

# **Watkinson School**

# **Family Handbook**

## **2018-19**

This is a living document which is posted on Watkinson School's website and subject to change during the course of the year.

Dear Watkinson Families,

We are pleased to share with you this Family Handbook, which contains important information about Watkinson School's policies and procedures, and the processes that support the daily life of our school. It is our hope that by reading it, students and their parents and guardians will find useful answers to frequently asked questions regarding logistics, school norms and rules, and general practices at Watkinson.

Even more importantly, we hope this Family Handbook serves as a guide for new and returning students and families about how we approach the myriad dynamic situations that arise in response to new and unique circumstances. While no one handbook can fully and completely codify the varied and individualized actions, behaviors, and scenarios that comprise the life of a school, we hope that this Family Handbook provides clarity for many of the questions that arise throughout the year.

As an Essential School committed to principles of a tone of decency, and to equity and justice, we take seriously our responsibility to establish and sustain a school environment where no member of the community feels diminished. To this end, our stated policies and procedures are intended to provide clear expectations and starting points for the responsive action we take as a community as new situations arise. As in all aspects of our school, the well-being and wholesome learning of our students is at the center of a Watkinson education.

Teri Schrader  
Head of School

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## **I. Watkinson and the Coalition of Essential Schools**

The Coalition of Essential Schools is a national association of over 1,000 schools—public and independent, large and small, traditional and progressive, parochial and nonsectarian—and has members in 38 states, Canada, and the United Kingdom. The Coalition was founded and originally headed by the late, Ted Sizer, grandfather of Nick Sizer '07, former Dean of the Harvard Graduate School of Education, former Head of Andover, professor at Brown University and founder of the Francis W. Parker Charter Essential School.

The schools are called “Essential” because their approaches, however different, are aimed at sharing with young people the essence of what is required to be an educated person in these rapidly changing times. In the words of Ted Sizer, “The Coalition is not a model to implement, but a set of ideas to provoke.”

### **The Ten Common Principles of the Coalition of Essential Schools**

#### *Less is more: depth over coverage*

The school’s goals should be simple: that each student master a limited number of essential skills and areas of knowledge. While these skills and areas will, to varying degrees, reflect the traditional academic disciplines, the program’s design should be shaped by the intellectual and imaginative powers and competencies that the students need, rather than by “subjects” as conventionally defined. The aphorism “less is more” should dominate: curricular decisions should be guided by the aim of thorough student mastery and achievement rather than by an effort to merely cover content.

#### *Goals apply to all students*

The school’s goals should apply to all students, while the means to these goals will vary as those students themselves vary. School practice should be tailor-made to meet the needs of every group or class of students.

#### *Personalization*

Teaching and learning should be personalized to the maximum feasible extent. Efforts should be directed toward a goal that no teacher have direct responsibility for more than 80 students in the high school and middle school and no more than 20 in the elementary school. To capitalize on this personalization, decisions about the details of the course of study, the use of students’ and teachers’ time and the choice of teaching materials and specific pedagogies must be unreservedly placed in the hands of the principal and staff.

#### *Student-as-worker, teacher-as-coach*

The governing practical metaphor of the school should be “student-as-worker”, rather than the more familiar metaphor of “teacher as deliverer of instructional services.” Accordingly, a prominent pedagogy will be coaching students to learn how to learn and thus to teach themselves.

#### *Demonstration of mastery*

Teaching and learning should be documented and assessed with tools based on student performance of real tasks. Students not yet at appropriate levels of competence should be provided intensive support and resources to assist them quickly to meet standards. Multiple forms of evidence, ranging from ongoing observation of the learner to completion of specific projects, should be used to better understand the learner’s strengths and needs, and to plan for further

assistance. Students should have opportunities to exhibit their expertise before family and community. The diploma should be awarded upon a successful final demonstration of mastery for graduation: an “Exhibition.” As the diploma is awarded when earned, the school’s program proceeds with no strict age grading and with no system of “credits earned” by “time spent” in class.

#### *A tone of decency and trust*

The tone of the school should explicitly and self-consciously stress values of unanxious expectation, of trust, and of decency (fairness, generosity, and tolerance). Incentives appropriate to the school’s particular students and teachers should be emphasized. Families should be key collaborators and vital members of the school community.

#### *Commitment to the entire school*

The principal and teachers should perceive themselves as generalists first (teachers and scholars in general education) and specialists second (experts in but one particular discipline). Staff should expect multiple obligations (teacher-counselor-manager) and demonstrate a sense of commitment to the entire school.

#### *Resources dedicated to teaching and learning*

Ultimate administrative and budget targets should include student loads that promote personalization, substantial time for collective planning by teachers, competitive salaries for staff, and an ultimate per-pupil cost not to exceed that at traditional schools by more than 10 percent. To accomplish this, administrative plans may have to show the phased reduction or elimination of some services now provided to students in many schools.

#### *Democracy and equity*

The school should demonstrate non-discriminatory and inclusive policies, practices, and pedagogies. It should model democratic practices that involve all who are directly affected by the school. The school should honor diversity and build on the strength of its communities, deliberately and explicitly challenging all forms of inequity.

## **II. Graduation Requirements**

### **Academic Requirements**

Watkinson provides a signed diploma and a college preparatory transcript to students who fulfill the school’s academic requirements, including at least 20 college preparatory credits (we do not give academic credit for our own sports activities), completion of at least five full credit courses in the senior or The Academy year, passing all courses taken in the final year, and meeting the following course requirements:

- four years of English
- three years of history (U.S. History required)
- three years of science (Biology and one Environmental Science required in Upper School)
- three years of mathematics (Algebra I, Geometry, Algebra II are required)
- two years of one modern language other than English through level three
- one year in the creative arts

### *To Transfer Credits from Another School*

From an Upper School: Watkinson accepts college-preparatory credits from other accredited institutions. Non-college-preparatory credits, such as shop or physical education credits, do not count toward Watkinson's 20-credit graduation requirement.

We do not count Middle School credits from other schools toward fulfillment of Watkinson graduation requirements. Credits earned in grades 6 - 8 as high school level college preparatory courses (such as Algebra I or Spanish I, for example) will only count towards placement in Upper School.

Seniors must pass every class in which they are enrolled in the third trimester in order to graduate.

### *To Waive a Graduation Requirement*

Watkinson may waive a graduation requirement when a specific learning challenge is involved and when testing and classroom experience show a legitimate learning difficulty. Students and parents must specify the reason for the waiver request, and it must be approved by the Academic Policy Committee. In rare cases, a student who enters Watkinson as a senior without having taken a required course may receive a waiver.

### *Attendance at Commencement*

We invite all seniors and The Academy students who are in good standing at the end of the school year (both academically and as school citizens) to participate in Commencement. Good academic standing assumes passing all courses in the graduate's final year. A student who has failed one course, and has been given an extension by the Academic Dean to complete the course for credit in summer school, is eligible to participate in Commencement. In some cases, the faculty may invite a senior or Academy student who has failed more than one course or been unable to complete courses (because of an illness, for example), but who is in good standing as a school citizen, to participate in Commencement. The diploma will be awarded upon successful completion of the summer course.

