

WALDEN SCHOOL

2017-18

STUDENT HANDBOOK

**CURIOSITY**

**COMM RESPECT**

**UNITY**   
Walden  
SCHOOL

**RESPONSIBILITY**

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# **I. WELCOME, PHILOSOPHY & MISSION**

## **Welcome**

Welcome to Walden, an independent K-12 school offering an academically rigorous and student-centered college preparatory curriculum. Walden is a vibrant learning community that inspires students to think critically and creatively, encourages and supports risk-taking in the classroom, and emphasizes the importance of intellectual curiosity and lifelong learning. Our responsive, dedicated, and compassionate teachers create a classroom environment that leads students to discover and develop their passions and provides them with the tools required to be successful in today's complex, global society.

We have prepared the following information to help answer questions most frequently asked, as well as to inform you of the school's expectations. It is also intended to convey the all-important spirit, which influences everything that happens here on campus. As our philosophy states, Walden fosters academic and intellectual development, complemented by a focus on moral, physical and psychological growth. All of us here at Walden look forward to the continued growth of our students throughout their academic careers.

## **Mission Statement**

In partnership with its families, Walden School provides an educational environment — both academic and social — which fosters a life-long enthusiasm for learning, and challenges individual students to reach their full potential so they may flourish in a diverse and changing world.

## **Philosophy of Walden School**

At Walden, academic, cultural, and religious differences are acknowledged, respected, and celebrated. We give students the knowledge, skills and values to succeed and accept responsibility in their lives. In partnership with families, Walden fosters academic and intellectual development, complemented by a focus for moral, physical and psychological growth. Development in these areas is necessary to play an effective role in today's multicultural society.

Walden School is designed to accommodate the different rates of growth in students by providing small classes, a carefully planned and frequently reviewed college preparatory curriculum, and professional excellence in the faculty. Our unique and individualized educational experience is designed to nourish all aspects of a student's educational and personal growth.

## **Core Values**

### **Walden Nurtures:**

- **Curiosity** - an engaging environment that promotes intellectual curiosity.
- **Community** - a student-centered environment that fosters partnerships among students, faculty, and families.
- **Respect** - academic, cultural, and religious differences are acknowledged, respected and celebrated.
- **Responsibility** - students are confident, responsible enthusiastic learners, and compassionate global citizens.

### **Diversity Statement**

Walden School seeks to foster a community of inclusion that respects, celebrates, and compassionately embraces the cultural, ethnic, racial, religious, socioeconomic, and personal diversity of each member of the Walden family. Walden strives to promote cultural competency and understanding through its curriculum, instruction, program, and community outreach. All members of the Walden community are responsible for working to create a school culture that values honest and open dialogue, mutual respect, and acceptance of different values and beliefs.

### **Non-Discrimination Statement**

Walden School does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, sexual orientation, gender identity and expression, or any other characteristic protected under applicable federal or state law in any decision regarding employment, admissions, financial aid, athletics, educational policies, or any other school-administered programs.

## II. QUESTIONS & CONCERNS

Parents are encouraged to consult with those best able to address their concerns and answer any questions. The following list of personnel will be beneficial for your use in resolving problems.

- For your general questions, please call the school office at 502-893-0433. We will be glad to help.
- If you have specific questions or concerns about your child's classroom, **contact your child's teacher first**. Send in a note with your child, email your child's teacher, or call the school office and leave a message for the teacher. Teachers will return your email or phone call as soon as it is possible for them to do so. Often sharing information and ideas with the teacher will result in a workable solution immediately. Remember, you both have the same goal - your child's success. To access teachers email addresses, check the school's web site, [walden-school.org](http://walden-school.org).
- If after contacting your student's teacher, you still have a question or concern, you may contact the Division Directors. They are available to work with you and the teacher to achieve a resolution concerning your child.

### Questions Concerning Specific Areas:

#### Academics

- High School Brad Kimbrough, High School Director
- Middle School Linda Kunz, Middle School Director
- Lower School Kelly Von Busch, Lower School Director

Admissions Johnpaul McLean, Director of Admissions & Marketing

Athletics David Gross, Director of Athletics

Business Office Jeff Hamilton, Director of Finance & Operations

Cafeteria Gabe Sowder, Director of Food Services

College Counseling Joanna Conover, Director of College Counseling

Communications/Marketing Tremain Farrar, Creative Project Coordinator

Extended Day Program Dana Raymond, Director of Extended Day

Fundraising & Special Events Jena Walker, Director of Development

Technology Charlie Raymond, Director of Technology

*When necessary, your concerns will be referred to the Head of School, [Alison Tyler](#).*

### III. OPPORTUNITIES TO SUPPORT WALDEN

#### Walden Fund

Contributions to the **Walden Fund** provide special resources for students and faculty that support educational initiatives not covered by tuition alone. A successful and sustained annual fund campaign depends upon the participation of every member of the school community – parents, grandparents, trustees, faculty, staff, former parents and grandparents, alumni, friends, foundations and corporations.

Beginning in the fall, all members of the Walden community are asked to consider a gift to the Walden Fund. The size of the gifts vary, but all gifts are important; our goal is simply **100% participation**. All of the gifts to the Walden Fund are tax deductible according to federal regulations. Gifts to the Walden Fund may also be made; unpaid balances are due by June 30, 2018.

#### Vehicles for Giving Other than the Walden Fund

- **Capital and Major Gifts**

These gifts to Walden support new construction, facilities, major renovations and bold programmatic initiatives.

- **Planned or Deferred Gifts**

Significant tax and income benefits to the donor may be realized through planned and deferred giving vehicles. Gifts through insurance policies trust arrangements and bequests may help meet the school's needs.

- **Gifts-In-Kind**

Tangible gifts such as equipment and supplies are considered gifts-in-kind when given to the school. Gifts-in-Kind are tax deductible to the extent allowed by law, and donors are recognized in the Annual Report. These must be approved in advance.

- **Cash and Pledges**

Donations and pledge payments can be made by cash, check, credit card, and/or through the transfer of stocks and securities. In addition, many employers will match your contribution. Your gift plus any match will be recognized.

## **Special Events that Support The Walden Fund**

Coordinated through the Development Office, events create possibilities to bring together the Walden community and introduce others in the greater Louisville community to our magical school. Volunteers and sponsors are always welcome.

- **Walden Auction**

Walden's annual auction and celebration benefits our students and programs. A portion of the funds raised go directly to the Walden Fund. Established in 1991, the annual tradition is a fun night of fundraising, dancing and music. This is a party you do not want to miss! Be a sponsor, donate and/or volunteer! During the dinner portion of the auction we focus our attention on raising restricted funds for one particular campus project – this year's FUND-A-NEED will support our Outdoor Experiential "Learn & Play."

- **Journey Breakfast**

Walden's annual **Journey Breakfast** is held in early March. The hour-long program highlights testimonials from a variety of our Walden community. The event takes place in Tucker Assembly Hall and the room is filled with over 200 of our most dedicated supporters. Attendees are asked to consider making a multi-year pledge to support the sustainability of the Walden Fund. The Journey Breakfast is driven by many Table Hosts that have stepped up to help us share our Walden Story – if you are interested in helping us spread the word consider being a Table Host at this year's breakfast.

## **Endowment Fund**

The Endowment Fund is a special fund to provide scholarships for deserving students. Gifts to this fund are invested and a percentage of the earned interest is applied to student need. The principal of the fund remains invested to yield annual income throughout the life of Walden.

The appeal for the Endowment Fund occurs in the fall, along with the Walden Fund appeal. You can designate a portion of your Walden Fund gift to the Endowment Fund or add an additional amount for the Endowment. In the past, the optional gift was \$25 per family, but any amount is acceptable.

## **Book Fairs**

One book fair will be held in the spring at the Walden Library for Walden families. The proceeds are used for the purchase of library resources.

## **Scholastic Book Sales**

Teachers in K-4 also offer scholastic books for sale to their classes. These sales are voluntary. Proceeds are used to purchase books for the classrooms.

## **Walden Parent Association (WPA):**

### **2017-2018 Officers**

President – Elaine Bilodeau

Vice President - Lisa Neale

Treasurer - Susan Rudy

Secretary – Ashley Benz

### **WPA Dues and Benefits**

The Walden School Parent Association (WPA) dues of \$50 will be included on each student's book bill. For families with more than one child, this fee will occur only once. The WPA provides benefits for every Walden family and an important opportunity to participate in the life of the school through parent education programs. Parent volunteers provide support to WPA meetings and activities throughout the school year.

### **WPA Fundraising Activities**

Fundraising activities are conducted to fund special projects. Past projects funded by the WPA include SMARTBoards, library automation, a laminator, a copy machine, convection oven, cafeteria furnishings, and drama equipment. The WPA also sponsors such events as the Back-to-School Picnic, bowling and skating parties (K-12), and Teacher Appreciation Week in the spring.

### **Walden Rewards**

There are many local businesses that participate in “cash back” programs with our school. Walden will benefit when you shop these businesses. Please designate Walden School as the beneficiary of the rebate.

### **Kroger Community Rewards**

Your purchases will be tracked through your Kroger Plus card. Help Walden to reap the benefit of your Kroger purchases by doing the following:

1. Visit [www.KrogerCommunityRewards.com](http://www.KrogerCommunityRewards.com)
2. Sign in to your account or create an account
3. Register your Kroger Plus Card (have handy to input #)
4. Find and select Walden School Corp. (11021) and hit save

**Box Tops**

WPA collects box tops from many commonly used boxed products such as cereals and pastas. Check the product label for information. Collection boxes are located in each of the school's lobbies. For more information see [boxtops4education.com](http://boxtops4education.com).

**Amazon Smile**

Amazon will donate 0.5% of the price of your eligible purchases when you shop at AmazonSmile ([smile.amazon.com](http://smile.amazon.com)). When ordering from Amazon, all you have to do is go to [smile.amazon.com](http://smile.amazon.com), log in, and choose Walden School Corporation as the charitable organization. Once that is complete Walden will begin to benefit from your Amazon purchases every time you order through the [smile.amazon.com](http://smile.amazon.com) site.

