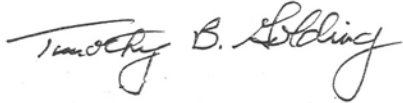


## FOREWORD

The Wooster School Student Handbook contains important information, much of which will answer many of the questions you have about the policies and guidelines that govern the daily operation of the school. The contents of the handbook are carefully written and designed to help us sustain and promote the School's mission and philosophy. Handbooks are not static documents; therefore, additions and revisions are usually found in each edition. I look forward to sharing the 2008-2009 school year with you and your children.

Sincerely,



Tim Golding  
Headmaster

## THE MISSION OF WOOSTER SCHOOL

Wooster's mission is to maintain a school for the intellectual, spiritual, ethical, aesthetic, and physical development of boys and girls of diverse backgrounds. Since its founding it has been guided by four cardinal principles of Religion, Intellectual Excellence, Simplicity, and Hard Work. We believe that racial, social, economic, cultural, and religious diversity in the student body, staff, and Board of Trustees is central to the school's educational mission and values.

## WOOSTER SCHOOL PRAYER

O God, you have given us every good gift. We thank you for the bounty of your Creation, your teachings through the ages, the love of family and friends, and the goodly heritage of this school. Bless us we pray, in our work and in our play; make us gentle, generous, truthful, kind, and brave; keep us in purity of heart; and let the life of our school go on from strength to strength and have its place and meaning in your Kingdom. Amen.

## EQUAL OPPORTUNITY STATEMENT

Wooster School admits students of any race, color, sexual orientation, religion, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Wooster does not discriminate on the basis of race, color, sexual orientation, religion, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

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## **WOOSTER'S PHILOSOPHY**

Wooster students are rigorously taught in a liberal arts tradition. The learning of basic skills and techniques - reading, writing, computing - leads to acquired knowledge and understanding in both science and the arts and eventually should lead to the exercising of a balanced judgment.

Because education takes place at all times, at work and at play, with teachers and with students, Wooster tries not to be an exclusive school but an inclusive school, and to use diversity as a means of achieving a sense of genuine community.

Individual growth seldom takes place outside a social context, and so the school puts what it believes to be proper emphasis on the life of the community as well as on that of the individual student. For this reason, a Self-help philosophy, an honor code, and student responsibility for many aspects of discipline have been parts of Wooster's tradition ever since the school's founding.

Wooster believes that education in the truest sense is moral as well as intellectual. Therefore, the school's diversity also reflects a deeply religious conviction that there is value and dignity in the individual because all of us are children of God. Such a belief can be narrow and parochial or boundless and liberating. Wooster School believes that its faith is of the latter persuasion. We try to express this faith through our actions, seeing as the most important expressions of our religious heritage our Self-help philosophy, diversity, and our attempts when dealing with people to temper justice with mercy, to revere patience, and to put the individual ahead of the institution whenever possible.

Finally, but not incidentally, Wooster School tries not to take itself too seriously, tries to remember that laughter is a uniquely human gift, and tries to teach young people to gain perspective by developing the ability to laugh at themselves.

Such has been and is now the essential philosophy of this school.

## **THE HONOR CODE**

All faculty, staff, students, and parents are expected to contribute to maintaining an atmosphere of respect, trust, and honor at Wooster. The Honor Code is predicated on the assumption that all members of the Wooster Community are honorable and have the right to be trusted. As such, each member of the community is expected to act honorably in all of his or her relationships with other people. The Honor Code states:

- I will tell the truth and not mislead others. I will not lie.
- I will ensure that the work I submit will be my own, citing sources of information I use, and I will neither give nor receive unauthorized assistance in my academic work. I will not cheat.
- I will demonstrate respect for all people through my words and actions. I will not harass or belittle others.
- I will respect the property of this community and of those in the community and ensure that it remains safe for their use. I will neither steal nor vandalize.
- I will actively support the community of trust embodied in this Honor Code. I will not condone dishonesty. I will not condone the disregarding of the Honor Code by other members of the Wooster community.

Teachers may request a signed honor pledge at the end of quizzes, tests, and examinations as follows: "I pledge that I have neither given nor received aid on this exam." (We are somewhat indebted to the University of Virginia honor system for both the concept and the language.) An oral pledge may be requested of students in the primary grades (K-2) during times of assessment.

## ALL SCHOOL INFORMATION

### ATTENDANCE (The "85% Rule")

Regular attendance is essential for consistent academic and social development. The flow of classroom and social experiences builds from day to day and cannot be replaced. Absences also affect other students as the activity of the other members of a student's class, team, or project group often depends upon collaboration with the student.

In the Middle and Upper Schools, a student must attend at least 85% of the classes in an academic subject to earn credit for that course; in the Lower School a student must attend at least 85% of the school days to earn promotion to the next grade level. Wooster defines that number as no more than 24 absences from a year-long Middle or Upper School course or from a Lower School grade level. Middle and Upper School classes of duration less than a year require no more than 12 absences from a semester course, no more than 8 absences from a trimester course or activity, and no more than 1 absence from a once-per-week trimester art class to earn credit.

Wooster recognizes and values the religious diversity of its student body. It supports the religious observance of all faiths. Any student may miss any number of class days for religious observance with no penalty. Please inform your child's Division Head if any days of absence are due to religious observance.

Absences due to college visits, non-school vacations, optional school-sponsored activities, and illness all count toward the total number of allowed absences.

If a student must be absent from school for more than a single day for a family trip, college visit, or other anticipated absence, that student must submit a Planned Extended Absence Notification Form to his or her Advisor (or Lower School classroom teacher) with the appropriate signatures before the absence. These forms are available from the LS and MS Offices, and the Dean of Upper School. Students are responsible for getting their own assignments from classmates or the internet assignment pages, and are responsible for all work missed due to absence.

The intention of the attendance rule is to minimize scattered absences due to appointments, mild illness, and other essentially optional choices to miss school. It is not the intention of the rule to penalize a student who experiences a major illness or other reason to miss multiple days of school. Families may submit a written appeal to the relevant Division Head if they believe circumstances indicate an exception to the attendance rule should be made. The Headmaster will make the final decision regarding the attendance rule.

Students who exceed these parameters, and who have not applied for and been granted an exemption, will forfeit their opportunity to earn credit for the course or activity. In the event that such credit is necessary for promotion to the next grade or for graduation, the student will be required to retake the course or receive tutoring over the summer to fulfill the obligation. Such arrangement will be made on a case-by-case basis by the Division Head in consultation with the Director of Studies and the relevant Department Head.