A student is considered to be in good standing as a school citizen unless his or her conduct has resulted in a Leadership Council recommendation that he or she may not graduate or participate in Commencement because of a serious abuse of the school's expectations of good citizenship.

This type of Leadership Council recommendation must be approved by the Head of School. Examples include cases of extreme dishonesty, bullying, harassment, or other forms of serious disrespect for the school's values during a student's final year at the school.

A senior or Academy student who is expelled during his/her last year may neither receive a diploma nor participate in Commencement. In some cases such a student may be allowed to complete credits on a "home bound" basis, receiving a completed transcript when academic requirements for graduation are met.

### **Re-enrollment**

Watkinson's enrollment agreement represents an annual contract between parents and the school. In February, parents of students who are in good standing in grades 6-11 are sent a re-enrollment

agreement for the following year. On the basis of student records for the year, some students are not offered a contract. In these cases, progress in areas of concern—academics, behavior, or attitude—is reviewed at the end of the third trimester.

During the third trimester, the Academic Dean, in consultation with the Dean of Students, oversees the progress of these students. In some cases, they may decide that it is in the best interest of the school and/or the student that s/he not return to Watkinson the next year. If this student has returned a re-enrollment agreement with a deposit, the deposit will be refunded.

### **Other Options: Early Graduation, Independent Studies, Special Academic Requests**

Requests for student participation in programs outside of Watkinson will be considered on a case by case basis by the Academic Dean and the Academic Policy Committee.

#### *Early Entrance into College or Special Programs*

In rare instances, students may apply to graduate early from Watkinson. Any student who wishes to graduate early must submit a proposal for approval to the Head of School and the Academic Policy Committee during his or her sophomore year.

#### *Independent Studies*

Students may petition for an Independent Study if their area of interest is not being offered by the school. Successful independent studies require genuine independence and maturity on the part of the student, and active support from a coordinating teacher. Independent study applications can be requested from the Registrar or the Academic Dean. Applications for the next school year need to be submitted by May 15 of the current academic year.

## **III. Academics**

### **Course Selection**

#### *Middle School*

Students in the Middle School take a combination of core year-long classes and one-trimester arts and technology classes. In the event that a student would benefit from a revised curriculum, the matter will be addressed by the Head of Middle School in consultation with the student's parents and teachers.

#### *Course Selection Process—Upper School*

Returning students make their selections at Parent/Student/Advisor conferences in late January from courses recommended by department heads and classroom teachers. Advisors monitor this process with each advisee. The Academic Deans make final placement decisions.

#### *Standard Course Load—Upper School*

A total of 20 credits is required for a Watkinson diploma. The minimum course load is 5 credits per year for grades 9-12. Special arrangements regarding course load may be made with the Academic Dean and the student's advisor, with parental approval. We recommend that students

maintain honors level work in order to petition for 7 or more credits in any given year.

#### *Course Changes—Upper School*

Course change must be submitted in writing during the first three weeks of the trimester and require the approval of parent(s), advisor, teachers involved, the Academic Dean, and the Director of College Counseling (for Seniors). We consider the reason for the request, the student's credit status, and his or her overall academic program. The Academic Dean reserves the right to override any of the following guidelines under special circumstances. Forms for course changes are available from the Registrar's Office.

#### *To Drop or Withdraw from a Course—Upper School*

Students wishing to drop a course can do so up to the midterm report of the first trimester that the class meets. A "Course Change Request" form must be submitted to the Academic Dean. The dropped course will not appear on the student's record.

After the midterm report, a dropped course will be considered a withdrawal; the student's record will show a W on the transcript. Withdrawals may take place throughout the year. In this case, a "Course Change Request" form must be submitted to the Academic Dean, and no credit will be given for the course. Course changes cannot take place until the advisor and Academic Dean have signed the form. Forms are available from the Registrar's Office.

#### *Awarding Credit for Partial Completion of a Course—Upper School*

Most Watkinson courses run the length of the school year. If a student elects to drop a full-year course at the completion of either the first or second trimester, partial credit will not be awarded and a "W" will be recorded in his or her's transcript. Only in the event of an extreme situation (prolonged illness, etc.) will partial credit be considered, and only at the discretion of the course teacher, department head, and the Academic Dean in consultation with the Academic Policy Committee. This same group will be consulted to determine the merits of awarding a Pass/Fail grade for a single trimester of work due to extraordinary circumstances.

#### *Course Modification—Upper School*

Occasionally, a student may be able to complete a course only by having some of the course requirements modified to compensate for a particular learning style. In this case, a form describing the modification will be attached to the student's transcript. The appropriate Dean will coordinate the modification.

### **Grades**

Academic and effort grades, as well as teachers' comments, are sent to parents at the end of each trimester. Watkinson's dual system, grading academics and effort, is based on the belief that attitude and motivation are significant components of learning.

### **Effort Grades**

Effort grades are assigned on a scale of one to five, one being the highest. An effort grade of 3, therefore, may be considered an "average" grade.

1 outstanding

- student always completes assignments on time
- shows superior diligence and initiative in preparing assignments
- is always focused on the job to be done
- always brings textbooks and relevant materials to class
- is always willing to work, not only on immediate assignments but also on other skill-building problems presented
- is always prepared for tests
- promptly makes up assignments in case of absence
- takes initiative in completing make-up work
- takes initiative in seeking extra help
- can provide the instructor with useful feedback about areas of uncertainty
- participates in class with enthusiasm and positive energy
- consistently behaves in a responsible and cooperative manner

## 2 good

- student generally completes assignments on time
- may occasionally submit a late or perfunctorily performed assignment (but no assignments are missing at the end of the trimester)
- promptly makes up assignments in case of absence
- consistently prepares for class
- consistently prepares for tests; does not fail any test based on effort
- always brings textbooks and relevant materials to class
- consistently participates in class in a positive way
- is focused on the job to be done
- always behaves acceptably in class

## 3 satisfactory

- student's effort does not stand out negatively or positively
- student participates consistently but not necessarily vigorously
- completes assignments regularly, with occasional lateness
- is occasionally inconsistent about make-up work
- comes to extra help sessions when required
- does not fail tests or quizzes based on effort
- may require encouragement to get going
- participates but is more of a passive than an active learner
- shows satisfactory, if undistinguished, attitude and behavior

## 4 insufficient

- student often submits late or incomplete assignments
- shows little inclination to make up missing work
- fails several tests or quizzes based on effort
- does not take advantage of extra help sessions
- is immature in meeting responsibilities
- may be late to class more than once
- has negative energy in class, may distract others
- is reluctant to start or finish work

## 5 unacceptable

- student often submits assignments late or not at all
- makes no effort for tests and quizzes
- avoids making up missed tests
- does not come to extra help or tutoring sessions
- exhibits disruptive classroom behavior, has negative effect on class
- is likely to fail course because of chronic neglect

### **Comments**

We believe that communication among parents, teachers, students, advisors, and administrators is vital. At the mid-point and at the end of each trimester, teachers provide comments and grades for all students. All comments are delivered electronically.