## **IV. STUDENT & PARENT INFORMATION**

### **School Curriculum Goals**

- Walden School will support and enhance the partnership of school, family, and community.
- Walden School will provide an environment for academic excellence, discovery, and enthusiasm for learning.
- Walden School will challenge each individual student to take an active role in achieving his or her full academic potential.
- Walden students will acquire the knowledge, skills, and perseverance necessary for college and life-long learning.
- Walden students will apply their knowledge and skills to think critically and make interdisciplinary connections.
- Walden students will communicate competently and effectively through a variety of media appropriate to the audience.
- Walden students will learn to recognize moral issues, value ethical behavior, and uphold the dignity and rights of others.
- Walden students will acquire the skills and responsibilities necessary for leadership and active citizenship.
- Walden students will be ecologically responsible to their school environment, their community, and the world.

### **School Community Expectations**

Walden School is a community, and as such, the actions of any one member affect other members of the community. Every student is expected to act in a responsible and socially mature manner, to respect the rights and property of others, to cooperate with school regulations, and to behave on campus, at extracurricular events and within the larger Louisville community in a manner which lends credit both to the student and the school.

In upholding these standards, parents' cooperation is expected. The school and the family must share the task of establishing the right balance between freedom and responsibility. It is our intention that both the students and their parents know our expectations for the school year. It is expected that, in associating with Walden, each student will live up to the expectations of the school. The following is a summary of these aspects of shared community responsibilities which the school will expect each student to abide by. These have been determined on the basis of a vital concern for student growth, health and safety in recognition of the school's responsibilities to its students, their parents and our society.

## **Honor Code**

Honesty and complete integrity in all matters of school life are expected of both our students and their parents. Truthfulness, even in the face of social pressure, is a value which the school is determined to maintain.

Academic honesty is fundamental. Students are expected to demonstrate integrity by never cheating, plagiarizing or misrepresenting themselves on tests, quizzes and assignments, including all work done on computers, as well as not infringing upon copyrighted materials. Students should never misrepresent themselves, their work, or their own or others' actions. Violations of the Honor Code include:

- Plagiarism or the use of another's ideas or words without acknowledgement.
- Cheating or using a study aid or other source during a quiz or exam. Students who give information to another student during an exam are also guilty of violating the Honor Code.
- Lying, or purposefully misrepresenting the truth or making false statements.
- Stealing, using or taking another's possessions without their permission.

Teachers are required to report all incidents of cheating to the Head of School. Students found guilty of cheating will receive a zero on the quiz or exam and will be placed on probation for the rest of the year. A second incident of cheating may result in suspension and will be noted in the student's permanent record.

Any teacher who observes a student copying or using the homework of another to complete an assignment is required to collect all material involved and report it to the subject teacher. Students who take another student's assignment with the intention of using it to complete their own assignment, without that student's knowledge or permission, may suffer additional consequences of receiving a zero on the assignment. Violations of plagiarism will be decided on a case-by-case basis. The degree and intent will factor into the consequences.

Students should fully comprehend the significance of the Honor Code and be willing to abide by it throughout the year.

## **Student Expectations**

By enrolling at Walden School, students agree to abide by its rules and their parents agree to support the school's policies. Our rules and expectations apply any time students are on campus, participating in or attending a school-sponsored event on or off campus, or officially representing the school.

The school expects that students will respect the person, rights and property of others. Fighting with, intimidating, or threatening other members of the community will not be tolerated. Hazing, either physical or emotional, is not permitted. Any form of sexual harassment, coercion or abuse will incur a severe disciplinary response (see Harassment policy).

Students are expected to be drug and alcohol free. The purchase, distribution or use of alcohol or drugs, or the presence of paraphernalia associated with either, is prohibited (see Substance Abuse policy). It is important for students and their parents to understand that any indication of use, distribution or possession of drugs on school grounds may result in immediate dismissal.

Walden is a smoke-free/tobacco-free/nicotine-free campus. Students must refrain from smoking or tobacco/nicotine use in any form. Students are not permitted to smoke or use tobacco/nicotine at any school-sponsored events on or off campus (see Substance Abuse policy).

Students are expected to meet all commitments and obligations, including classes, study halls, assemblies, and extracurricular and athletic commitments, in a prompt and timely manner.

### **Head's Discretion**

The Head of School ("Head"), in the Head's sole discretion, may suspend, require the withdrawal of, or dismiss the Student if the Head determines that either Family or Student has failed to comply with Walden's reasonable rules, regulations, and requests in a manner that interferes with Walden's educational mission or the positive and constructive relationship among Walden, Student, Family, and other students and families. The Head may consider any factors that the Head deems relevant, including but not limited to the Student's current and prior academic and disciplinary record at Walden or other schools. Family and Student acknowledge that while the Head has the discretion to provide an opportunity for the Family and Student to discuss the appropriate response, the Head has no obligation to do so if the Head determines that a more immediate response is required. Family and Student acknowledge that the decision of the Head shall be final and not subject to review or reconsideration in any respect. In the event that the student is suspended, required to withdraw or dismissed, Family shall remain liable for the Financial Obligations set forth in this Agreement.

## **V. GENERAL SCHOOL POLICIES**

### **Infectious Disease Policy**

Walden School recognizes that serious infectious illnesses, such as Acquired Immune Deficiency Syndrome (AIDS) and its related conditions, both symptomatic and asymptomatic, have a tragic impact on those afflicted, and involve significant and sensitive issues for students, faculty and staff. The school also recognizes that both employees and students who contract such serious infectious illnesses may wish to continue their employment or education at the school.

At the same time, Walden 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 the appropriate precautions to ensure that any health and safety concerns arising from an individual's illness 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. Although this policy focuses on AIDS, it is also intended to apply, as appropriate, to other serious infectious illnesses.

In promulgating this policy, the school is aware that the best course of action for dealing with an infectious 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.

This policy is divided into three sections. The first part sets forth the principles that are applicable to both employees and students. The second section specifically focuses on the school's policies regarding an employee who has contracted AIDS. The third section addresses the school's policy regarding students with AIDS.

#### **General Principles**

1. Walden School complies with all federal, state and local laws and regulations regarding AIDS and other infectious diseases.
2. At the present time, the overwhelming preponderance of available medical and scientific evidence and opinion, including statements from the United States Public Health Services, Center for Disease Control, holds that the AIDS virus is not casually transmitted in ordinary educational, occupational or social settings or conditions. Accordingly, all members of the school community will be expected to continue to work with an employee or student with AIDS and not to harass or otherwise discriminate against such an individual. Any student or employee who does not adhere to these requirements shall be subject to disciplinary action. It is, moreover, the policy of the school that individuals with AIDS should be treated with compassion and understanding in dealing with their illness.
3. The school holds all medical information which it receives about the medical condition of an employee or student with AIDS in confidence. This means that the school restricts access to

such information to those with a legitimate need for the information. An exception to this rule will be allowed when an employee or student with AIDS authorizes 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 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 the policy and applicable law.

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

### **Employees with AIDS**

1. Walden School strongly recommends that employees who suspect they might have contracted AIDS take a test for the virus. In addition, employees with AIDS are encouraged to inform the Head of School of their illness so that the school can effectively implement the provisions of the policy.
2. The school will provide reasonable accommodations for an employee disabled by AIDS when needed to enable the employee to continue to perform the essential functions of his or her job or to otherwise benefit from the privileges of employment, so long as the accommodation does not impose an undue hardship on the school.
3. An employee with AIDS will be allowed to work at the school so long as the employee is able to perform (with or without the aid of the aforementioned accommodations) the essential functions of his or her position, and the employee does not present a health or safety risk to himself or herself or other employees or to students. If an employee contracts AIDS, the school may require a letter from the employee's attending physician stating that the employee is fit to continue to work in accordance with this standard. 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 employee's fitness to work.
4. The school will review, on an ongoing basis, the employment situation of an employee with AIDS. Whenever practical, the school will seek the advice of the employee and the employee's physician. Any employment decisions the school arrives at through its reviews will be made in accordance with the school's interpretations of its policies and the applicable law, and in light of medical and scientific opinions and advice.

In making employment decisions, the school shall consider: (a) the employee's position, (b)

the type of interaction between the employee and students and other employees, (c) the characteristics of the disease (including means of transmission), (d) whether a substantial risk of the transmission by the employee exists, and (e) whether reasonable accommodations could be made which would allow the employee to continue working but would not impose an undue hardship on the school. The above list of factors is not comprehensive, for the school may also consider other pertinent criteria in arriving at its decision.

5. The school treats AIDS in the same manner as other illnesses in terms of its employment policies and does not unlawfully discriminate against employees with AIDS with respect to their eligibility to participate in its employee benefit plans.

### **Students with AIDS**

1. Parents of students with AIDS are expected to inform the Head of School of their medical condition so that the school can effectively implement the provisions of this policy. The school may then require a letter from the student's physician stating the physician's medical opinion regarding the student's illness and the propriety of the student attending the school. The school may also, from time to time, require further medical evidence and medical examinations, by a physician or physicians designated by the school, to ascertain the propriety of the student attending the school.
2. 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 constitute an undue burden on the school or fundamentally alter the nature of the services that the school provides.
3. A student with AIDS will be allowed to remain at the school; so long as the student's medical condition allows him or her to perform (with the aid of the aforementioned modifications or auxiliary aids and services) up to the school's standards and does not present a health or safety risk to other students, faculty or staff. While at school, a student with 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.
4. Any student whose behavior enhances the risk of transmission (i.e., aggressive, violent or other "acting out" behaviors such as biting, kicking, scratching or throwing objects) will be asked to leave the school. Those behaviors are always unacceptable and pose added risks when AIDS is a factor.
5. The school will review, on an ongoing basis, the enrollment of a student with AIDS and will make decisions regarding whether, and under what circumstances, the student may 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 practical, consider, among other factors, the opinions and recommendations of the student, the student's parent(s) or guardian(s), and the student's physician.