Students who are absent for all or part of the class day for reasons other than prescheduled medical appointments may not participate in sports, drama, the Academic Bowl, or any other extracurricular Wooster activity occurring that day without explicit permission from the Dean of the relevant

division (or the Head of Lower School in the Lower School) and, when athletics are involved, the Director of Athletics.

Students who leave school before the end of the school day **MUST** sign out or be signed out and the circumstances of their leaving must be communicated to the appropriate divisional office **BEFORE** leaving campus. Students are not permitted regularly to leave required after-school activities early for a non-Wooster obligation, with the exception of religious education classes.

### **BULLYING**

In keeping with Wooster's Honor Code, the school does not tolerate bullying of any kind. Bullying includes any behavior which intimidates, demeans, or is purposefully hurtful to another member of the school community. Although physical aggression is most easily detected, Wooster considers social or relational aggression equally offensive. This includes rumor spreading, alliance building which intentionally alienates certain students, and significant episodes of nonverbal aggression.

Wooster students are encouraged to report any incident of bullying to a teacher, an advisor, a Dean, or another administrator. It is our goal to sustain a culture in which students stand up for each other, respect the rights, property, and personal space of each other, and refuse to tolerate harassment of any kind.

### **CHAPEL**

Wooster recognizes that its student body represents many different religious faiths, so its aim is to enhance each individual's experience of his or her respective tradition, rather than to proselytize. Respectful behavior is required of everyone in Chapel. Both in Chapel and around the campus, students are expected to exhibit consideration of others, generosity of spirit, and a respect and appreciation for diversity - values central to the Chapel experience.

### **COMPUTER ACCEPTABLE USE POLICY**

The use of our school's computer equipment and Internet connection is a privilege, not a right. Inappropriate use will result in a suspension of privileges and may result in further disciplinary action.

Unacceptable behaviors include (but are not limited to):

- Sending or displaying offensive messages or pictures.
- Using obscene or inappropriate language.
- Downloading material unrelated and inappropriate to Wooster's educational setting.
- Harassing, insulting, or attacking others.
- Tampering with, damaging, or stealing computer hardware, software, or data.
- Invoking computer viruses or worms.
- Violating copyright laws.
- Plagiarizing (using technology to pass off someone else's work as one's own).
- Attempting to gain access to restricted or unauthorized "places."
- Using another individual's account for access or giving someone else one's password.
- Trespassing in another user's folder or files.
- Employing the Internet for unapproved non-academic or commercial purposes (reading or sending e-mail must be approved by a faculty member).
- Downloading or installing software (unless approved by a faculty member).

Students may lose their computer access privileges for periods of time based on the seriousness of the offense and number of offenses committed. Offenses may also affect a student's citizenship rating.

Student accounts are limited to the computers in the library or computer classrooms (when a faculty member is present).

### **DRUGS, ALCOHOL, AND TOBACCO**

The use of drugs, alcohol, or tobacco in any form is detrimental and contrary to Wooster's purpose. Wooster is a tobacco-free campus. Wooster does not tolerate the use or possession of drugs, alcohol, or drug paraphernalia by any student under Wooster's jurisdiction. This applies to all situations including arrival at a Wooster function under the influence of such substances, use on campus, or use during Wooster-sponsored events off campus. Wooster is a smoke-free campus; this prohibition applies to all persons while at Wooster or attending a Wooster-sponsored event.

If there is reasonable cause to suspect that any student is under the influence of or in possession of an illegal substance, the school reserves the right to search that student's person or possessions connected to that person. The school may also notify the police, if necessary.

Each division will handle violations of the Drug and Alcohol Code within the context of its own disciplinary policies and procedures. This may involve a meeting of the Dean's Board for Middle School students or the Honor and Discipline Committee for Middle and Upper School students and could result in dismissal from school.

### **FIRE CODE REGULATIONS**

Students are prohibited from lighting matches, smoking, or using fire in any form (candle and incense are two examples) in the buildings. Students may not tamper or play with fire extinguishers. Students may not tamper with smoke detectors. Unannounced fire drills are conducted regularly throughout the school year.

### **GAMBLING AND SELLING ITEMS**

Gambling in all of its forms is prohibited at the school. Violators will be subject to disciplinary action, and any money or other valuables may be confiscated.

Students should not bring items to school with the intention of selling them to classmates. All such transactions should take place outside of the school day, off the Wooster campus.

### **GENDER EQUITY**

Wooster believes in the fundamental right of females and males to have equal access to the opportunities and resources of the school and that all areas of the school's life should reflect this belief.

### **GROUNDS**

Walking or playing on the lawns is not permitted. This is especially true of Coburn Lawn. The Headmaster or Deans may suspend this rule on certain occasions. Walking or playing is permitted only on the athletic fields. The exceptions are that Lower School students may play on the grass in front of the Lower School, Middle School students may play on the grass behind Wellington Cottage, and Upper School students may play on the hill behind the library. Snowball throwing is NOT permitted.

## **HEALTH**

The Nurse is available to students Monday - Friday from 7:45 am to 4:00 pm. The Nurse's office is located on the lower level of McAlister Cottage.

If a student has been injured or has been excused from gym or a sport for medical reasons, a written physician's release is required in order for the student to return to gym or sports. A student who is medically excused from athletics may not participate until a written doctor's note is on file.

Students may not be excused from school during the day for medical reasons unless authorized by the school nurse. Students are not permitted to call a parent/guardian to be picked up. Students who are not feeling well must be examined by the nurse, who will contact the parent/guardian if necessary.

With the exception of an Inhaler or Epi-Pen, no medication of any kind may be brought to school for self-administration. This includes all prescription medications, over-the-counter medications like Ibuprofen, performance supplements like Creatine, and vitamin/herbal supplements. If a student is prescribed an Inhaler or Epi-Pen, the doctor and parent must complete and submit a permission form for self-administration.

## **HOMEWORK**

Homework is an important component of Wooster's educational program. We believe that regular practice and review reinforce and extend what is taught in the classroom.

Homework builds responsibility, is a means to bring parents into the learning loop on a daily basis, and provides opportunities to invent, create, and practice beyond the school day.

In addition to daily assignments, the faculty strongly believes in the value of independent, long-term assignments (either individual or group projects) which require students to plan ahead, organize, work in depth on developing sound research, academic, creative, or other skills, and share in the responsibility for carrying a project to its conclusion. The importance of group projects, beyond academic content, is in providing students with real-life problem-solving opportunities for which responsibility is shared communally.