Advisors write letters to students twice yearly, summing up each student's performance as well as addressing extracurricular, social issues, and any other facets of the student's life at Watkinson about which advisors may have particular insights.

### **Honor Roll**

We have two honor rolls, one for academic achievement and one for effort; both are posted at the conclusion of each trimester. A student who carries a full course-load and whose trimester average is 90 or above is awarded high honors; 85 to 89, honors. However, students will not be placed on the Honor Roll in a given trimester if one or more of their courses is below an 80 or any effort grade is below a 3. The Effort Honor Roll consists of students with no effort grades below 2.

Effort grades earned in the Learning Skills Program do not apply.

Students who meet at least one of the following criteria and who are earning credit in a minimum of five classes receive Honors Recognition if:

- a) They have been on the Academic and/or Effort Honor Roll in each class for the entire academic year.
- b) Their combined average for the three trimesters in each class is an 85 or above.

### **Examinations**

Teachers have a choice between giving exams or projects at the conclusion of each trimester. For courses without exams, the last week of each trimester will be used for project presentations, tests, or regular class activities. Each department determines its own policy; we encourage the practice of culminating assessments.

Final exams may count no more than 1/5 of the trimester grade.

### **Academic Probation**

Any student who, in 2 classes, falls below 70%, or below a 3 for Effort, in a trimester will be placed on Academic Probation. Academic Probation is designed to provide more structure and

very close monitoring to help students raise their level of achievement.

The Academic Deans and Division Heads, in consultation with teaching faculty, reserve the right to place a student on probation at any time during a given trimester should the student's academic standing merit this. In the case of a senior dropping to probation status, all senior privileges are relinquished until the next grading period.

Students on Academic Probation must fulfill the guidelines as established by the appropriate Academic Dean in order to return to good standing.

The student will meet with parents, teachers, advisor, and Academic Dean to ensure full cooperation at home and to agree on a specific course of action. If there is no substantial improvement, at the end of the school year the faculty will decide whether the student should return to Watkinson. We will take extraordinary personal circumstances into account when determining a student's academic standing.

### **Senior Third Trimester**

Seniors must pass every class in which they are enrolled in the third trimester in order to graduate. Any senior falling into probationary range in one or more classes during the third trimester will be required to attend study hall until they have raised their average. The Head of Upper School, the Academic Dean, and the Dean of Students, in consultation with the faculty, will determine whether a student will receive final credit for graduation.

### **Incomplete Grades**

Students earning incompletes have up to two weeks following the close of the marking period to complete the work. In case of an extended medical leave, work completion will be determined by the Academic Dean on a case by case basis.

In the case of an incomplete grade, students will receive an "I" (incomplete) and no effort grade on their report card until the missing work is made up. Both grades will be provided when the coursework is completed.

### **Homework**

Teachers assign homework on a regular basis in all Watkinson courses; they expect it to be completed on time. Teachers do consider homework in determining course and/or effort grades. Copying another student's homework is considered academic dishonesty.

(For details about collaboration, cheating, and plagiarism, please see Part I: Section VI.)

Homework assignments will be course and grade appropriate. Time allowances (for late work) and grading expectations will be communicated by the classroom teacher. Policies may vary, particularly in the Upper School. In cases of illness, students are responsible for checking the website/Learning Management System (LMS) for homework assignments. If unable to access the LMS, the student should contact the teacher via email or voicemail.

### **Making Up Credits During the Summer**

A student may make up a course failed during the year by successfully completing a summer school course at an accredited institution approved by the department head and the Academic Dean. Such make-up courses should be the equivalent of 30 hours. The failing grade received during the year will remain on record; the student may be required to repeat the course during the school year to receive credit.

A student who is unable to attend summer school to make up a failed course may receive individual tutoring, which must be approved in advance by the department head and the Academic Dean. Credit will be awarded after successful completion of a Watkinson-approved examination.

Students may be required or advised to take some summer courses for academic reinforcement. Summer study for credit requires prior approval of the department head.

### **Summer Reading**

The Watkinson faculty is committed to the belief that extensive reading is essential to the process of becoming an educated person. The summer reading lists are posted on our website. Students should expect to be assessed on their reading upon return in September.

### **Extra Help**

Individual and Small Group Tutoring with a Teacher. Also see “Learning Skills Program,” Section V.

### **Study Halls**

#### *Afternoon Study Hall for Middle Schoolers*

Optional Middle School After School Study Halls are available and supervised by classroom teachers each day until 4:30 (Wed. until 3:45). Students may stay the entire time or leave when a parent/guardian contacts the study hall supervisor.

#### *Class Day Study Hall*

All students in grades 6-9 must attend study hall. Ninth grade students who have earned high honors in the first two trimesters of their freshman year, and students in grades 10 and 11 who have achieved high honors (an average of 90 or above) or effort high honors (all 1s in effort) during the previous trimester, have the option, after signing in, of selecting an outdoor work area on the patio in front of the Arts and Athletic Center, in the front yard or at the gazebo. Seniors have the same privilege unless on probation.

When students are not scheduled for a class, they are assigned to a study hall. Each student is required to sign in for him/herself at the beginning of the study hall block whether exempt from Study Hall or not. Students are expected to follow the mode of conduct appropriate for each workplace.

With written classroom faculty permission, Upper School students may use the ALC, Art Barn,

Photography lab, or Ceramics studio. With written classroom faculty permission and permission from the Dean of Students, students may use the University of Hartford library.

## **IV. Athletics and Afternoon Activities**

### **Athletics**

#### *Attendance*

Daily attendance is required. Written excuses from a parent must be given to the Athletic Director before lunch. Students should be prompt to their activities and practices. Unexcused absences will be handled exactly as an unexcused class absence.

Game attendance is mandatory. Every member of a team is important and necessary. Parents and students should check the sports schedule at the season's start. If students are ill for a Saturday game, they should contact their coach or the Athletic Director the morning of the game.

In order to attend practice or a game, a student must attend at least half of the school day. A student who does have an excused absence the day before a game may also have their playing time limited the following day. If a student is not practicing due to injury s/he should still attend practice as part of the team.

#### *Commitment*

As with academic courses, students usually may not change activities after the first three weeks of the season. A student who wishes to change activities must contact the athletic director directly within the three week window.

#### *Conduct*

Team members are expected to behave in a sportsmanlike way during practices and games. Respect towards officials and opponents should be shown at all times. Swearing and loss of temper, especially during games, will not be tolerated. If a team member is ejected by an official or removed by a coach during a game, s/he will not play in the next game. A student may be suspended from a team for a period of time if behavior and attitude warrant such action.

#### *Dress*

All students participating in physical activities are required to wear appropriate athletic attire which will be worn to all practices unless the sport calls for other practice clothing. Proper footwear is also mandatory.