## **Safety Plan**

Walden School's Safety Committee, with assistance from St. Matthew's Police Department and the Louisville Fire Department, have developed a comprehensive Safety Plan. All classrooms and administrators are supplied with emergency evacuation plans, parent/guardian emergency contacts, and each respective student's allergens and/or other needs.

Walden's Safety Plan is based on current "best practice" guidelines for developing a school safety plan, focusing on three key categories related to safety issues:

- Preparedness – the process of deciding what to do in the event of an emergency, before the emergency actually occurs. Preparedness involves the coordination of efforts among the school administration, faculty, staff, students, parents and community.
- Response – the process of implementing appropriate actions while an emergency situation is unfolding. In short, responding means "doing what you planned to do." In this phase schools and communities mobilize resources needed to handle the emergency at hand.
- Recovery – the process of assisting people with the physical, psychological and emotional trauma associated with experiencing tragic events.

Please note that a school's Safety Plan should always be regarded as a "work in progress" since new information and situations generate improved methods and strategies for dealing with various occurrences. Law enforcement officials and other professionals emphasize the need for common sense, flexibility and to "think on your feet." No single plan can allow for every scenario and caregivers must do everything within their means to safeguard the health and safety of their students and co-workers.

## **Athletics**

Walden School follows a no-cut policy in all sports programs. Varieties of sports are offered and provide opportunities for students in all three divisions to participate in and enjoy the benefits of athletics. Please refer to the Walden website for updated information regarding the athletic offerings for the current year.

Walden is a member of the Kentucky High School Athletic Association and, as such, follows KHSAA requirements in all High School sports.

Please support our athletic program by encouraging your student to be mindful about the footwear worn on the gym floor; only sneakers/tennis shoes should be worn for physical education classes and indoor recess (this includes extended day). Students should have a dedicated pair of shoes for the gym,

so as not to track in dirt. This is a safety issue because the dirt leaves a film that makes the floor slippery.

## **Carpool - [Info about Carpool](#)**

### **Crosswalk**

All students and adults most use the crosswalk when crossing Westport Road.

### **Computing, Network, and Internet Use**

Walden School's technology program is designed to support the school's educational mission. The use of computers, network, and Internet is a privilege, not a right. Walden regulates the use of its computers, network, and Internet by principles consistent with the school's mission. Walden students are expected to conduct themselves on the computers, network and Internet in the same fashion they would elsewhere in the school. The rules for using the computers, network, and Internet are fairly simple and conform to the guidelines of the broader rules and expectation of the school. Inappropriate use, as outlined below, will result in school disciplinary action.

Examples of inappropriate use of Walden's computers or a student's computer while on school property, include, but are not limited to:

- Intentionally damaging hardware, software, or any information residing on the school network.
- Altering the environment of the computer network or any technology that is part of the network through the modification, deletion, or addition of any settings, files, programs, or configurations, unless instructed by a teacher (i.e. changing the screen saver, desktop background, icons, sound, or system settings)
- Using downloaded software, or other medium on the school network that is not the property of Walden School without the prior approval of the technology coordinator
- Opening and/or downloading e-mail attachments
- Downloading music files, video files, pictures, games, plug-in's, scripts, or other files from a website (without teacher permission and supervision).
- Accessing inappropriate materials such as viewing "adult related" material or playing games
- Violating copyright laws (downloading and/or copying music, video, pictures, text)
- Plagiarizing of information found electronically (copying pictures or text from the Internet or another student)
- Using computing resources for any purposes inconsistent with the educational mission of the school or in any way which causes a violation of any provision of Walden's Handbook
- Providing information of a personal nature to anyone on the Internet

- Sending or displaying offensive, obscene text or graphics (i.e. offensive e-mail)
- Harassing, insulting, or attacking others on and off school campus, including the act of cyber bullying
- Accessing the files of other students, faculty, or staff
- Eating or drinking in the computer labs

Walden provides wireless network access in order to offer students 21st Century learning opportunities. The purpose of this document is to establish clear guidelines and procedures to ensure the integrity of Walden's network. Students and staff can request Internet access for their personal devices, provided those devices meet the technical requirements and guidelines listed below.

### **Technical Requirements**

- Each personal device must have un-expired and functioning anti-virus protection installed.
- Each personal device must have wireless capability to access the Internet. Connecting to the network with Ethernet cables is not permitted.

### **Policies for Use of Wireless Internet**

- Students must understand that the use of a personal device in the classroom is at the teacher's discretion.
- Student use of personal devices in the classroom must support instructional activities (no personal texting and no taking photos/videos without explicit teacher permission).
- Students must power off and put away personal devices if directed to do so by teachers or school administration.
- Students must ensure that their personal devices do not disrupt the learning of others. For example, audio should be muted unless directed otherwise by instructional staff.
- Students must abide by the Walden Acceptable Use Policy when using personal devices.
- While at school, students are not allowed to access any network resources other than the Internet via the school's wireless network (e.g., students should not access their 3G or 4G network).
- Personal devices must remain in silent mode.
- Personal devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Personal devices may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school hours and/or activities.

- Personal devices may only be used to access files on computer or internet sites which are relevant to the classroom curriculum.
- Games are not permitted.
- The school's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing on school grounds or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Walden's Acceptable Use Policy.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Walden Acceptable Use Policy.

### **Procedures for Obtaining Wireless Internet Access**

- Personal devices will be registered and activated on the first day of school.
- The student or staff member wishing to obtain wireless Internet access after the first day of school, must submit a request form 24 hours in advance.
- Device must be fully charged before arrival to school.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Files may have to be saved on the C drive of the laptop, a USB drive, or student's Google account.
- Printing from personal device will not be possible at school.
- Students must have a signed Walden School Acceptable Use Policy on file before wireless access to the Internet is granted.

## **Cell Phone and Electronic Device Usage**

### **Lower School**

Lower School students are not allowed to have cell phones, iPods, etc. at school. Any electronic device found in the possession of a lower school student will be confiscated and kept in the

front office. Confiscated electronic devices will need to be picked up in the front office by the student's parent or guardian.

### **Middle School**

Cell phones must stay in locker turned off, until 3:30 PM or until after sport activities. Students should not be listening to entertainment listening devices (e.g. iPods) when getting out of cars and/or entering the school building. These devices, along with cameras should not be seen, and must be kept turned off and in lockers during the school day. Inappropriate phone or electronic device usage will result in its being confiscated and returned at the end of the subsequent school day.

### **High School**

Cell phones may not be used in class and assemblies in any capacity unless specific permission is given by a teacher. During class and assemblies cell phones must be either off or set to silent mode. At the start of each class, students must deposit their phone in the proper holder and may not retrieve phones until the end of class. Inappropriate phone usage will result in the phone being confiscated. Confiscated phones will be held in the front office and will only be returned to a parent/guardian.

If a student needs to make a call during the day, he or she is free to use any school office phone with permission. To protect student privacy, we ask that students refrain from taking pictures of other students at all times. Students may not access social networking sites (*e.g.* Instagram or Facebook, instant messaging, email, *etc.*) or sites not directly related to academic study. Students may not bully or harass their classmates on-line from home or from school. Since those incidences do not promote community at school, and because insults and hurt feelings usually carry over into school; if that happens and it is brought to the school's attention, students will be disciplined. Cyber bullying may result in a detention or suspension depending on the severity of the offense.

### **Contacting Students During the School Day**

Walden welcomes parents and other visitors who have a sincere interest in the school. Contact with students during class time must be conducted through the school office. Parents who need to drop off books, lunches, projects, etc. may do so at the school office. Please do not interrupt a teacher during class time, including homeroom. Front office personnel will deliver messages and materials between classes. Balloons (Mylar only), flowers, etc. delivered for students during the school day will be held in the school office until dismissal. We request that all party invitations be mailed, and not distributed in school.

### **Firearms, Explosives, Fireworks, and Weapons**

The possession of firearms, firecrackers and explosives or other harmful weapons will result in expulsion. Possession of any type of weapon (according to KRS 158.155) on school premises, within 1000

feet of school premises, or at a school-sponsored or sanctioned event is a felony, and will result in notification of law enforcement and immediate expulsion from Walden School.

### **Fire & Tornado Drills**

Fire drills & tornado drills, held periodically, are important and necessary. All students, faculty and staff are expected to treat these drills with the utmost seriousness. Students will receive fire drill orientation in the fall from their homeroom teachers. Any tampering with fire extinguishers, sprinklers, heat sensors, smoke detectors or any fire prevention equipment will be considered a serious offense.

### **Food and Beverages**

Lunches, including those brought from home, are to be eaten in the dining room. No open beverage or food containers will be permitted in the lockers.

### **Harassment**

Walden School is enriched by the diversity of its students and faculty. The school recognizes and respects individual differences in background with regard to culture, race, ethnic origin, religion, gender and sexual orientation. In order to provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the Walden community recognize certain guidelines for appropriate behavior. Inappropriate behavior, either verbal or physical, disregarding the self-esteem of another is unacceptable. This includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between any two individuals or groups of individuals both in person and through other forms of communication such as online social networking.

Examples of inappropriate behavior include:

- Uninvited pressure for sexual activity, whether explicit or implicit.
- Obscene or suggestive remarks or jokes, verbal abuse, insults.
- Display of explicit, offensive or demeaning materials.
- Hazing or threatening, including cyber bullying.
- Comments which are demeaning with respect to race, religion, ethnic origin, gender or sexual orientation.
- Physical assault, including rape or any coerced sexual relations.
- Subtle pressure for sexual activity or for a relationship which takes on a sexual or romantic coloring, thereby exceeding the limits of healthy adult/child relationship.
- Any demeaning sexual propositions.
- Unnecessary touching in any form.

- Leering at or ogling another person’s body.
- Sexually explicit or suggestive remarks about a person’s physical attributes, clothing or behavior.
- Sexually stereotyped or sexually-charged insults, humor or verbal abuse.
- Inappropriate personal questions.