## **LIBRARY**

The John D. Verdery Library houses a periodical area, a reference center, a fiction and non-fiction collection of close to 20,000 volumes, a separate Lower School library, computers, and numerous curriculum-related videos and DVDs. The library also maintains a web site with access, at school and home, to databases, eBooks, and other online resources.

Students, faculty, staff, and parents may check out books using the *Athena Check-out System* at the main desk or entering patron and book barcode information on the sheet provided. Directions for looking up your barcode number and using the computer are provided at the main desk. Removing books from the library without signing them out is a violation of the Honor Code and will be dealt with accordingly. Reference books may not be removed from the library. To return books, place them in the book drop at the circulation desk.

Books may be checked out for three weeks and renewed when necessary. Back issues of periodicals are available through the librarian. Teachers may request that particular library books be placed on reserve.

## **Library Rules**

- Students may not bring food, drink, or water into the library. This includes the lobby, Wean Room, and Lower School Library.
- Students should enter and exit the library through the main doors, not the fire doors.
- Students may use MP3 players / iPods with headphones while studying in the library.
- Students must get permission from a library staff member in order to use the photocopier or telephone.
- A list of overdue books will be published at regular intervals as a reminder to students. Middle and Upper School students with long-overdue books will receive slips. Students who have not returned books will be billed for the cost of replacing the missing volume(s).
- The library is for SILENT study or leisure reading. Students assigned to study hall are to use the lobby area of the library. The small meeting room may be used for group study only with the permission of a librarian. The Wean Room is dedicated to research, silent study, and 12<sup>th</sup> grade English classes.
- BACKPACKS may be left only in the library lobby, by water fountain, if the student is not present. Do not leave backpacks on the benches outside. At the end of the day, unclaimed backpacks will be taken to the Dean's Office.
- Students should remember that classes often meet in the library; behavior that disturbs the learning of others may lead to a loss of library privileges and/or a slip.
- Students are expected to show respect for the library furnishings by keeping their feet off the tables and the legs of their chairs on the floor.

## **Library Computer Use**

- The computers in the John D. Verdery Library are for study and research only.
- Students may use computers for word processing, creating spreadsheets, database access, informational Internet access, scanning, and other academically-related tasks.
- The library's computers MAY NOT be used for chatrooms, games, or downloading programs. No more than two students are permitted at a computer terminal at a time.
- Students are not allowed to change the settings on the computers.
- The School's computer policy applies fully to the library computers. Abuse of these policies may result in loss of privileges and/or slips being written.

## **LOST AND FOUND**

Books, clothing, or other items that are found but not labeled are taken to the Lost and Found. The Lost and Found is located for the Upper School in the lower floor supply room of Coburn Hall, for the Middle School in the first floor supply closet in the Middle School Building, and for the Lower School outside the Lower School office. Valuable items that have been found (cameras, watches, electronic devices, jewelry, money) should be turned in to the appropriate Division office. All items in the Lost and Found will be displayed during the workdays in December and June. At the end of the workday, all remaining items will be boxed and donated to a local charity.

## **LUNCH AND DINING ROOM EXPECTATIONS**

Students assume responsibility for the upkeep of the dining room. During lower school lunch, third grade students are responsible for cleaning the dining room tables at the conclusion of lunch, and fifth grade students serve as waiters. During the Middle and Upper School lunchtime periods, students may serve as waiters, perform KP duties, or set up the dining room after lunch has ended.

Behavior in the dining room should reflect awareness and consideration of the rights and needs of others. The rules concerning conduct in the dining room are as follows for all students:

- Students should enter in a quiet and orderly fashion and walk to a space behind a chair to wait for grace.
- A chair is to be left at each table for a faculty member, and in the US, for a senior.
- Students should use appropriate table manners: ask politely to have platters and pitchers passed to them, wait for everyone to be served before taking seconds, and thank their servers.
- Students are expected to listen attentively and respectfully to end-of-lunch announcements, an important vehicle for administration, faculty, and students to disseminate information.
- Students should remain seated during the meal unless they are waiting on a table, are going to the salad, buffet, or soup bar, or have been excused by the faculty member at the table.
- Students should remove outdoor garments in the Dining Room.
- Students should keep food, cups, dishes, and silverware in the dining room or kitchen.
- Students should limit their use of utensils to their original purpose: eating!
- All students are required to attend lunch unless permission to be absent is granted by the appropriate Division Head or Dean. Students must receive permission from an adult to read, study, work on academics, or leave the dining room during the lunch period.
- Students are permitted to eat food brought from home or from the vending machines during communal meal times **ONLY WITH** special permission granted by the appropriate Division Head, Dean, or the School Nurse.

### **PHONE USE**

Students may use the office or teachers' phones only with permission. Any abuse of the telephones at school, including vandalism or misuse of a credit card, constitutes a serious breach of the School's Honor Code and will result in disciplinary action. Students must restrict their cell phones use – including text messaging -- to the hours before and after school, abstaining from use between 7:50 am and 3:45 pm. Students who are not working afternoon jobs may use their cell phones from 3:15 to 3:45 pm. Any student wishing to make a phone call home during that time may ask permission to use a teacher's phone. Exceptions are sometimes made during extreme circumstances such as early dismissals or snow days.

### **SAFETY AND SECURITY: WHAT NOT TO BRING TO CAMPUS**

Students are expected to consider the safety of self, others and the facilities at all times. Therefore, weapons of any kind, as well as potentially dangerous items such as matches or lighter and the like, are not allowed on campus or at school-related activities.

We value physical safety; please leave skateboards, roller blades, heelys, scooters, and the like at home.

We respect the allergies of some of our members; without prior permission, please leave your pets at home.

We like our carpets to stay clean – don't chew gum, please!

Students are strongly encouraged to leave items of considerable monetary or sentimental value at home to avoid the difficulties of adequately securing these items while on campus.

### **SCHOOL STORE**

Basic supplies requested by classroom teachers are available in the School Book Store located near the Dining Room. Store hours will be posted at the store. If these times are not convenient, please call the store at (203) 830-3997 to arrange an alternate time.

## **SELF-HELP**

Self-help is not a program, it is a community philosophy. Self-help is fundamentally a qualitative attitude we take toward life. Wooster believes a community functions better and is more pleasant to live in if its members take ownership for and care of their own space. Since its founding, Wooster has expected all of its members to be responsible stewards of the campus.