### **Middle School Athletics/Activities**

In an effort to continually enhance our program and consider what is developmentally appropriate for young adolescents, middle school physical activities are a one-hour activity block when athletic teams and other physical activities will meet. This allows all of our students to get some daily exercise. The athletic fields, gym, and locker rooms will be used exclusively by the middle school during the activity block, and each middle school athletic team will have one after school

game a week. All general guidelines apply to all teams and activities.

### **Upper School Afternoon Activities**

Afternoon activities are an important part of Watkinson's educational program. Students participate in competitive and noncompetitive sports and other activities such as dance, martial arts and yoga. Afternoon activities help new students become part of the school and allow students and faculty to work together outside of the classroom.

Upper School students are required to take an afternoon activity each trimester, two of which must be physical activities, except in certain cases with permission from the Athletic Director. All the guidelines listed under athletics apply.

#### *Off-Campus Afternoon Activities (Upper School only)*

Students must first pick up an off-campus request form from the Athletic Office and submit the form to the Athletic Director by the due date. The program must be structured and involve formal instruction and is not an activity already offered by Watkinson. Therefore, a casual recreational activity is not satisfactory. The off-campus option must be supervised by an adult who is present at all sessions, and parents **may not** act as supervisors. Students may not do an off campus activity more than one trimester except if they are competing at high levels which require year round training (competitive horseback riding, ice-skating etc).

## **V. Signature Programs**

### **Creative Arts Program**

Upper school students with serious interest and strong ability in any of six arts disciplines (dance, music, theater, writing, visual art and film) must apply by contacting the CAP Director and completing an interview and an audition or portfolio review. Students must spend a minimum of two years in the program to earn the diploma; admission is rolling during 9th and 10th grade years. For more information, contact the Director of the Creative Art Program or visit the Creative Arts Program page listed under programs on the school's website.

### **Global Studies Program**

Upper school students with serious interest in global concerns and strong academic ability must apply by contacting the Director of Global Studies. Enrolling in Global Studies involves a commitment over 11th and 12th grades. Students generally apply in spring of 10th grade; occasionally, 11th graders opt into the program in the fall. For more information, contact the Director of Global Studies or visit the Global Studies page listed under programs on the school's website.

### **Learning Skills Program**

Enrollment in the program requires the written approval of the student and his or her parent(s). Because this service is supplementary to the regular college preparatory program, we charge a fee beyond regular tuition. Requests for Learning Skills services are processed on a first come, first served basis; therefore, enrollment in the Learning Skills Program cannot be guaranteed. Questions about this program should be addressed to the Learning Skills Director.

### **University of Hartford Courses**

The University of Hartford admits qualified Watkinson seniors to some of its courses under the College Now or Watkinson Abatement plan. Students apply through the Watkinson College Counseling Office. The University considers grades, recommendations, and SAT/PSAT scores. No additional tuition fees are assessed; students pay lab and registration fees, in addition to purchasing their own textbooks.

Students who take University courses receive Watkinson credit, and this coursework is reflected on the Watkinson transcript. Students may not drop a University course without permission from the Director of College Counseling and the Academic Dean, and must notify the Registrar. The University's add/drop schedule and policies are in effect.

## **VI. Standards of Conduct**

Students choose to enroll at Watkinson School because of our exceptional learning environment. During our academic day, students strive to be:

- dedicated to class activities above all others
- engaged in the learning community
- willing to follow teacher rules, instructions, and guidance
- open to face-to-face interactions with others
- respectful toward others

Any behavior that prevents you or others from achieving these goals is unacceptable, and may result in disciplinary action. Both scope (whom the behavior affects) and frequency (how many times it has occurred) can influence the disciplinary response. All members of the community are responsible for upholding these standards. The Division Heads, Dean of Students and all faculty will be leaders in this work.

### **Attendance Policies**

#### *Absence and Attendance*

Academic credit at Watkinson depends on attendance as well as performance. Rosh Hashanah, Yom Kippur, and Good Friday are observed religious holidays when they fall on school days. Other religious and cultural holidays are important to many of our families and any absences for observance are excused.

A student missing five days of school in one trimester raises Watkinson's concern about excessive school absence, excused or unexpected.

In cases of excessive absence, the advisor, Deans and Division Head will work with students and families to identify the issues at hand and collectively create a path toward better attendance. Should attendance remain problematic, there is a possibility that academic credit will be withheld. In the event of credit being withheld, an appeal may be directed to the Head of School.

#### *Medical Leave/Withdrawal*

When students are deemed unable to attend school for medical reasons, parents may request or the school may require a medical leave. Such a leave requires an agreement between school leadership, parents/guardians and the student's medical team. Prior to a student's return from medical leave, Watkinson requires a written report from a physician or psychologist to determine the student's readiness to return.

There are times that a family, in consultation with student's medical team and School Leadership, may choose to withdraw a student from school for medical reasons. Under certain circumstances, the school may also require a medical withdrawal. Contact the Division Head or Academic Dean with questions or concerns.

#### *Arrival to School/Reporting Absence*

The school's official hours, during which we have adult supervision on campus, are 7:30 a.m. to 5:00 p.m. on Monday, Tuesday, Thursday, and Friday, and 4:30 p.m. on Wednesday. It is therefore expected that parents make adequate arrangements for the timely transport of their child after school hours.

Students should arrive on campus no later than 7:55 in order to attend first block class on time. Students arriving after 8:00 must check in at the Dean of Students' office in Goodwin Hall or the front desk in Feringa Hall to receive a late pass. If a student amasses five tardies to any given class or misses three afternoon activities in a trimester, the student should expect to perform an hour of community service.

All absences must be reported daily by a parent or guardian to the Receptionist (860-236-5618) or the Dean of Students' office no later than 8:30 a.m. (860-236-5618 ext. 177). Doctor and dentist appointments should be scheduled after school or during vacations. (See "Frequent Absence from School," below.)

#### *Early Dismissal*

A student may leave school for sickness or other reasons after checking out with the Dean of Students, the nurse, and the student's parent/guardian has given permission. The student must then sign out at the front desk. If the parent/guardian cannot be reached or does not approve the dismissal, the student should return to class, except in extreme circumstances. The student is responsible for all missed work.

#### *Leaving Campus*

Students may not leave campus at any time during the day, including activity period, without first obtaining permission from the Dean of Students and then signing out at the front desk. No student may be excused from afternoon activities without obtaining permission from the Athletic Director. Permission notes from parents "after the fact" are not acceptable. Any student who leaves campus without permission will face disciplinary action. In the case of a second offense, the student will be brought before Leadership Council.

### *Campus Boundaries*

The University of Hartford, the parking lots, the outdoor ropes course, the lower soccer field, the tennis courts, are out of bounds at all times—even when school is not in session—unless the student is accompanied by a teacher or coach. Students need to be in sight of the buildings. The Watkinson campus is off bounds to students after dark unless they are attending a school function. This includes weekends and vacations.

### *Student Access to University of Hartford*

Watkinson enjoys a unique and cherished relationship with the University of Hartford. To honor the terms of this relationship, it is expected that all Watkinson students are aware of and attentive to the following terms and parameters.