It is important to remember that in employee/student relationships, the power imbalance, coupled with the student’s relative inexperience, makes a strong sense of professional and institutional responsibility an imperative. Therefore, while unwelcome sexual advances are prohibited between employees at Walden, all sexual advances are prohibited with respect to students, even if a student is apparently accepting of the advances. The school acts in loco parentis for all students, and any hint of irresponsible behavior by faculty or staff is a breach of trust and creates a liability for the school. Faculty and staff behavior, with respect to students, must be above suspicion.

The following procedure should be followed in the event of harassment:

- Let the offending person know you want the behavior to stop. Say “No” firmly! Look directly at the person with a straight face to give a clear message about your feelings. Do not apologize.
- Keep a record of when, where and how you have been harassed. Include witness names, direct quotes, actions, evidence and any written communication.
- Promptly contact someone at the school about the situation (advisor, faculty member, administrator, supervisor or Head of School).

A response to the situation from the school may be made in consultation with the person making the complaint. Failure to comply will result in appropriate consequences. Each person at Walden School has the right to participate fully in the life of the school without harassment.

## **Health & Illness**

Students should remain at home 24 hours after a fever or vomiting. Students with conjunctivitis (often referred to as “pink-eye”) should return to school only after being treated by a physician, due to the highly contagious nature of this infection. Parents should consult a physician any time a child has a contagious infection or virus before the student returns to school. In the event that a child is discovered to have head lice, he/she will be sent home immediately and allowed to return only after proper treatment has been administered.

## **Emergency Health Care Plan**

Students with serious medical conditions, illnesses, allergies, or other health needs must inform the school and have an Emergency Health Care Plan on file with the office, Division Director, and home-

room or classroom teacher. This information should include any life-threatening food allergies (i.e., peanuts), serious medical condition (diabetes, chronic or severe asthma, epilepsy, heart condition, etc.). Emergency Health Care Plans are available in the office.

## **Library**

The Walden School Library is open to all faculty, parents and students from 7:30 AM - 3:30 PM, Mondays - Fridays. Students may have up to two items on loan at one time and may exchange items as frequently as they wish. Materials circulate for 30 days. The overdue fine schedule is posted in the library. Lost materials will be assessed at replacement cost. Audio visual materials should be requested in advance and authorized by an adult.

## **Lockers**

Student lockers are school property maintained for school use. Each student is assigned a locker. Use of tape to hang items in lockers is not permitted (magnets may be used). Lockers are for storage of books, supplies and personal effects during the school day. It is the student's responsibility to take care of books and belongings. Valuables should not be kept in lockers. Defacement of lockers will be considered vandalism and will result in disciplinary action. At the end of each academic year, lockers will be assessed for damage. In the case of damage, families will be charged to repair the locker (charges will not exceed \$300). The school reserves the right to open and inspect the lockers at the discretion of the administration.

## **Medication Distribution**

All student medications must be kept in the main office and can only be distributed by school personnel. Medications must be handled by faculty/staff on field trips. Students should keep their inhalers on their person. See below for insulin distribution.

## **Management of Diabetes and Insulin Distribution**

Students with diabetes will have access to diabetes care in the school office. Parents or guardians of students having diabetes must provide an individualized Diabetic Care Plan. That plan will include (but is not limited to): hypoglycemia/hypoglycemia intervention and treatment ordered by the student's physician, blood glucose monitoring, method of insulin delivery, insulin dosing instructions as ordered/directed by physician, exercise and meal directives, any school and/or classroom accommodations, diabetic supplies agreement, and an Emergency Plan of Action which is kept in the school office.

## **Request for Teachers**

The school cannot honor parent requests for specific teachers.

## **Substance Abuse**

Walden School strives to provide a chemical-free community. The school's position is that the use of

alcohol, tobacco or illicit drugs is detrimental to the health and well being of the individual and incompatible with the purpose and objectives of the school.

By enrolling at Walden, students agree not to use chemical substances while involved with any aspect of the school. This agreement applies to all students and their guests. It includes, but is not limited to, times when students or guests are on campus or in association with any school-sponsored activity. The school is committed to establishing an environment that is chemical-free, providing appropriate drug abuse education for its students, and treating involvement with alcohol, tobacco or drugs as a health issue, as well as a disciplinary issue.

Any indication to school officials that a student has arrived on campus under the influence of drugs or alcohol will result in immediate notification of the parent(s) and may result in dismissal from Walden School. A drug test may be required. Walden hopes that parents will think carefully about their attitudes toward alcohol, tobacco or drug use by their children. Such use is not only unhealthy and growth inhibiting - it is illegal.

Since Walden is a smoke-free/tobacco-free/nicotine-free campus, the possession, display, or use of any smoking, tobacco, or nicotine products on school grounds is prohibited. This code includes the use or possession of tobacco in any of its forms and the use or possession of electronic nicotine delivery systems (ENDS) in any of their forms. Violation of this code will result in immediate disciplinary action.

### **Student Visitors**

Students must request permission 24 hours in advance of the proposed friend's visit from the Director of the appropriate division. When visitors arrive on campus, they must first check in at the office. Visitors must follow all school policies with regard to conduct, dress and campus rules. It is the student's responsibility to inform friends of this expectation. Students should introduce visitors to the hosting teachers. Unregistered visitors will be asked to leave the campus.

## **VI. HIGH SCHOOL - Academic Information**

### **Advisory**

Every high school student is assigned an academic advisor. The advisor supports the student's personal, social, and academic growth and can serve as an additional resource at the school. Advisors will meet with each student individually at least once per academic quarter.

### **Evaluation**

Students' academic achievements are evaluated carefully on the basis of classroom participation, interest in discussion, homework and other written work, performance on quizzes and exams, and other criteria which the teacher feels are important. Students should familiarize themselves with each teacher's requirements and expectations. At the end of each semester, students in grades 9-12 will take examinations in almost all subjects. In the High School, such exams, when given, will count 20% of the semester grade.

### **Graduation Requirements**

The minimum graduation requirements are 24 credits, 60 hours of community service, and the successful completion of a capstone service project. All students, including those who transfer to Walden or wish to graduate early, must earn the minimum of 24 credits and a cumulative 2.0 GPA. Specific subject requirements for the 24 credits are:

- 4 credits English
- 4 credits Social Studies (including U.S. History)
- 4 credits Mathematics (including Algebra I and II, Geometry)
- 3 credits Science (including Biology, Chemistry, Physics)
- 3 credits World Language (3 credits in one language or 2 credits in each of two languages)
- 1 credit Fine Arts
- 1 credit Physical Education/Lifeskills

### **Grading Scale:**

<b>Average</b>	<b>Grade</b>
98-100	A+
93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-

68-69	D+
63-67	D
60-62	D-
59 and below	F

### **AP Course Weight**

AP courses will be weighed more heavily when calculating GPA. For example, a regular course with an A would equal 4.0, whereas, an AP course will assign 5.0 to an A.

### **Academic Honors**

After each quarter or semester students are placed on the high school honor roll based on that quarter's/ semester's average. Students with a quarter/semester GPA of 3.75 will be placed on the honor roll. Students with a quarter/semester GPA of 4.00 and above will be placed on the high honor roll.

### **Graduating with Honors**

Graduating seniors with a cumulative average of 3.75 or above will graduate "with honors." Students graduating with honors will be recognized for their outstanding achievement at Walden High School's commencement ceremonies.

### **Academic Standing**

At the end of each quarter/semester students' academic standing will be evaluated. Academic standing will consist of three categories: Students in Good Standing and Students on Academic Probation.

Students and Faculty may petition to change student standing mid-quarter. If a student would like to petition to review standing she or he must inform the administration on the date of petition. If no such request is received student standing will not be reviewed until the end of the quarter/semester.

### **Academic Probation**

At the end of each semester students may be put on Academic Probation for any of following reasons:

- earned a grade F or below in one or more classes
- earned a grade of D+ or below in two or more classes
- has a cumulative GPA of 1.99 or below

Students on Academic Probation will lose open study hall and off campus lunch privileges for the following quarter. In addition, students on academic probation are required to attend the Walden Support Center's after school program. If a student remains on Academic Probation for more than one full semester, and his or her attitude and effort are not in keeping with Walden's expectations, the student's enrollment contract may not be reissued for the following academic year.

### **Add/Drop Policy**

Due to scheduling challenges, it is very unlikely that a student will be permitted to drop a course. However, students who feel the need to drop a course must make their intentions known to the administration in writing, by the end of the first two (2) weeks of the course, with the understanding that each situation will be reviewed by the administration.

Courses dropped in accordance with this policy will not be included on the student's transcript. In the rare event that a student requests to drop a course after the appropriate deadline, it must meet with the approval of the administration and will be recorded on the student's transcript as either WP (withdrew passing) or WF (withdrew failing), depending on the student's academic status in the course at the time of withdrawal. In all cases, the final decision rests with the school.

### **Earning Course Credits**

Walden High School awards credit at the end of each semester. Each semester's grade will be reported on the transcript. No year grades will be reported on transcripts.

### **Policies for Additional and External or Remedial Course Work**

Students wishing to pursue one of the additional and external coursework options or needing to remediate a course not passed in the school year must receive approval of the administration prior to enrolling. Additional and external course work includes but may not be limited to: independent studies, internships and external coursework.

Summer courses/independent studies taken elsewhere without prior approval while a student is at Walden may not be transferable. Classes taken outside of Walden carry a note on the student's transcript designating the class as such. GPA calculations will only include grades from Walden classes.

## **VII. HIGH SCHOOL – Attendance**

Walden’s curriculum is based on the belief that what goes on in the classroom is the core of the learning process. Classroom attendance is an integral component to course success and mastery— if a student is not present, he/she is missing important information which cannot be “made up.” Regular attendance is one of the most important aspects of consistent academic progress and achievement. The school depends upon our parents to see that unnecessary absences are avoided and that requests for special excuses are held to a minimum. It is the responsibility of parents to guide their children in making appropriate choices which place education as a high priority.