Self-help is often incorrectly defined as the School's jobs program. It misses the point to think of Self-help exclusively in this way. The jobs program, like the citizenship program, is one of the ways by which the school tries systematically to teach students the Self-help philosophy. Students should not be taking ownership over their space just from 3:15pm to 3:45pm, the time scheduled for jobs. Self-help also means leaving a space at least as clean as one found it; it is picking up a candy wrapper on the walkway; it is making sure all the garbage is off the soccer field; it is turning off the lights in the gym when leaving; it is putting recycling in the appropriate place; it is volunteering for a phonathon on a school night; it is helping to clean the grounds on a Saturday morning; it is helping a waiter at lunch to clear the table; and it is a thousand other little acts of stewardship that help a community function more smoothly. Wooster's hope is that Self-help becomes a way of living and stays with students throughout their lives.

### **Jobs Program**

Self-reliance, personal and community responsibility, and justifiable pride -- all elements of Wooster's Self-help philosophy -- are not easily taught. A firm attempt to do so is made through the student-administered jobs program. Believing that full individuality is achieved only when community service plays a role in shaping it, Wooster makes daily demands on students to be involved in maintaining the school.

Lower school students perform their responsibilities during the regular school day as scheduled by their classroom teacher. Middle and Upper School students have a daily 30-minute jobs period. Assignments are changed regularly by the Senior Prefect. Additionally, students volunteer for extra jobs. All seniors receive leadership training, have a designated area of responsibility, and are accountable for student conduct in all parts of the school.

Through this program, Wooster hopes that each student will learn something about the balance between power and personal responsibility. We believe that the combination of peer responsibility and peer judgment provides positive guidance toward maturity, helps build a sense of community, and is the essence of a good school and a Self-help way of life.

## **SEXUAL HARASSMENT**

Wooster's policy is to maintain a learning, working, and social environment that is free from harassment of any sort, including sexual harassment. All members of the Wooster community are expected and required to adhere to a standard of conduct which is respectful, courteous, and mindful of the feelings of others. Accordingly, members of the community shall refrain from any conduct, communication, or action that is defined as sexual harassment in the Wooster School policy on file in the offices of the Deans, Division Heads, and Headmaster.

Sexual harassment is a major offense and can result in disciplinary action. The defining factors in sexual harassment are that the behavior is uninvited, demeaning, or offensive. Sexual harassment is a violation of the spirit of mutual respect and individual freedom which is at the heart of the Wooster community. As such, it will not be tolerated at Wooster School.

Any questions concerning issues of sexual harassment should be directed to the Sexual Harassment Liaisons, who are members of the Sexual Harassment Grievance Committee. In 2008-2009, the

Sexual Harassment Liaisons are Alex Zequeira and Janet Jochem. Faculty members and students comprise the Grievance Committee, which hears all issues that may not be resolved by the Sexual Harassment Liaisons. All issues will be handled with appropriate confidentiality and discretion. Retaliation for making a complaint of sexual harassment will not be tolerated.

### **VISITORS ON CAMPUS**

Visits by non-Wooster students during the class day are generally limited to prospective applicants for admission and must be arranged in advance with the Director of Admissions. Students who wish to bring a guest to school with them must receive permission from the Division Head or the Dean. All visitors are requested to register in McAlister Cottage (the Main Office) when visiting the campus, and will be given a Visitor's Pass. A student who has been dismissed from Wooster may not be on campus or at official school events, either on or off campus, without explicit permission from the Headmaster.

### **THE WARNER RULE**

(Named after J. Hobart Warner, Wooster Teacher from 1933-1976)

A guiding principle of Wooster School is that, here, young people are provided with a supportive educational environment in which academic, personal, emotional, and educational challenges can be worked through and overcome. The School traditionally has shown great patience with and tolerance of students working through such difficulties. However, behavior that interferes with the learning, growth, and/or well-being of other students is not tolerated. Students engaging in such behavior are liable for serious disciplinary action, including dismissal from Wooster.

### **WHEREABOUTS RULE**

Wooster is responsible for the well-being of its students at all times during the school day. As a result, the school must know where all students are as well as how to contact them. Wooster students are expected to remain on campus during the school day, unless they have explicit permission from home to depart. In these instances, students must sign out and, if they return to school, sign back in. During unstructured periods, students should be in Winston Hall, the library, or classroom buildings. During the school day, students should not return to their cars, go to athletic fields, gather in the gymnasium, leave campus, or visit any faculty home without explicit permission.

Middle School students on campus after 3:45 pm, but not in an afternoon activity, must be in the supervised study hall offered for them. Upper School students on campus after 3:45, but not in an after-school activity, must report to the library. During on-campus social events, students are not permitted to leave campus and return to the event. Further, students are expected to remain at the social event and not visit any other campus location without the permission of the adult in charge. Violation of the Whereabouts Rule may result in disciplinary action.

## **LOWER SCHOOL INFORMATION**

### **ARRIVAL AND DISMISSAL**

Classes begin for Lower School students at 8:00 am. Students who arrive on campus prior to 8:00 am should wait in the Chapel where a teacher is on duty beginning at 7:40 am to supervise them. Students waiting in the Chapel will be dismissed to their classrooms at 8:00 am. Students arriving after 8:00 am should sign in at the Lower School office. Wooster expects parental assistance in promoting prompt arrival in the morning; this helps students begin the day comfortably.

Lower School students are dismissed at 3:15 pm. Students going home by car should be picked up in their classrooms. Lower School students enrolled in the Extended Day program will be dismissed from their classroom directly to the Extended Day teachers. Students will be dismissed only into the care of their parents or other adults for whom the school has written authorization. The Lower School office must have written authorization to allow a child to go home with another family or classmate.

If a child is to be dismissed before the end of the school day, parents should notify the classroom teacher or the Lower School office in the morning. Lower School students dismissed early will wait near the Lower School office at the designated time. Students who are not feeling well will be examined by the school nurse. Students may not be excused from school during the day unless authorized by the school nurse.

### **ATTIRE AND PERSONAL APPEARANCE**

Wooster believes that student dress should be neat, clean, and appropriate to the activities of children involved in an interactive learning environment. Lower School students play outside daily, weather permitting, and their clothing should not inhibit their involvement in age-appropriate play. As Lower School students grow and develop into pre-adolescents, it is important that their choice of clothing for school provide appropriate coverage and is not offensive, distracting, or threatening to other members of the Wooster Community. Lower School students walk to and from their co-curricular classes daily; for this reason, parents are asked to make sure that their children are prepared for cold or inclement weather. It is advisable to keep a raincoat with a hood in the classroom at all times. For safety reasons, Lower School students are not allowed to carry umbrellas.

#### **General rules**

Clothing must appropriately cover students' torsos.

No gap is permitted between the bottom of the shirt and the top of the pants or skirt.

Undergarments may not be visible.

All attire must be neat and clean...