Watkinson Juniors, Seniors, and Academy Students may go to the University:

- 1) to attend a course;
- 2) to attend a Watkinson class function;
- 3) to use the Mortensen Library.

### *Use of the Mortensen Library:*

- A student must obtain written permission from a classroom teacher, share that permission with the Dean of Students' office before leaving the Watkinson campus.
- Students must use their Watkinson ID cards, issued at the beginning of the year, to borrow books from the University of Hartford Library.
- Students must abide by all Watkinson rules while at the University.
- Students may not go to any other destination on the U of Hartford campus other than the library while there.

### *Planned Absence from School*

Families who plan absences for a Watkinson student should obtain a "Request for Planned School Absence" form from the front desk or the school's website. The form should be signed by the Academic Dean or Middle School Head at least two weeks in advance of the planned absence. Teachers' signatures on the form acknowledge an absence from school. In signing this form, the parent needs to recognize the possible ramifications of absences. Although the appropriate administrator may determine that exceptional requests may be excused, families should anticipate that requests for vacations outside of Watkinson's vacation times will be unexcused.

In these cases of unexcused absence or failure to submit a Planned Absence Form, teachers will not be expected to provide extra help or to explain missed classroom presentations. The student is responsible for getting assignments in advance; all written assignments must be turned in the day the student returns to school. All tests must be taken at the teacher's convenience. It is also understood that absences often result in lower grades because of missed classroom instruction.

Seniors may schedule a limited number of college visits during the course of the year and must submit a "Request for Planned School Absence" form signed by the Academic Dean and the Director of College Counseling. With prior permission from the Dean of Students or Academic Dean, a student may bypass this form for a critical, unplanned college visit.

### *Vacations*

Families should not extend vacations beyond the time provided on the school calendar.

Watkinson's policy is that teachers may give reduced credit for work missed.

#### *Tardiness to Class*

Lateness has a negative effect on the academic atmosphere of the school. If a student amasses five tardies to any given class or misses three afternoon activities in a trimester, the student should expect to perform an hour of community service.

#### *Unexcused Absence from Class*

A student who is absent from class without permission will face disciplinary action and may require a behavioral contract with the Dean of Students. In addition, the student may receive reduced credit for any missed quizzes, tests, in-class work or assignments due that day. Teachers are not expected to give extra help for work missed.

### **Academic Integrity**

**Watkinson expects all student work to be original and completed by the individual student.**

#### *Collaboration*

Teachers regularly expect students to work collaboratively in class and on certain projects outside of class. Collaboration, however, should not be confused with any student calling another student's work his or her own, and may take place only with specific permission from the teacher. If in any class students have questions about whether, when, or how they should collaborate, it is their responsibility to ask the teacher.

#### *Cheating*

During exams, quizzes, and tests, no notes or textbooks are to be consulted unless so instructed by the teacher; there will be no communication of any kind among students during the exam. Students are to complete all daily assignments by themselves.

Helping another person cheat, whether on homework or on a test, is not acceptable. Copying another student's homework or turning in another student's work is considered academic dishonesty.

#### *Plagiarism*

Research material must be quoted directly and attributed to the author, or paraphrased with acknowledgment. This includes material downloaded from the Internet. Failure to do so is plagiarism—the use of someone else's words or ideas without giving credit.

#### *Consequences of Academic Dishonesty*

The teacher will bring all cases of academic dishonesty to the parents, the Division Head, the Academic Dean, and the Dean of Students. For the first offense, the student will receive reduced credit on the assignment in question, be required to complete an educational component and be placed on Academic Probation for the time deemed appropriate. A second offense may result in a meeting with Leadership Council and may lead to expulsion.

### **Information Technology Acceptable Use Policy (AUP)**

The information technology at Watkinson School exists to support the educational mission of the

school. Use of our resources is a privilege that places a responsibility on all users. They have the responsibility to use our resources in a considerate, ethical and lawful manner. The system administrator or the administration may revoke this privilege at any time if deemed necessary.

By being a member of the Watkinson School community, users agree to adhere to rules and guidelines set by the Acceptable Use Policy.

The information infrastructure at Watkinson School includes (but is not limited to) the campus local area network wires and active components, public computers in various centers and classrooms, the Internet connection to Watkinson School, wired or wireless connections to Watkinson School, and the various servers and file storage areas connected to the network. **When personal electronic devices are used on campus, our acceptable use policy still applies.**

Failure to abide by the guidelines outlined in the AUP will be dealt with on a case-by-case basis with the following parameters used to determine the proper disciplinary action. The IT staff and/or the Dean of Students will determine the classification of the infraction. Violations of the AUP will result in disciplinary actions that may include loss of email or computer privileges with multiple violations resulting in more serious consequences.

- Level I infractions result in the loss of email or computer privileges for a set period of time, determined by IT staff. These infractions include but are not limited to incidents where inappropriate use of an individual computer has occurred.
- Level II infractions result in the student having to report to the Dean of Students to determine disciplinary action. These infractions include but are not limited to incidents where other users are affected.
- Level III infractions result in the student having to go to Leadership Council for disciplinary action, which could result in suspension or expulsion. These infractions include but are not limited to conduct that is detrimental to the security or proper usage of our network.

Watkinson School reserves the right to examine any files on electronic devices used on campus if there is a belief that a violation of the AUP has occurred.

We believe that, in order to develop an appreciation of the ways in which computers can help us improve our work, students should have access to a computer at home. Those who do not have access to a computer at home should speak with Nate Herzog, the Director of Technology on the first day of school.

#### *Access*

The Active Learning Center in Goodwin Hall serves as our library and computer center and is open from 7:30 a.m. to 4:30 p.m.

The Tech Room and the Middle School Language Arts Center in Feringa Hall, the Laptop Lab in the Science Wing, the laptop cart in the ALC, and the ChromeBooks available in the Humanities classrooms in Goodwin Hall are also resources for computer use.

#### *Rules and Guidelines*

- Inappropriate gaming, surfing of websites, or use of social media are not allowed on any computers on campus. Faculty may authorize appropriate use of these tools.

- All students are expected to save all files either to Google Drive, a key drive or other cloud backup. Work left on lab or ALC hard drives may be deleted at the end of each school day.
- Print only what you need. Because we have a limited supply of toner and paper, users should not print long passages or multiple copies.
- Users will respect Watkinson School and its property.
- Users will not delete, rename or alter school files on public computers.
- Users will not store invisible files on school computers.
- Users will not deliberately sabotage school files, hardware or software.
- Users will not disconnect or move ANY WATKINSON SCHOOL hardware without specific permission. This includes computers, monitors, keyboards or mice.
- Files and folders used or stored on school computers will not contain pictures or describe scenes not acceptable by public standards or contradictory to the standards set forth by Watkinson.
- Only software authorized by the IT department is permitted to be installed on Watkinson computers.
- Hacking is not allowed. This includes the use of software or other means to breach the integrity of the school's IT resources.

