembly to those athletes who have earned a certificate for their play on a particular team during three consecutive years of Middle School.