No clothes with holes, frays, or rips are permitted.

Pants must not drag on the ground or be excessively baggy.

Army fatigues are not permitted.

No denim attire is permitted.

No athletic wear is permitted except on P.E. days.

#### **Rules for specific articles of clothing**

##### **Shirts:**

All shirt styles except T-shirts are permitted.

All boys' shirts (button downs, polo shirts) must be tucked in.

Shirts, sweatshirts, and fleeces may not have pictures or words on them except for a small product logo or a Wooster logo.

Pants:

Pants, shorts, and capris may be worn.  
Shorts, skirts, and skorts must be an appropriate length.  
No swimming trunks are permitted.  
No flannel pants with elastic or drawstring waist are permitted.

Shoes:

No shower shoes or high heels are permitted.  
Footwear should be appropriate for play at recess

Jackets:

If a jacket, fleece, or sweatshirt is meant for outside, it may not be worn inside.

**Special Events**

Physical Education Classes:

Sweatpants, athletic pants, and wind pants are permitted on the days that students have PE class.  
Wooster T-shirts are permitted on days that students have PE class.  
Students must have lace-up or Velcro sneakers in order to fully participate in class.

Messy Day Art Classes:

Jeans and t-shirts are allowed, provided the clothes are without rips, holes, or tears.

Girl Scouts and Boys Scouts:

Scouts may wear their uniforms to school on the day of a troop meeting.

Field Trips

As ambassadors of the school, it is important that students be in dress code when traveling off campus.

**BIRTHDAY PARTIES AND OTHER SOCIAL GATHERINGS**

In school, Wooster activities are naturally designed to include all the students. Thus, treats and special snacks brought to school to celebrate birthdays should include enough to share with all those in all sections of the child's grade. Please notify your child's teacher a day in advance to insure that there are no conflicts with food allergies or other "special snacks."

Parties held outside of school which do not include all the children of one section, or all the children of one gender in a grade level, must be handled with great sensitivity so as not to hurt anyone's feelings. It is very supportive if all the children in a class can be helped to understand the rationale behind who was invited and who was not, to diminish these hurt feelings. The faculty greatly appreciates your support and efforts to be as inclusive as possible when planning birthday celebrations.

Each lower school class enjoys a year-end party. These parties take place during the school day and are school-sponsored events. As such, year-end parties are considered field trips and all field trip guidelines apply for both students and chaperones. Year-end parties may be held on the Wooster campus or at public parks. Note that siblings of students are not invited to year-end parties

held on campus. If the party involves water, there must be a **certified lifeguard** present at all times. As at all Wooster functions, alcohol may not be served in the presence of students.

### **DISCIPLINARY ACTION**

Disciplinary issues in grades K-5 are handled by the classroom teachers and the Head of Lower School. In all cases, discipline is meant to be a learning opportunity for students.

### **FIELD TRIPS**

Lower School students take numerous field trips over the course of the school year. Except for the end-of-year party, all off-campus excursions are planned to extend and enrich the classroom curriculum. Students may be transported by Wooster School vans or school buses with professional drivers. In all cases, students are required to wear seat belts and are prohibited from sitting in a seat with an air bag. All off-campus trips involving Lower School students will be postponed on days when school has been delayed due to inclement weather.

Field Trips are an extension of the school day; therefore, all school rules apply. Applicable rules include the Honor Code, the expectation that students will always respect the rights and property of others, rules against vandalism, prohibitions against the use of tobacco, drugs, and alcohol, and rules against any other inappropriate behavior. The dress code is enforced at the discretion of the faculty chaperones. Students are expected to respect the rules of any institution or establishment with which the group has contact. These rules will be discussed with the students before departure and are as important as Wooster's rules. Prior to going on any field trip, each student must have a signed field trip authorization form on file in the Lower School office.

### **HOMEWORK**

Students should expect to receive regular homework assignments beginning in the first grade. In grades four and five, students may have up to one and a half hours of homework daily. All students in the lower school are expected to read every night, either independently or with their parents. Lower School students in grades three, four, and five may expect occasional homework from their music and foreign language teachers in addition to that work assigned by the classroom teacher.

### **PLAYGROUND**

There are two climbing structures used by Lower School students during recess. The students are familiar with the safety expectations, and it is expected that they will play according to these same guidelines when using the playgrounds after school hours. The play area in front of Grover Hall is reserved for use by the kindergarten and first graders. After school hours, the older students are welcome to play on Grover lawn, but may not use the climbing structure or swings. For safety reasons, students may not use balls, Frisbees, or other toys that might draw them out into the traffic while in the context of a game. All children should be closely supervised by an adult when they are on the playgrounds, especially after school when there is a mixed age group and no teacher monitoring the activity. The Grover sandbox is for the exclusive use of the kindergarten students during school hours. For sanitary reasons, students and parents are asked NOT to uncover the sandbox once the kindergarten teachers have closed and cleaned it for the day.

### **General Guidelines for Playground Usage**

- The swings should be set in the lowest position.
- Only one child should be on a swing at a time.
- Children should not stand on the swings.
- Students should go UP the ladders and DOWN the slides.
- Everyone should be kind to trees and flowers.
- Students should not climb or walk on the fences.
- No throwing of wood chips or sand.

### **SNACKS**

Wooster's food service runs a breakfast snack bar in the kitchen before 10:00 am, selling breakfast items. Lower School students should have an adult with them when they patronize the snack bar. On Friday mornings, following chapel, fifth grade students enjoy the privilege of purchasing snacks from the kitchen snack bar.

Lower School students eat lunch at 11:15 am. Most students find a nutritious snack is appreciated, and classroom teachers incorporate a time for snack into the daily routine. Students are not allowed to bring soda or candy for their snack or lunch.

### **WINSTON HALL**

Use of Winston Hall is a privilege reserved for students in grades nine through twelve. Lower School students are not permitted in Winston Hall except for special events or after-school activities under the supervision of a member of the faculty.

## **MIDDLE SCHOOL INFORMATION**

### **ACADEMIC EFFORT AND PERFORMANCE**

There are two semesters for Middle School students. Progress updates are reported home regularly throughout each semester, but only the end-of-semester and end-of-year academic grades and effort grades become part of the student's permanent transcript. Effort and progress grades are reported for the current marking period and cumulatively by semester meaning that they represent the student's work for the entire semester to that point.

Academic grades range 6 to 1:	Effort grades range E to P:
6 Superior	E Excellent
5 Excellent	G Good
4 Good	S Satisfactory
3 Satisfactory	F Fair
2 Passing	P Poor
1 Failing	

Pluses may be added to grades of 2-5, and effort grades may be blended (e.g. S/G) or enhanced with a plus or minus for accuracy.