Regular attendance is one of the most important aspects of consistent academic progress and achievement. The school depends upon our parents to see that unnecessary absences are avoided and that requests for special excuses are held to a minimum. When these general guidelines are disregarded, parents contribute to an attitude on the part of the student that school is not important. Advance request for absence for any reason other than illness or crisis is mandatory. Request for absence should be made at least one week in advance, in writing, to the administration. The request will then be reviewed with a recommendation of approved or unapproved. Unapproved requests will be treated as an unexcused absence and students will not be allowed to make up the work they missed. Parents should not assume that a request for absence will be approved. If the school deems that academics are being affected by absences, the school will request a conference with the parent(s).

At the beginning of the school year, parents are provided with a school calendar for the entire school year, with the days marked when Walden School is not in session. Parents should take great care in scheduling vacations to coincide with these days.

### **Daily Procedures**

- Students will be dismissed at 3:15 PM, Mondays - Thursdays, and at 1:00 PM on Fridays.
- Students should be leave campus by 4:00pm, Mondays-Thursdays, and 1:45 PM on Fridays, unless involved with athletic or academic or extracurricular activities, in which case, students should be picked up promptly at the conclusion of said activity.

### **Absence for Illness, Crisis or Religious Observances**

If a student must be absent from school for any reason, the school office must be called by a parent by 8:00 AM on the day of the absence. Routine medical and dental appointments should be scheduled outside the school day. Make-up work, including tests, for all excused absences must be completed within a time period established at the teacher’s discretion. If a student misses more than one-half of classes on any school day, the student will not be permitted to practice or participate in any extracurricular or athletic event scheduled for that day. If a student has an excused absence and there was an assignment given while gone, the student will have an extension equal to the number of days absent to make up the assignment without penalty for lateness.

If a student received an assignment before the absence, it will be due on the original due date. Absences due to prolonged medical illness will be given special consideration on an individual basis.

### **Prolonged Illness**

A doctor's note is required following an absence of more than three consecutive days. This note needs to be presented to the administration on the day the student returns to school in order for that student to be admitted to class and be allowed to make up missed work. Only a doctor's note will be acceptable. Students who fail to submit a doctor's note upon returning to school following more than three consecutive absences will not be permitted to make up work and will receive academic zeros. Any student with more than eight (8) absences in one quarter may be subject to withdraw and credit revoke. Families that anticipate prolonged absence, must meet with administration prior to student absences.

### **Tardiness to School**

A student who reports to school any time after 8:00 AM is considered tardy to school. The student must sign in at the office, indicating time of arrival and obtain an admit slip which should be submitted to the appropriate teacher. On the third unexcused tardy to school, the student will receive detention. Each subsequent tardy will result in one hour detentions and a parent conference to formulate a plan to address the habitual tardiness. Tardy count begins at the start of each quarter.

### **Tardiness to Class**

Every three tardies to class will result in a detention. A student more than five minutes late to class (unexcused) will earn a detention. A student more than twenty minutes late will be considered absent from class (a "cut") and are subject to additional discipline.

### **Absence and Tardiness during Final Exams**

Students and parents are notified well in advance of final exam dates and times. Students who are absent on final exam days due to illness must present a written note from a doctor. Students who are absent for other reasons (death in family, auto accident, etc.) will also need to provide documentation to be excused from missing the exam. Students who are late to an exam will only be allotted the time remaining in the exam period to complete the exam and will have a 30% reduction of the final exam score.

### **Dismissal**

Students will be dismissed at 3:15 PM, Mondays through Thursdays and at 1:00 PM on Fridays. Students should be picked up promptly after school, unless involved with athletic or academic or extracurricular activities (*i.e.*, under direct faculty/staff supervision), in which case, students should be picked up promptly at the conclusion of said activity. All high school students will be asked to leave campus at 4:00 PM, Monday-Thursday, and 1:45 PM on Fridays.

## VIII. HIGH SCHOOL – Expectations

### Classroom Expectations

Students are not to eat or drink in the classrooms or hallways unless special permission is given by the teacher. Students should respect school property as if it were their own.

### Dress Code

Walden students are expected to exercise good judgment in their choice of dress. It is important for students to understand that any attire, hairstyle, or makeup application which distracts from the academic environment of the school, or which may reasonably be expected to cause a disruption to normal school operations, will not be acceptable, no matter what the current trends of fashion dictate. The school dress code will be followed on all school-sponsored field trips and other events during which students represent Walden.

### Examples of inappropriate clothing include, but are not limited to:

- overly revealing clothing (*e.g.*, no open-arm t-shirts-like sports jerseys, shoulder straps from camisoles or t-shirts must cover bra straps and be at least two inches wide);
- visible undergarments (*e.g.*, bra straps);
- shorts or skirts that are too short (a student should be able to touch the hem of shorts or skirts when arm is extended straight down);
- shirts that do not reach the top of the pants, are too low cut or revealing, or expose the entire shoulder;
- distractive chains, piercings, or make-up;
- clothing displaying offensive pictures or language, or depicting alcohol, tobacco, or other drugs
- hats and caps may be worn in hallways and common areas. For middle schoolers, hats may not be worn in the classroom or in the Tucker Assembly Hall during school programs/assemblies. (For high schoolers, hats may be worn in the classroom at the discretion of the faculty and staff.) Hats, which distract from the learning environment are not to be worn in the classrooms and common areas.

All members of the faculty, staff, and administration are responsible for monitoring appropriate dress. When a student's choice of clothing is determined to fall outside of the dress code as outlined above, the student will be issued a warning. If the student fails to comply with the dress code on a second occasion, this will once again be communicated to the student; their homeroom teacher, parent/guardian, and the Head of School will also be notified, and the student will be issued a detention. At any point during a first and/or second dress code violation, a student may be directed to the main office until appropriate clothing can be brought from home.

A third dress code violation will result in the student being sent home for the remainder of the day and will require a meeting of all involved parties to discuss the student's repeated decision not to follow the dress code.

### **Public Display of Affection**

In the academic environment, displays of affection between students are not appropriate. These displays include kissing, inappropriate hugging and touching.

### **High School Study Hall**

Students who have achieved academic honors may spend their study hall periods in the library, high school lobby, computer lab, or study hall teacher's room. This privilege starts after Labor Day (10th-12th grades) and after 1st quarter (9th grade and all new students). Students must check in with their study hall teachers at the beginning of the class period and ask permission before leaving to go to the library, high school lobby, or computer lab. If students have permission to go to alternative locations during their study hall, they are expected to be truthful about their destination, and not wander other places in the building or campus (e.g., the gym, parking lot, etc.). Students who do not comply will lose the privilege to leave the study hall classroom.

### **Campus Leave and Limits**

Students are expected to remain on campus all day (with the exception of lunch, see below) once they arrive on campus, unless given explicit permission to leave by the administration. Students may not go into the school parking lot unless given specific permission by a teacher or have previously signed out in the office. Students are not allowed in the high school entrance vestibule, elevator and elevator lobbies, exterior staircase and surrounding areas. Students are never allowed in the gym without supervision.

### **Lunch Privilege**

With parent/guardian permission, students in good academic standing will be permitted to leave campus for lunch. This privilege starts after Labor Day (10th-12th grades) and after winter break (9th grade). While off-campus that student must act responsibly. Students are expected to:

- Sign out and sign in each day when leaving school
- Arrive on time for the next class period
- Act as a responsible driver or passenger in the Walden School parking lot and elsewhere
- Exhibit exemplary behavior both on and off campus

## **Parking Lot Driving**

There is a 10 mph speed limit in Walden's parking lot. If a student is found speeding or driving recklessly, privileges will be revoked and reviewed by the administration as to the length of revocation.

## IX. HIGH SCHOOL – Disciplinary Consequences & Procedures

### ***Discipline Philosophy***

*Walden School strives to provide an environment in which ethical behavior, mutual respect, self-discipline, character, and empathy are fostered in a developmentally-appropriate manner, so that every teacher and student contributes positively to the learning environment and the overall sense of community. Students and teachers are expected to recognize the dignity, rights and responsibilities of others; and all students in turn should feel they are safe at school, accountable for their actions, and valued members of the school community. Students who feel valued are more engaged learners and more invested in the community's success and well-being. The goal of our discipline philosophy is to cultivate enthusiasm for learning and global citizenship.*

### **Tiered plan of discipline:**

1. Students learn to accept responsibility for their actions as they grow and mature. Effective discipline is formative in nature, so that there is positive character development. Students receive instruction in the process of decision-making through experiences in classroom and co-curricular activities. Reinforcement, direction, and guidance are provided through the practice of participatory decision-making. The teachers and administration partner with parents to guide and support our student's growth. In partnership with parents and faculty, student self-discipline, therefore, is the first tier of discipline.
2. The teacher represents the second course of action for discipline, addressing minor disciplinary infractions ranging from dress code violations to minor classroom disruptions. Formative discipline relies as much as is possible on natural and logical consequences. Some situations will warrant punitive consequences (*e.g.*, detention, *etc.*).
3. When student behavior infractions become chronic or there are major disciplinary infractions, the student will be referred to the division director, the guidance counselor, and/or the head of school. Parents will be notified as to a plan of action and consequence.

### **Rules and behavior expectations**

Students and teachers are expected to recognize:

- The dignity, importance, and worth of every person;
- The right and responsibility of each person to develop his/her potential;
- That following the school rules are an essential condition for learning;
- That students and teachers have a right to feel safe in school;
- That maturity involves taking responsibility for one's actions; and
- That there are common rules for all students:
  - Be respectful of other students and adults;
  - Be prepared for class;
  - Be respectful of school property and of the property of other students; and
  - Abide by individual classroom rules.

Failure to adhere to the school's rules and expectations for appropriate behavior will result in a disciplinary response. The Head of School retains the right to amend rules and/or waive rules and procedures in cases that warrant consideration of such action.