#### *Passwords*

- Passwords are school keys. Like physical keys they are distributed to protect the privacy of users.
- All users will log in with their own password, logging out other users if necessary.
- Users shall not attempt to gain access to unauthorized resources.
- Immediately report any lapses in security to a member of the IT staff.

#### *Copyright laws and academic honesty*

- Users shall not store, transfer or trade stolen or pirated commercial software or files.
- Users will cite the source of any text, photo or video when including it in something submitted for credit.

#### *E-mail and "Chat"*

- E-mail is NOT private, or completely secure.
- No attempt will be made to monitor or censor e-mail. We reserve the right to examine email in cases of harassment, discrimination, misconduct or other incidents deemed necessary by the administration.
- Unwanted junk e-mail and chain letters are prohibited; no SPAMMING allowed.
- Access e-mail only at appropriate times or with the permission of a teacher.
- All communication via email should be respectful. Messages should not contain inappropriate, negative or mean spirited language.
- Be aware of who you are sending messages to, especially when you are replying to a message.
- Users will act in a manner that reflects on the community as a whole because all communication contains the address of the school.
- No students are permitted to participate in "chat," "message board," or "instant messaging" services on campus unless authorized by IT staff.
- Students are required to regularly check their school email accounts. We reserve the right to restrict access to personal email accounts if deemed necessary.

#### *The Internet*

Internet access is provided to the Watkinson community to enhance the educational mission of the school. Students are required to respect each other and use IT resources in a responsible

manner. It is expected that students will use the Internet for academic enrichment.

- No inappropriate resources may be accessed from our network. This includes the use of social networking sites like Facebook, or accessing material containing obscene or sexually explicit language/images.
- Users shall not post home or school E-mail addresses, phone numbers or mailing addresses in public areas, or post harassing, inflammatory, or threatening information about a person or event.
- Software may not be downloaded using our network unless authorized by IT staff.
- Use of peer-to-peer and related file sharing services is prohibited.
- Students are not permitted to use school computers to perform financial transactions unless authorized by an adult in the Watkinson community. This is only permitted in instances such as purchasing books for class.

#### *Electronic Device Policy*

Watkinson is not responsible for loss or damage of student-owned devices.

#### *Phone Use*

During the academic day, cell phones must be turned off and out of sight unless the classroom teacher gives permission for academic reasons. Middle School students may only use their cell phones before and after the academic day. Upper School students may use their phones during passing time, and seniors and Academy students may use their phones during free blocks in the hallways or outdoors.

#### *Video Production*

All video produced on Watkinson grounds or created for classroom use is subject to our AUP. To protect individual privacy, express written consent is required from all parties present in any video associated with Watkinson that is distributed publicly. These releases are required in advance of distribution, and must be also approved by a teacher and/or the Director of Communications. Teachers assigning video projects can supply release forms to any students that wish to distribute projects publicly. These terms of use apply to services that host video submissions (like YouTube).

#### **Alcohol and Other Drugs**

Possession, consumption or use of alcohol or other drugs on campus before, during, or after school hours, appearing at school under the influence of drugs or alcohol, is forbidden regardless of the student's age. This policy applies to any school-related or school-sponsored event, regardless of location. In response to violations of this policy, appropriate disciplinary measures will be taken, which may include expulsion.

If a student is suspected of selling or distributing alcohol or other drugs on school property or at any school function, the school will conduct an investigation. If the student is found to have sold or distributed drugs or alcohol, the student will be suspended or expelled from school.

Any attempt or conspiracy to purchase or acquire drugs or alcohol at school-related or school-sponsored events will also lead to disciplinary action.

When a staff member suspects that a student is under the influence of drugs/alcohol, s/he will notify the administration. The Dean of Students or appropriate Division Head will accompany the

student to be evaluated by the nurse. The nurse will administer a behavioral assessment and check vital signs. The nurse will give results to the administration which may then request a substance abuse identification test be conducted that day. The Administration will notify the student's parent(s) immediately and request they come to school. If the parents are unavailable, the student will remain under direct supervision until such time that a parent or guardian can be reached. In all cases in which the substance-abuse identification test is positive, or in which the student admits such use, the student will be held to the Watkinson School discipline policy and an evaluation by the child's physician will be necessary for readmission to school. Under certain circumstances, the school may require a medical leave.

### **Smoking**

Smoking is not permitted at Watkinson or on the campus of the University of Hartford. Students found smoking or in possession of cigarettes, electronic cigarettes or vapes will face disciplinary action. Students who smoke outdoors could face suspension, and because of the dangerous fire hazard, smoking indoors may result in expulsion.

### **Citizenship**

Students are expected to be courteous and well-behaved. Disrespectful behavior is not acceptable at Watkinson, whether it is in the classroom, in the hallway, or on the playing field, and it will merit disciplinary actions.

Members of the Watkinson community—faculty, staff, students—are expected to treat each other with dignity and respect, and are entitled to freedom from any kind of harassment, hazing, bullying, or fighting. No form of harassment, hazing, bullying, or fighting will be tolerated, whether related to race, gender, sexual orientation, ethnicity, nationality, language, religion, economic class, physical appearance, or physical or mental capacity.

Watkinson understands that conflict is a natural part of community living. When members of our community experience conflict, we have a commitment to peaceful resolution through restorative practices. When the participants are agreeable and both parties agree to mediation, they will be referred to our trained adult and student peer mediation team. If they are not agreeable, the conflict may be addressed through the disciplinary system.

**Harassment** is defined as any unwelcome attention or behavior toward another person that is perceived as annoying, bothersome, or physically and/or emotionally injurious.

Forms of harassment include verbal and/or written remarks, symbols, caricatures, pictures, physical contact, gestures, innuendo, gossip, email, texts, phone calls, etc. Harassment is defined by the impact on the victim, not by the intention of the action.

**Hazing** is the imposition of strenuous, often subtly humiliating, tasks as part of a program of training and/or initiation.

**Bullying** is any deliberate, repeated act by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate.

**Fighting** consists of physical action—offensive or defensive—with intent to hurt another.

Watkinson will investigate and respond to a report of harassment, hazing, bullying, or fighting if the incident creates a hostile environment at school for the victimized student, infringes on the rights of the student at school, or substantially disrupts the student’s education or the orderly operation of the school, whether it occurs inside or outside of the school.

Any retaliation against a reported incident of harassment or bullying shall also be treated as harassment under this policy.

Any student or parent who is concerned about a possible harassment, hazing, bullying, or fighting incident should bring the matter to the immediate attention of an appropriate school official. This could be a teacher, advisor, Division Head, the School Counselor, the Dean of Students, or the Head of School.

After the concern has been reported to a school official, the following steps will be taken:

1. The Dean of Students will investigate the reported incident(s);
2. The Dean of Students will consult with the appropriate Division Head about next steps and make a determination as to whether harassment, hazing, bullying, or fighting has occurred;
3. If harassment, hazing, bullying, or fighting is found to have occurred, the parents of the students involved will be notified; and
4. Students found responsible for harassment, hazing, bullying, or fighting will face disciplinary consequences from the school that may include probation, suspension, or expulsion.