**Honor Roll:** Students with qualifying, weighted grade-point-averages (WGPA) for all graded courses at the end of each semester will attain appropriate recognition as follows:

- High Honors:           WGPA between 5.25 and 6.0 with no grade lower than 4.
- Honors:                 WGPA between 4.5 and 5.24 with no grade lower than 3.

**Academic Warning and Probation:** Students failing two or more courses for the first time at the end of any grade reporting period, including the end of a semester or the end of the year, are placed on academic warning. Students failing two or more courses for consecutive grade reporting periods and those failing three or more in any single reporting period are placed on academic probation, which jeopardizes their status at Wooster. Similarly problematic academic records may result in academic warning or probation. Placement on and removal from either status is at the discretion of the Director of Studies.

### **Academic Enrichment and Support Periods (AES)**

AES periods scheduled during the academic day are required for all middle schoolers. AES periods have been built into the middle school schedule to provide students with opportunities during the school day to seek academic help or enrichment from their teachers, or to work on academic assignments.

Students are expected to check in with their assigned proctor. However, once students have checked in, they may leave to meet with a teacher with whom they have made an appointment. Students who are not meeting with a teacher are expected to work individually on their academic assignments. Students who have completed all of their work may review course material or read something that the AES proctor deems appropriate. Talking, sleeping, and doodling are not acceptable activities during AES. Enforcement of all AES rules is at the discretion of the AES proctor.

### **ADVISOR SYSTEM**

Each middle school student is assigned a faculty member who is that student's Advisor for the year. The Advisor is responsible for overseeing the academic, social, and emotional progress of each

advisee. Weekly advisor-advisee meetings are held to discuss citizenship, grades, effort, and issues of interest in the life of the school. The students will also have one single-gender group meeting per week to discuss social themes and work on group-building activities. All students are encouraged to seek out the Advisor whenever a particular need arises. Parents should contact the Advisor first when they have questions or concerns regarding their child's academic, social, or emotional progress.

### **ARRIVAL AND DISMISSAL**

Classes begin for Middle school students at 7:50 am. Middle school students arriving late must sign in with the middle school office. Repeated lateness will result in slips and a meeting with a middle school Dean. Students will not be admitted late to first period classes without first signing in at the office. Wooster expects parental assistance in promoting prompt arrival in the morning to help students begin the day comfortably.

Middle school students may enter the middle school building when it is officially opened at 7:30 am. Middle School is dismissed at 3:45 pm. Middle school students are to be picked up at the Middle School. At 3:50 pm, all middle school students still on campus but not involved in an after-school activity must report to the Library and attend the middle school Extended Day program which runs until 5:30 pm each day. Parents should collect their children from Extended Day at the Library before 5:30 pm or at the Forever Young Gym after 5:30 pm.

If a child is to be dismissed before the end of the school day, that student must bring a note from home, or a phone call from the parent or guardian must reach the middle school office by noon. Students who become ill during the day must see the nurse before any decision is made to leave school. Middle school students leaving before the conclusion of their last commitment must sign out in the middle school office. They must ensure before they depart that their coaches and teachers are aware that they will be leaving.

### **ATHLETICS AND PHYSICAL EDUCATION**

The athletic and physical education programs are an integral part of the total curriculum and strive for the development of the whole individual through healthy interscholastic competition and lifelong recreational activities. In addition to teaching the skills and rules of particular sports, the coaching staff promotes the development of personal values by encouraging each player to appreciate sportsmanship, cooperation, respect, commitment, determination, confidence, and community.

Each season, students in grades 6-8 will make the choice either to participate on one of our athletic teams, or to participate in our physical education program. Both programs occur simultaneously three days per week during the course of the academic day. Students choosing to play on a team will have several games each season, which take place in the afternoon hours (following the academic day).

#### **6th Grade Athletic Program**

The 6th grade teams will have games at a rate of one per week starting after the first few weeks of the season. This will provide ample opportunity for each player to learn the fundamentals of the sport prior to participating in interscholastic competitions. Every student is permitted to join the team - there are no tryouts.

**6<sup>th</sup> Grade Offerings**

Fall Season	Winter Season	Spring Season
Coed Soccer	Girls’ Basketball	Coed Tennis
Physical Education	Boys’ Basketball	Physical Education
	Physical Education	

**7th & 8th Grade Athletic Program**

The “Maroon” team will have tryouts to ensure that players have the necessary ability, desire, and motivation. A more competitive atmosphere will prevail during practices and games. Games will occur at a rate of one per week, starting in the second week of the season.

The “White” team will not hold tryouts, permitting those students who are still learning the fundamentals of the game an opportunity to do so with similar players in a minimally competitive environment. Games will occur at a rate of one per week starting after the first few weeks of the season.

**7<sup>th</sup> & 8<sup>th</sup> Grade Offerings**

Fall Season	Winter Season	Spring Season
Coed Soccer	Girls’ Basketball	Coed Tennis
Girls’ Volleyball	Boys’ Basketball	Boys’ Lacrosse
Physical Education	Physical Education	Physical Education

**7<sup>th</sup> & 8<sup>th</sup> Graders are permitted to tryout for the following upper school team sports:**

Fall Season	Winter Season	Spring Season
Girls’ Soccer	Girls’ Basketball	Girls’ Softball
Boys’ Soccer	Boys’ Basketball	Boys’ Baseball
Cross Country		Girls’ Tennis
Girls’ Volleyball		Boys’ Tennis
		Girls’ Lacrosse
		Boys’ Lacrosse
		Coed Golf

Note: participation on an upper school athletic team requires a 6-day per week commitment (Monday through Saturday). Practices end daily at 5:30 pm and games are scheduled primarily on Wednesdays and Saturdays. Signing up for a team sport implies the ability to make the full commitment. We strive to offer junior varsity levels in as many sports as possible.

**ATTIRE AND PERSONAL APPEARANCE**

Wooster School maintains and supports rules for attire and personal appearance because such guidelines play a significant role in the education of children. Setting guidelines for appearance frees Wooster students to distinguish themselves by their actions and not their clothes. It is also the school’s hope that these rules will ease some of the media, social, and cultural pressures that young people feel with regard to personal appearance by limiting their range of choices. While offering structure, these rules allow for individuality and so support the mission of the school.

Wooster believes that student dress should be neat and clean, provide appropriate coverage, and should not be offensive, distracting, or threatening to other members of the Wooster Community. Wooster also believes that rules concerning attire and personal appearance should be consistently interpreted and enforced.