**MINOR Infractions may include, but are not limited to:**

- Minor verbal, nonverbal, or written disrespect of students and faculty/staff
- Inappropriate language
- Disrupting the class, assemblies, safety drills, *etc.*
- Littering in hallway and/or school grounds (includes gym and cafeteria)
- Failure to clean up after oneself (stage, cafeteria, lobby, *etc.*)
- Unauthorized eating outside of the cafeteria
- Hallway misbehavior (*e.g.*, loud talking, rowdy behavior, *etc.*)
- Using cell phones or electronic devices (also see separate cell phone policies for each division)
  - HS may use cell phones during break-time, lunch, and after 3pm, and must abide by BYOD Acceptable Use Policy.
- Abuse of technology
- Dress Code violations
- Cutting ahead of others in the lunch line
- Borrowing or sharing PE uniforms

**Consequences for Minor Infractions:**

The teacher uses his/her discretion to assign appropriate consequences. The consequences may be a verbal correction, a "logical consequence," a warning, a time-out from class, an out-of-lunch, a phone conference with parents, a note home (Rules Violation Form), and/or a detention. Detentions are served on Fridays, from 1-2 pm.

**MAJOR Infractions may include, but are not limited to:**

- Theft
- Cheating, plagiarism
- Severe verbal, nonverbal, or written disrespect toward any student or faculty/staff
- Physical Aggression/Fighting
- Threatening physical harm
- Sexual harassment
- Vandalism
- Lying to a faculty/staff member
- Falsifying signature
- Missing a class deliberately (“cutting”)
- Continued flagrant repetition of minor violations (*e.g.*, repeated dress code violations)
- Leaving school without permission
- Missing detention
- Abuse of technology and cyber bullying

**Consequences for Major Infractions may include one or more:**

- The student fill out and have his/her parent sign a Rules Violation Form, which lists the rule infraction and the consequence for behavior (detention or suspension), and which suggests appropriate alternate behavior choices.
- In cases of cheating or plagiarism, a grade of zero will be given to all involved.
- In cases of theft or vandalism, property must be paid for or replaced.
- At the discretion of the Division Director and the Head of School, the student may be suspended (*e.g.*, for fighting). The length of suspension will be determined by the administration.

**Disciplinary Probation:**

Any student who receives three detentions or a suspension will be placed on disciplinary probation, and parents will attend a conference to determine how the student can succeed in the Walden community. Disciplinary probation may result in the loss of some school privileges, such as participation on field trips, in athletics, and off-campus lunch (high school). The length of time of disciplinary probation will be determined on a case-by-case basis – based on student infractions and age-appropriate developmental needs. Disciplinary probation may impact the enrollment contract for the subsequent year.

**Expulsion:**

Any student who is suspended two times during the school year will be expelled following a third major infraction.

In extreme cases, the administration reserves the right to expel a student for a single violation.

**X. HIGH SCHOOL – College Counseling**

Walden School's College Counseling office incorporates a comprehensive program involving the students and their parents from their freshman year through graduation. The program includes all aspects of the college enrollment process, including the student's academic schedule, the importance of the student's GPA and ACT/SAT scores, and researching financial assistance opportunities.

The college counselor creates a comprehensive student profile for each individual student, which includes a school biography, an academic biography of the student, including letters of recommendation, and all pertinent grades, and scores that belong in a college admissions packet.

### **Reports to Colleges**

The secondary school transcript is the principal record of a student's academic work in grades 9-12. It includes a listing of all courses taken, final grades and credits. In addition to the transcript, each college is sent a comprehensive profile of Walden School, a supporting individual letter of recommendation written by the College Counselor, and any additional materials, which may be appropriate on behalf of the student's application, such as a description of a student's major extra-curricular accomplishments and awards.

Walden does not report rank in class or on student transcripts; instead, the school attaches to each transcript a supplementary sheet, which includes an explanation of our grading system, the mean and median junior-year GPA for the class, and the GPA for the individual student named on the transcript. Updated transcripts and GPA reports are forwarded to college's mid-year and at the end of the senior year.

### **On-Campus Meetings with College Admissions Officers**

Juniors and seniors may wish to take advantage of the numerous meetings with college admissions representatives held on our campus throughout the fall and winter months. The schedule of meetings is made available periodically in the Parent Newsletter and daily school announcements.

Students must obtain a class excuse form from the College Counseling Office, and the teacher(s) whose class(es) the student will miss as a result of attending the meeting must sign the form. Finally, the student must return the form to the College Counseling Office at least one day in advance of the meeting. If the meeting is scheduled during a free period, the school still requires the student to complete the form a day in advance. Unless otherwise announced, the school will host college meetings in the College Counseling Conference Room.

### **College Visits**

The school recognizes that college visits for interviews and tours are an important part of the college admissions process. Such visits normally are limited to seniors and second semester juniors. Students must obtain the College Visit/Absence Request form from the College Counseling Office, secure the necessary signatures of the College Counselor, teachers and parents, and return the form to the College Counselor at least one week in advance of the proposed date of departure; otherwise the absence will be considered unexcused. Seniors in good-standing are allowed up to five days during the year for college visits. Juniors in good-standing may make special requests to the College Counseling Office. Any days taken beyond the five permitted, unless approved specifically by the Head of School, will be unexcused.

## **XI. MIDDLE SCHOOL – General Information**

Walden’s Middle School guides students in making the transition from the lower school environment to the more departmentalized high school setting, in a way which is developmentally appropriate. We educate the whole child by creating a positive learning environment, embracing intellectual curiosity, requiring responsibility, and building self-esteem.

### **Middle School Arrival**

Students should arrive on campus by 7:50 AM. At 7:55, students will move to first period class where their teachers will record attendance. Classes begin promptly at 8:00 AM. Monday Morning Assemblies begin at 8:00 AM. Students are expected to assemble promptly in Tucker Assembly Hall for announcements and recognition of any awards received by students or teachers. Students can be dropped off during morning carpool at the front circle or the high school entrance.

### **Tardies**

A student who reports to school any time after 8:00 AM is considered tardy. The student must sign in at the office, indicating time of arrival, and obtain an admit slip which should be submitted to the appropriate teacher. ***Four unexcused tardies to school per quarter will result in a detention.***

Because of the obvious importance of classroom attendance to course success, the school expects a student to meet all class commitments and meetings. If the school deems that academics are being affected by tardies, the school will request a conference with the parent(s).

### **Middle School Dismissal**

Students will be dismissed at 3:00 PM Mondays - Thursdays, and at 1:00 PM on Fridays. Middle School students must be picked up by 3:15 PM Mondays - Thursdays, and by 1:15 PM on Fridays. Students must be picked up at the front carpool circle unless he/she is carpooling with another sibling. Any students left beyond these times will be placed in the after-school program and parents will be charged for this. Once a student leaves campus, the student cannot return to campus (building or grounds) without parental supervision.

### **Absence for Illness, Crisis or Religious Observances**

If a student must be absent from school for any reason, the school office must be called by a parent by 8:00 AM on the day of the absence. Routine medical and dental appointments should be scheduled outside the school day. Make-up work, including tests, for all excused absences must be completed within a time period established at the teacher’s discretion. If a student misses more than one-half of classes on any school day (including shadow visits to other schools), the student will not be permitted to practice or participate in any extracurricular or athletic event scheduled for that day. If a student has an excused absence and there was an assignment given while gone, the student will have an extension equal to the number of days absent to make up the assignment without penalty for lateness. If a student received an assignment before the absence, it will be due on the original due date. Absences due to prolonged medical illness will be given special consideration on an individual basis and will require a doctor’s note after three days of absences.

### **Attendance and Expectations**

Regular attendance is one of the most important aspects of consistent academic progress and achievement. The school depends upon our parents to see that unnecessary absences are avoided and that requests for special excuses are held to a minimum. When these general guidelines are disregarded, parents contribute to an attitude on the part of the student that school is not important.

It is the responsibility of parents to guide their children in making appropriate choices, which place education as a high priority. Advanced request for absence for any reason other than illness or crisis is mandatory. Request for absence should be made at least one week in advance, in writing, to the Middle School Director. The request will then be reviewed with a recommendation of approved or unapproved. Unapproved requests will be treated as an unexcused absence and students will not be allowed to make up the work they missed. Parents should not assume that a request for absence will be approved. If the school deems that academics are being affected by absences, the school will request a conference with the parent(s).

At the beginning of the school year, parents are provided with a school calendar for the entire school year, with the days marked when Walden School is not in session. Parents should take great care in scheduling vacations to coincide with these days. It is important the students do not use the need to “shadow” at other schools as an opportunity to be absent from Walden. Students are responsible to make up all missed work when they visit other high schools. Parents are expected to schedule shadow visits discretely, trying whenever it is logistically possible to schedule shadow visits on days when Walden is not in session, or on field trip days, or on Fridays. Students will be permitted one excused absence for shadowing off-campus and one for shadowing in Walden’s High School, which will not affect their ability to participate in athletics or extra-curricular activities. After that, students will be considered absent when they shadow at other schools and will, therefore, not be permitted to practice or participate in any of Walden’s extra-curricular or athletic event(s) scheduled for that day.

## **Grades**

Each semester, students will receive a report card with number grades for each subject.

Grading Scale:

<u>Average</u>	<u>Grade</u>
98-100	A+
93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
63-67	D
60-62	D-
59 and below	F

On the trimester report cards, in addition to academic achievement, each teacher will evaluate a student's Effort and Conduct on a scale of 1-4 as follows:

- 4 Outstanding
- 3 Good
- 2 Fair
- 1 Unsatisfactory

Please note that inappropriate student conduct that occurs during unstructured times of the school day (hallway transitions, lunch, recess, etc.) will be reflected in the Conduct grade given in the academic class taught by the homeroom teacher.

Approximately every two weeks, teachers will export academic grades on-line to Rediker.

### **Extra Help**

Extra help can be obtained from teachers from 7:40 - 7:55 AM, Monday – Friday, and from 3:15- 3:40 PM, Mondays - Thursday, and may be required for students whose academic grades are in need of extra effort.

### **Academic Probation**

At the end of each trimester, the school carefully reviews each student's academic progress in grades 5 - 8. If a student is not achieving at a satisfactory level (receiving 3 Ds, or 2 Ds and 1 F, or 2 Fs), the student will be placed on full academic probation. This requires that the student refrain from participating in extra-curricular activities. This includes any student activities, clubs and athletics. The student will remain on academic probation until the end of each trimester, at which time the school will carefully review the student's academic progress, effort and attitude. If a student remains on academic probation, and attitude and effort are not in keeping with Walden's expectations, the student's enrollment contract may not be re-issued for the subsequent school year.