### **Displays of Affection**

The expression of affection in public is of concern to the community as a whole, because it can be offensive or exclusionary. Displays of affection that are overly physical or explicit are not appropriate at school. Students must conduct themselves in such a way that their actions are inoffensive to a potential onlooker. After a clear warning from a faculty or staff member, parents will be called if unacceptable behavior continues.

### **Dress Code**

At Watkinson, our school dress reflects the friendly and structured character of the school. It also recognizes that we are at school primarily to work, not to enjoy leisure activities. It reflects the respect we hold for each other and for ourselves.

Students are expected to dress appropriately. Questionable choices around this code will be addressed by adults in the community.

If a student’s dress is in question, parents may be called to provide appropriate clothing.

### **Driving**

Students who enjoy the privilege of driving to school are expected to observe safe, considerate

driving habits. The speed limit on campus is 10 mph. Students who are observed driving recklessly, speeding, or driving in any other unacceptable way will be given one warning only, and their parents will be called. For a second offense, they may forfeit the privilege of driving to school.

The school reserves the right to have students register their vehicle(s) with the Dean of Students.

Any student who takes another student off campus without permission may also face suspension of their driving privileges.

### **Field Trips and Off-Campus Activities**

School rules apply on school trips or school sponsored off-campus activities. Students who disregard these rules may be subject to disciplinary action on-site and when they return to campus.

### **Dangerous Items**

Students with weapons on campus will come before the Head of School, and a psychological evaluation may be required. Suspension or expulsion may be considered.

### **Respecting Property of Others and the School**

No student should ever take another person's property, and theft is not tolerated. Students who take others' property will be brought before the Leadership Council and may face disciplinary consequences. Expulsion may be considered.

The Dean of Students will determine the consequences of any vandalism. Small incidents will be rectified through community service. Depending on the severity and intent, the student may be expelled from school. Students must repair or pay for any damage done to school property.

Everyone should respect the appearance of our campus. We expect all students to use the proper receptacles for trash and to recycle all plastic bottles and soda cans. There are recycling receptacles in each classroom. Students are encouraged to create a clean environment by picking up any litter that they see, both on the school grounds and in the hallways.

### **Senior Privileges**

If seniors do not have a first block class, they are expected to arrive at school prior to the end of first block. They must sign in at the Dean of Students' Office. Any senior who arrives after first block ends will be marked late; if a senior is late 5 times in a trimester, the student will receive an appropriate consequence and may lose the privilege of arriving at the end of first block.

Other senior privileges may be awarded by the Dean of Students and the Head of Upper School.

Seniors placed on probation of any kind will lose all senior privileges.

### **False Alarms**

Any student found tampering with fire alarms, emergency medical equipment or call-for-help buttons when there is not an emergency, will be brought before Leadership Council. Suspension or expulsion may be considered.

### **Violations of the Law**

Students should represent themselves as Watkinson students in the greater community. The Leadership Council will decide whether a student violating the law should be placed on probation or remain a member of the school community.

## **VII. Disciplinary Responses**

(For Academic Discipline, see Section III.)

### **Philosophy**

Watkinson's primary goal is to encourage students to value their role as active community members by fostering respect and responsibility. When choices are made that do not honor Watkinson's core values, our objective is to maintain compassionate firmness through a discipline system that has:

- 1) clarity
- 2) immediacy
- 3) consistency

Discipline works most effectively when the classroom teacher and advisor communicate directly with the student and the student's parents. All members of School Leadership work to support the discipline system. Through educating students about discipline and confronting major discipline issues swiftly and directly, discipline at Watkinson hopes to reinforce growth in each student's self-discipline.

### **Communication with Parents about Student Conduct**

When the school is concerned that a student may be involved in an activity that violates the Watkinson code of conduct in activities at school or away from school which could have serious negative consequences for the student, other students, or the school, the Dean of Students or Division Head may take action. In many cases, these members of School Leadership will communicate proactively with parents about any rising concerns in order to form partnerships built to stop problems before they arise.

### **Disciplinary Councils**

#### *Leadership Council*

A student will meet with the appropriate Academic Dean/Division Head, the Dean of Students, and/or the Head of School to determine a logical course of action when any of the following have occurred: 1) an unresolved conflict between a teacher and student; 2) harassment or bullying; 3)

initial meeting for academic dishonesty; 4) any major concern the Academic Dean, Division Head, and/or the Dean of Students has regarding these or other issues. Consequences range from detention to expulsion.

### **Disciplinary Actions**

#### *Detention*

A student receiving a detention will forfeit a free block and complete an assigned project. This detention can take many forms, and the Dean of Students will coordinate the project and the timing thereof. A detention can be issued for any form of disrespectful behavior.

#### *Search and Seizure*

School officials may search a student or the student's possessions, locker, or car if they believe that search will discover evidence of a violation of either the law or school rules. The school's right to search extends to technology, as well, if the school believes that the search will turn up evidence of violation of either the law or school rules. The reasonableness of the search must be related to objectives of the search and must not unduly infringe upon the student's right to personal privacy, in light of the age and gender of the student and the nature of the infraction.

#### *Suspension*

The purpose of suspension is to emphasize to the student and the parents that the student has seriously jeopardized his or her position at Watkinson. It provides an opportunity to gain a perspective on the situation and to decide whether the student is ready to make a commitment to the standards of the school.

For out of school suspensions, students are not allowed on campus and may not participate in any school activity during suspension. In-school suspension requires the student to be on campus, not attending classes and activities. Suspension includes service to the school and an educational, self-reflective piece.

Students are responsible for all class work and assignments during a period of suspension. Furthermore, students are expected to arrange a calendar for makeup work. They are required to take missed tests when they return, and teachers are not expected to give extra help for work missed.

#### *Behavioral Probation*

A student is automatically placed on Behavioral Probation when returning from suspension. Behavioral Probation is the most serious level of discipline at Watkinson and places the student on final warning for a length of time determined by the Dean of Students. The student must be especially alert about observing all school rules, appointments and responsibilities. When a student on Behavioral Probation fails to do so, the school will consider dismissal. Students on Behavioral Probation will be reviewed at the end of the year to determine if they may return.

#### *Expulsion*

A student may be expelled for extremely serious infractions or for repeated serious infractions of Watkinson's code of conduct. Any student who has been expelled may not return to the campus without permission from the Head of School. In rare circumstances, the Division Head may permit the student to complete coursework and take exams.

## **VIII. Health and Safety**

### **The School's Responsibility to the Patient and to the Community**

The school informs students, staff and parents regarding communicable diseases that at any given time pose a distinct risk in our community. It will provide personal support for any afflicted members of the community, and will be sure risks of transmitting a disease at school are minimized.

The school and communicable disease patients share mutual responsibility for the wellbeing of the individual and of the community. The school provides understanding to anyone whose physical or mental health is affected. The individual (in the case of students, a parent) is responsible for letting the Head of School know of any health matter that can affect the community. Appropriate school personnel will consult with the school's consulting physician about each individual circumstance.