## Rules for Attire

### General rules:

Clothing must appropriately cover students' torsos.

- No gap is permitted between the bottom of the shirt and the top of the pants or skirts.
- Necklines cannot reveal any portion of the bust.
- Undergarments may not be visible.

All attire must be neat and clean.

- Clothes with holes, frays, rips, stains, or discolorations are not permitted.
- Pants must not drag on the ground or be excessively baggy.
- Clothes must not be written on.

Attire should not be offensive, distracting, or threatening.

- Clothes should not be revealing or tight.
- Army fatigues are not permitted; this includes jackets.
- No denim is permitted; this includes jackets.

Students should dress appropriately for the season.

### Rules for specific articles of clothing:

#### Shirts

- All shirt styles except T-shirts are permitted.
- **All Boys' Shirts (button downs, polos) must be tucked in.** Sweaters and Wooster sweatshirts do not need to be tucked in.
- Shirts, sweatshirts, and fleeces may not have pictures or words on them except for a small product logo or a Wooster logo.
- Only sweaters and Wooster sweatshirts may be worn with hoods.
- Straps for girls' dresses and shirts must be at least two inches in width.

#### Pants

- Pants, shorts, or capris may be worn.
- **Shorts and skirts must be knee length.**
- Sweatpants, athletic pants, wind pants, velours, and pajama pants are not permitted.

#### Shoes

- No shower shoes are permitted.

#### Accessories

- No hats, bandannas, or sunglasses may be worn inside.
- Grooming combs or hair picks are not permitted.
- Accessories and jewelry must be appropriate for the academic day.
- Dog collars, dog chains, spiked collars, and similar articles are not permitted.

#### Jackets/Outer Garments:

- Faculty reserve the right to ask students to take off their jackets inside.
- Wooster sweatshirts will not be considered outer garments.

\*\*\* Please note that certain classes call for specific dress codes. All students will be notified of such special requirements as necessary.\*\*\*

### **BIRTHDAY PARTIES AND OTHER SOCIAL GATHERINGS**

Please help your child to be sensitive to his or her peers' feelings about attending birthday parties and other social gatherings. All efforts should be made to be as inclusive as possible when invitations are sent to classmates. Invitations should not be brought to school unless the whole class is invited, nor is it appropriate to bring birthday gifts to school.

### **CITIZENSHIP**

Fulfilling responsibility to the community in which we live preserves the integrity and strength of that community. Individual action can affect a community positively AND negatively. Thus, Wooster School makes a point to educate its students about the importance of meeting their individual and community responsibilities. Wooster also makes a point to foster the habit of volunteering. These lessons are taught through participation in Wooster's Citizenship Program.

In three- to four-week intervals, Wooster assesses whether middle school students are meeting their responsibilities to the community. These intervals are often referred to as "jobs periods" or "citizenship periods." At the start of each period, middle school students are assigned to job areas. At the end of each period, students meet with their Advisors. This meeting provides a unique opportunity for students and faculty to discuss, one on one, the merits of their actions and how they have affected the community. Students' job recommendations, slips, and any knowledge that the Advisor has gained from personal observation or from other faculty and staff form the foundation of this discussion.

A student's job recommendation is based on performance during the jobs period and is written by the job captain -- the senior in charge of that job area. Faculty, staff, and job captains write slips to record instances when students contribute additional effort and time beyond their daily responsibilities to the benefit of the community, and to record instances when students fail to fulfill their daily responsibilities.

Students earn a citizenship rating for each period. Based on their job recommendation, slips, Advisor knowledge, and the aforementioned discussion, the Advisor will determine the appropriate citizenship rating. Students have the opportunity to appeal job recommendations, slips, and citizenship ratings to the appropriate Dean. In the case of an appeal, the appropriate Dean will determine that student's final citizenship rating.

A student will receive one of the following citizenship ratings:

**Outstanding (O):** A student who performs well in his/her job area and contributes a substantial amount of time to the Wooster community beyond fulfilling daily responsibilities will receive a rating of outstanding. Special privileges will be awarded to students who earn such a rating.

**Good (G):** A student who performs well in his/her job area, contributes a good amount of time to the Wooster community, and meets all daily responsibilities will receive a rating of good. Special privileges will be awarded to students who earn such a rating.

**Satisfactory (S):** A student who, on average, fulfills daily responsibilities, will receive a rating of satisfactory.

**Poor (P):** A student who fails to fulfill his/her responsibilities will receive a poor citizenship rating. The school believes it is important that the student make up this time and effort. Students who receive this rating will receive two job assignments and will be expected to attend one Saturday work squad within three weeks.

**Detrimental (D):** A student who repeatedly fails to fulfill daily responsibilities will receive a rating of detrimental. A student with a detrimental rating will receive two job assignments and will be expected to attend three Saturday work squads. If the student's citizenship rating reflects a violation of a major school rule or a pattern of inappropriate or negative behavior the student may also be required to meet with the Dean and/or appear before the Honor and Discipline Committee.

It is important to remember that these ratings comment on behavior, not character.

Apathy, school believes, is dangerous to the health of a community. A student who has failed to volunteer time to the Wooster community for two or more consecutive citizenship periods may earn a poor rating at the discretion of the Advisor and/or the appropriate Dean.

The privileges and sanctions attached to each rating may be changed at the recommendation of the Student-Faculty Committee during the school year, upon receiving the approval of the appropriate Dean and Division Head.

### **COMMUNITY SERVICE**

Community service involves the interaction of theory and practice. Through various volunteer experiences, students gain a deeper sense of themselves, their abilities and gifts, the needs of strangers, and their connectedness to the larger world. Each student must complete a total of fifteen hours of community service by the end of the eighth grade year. **Students may choose to earn community service hours through a scheduled, on-campus program or on their own off campus.**

### **DISCIPLINARY ACTION**

Discipline and school rule enforcement issues are handled first by individual teachers, then by the Advisor, and, in the most serious circumstances, by the Deans, a Deans' Board, the Honor and Discipline Committee, or the Head of the Middle School.

Students who violate a major school rule or engage in a pattern of inappropriate or negative behavior may appear before a Deans' Board or an Honor and Discipline Committee at the discretion of the Middle School Deans, the Division Head, and/or the Headmaster. The middle school Honor and Discipline Committee hearing will include the Middle School Deans, the student's Advisor, and up to three prefects. When a discipline hearing is called, attempts will be made to contact the parents immediately.