### **Dress Code**

Walden students are expected to exercise good judgment in their choice of dress. It is important for students to understand that any attire, hairstyle, or makeup application which distracts from the academic environment of the school, or which may reasonably be expected to cause a disruption to normal school operations, will not be acceptable, no matter what the current trends of fashion dictate. The school dress code will be followed on all school-sponsored field trips and other events during which students represent Walden.

### **Examples of inappropriate clothing include, but are not limited to:**

- overly revealing clothing (*e.g.*, no open-arm t-shirts-like sports jerseys, shoulder straps from camisoles or t-shirts must cover bra straps and be at least two inches wide);
- visible undergarments (*e.g.*, bra straps);  
shorts or skirts that are too short (a student should be able to touch the hem of shorts or skirts when arm is extended straight down);

- shirts that do not reach the top of the pants, are too low cut or revealing, or expose the entire shoulder;
- distractive chains, piercings, or make-up;
- clothing displaying offensive pictures or language, or depicting alcohol, tobacco, or other drugs
- hats and caps may be worn in hallways and common areas. (For middle schoolers, hats may not be worn in the classroom or in the Tucker Assembly Hall during school programs/assemblies.) For high schoolers, hats may be worn in the classroom at the discretion of the faculty and staff. Hats, which distract from the learning environment are not to be worn in the classrooms and common areas.

All members of the faculty, staff, and administration are responsible for monitoring appropriate dress. When a student's choice of clothing is determined to fall outside of the dress code as outlined above, the student will be issued a warning. If the student fails to comply with the dress code on a second occasion, this will once again be communicated to the student; their homeroom teacher, parent/guardian, and the Head of School will also be notified, and the student will be issued a detention. At any point during a first and/or second dress code violation, a student may be directed to the main office until appropriate clothing can be brought from home. A third dress code violation will result in the student being sent home for the remainder of the day and will require a meeting of all involved parties to discuss the student's repeated decision not to follow the dress code.

### **Food and Drink**

All lunches are prepaid with tuition. A snack is provided. Middle school students are allowed lemonade, milk or water at lunch. During the school day, students may have their water bottles with water available to them all day. No soda or carbonated drinks are permitted.

### **Cell Phone and Electronic Device Usage**

Cell phones (for calls, accessing the Internet, and/or text messaging), iPods, and digital cameras cannot be used during the school day and must be in the backpack and locker.

Students may have these items turned off and in their lockers-unseen and unheard and transport them to and from school discretely; however, they cannot be used or seen before 3:30 PM. If a student needs to make a call during the day, he or she is free to use any school office phone with permission. To protect student privacy, we ask that students refrain from taking pictures of other students at all times, even after 3:30 PM. Cell phones must stay in locker until 3:30 PM. or until after sport activities. If student is caught with a cell phone, it will be confiscated until the end of the next school day.

Students should **not** be listening to entertainment listening devices when getting out of cars and/or entering the school building. These devices, along with cameras should not be seen, and must be kept in lockers at all times. Students may not access social networking sites (e.g. Facebook, instant messaging, email, etc.) or sites not directly related to academic study. Students may not bully or harass their classmates on-line from home or from school. Since those incidences do not promote community at school, and because insults and hurt feelings usually carry over into school, if that happens and it is brought to the school's attention, students will be disciplined. Cyber bullying may result in a detention or suspension depending on the severity of the offense.



## **XII. MIDDLE SCHOOL - Disciplinary Consequences & Procedures**

### ***Discipline Philosophy***

*Walden School strives to provide an environment in which ethical behavior, mutual respect, self-discipline, character, and empathy are fostered in a developmentally-appropriate manner, so that every teacher and student contributes positively to the learning environment and the overall sense of community. Students and teachers are expected to recognize the dignity, rights and responsibilities of others; and all students in turn should feel they are safe at school, accountable for their actions, and valued members of the school community. Students who feel valued are more engaged learners and more invested in the community's success and well-being. The goal of our discipline philosophy is to cultivate enthusiasm for learning and global citizenship.*

### **Tiered plan of discipline:**

1. Students learn to accept responsibility for their actions as they grow and mature. Effective discipline is formative in nature, so that there is positive character development. Students receive instruction in the process of decision-making through experiences in classroom and co-curricular activities. Reinforcement, direction, and guidance are provided through the practice of participatory decision-making. The teachers and administration partner with parents to guide and support our student's growth. In partnership with parents and faculty, student self-discipline, therefore, is the first tier of discipline.
2. The teacher represents the second course of action for discipline, addressing minor disciplinary infractions ranging from dress code violations to minor classroom disruptions. Formative discipline relies as much as is possible on natural and logical consequences. Some situations will warrant punitive consequences (*e.g., detention, etc.*).
3. When student behavior infractions become chronic or there are major disciplinary infractions, the student will be referred to the division director and/or the head of school. Parents will be notified as to a plan of action and consequence.

### **Rules and behavior expectations**

Students and teachers are expected to recognize:

- The dignity, importance, and worth of every person;
- The right and responsibility of each person to develop his/her potential;
- That following the school rules are an essential condition for learning;
- That students and teachers have a right to feel safe in school;
- That maturity involves taking responsibility for one's actions; and
- That there are common rules for all students:
  - Be respectful of other students and adults;
  - Be prepared for class;

- Be respectful of school property and of the property of other students; and
- Abide by individual classroom rules.

Failure to adhere to the school's rules and expectations for appropriate behavior will result in a disciplinary response. The Head of School retains the right to amend rules and/or waive rules and procedures in cases that warrant consideration of such action.

**MINOR Infractions may include, but are not limited to:**

- Minor verbal, nonverbal, or written disrespect of students and faculty/staff
- Inappropriate language
- Disrupting the class, assemblies, safety drills, *etc.*
- Littering in hallway and/or school grounds (includes gym and cafeteria)
- Failure to clean up after oneself (stage, cafeteria, lobby, *etc.*)
- Unauthorized eating outside of the cafeteria
- Hallway misbehavior (*e.g.*, loud talking, rowdy behavior, *etc.*)
- Using cell phones or electronic devices (also see separate cell phone policies for each division)
  - MS may use cell phones after 4 pm and abide by BYOD Acceptable Use Policy.
- Abuse of technology
- Dress Code violations
- Cutting ahead of others in the lunch line
- Borrowing or sharing PE uniforms
- Consequences for Minor Infractions:

The teacher uses his/her discretion to assign appropriate consequences. The consequences may be a verbal correction, a "logical consequence," a warning, a time-out from class, an out-of-lunch, a phone conference with parents, a missed recess, a note home (Rules Violation Form), and/or a detention. Detentions are served on Fridays from 1-2 pm.

**MAJOR Infractions may include, but are not limited to:**

- Theft
- Cheating, plagiarism
- Severe verbal, nonverbal, or written disrespect toward any student or faculty/staff
- Physical Aggression/Fighting

- Threatening physical harm
- Sexual harassment
- Vandalism
- Lying to a faculty/staff member
- Falsifying signature
- Missing a class deliberately (“cutting”)
- Continued flagrant repetition of minor violations (*e.g.*, repeated dress code violations)
- Leaving school without permission
- Missing detention
- Abuse of technology and cyber bullying

**Consequences for Major Infractions may include one or more:**

- The student fill out and have his/her parent sign a Rules Violation Form, which lists the rule infraction and the consequence for behavior (detention or suspension), and which suggests appropriate alternate behavior choices.
- In cases of cheating or plagiarism, a grade of zero will be given to all involved.
- In cases of theft or vandalism, property must be paid for or replaced.
- At the discretion of the Division Director and the Head of School, the student may be suspended (*e.g.*, for fighting). The length of suspension will be determined by the administration.

**Disciplinary Probation**

Any student who receives three detentions or a suspension will be placed on disciplinary probation, and parents will attend a conference to determine how the student can succeed in the Walden community. Disciplinary probation may result in the loss of some school privileges, such as participation on field trips and in athletics. The length of time of disciplinary probation will be determined on a case-by-case basis – based on student infractions and age-appropriate developmental needs. Disciplinary probation may impact the enrollment contract for the subsequent year.

**Expulsion:**

- Any student who is suspended two times during the school year will be expelled following a third major infraction.
- In extreme cases, the administration reserves the right to expel a student for a single violation.

### **XIII. LOWER SCHOOL - General Information**

#### **Lower School Arrival**

Children report to Tucker Assembly Hall (TAH). Each class sits in an assigned area. Children will be supervised by a teacher beginning at 7:40 AM. At 7:50 AM K-2 students will be escorted to their rooms by their teachers. Students in grades 3-4 will walk to their homerooms on their own. K-4 will be tardy at 8:00 AM.

#### **Lower School Dismissal**

The school day ends at 2:45 PM, Mondays - Thursdays. Dismissal is at 12:45 PM on Fridays. Children will be escorted to TAH by teachers where they will be supervised, both inside and outside, during the dismissal procedure. All parents or adult caregivers are to use the Traffic Flow Diagram mailed to each family. Children will be escorted to the cars by an on-duty staff person. We expect this procedure to be followed for all routine pick-ups. It is important to avoid traffic tie-ups in the dismissal area. If a driver other than a parent or designated adult caregiver will pick up a child, it is important to notify the school in writing. (The classroom teacher will forward the note to the Lower Division Head.) If an emergency arises during the day and no note has been written, phone the school (893-0433) and the message will be given to the Lower School Director. The Lower School Director will ensure the note reaches the appropriate carpool teacher.

Any driver who is unknown to the carpool teacher will be asked to show a driver's license as identification. If a student plans to go home with a school friend, the school must also have a written note. All students *must* wear seatbelts (or appropriate safety restraints) when departing the school parking lot.