### **Policy Regarding Students and Staff with Communicable Diseases**

1. Each case will be considered individually with advice from the consulting physician. Final decisions about interpreting school policy in each case will be made by the Head of School.
2. The Health Advisory Committee consists of the Head of School, the consulting physician, and such other members as the Head of School appoints each year. The committee will meet annually to revise this policy.
3. In the case of a communicable disease patient among the staff or student body, the school will provide emotional support to the individual and the community. The Head of School, in consultation with the patient's personal physician, will determine if the patient should continue in the school setting, or if the student's program should in any way be altered. The Head of School may also consult with the school's consulting physician, the President of the Board of Trustees, and the school's legal counsel, in making such decisions.

### **Medication Policy**

In accordance with Connecticut State Law (10-212a), a school nurse or, in the absence of the nurse, or any certified personnel of a school may administer medicinal preparations, including such controlled drugs as the commissioner of health services may, by regulation, designate, to any student pursuant to the written order of a physician/APRN/PA licensed to practice health care in this or another state or a dentist licensed to practice dental medicine in this or another state and the written authorization of a parent or guardian of such child.

Medications must be in a pharmacy prepared container, which is brought to school by a person over 18 years of age, and left in school for the duration of the medication. It must be labeled with name of child, name of drug, strength, dosage, frequency, physician's or dentist's name, and date of original prescription physician's or dentist's order. If a student will need to take a medication during the school day, please fill out the appropriate forms that are available on-line. Any

questions may be addressed to the school nurse at 860-236-5618, x158.

Any medication ordered 3 times a day, twice a day, or once a day is given at home unless specifically needed and told by the ordering physician. Prescribed medication will be administered during official school hours only. When a prescription is taken to the pharmacy and medication is needed for school, let the pharmacist know that you need a school container as well as a container for home. The pharmacist will see that this need is met for school.

All medication coming into the school is brought in by an adult or guardian, 18 years of age or older, and must be picked up by an adult as well. Children are not allowed to transport or have medication in their possession.

### **Allergies**

If your child has a history of severe allergies, it is crucial that we have current allergy information as well as any prescribed medications in the school office. Please call or write the Registrar's Office for the appropriate forms.

### **Visitors to Campus**

All visitors to campus must check in and receive a Visitor's Pass at the Receptionist's desk in Feringa Hall.

All student visits must be cleared with Admissions at least one week prior to visits.

## **IX. Transportation and Weather Procedures**

### **Drop off and Pick up**

Parents are requested to drop off and pick up their children in the "drop-off area." At no time should parents leave cars unattended in the "drop-off area." Students should exit by the right side of the car and avoid opening car doors on the left side. Observing these guidelines helps traffic move smoothly and safely.

### **Getting to School**

Watkinson provides carpool lists, by town, so parents can make cooperative transportation arrangements. City of Hartford students are eligible for bus passes, and students in some other towns are eligible for student rate passes. The current carpool list can be accessed on the school's website.

### **Early Dismissals**

Sports and afternoon activities end about two weeks prior to the end of each trimester. Students should leave campus immediately after classes—2:50 every day but Wednesday, when dismissal is at 2:05.

### **Weather Events**

Early closings, late openings, and snow days will be communicated by text, on the school's website, through the school's hotline (860-679-9456), and by local media outlets.

## **X. Communication**

Parents can expect direct contact from Watkinson teachers and Advisors at the following times during the school year. The calendar of specific communication dates is posted on the school's website.

Early Sept.	Advisor calls home.
Early Oct.	David Watkinson Day.
Mid-Oct.	Midterms; reports sent electronically.
Late Oct.	Parent/Teacher Conferences.
Mid-Nov.	Trimester 1 ends. Grades and comments sent electronically.
Late Jan.	Midterms; reports sent electronically.
Late Jan.	Student/Parent/Advisee Conferences.
Early Mar.	Trimester 2 ends. Grades and comments sent electronically.
Mid Apr.	Midterms; reports sent electronically.
Early June	Trimester 3 ends. Grades and comments sent electronically.

### **E-mail**

To send anyone at Watkinson an e-mail use the following formula for the address:

firstname\_lastname@Watkinson.org

So, for example, Teri Schrader's address would be:

Teri\_Schrader@Watkinson.org

In order for your e-mail to reach the right person, please make sure you use the correct spelling of both first and last names, as listed in the voicemail directory.

### **Whom to Contact When**

#### *General Information*

Watkinson main number: 860-236-5618, 7:45 a.m. to 4:30 p.m. during the school year. Before and after hours, a voice message system will take messages for all staff.

#### *Emergencies*

(School hours) Front Office: 860-236-5618.

(Evenings or weekends) Teri Schrader, Head of School, x127.

#### *Academics*

Your child's advisor, first. You and the advisor can then develop a plan in which you may call the

teacher, an Academic Dean, or the Division Head.

*Athletics and Afternoon Activities*

Kerry Boyle, Director of Athletics and Activities, x134.

Ann Haggerty, Assistant Athletic Director, x163.

*Attendance*

Andy Rees, Dean of Students, x177, before 8:30 a.m.

*Business*

Bills, Francine Harris, x126.

Buildings and Grounds, Rick Gemme, x121.

Scheduling events and room use, x110.

Rental Coordinator, x110.

Financial Aid, Jon Olear, x198.

*Cancellations/School Closings*

HOTLINE: 860-679-9456

*College Counseling*

Terry Ullram, Director of College Counseling, x130.

*Computers*

Nathan Herzog, Director of Technology, x176.

Tom Gromak, Systems Administrator/Technology Educator, x169.

Rusdi Geno, Technology Help Desk, x155.

Technology Support, x555.

*Counseling*

Susan West, School Counselor, x118.

*Creative Arts Program*

Miranda Volpe, Creative Arts Program Director, x221.

*Development and Alumni Relations*

Jen Destefani, Director of Development, x128.

Kristen Gordon, Director of Annual Fund and Alumni Relations, x205.

*Discipline*

Andy Rees, Dean of Students, x177.

*Division Heads*

Diane Weinholtz, Head of Middle School, x146.

Ryan Reese, Head of Upper School, x139.

*Global Studies Program*

Jennifer O'Brien, Director of Global Studies, x172.

### *Health*

Marie Namkoong, School Nurse, x158. If your child becomes sick during the school day, you'll be called and asked to pick him or her up. Please report all communicable diseases to Teri Schrader, x127. For concerns about physical or emotional health of a student, call Susan West, School Counselor, x118.

### *Learning Skills Program*

Downey Knapp, Director of the Learning Skills Program, x124.

### *Library Resources*

Heather Ley, Librarian, x152.

### *Lost and Found*

The receptionist handles all found items.

### *Schedule Changes*

Beth Gilmore, Registrar, x161.

### *Student Retreats*

Andy Rees, Dean of Students, x177.

### *Watkinson Parents*

General questions about parent involvement in school activities can be directed to Parent Association Co-Convenors.