***The use of cell phones in the carpool line is strictly prohibited. Faculty and staff have been instructed to ask drivers to cease use in the event of a violation.***

#### **Early Departure**

On the rare occasion when a child must leave school before the 2:45 PM dismissal, the parent or adult caregiver must sign the student out in the front office. A note should be sent to alert the teacher that the student will be leaving early and the student will be paged to the front office at the time of pick-up. Unsupervised students are not permitted to wait on the front porch.

#### **Absences and Tardies**

The school asks parents or adult caregivers to phone the school by 8:00 AM if a student is ill - it is important for the school to know of the absence. Students are tardy when entering the school after 8:00 AM and should be accompanied by a parent or adult caregiver who must sign in at the office. The student will receive an Admit Slip which will be given to the teacher. This applies for all students in K-4. Students who are tardy more than six times in a trimester will be notified by the teacher or Lower School Director and asked to make arrangements to be on time. Students who miss more than eight days during a trimester may require tutoring or a conference with the teacher to discuss the student's progress. If a student is absent more than three days, a doctor's note is required.

#### **Late Student Pick-Up**

Children who are not picked up by 3:00 PM will be taken to the Extended Day Program for supervision. An \$18 fee will be charged for this service. If a child who is unregistered for extended day is required to attend the program, the \$45 registration fee will be charged in addition to the \$18 fee.

## **Lunch**

All lunches are prepaid with tuition. A snack is provided. Lower School students are allowed lemonade, milk or water at lunch. During the school day, students may have their water bottles with water available to them all day. No soda or carbonated drinks are permitted.

## **Mid-Day Snack**

A mid-day snack is provided to all students Monday through Thursday.

## **Dress Code**

Students should dress in a manner, which is appropriate for the activities involved in a typical day. Students should be able to enjoy recess activities in warm and cold weather, sit on the gym floor and participate in physical education activities comfortably. Non-marring athletic shoes are required during physical education classes. Students should wear shoes appropriate for PE or outside recess every day.

Parents should ascertain that their children have adequate outer clothing in cold weather for recess and field trips. The school makes every effort to take the students outside and students should be dressed appropriately. Crocs and flip flops are not permitted on the playground equipment. Students in Kindergarten should keep a *seasonal* change of clothing at school during the entire year.

## **Hats and Caps**

Lower School students are not allowed to wear hats and caps once inside the school building. Hats and caps should remain in their lockers during school hours.

## **Birthdays**

Children may celebrate birthdays in the classroom. Parents should plan simple treats such as cookies or cupcakes, which can be enjoyed during the students' scheduled snack time. It is important to discuss these treats with the classroom teacher ahead of time. Due to allergies within a specific classroom, certain foods may be prohibited.

If birthday invitations are distributed at school, **all** students in the class must be included.

## **Academics**

Students' academic achievements are carefully assessed by each teacher on the basis of a variety of criteria: classroom participation, homework (grades 1-4), oral presentations, written work, quizzes and tests (grades 3-4), and portfolio collections. Regularly scheduled conferences are held twice a year to communicate student progress with parents. Written assessments and report cards are sent home at the end of each trimester.

## **Physical Education**

Lower School PE classes are held two days a week. It is important that children wear athletic shoes to school on those days. All children should be dressed in clothing such as sweats or shorts which allow freedom of movement during PE activities.

## **Cell Phone & Internet-Enabled Device Policy**

Students are allowed to have a cell phone or other devices turned off in their backpacks or lockers, unseen and unheard, and transport them to and from school discreetly; however, they cannot be used or seen before 3:30 PM. Any electronic device found in the possession of a lower school student will be confiscated and kept in the front office. Confiscated electronic devices will need to be picked up in the

front office by the student's parent or guardian.

If a student needs to make a call during the day, he or she is free to use any school office phone with permission. To protect student privacy, we ask that students refrain from taking pictures of other students at all times. **Students may not access social networking sites (e.g. Facebook, instant messaging, email, etc.) or sites not directly related to academic study. Students may not bully or harass their classmates on-line from home or from school.** Since those incidences do not promote community at school, and because insults and hurt feelings usually carry over into school; if that happens and it is brought to the school's attention, students will be disciplined. Cyber bullying may result in a detention or suspension depending on the severity of the offense.

## **XIV. LOWER SCHOOL - Disciplinary Consequences & Procedures**

### ***Discipline Philosophy***

*Walden School strives to provide an environment in which ethical behavior, mutual respect, self-discipline, character, and empathy are fostered in a developmentally-appropriate manner, so that every teacher and student contributes positively to the learning environment and the overall sense of community. Students and teachers are expected to recognize the dignity, rights and responsibilities of others; and all students in turn should feel they are safe at school, accountable for their actions, and valued members of the school community. Students who feel valued are more engaged learners and more invested in the community's success and well-being. The goal of our discipline philosophy is to cultivate enthusiasm for learning and global citizenship.*

### **Tiered plan of discipline:**

1. Students learn to accept responsibility for their actions as they grow and mature. Effective discipline is formative in nature, so that there is positive character development. Students receive instruction in the process of decision-making through experiences in classroom and co-curricular activities. Reinforcement, direction, and guidance are provided through the practice of participatory decision-making. The teachers and administration partner with parents to guide and support our student's growth. In partnership with parents and faculty, student self-discipline, therefore, is the first tier of discipline.
2. The teacher represents the second course of action for discipline, addressing minor disciplinary infractions ranging from dress code violations to minor classroom disruptions. Formative discipline relies as much as is possible on natural and logical consequences. Some situations will warrant punitive consequences (*e.g.*, detention, *etc.*).
3. When student behavior infractions become chronic or there are major disciplinary infractions, the student will be referred to the division director, the guidance counselor, and/or the head of school. Parents will be notified as to a plan of action and consequence.

### **Rules and behavior expectations**

Students and teachers are expected to recognize:

- The dignity, importance, and worth of every person;
- The right and responsibility of each person to develop his/her potential;
- That following the school rules are an essential condition for learning;
- That students and teachers have a right to feel safe in school;
- That maturity involves taking responsibility for one's actions; and
- That there are common rules for all students:
  - Be respectful of other students and adults;
  - Be prepared for class;
  - Be respectful of school property and of the property of other students; and
  - Abide by individual classroom rules.

Failure to adhere to the school's rules and expectations for appropriate behavior will result in a disciplinary response. The Head of School retains the right to amend rules and/or waive rules and procedures in cases that warrant consideration of such action.

**MINOR Infractions may include, but are not limited to:**

- Minor verbal, nonverbal, or written disrespect of students and faculty/staff
- Inappropriate language
- Disrupting the class, assemblies, safety drills, *etc.*
- Littering in hallway and/or school grounds (includes gym and cafeteria)
- Failure to clean up after oneself (stage, cafeteria, lobby, *etc.*)
- Unauthorized eating outside of the cafeteria
- Hallway misbehavior (*e.g.*, loud talking, rowdy behavior, *etc.*)
- Using cell phones or electronic devices (also see separate cell phone policies for each division)
  - LS may not have these devices at school.
- Abuse of technology
- Dress Code violations
- Cutting ahead of others in the lunch line
- Borrowing or sharing PE uniforms

**Consequences for Minor Infractions:**

The teacher uses his/her discretion to assign appropriate consequences. The consequences may be a verbal correction, a “logical consequence,” a warning, a time-out from class, an out-of-lunch, a phone conference with parents, a missed recess, and/or a note home (Rules Violation Form).

**MAJOR Infractions may include, but are not limited to:**

- Theft
- Cheating, plagiarism
- Severe verbal, nonverbal, or written disrespect toward any student or faculty/staff
- Physical Aggression/Fighting
- Threatening physical harm
- Sexual harassment
- Vandalism

- Lying to a faculty/staff member
- Falsifying signature
- Missing a class deliberately (“cutting”)
- Continued flagrant repetition of minor violations (*e.g.*, repeated dress code violations)
- Leaving school without permission
- Abuse of technology and cyber bullying

**Consequences for Major Infractions may include one or more:**

- The student fill out and have his/her parent sign a Rules Violation Form, which lists the rule infraction and the consequence for behavior (detention or suspension), and which suggests appropriate alternate behavior choices.
- In cases of cheating or plagiarism, a grade of zero will be given to all involved.
- In cases of theft or vandalism, property must be paid for or replaced.
- At the discretion of the Division Director and the Head of School, the student may be suspended (*e.g.*, for fighting). The length of suspension will be determined by the administration.

**Disciplinary Probation:**

Any student who receives repeated disciplinary actions or a suspension will be placed on disciplinary probation, and parents will attend a conference to determine how the student can succeed in the Walden community. Disciplinary probation may result in the loss of some school privileges, such as participation on field trips and in athletics. The length of time of disciplinary probation will be determined on a case-by-case basis – based on student infractions and age-appropriate developmental needs. Disciplinary probation may impact the enrollment contract for the subsequent year.

**Expulsion:**

- Any student who is suspended two times during the school year will be expelled following a third major infraction.
- In extreme cases, the administration reserves the right to expel a student for a single violation.

## **XV. EXTENDED DAY**

To supports its families, Walden maintains an on-site Extended Day Program. The Extended Day Director may be contacted through the front office (893-0433) during school hours. After 4:00 PM, dial the front office number and enter extension 305 when prompted. This will ring the phone located in the extended day room. In the event of an emergency, contact the Extended Day Director directly at 502-608-0878.

This service is available for students K-8 each day school is in session, from 3:00 PM until 6:00 PM, Mondays - Thursdays, and 1:00 to 6:00 PM on Fridays. **A \$45 registration fee will be required for all students using the Extended Day Program.** For more information, contact the office (893-0433). A charge of \$1 per minute **per child** is charged for students who are picked up after 6:00 PM. Time is calculated using the school's clock. All students who use Extended Day must be registered *in advance*. ***Drop-in services will be available on an emergency basis only.*** (A registration form and fee of \$45 will be collected at this time along with a \$18 daily fee.)

**Time Exceptions for Extended Day:** There will be no extended day program on days that Walden School is not in session, such as conference days, teacher-in-service days, holidays or snow days. We will not offer this service on the day of our LS Awards Day. **There will be an early dismissal at 3:00 PM on the last day prior to the December Holiday Break and Spring Break.**