Such meetings are designed to provide the student in question an opportunity to understand clearly what he or she has done wrong and to present his or her viewpoint. After hearing all relevant information, the Committee will recommend a specific disciplinary action to the Head of the Middle School. These recommendations may range from no action to dismissal. The final decision about suspensions will be made by the Head of the Middle School and communicated in writing to the family by the Deans. The final decision about dismissals will be made by the Headmaster and communicated in writing to the family.

In a situation in which the facts are not disputed and the student has admitted to breaking a rule, a Deans' Board may be called. Both Deans, the student, and the student's Advisor will be present. A Deans' Board may be called because of a violation of any major school rule or a pattern of repeated minor rule violations. When a Deans' Board is called, attempts will be made to contact the parents immediately. Possible results of a Deans' Board include the student's receiving slips, a student being required to attend work squad, and the student's being suspended from Wooster School for one or more days. The Deans' Office will make a recommendation for discipline to the Head of the Middle School.

### **Disciplinary Warning and Probation**

At the end of each semester, each student's overall performance will be reviewed by the Head of the Middle School, the Deans' Office, and the middle school faculty. Any student whose behavior has shown a pattern of violating the rules of Wooster School could be placed on Disciplinary Warning or Disciplinary Probation.

A student could be placed on **Disciplinary Warning** if the student has repeatedly broken minor rules such as but not limited to: dress code, chewing gum, being late for commitments, or being disruptive in class.

A student may be placed on **Disciplinary Probation** if the student has continued the behavior that had warranted Disciplinary Warning. A student could also be placed on Disciplinary Probation for violating a major school rule such as breaking the Honor Code, the Warner Rule, or the Whereabouts Rule. Any student on Disciplinary Probation who violates another major school rule would likely face more serious disciplinary action, which could include suspension or dismissal from Wooster School.

Placement on and removal from either Warning or Probation status is at the discretion of the Head of the Middle School and the Deans.

### **HOMEWORK**

Students in the Middle School should expect approximately 30 minutes of homework for each class although this guideline is certainly dependent on the individual instructor's expectations and the individual student's study skills, efficiency, focus, and ability level. (Extra help is an institutional resource for assisting students who struggle with homework or in-class work. It is also available to students who wish to extend or deepen their studies.) Students are strongly encouraged to complete some of their homework during AES or study halls.

### **LEARNING ASSISTANCE PROGRAM**

Middle school students who are experiencing academic difficulty are encouraged to see the Learning Specialist. Students may be referred to the program through their advisor, teachers, and/or parents (in consultation with the Advisor), or they may initiate the process themselves. It is a positive step demonstrating commitment to learning when a student initiates and follows through with learning support. Students referred for learning support become responsible to follow through and attend support sessions. They are expected to keep appointments and follow through with any agreed upon plan. In addition, students should also actively pursue help from subject-area teachers.

Middle school students are invited to see the Learning Specialist during any AES period for quick help. Additional support can be arranged during one of the PM study hall periods during the week. Students are not removed from any academic, art, health, or physical education classes, or self-help/jobs commitment, for learning assistance.

The goal of learning support is to address organizational, study, time management, writing and reading skills in a way that enables students to be knowledgeable about efficacious methods, as well as to help students talk to teachers about learning needs.

*Please consult the Parent Handbook for additional information about Wooster's Learning Assistance Program.*

### **LOCKERS**

Locks and lockers are the property of Wooster School. Therefore, Wooster School is legally entitled to open and search lockers if there is suspicion that a locker contains illegal, prohibited, or dangerous materials. Students should not give their lock combinations to other students. Students may not use locks other than those issued by the school. No stickers, pictures, or other decorations are permitted on the outside of lockers.

### **PUBLIC DISPLAYS OF AFFECTION**

While Wooster recognizes that romantic relationships between students can and will exist, students must be aware of the impact of their behaviors on others. Students should refrain from kissing, cuddling, sitting on one another's laps, and engaging in other inappropriate physical contact, either on campus or during Wooster-sponsored, off-campus events.

### **SATURDAY PROGRAMS AND COMMITMENTS**

Wooster is a six-day-a-week school for many middle school students. We believe that education occurs both inside and outside the classroom, and programs that meet on Saturdays are central and not tangential to a student's education. Parents and students are expected to cooperate with the demands of the school's program. Extra-help and extracurricular activities such as sports and drama may meet on Saturday. In addition, other periodic events and special programs such as Saturday study hall and Saturday work squad require student attendance. Note that Saturday study hall and Saturday work squad do not take place on three-day weekends. Furthermore, the school recognizes that religious and family obligations that students may have on Saturday mornings may prevent attendance. In such cases, alternate accommodations can be made when the parent contacts the school about the conflict.

Please note that on weekends, the clear structure of the class day is absent. While adults are on campus and available, the faculty does not monitor student whereabouts except for scheduled extra-help appointments, athletic and extracurricular practices, and other planned events. Thus, during weekends, students are expected to have understandings with their parents concerning where they may or may not go between their Wooster obligations.

### **Extra Help**

Every Saturday morning (except Saturdays which are part of three-day weekends), middle school faculty are available by appointment from 9:00 am to 11:00 am to help students seeking extra instruction. Wooster encourages students who seek clarification, enrichment, organizational assistance, or amplification of ideas to make these appointments with teachers. Teachers also initiate such appointments for during-the-school-week and Saturday additional instruction as necessary and appropriate.

While all students are encouraged to attend Saturday extra help regularly, those students who have failed an academic course, as determined by the official grade at the end of a grading period, are required to see the teacher of that course for extra help each week until the end of the next grading

period. This obligation can be fulfilled during the week if the student and teacher can find a mutually convenient time to meet. However, a student who fails to meet this obligation in a seven-day period will receive a slip, and parents will be notified that the student has missed the obligation.

### **Saturday Study Hall**

The purpose of Saturday study hall is to emphasize the importance of daily academic responsibilities and preparation. Each week, students who have not met their academic responsibilities may be assigned to Saturday study hall, from 9:00 to 10:00 am in the Wean Room of the John D. Verdery Library. Students, or their parents, are expected to contact either the Director of Studies (3936) or the Registrar (3910) in advance if they can not attend. Students who are absent will be assigned to the next week's study hall. Students who are absent and fail to inform Alvin Hamilton or Charlotte Wood will be assigned to the next week's study hall and will receive a slip. All students in study hall are expected to be doing homework. If all homework is completed, students must either review course material or read a book that is deemed appropriate by the study hall proctor.

### **Saturday Work Squad**

The purpose of Saturday Work Squad is to underline the importance of the school's Self-help philosophy. Students with less-than-satisfactory citizenship will be assigned to Saturday Work Squad from 8:00 to 9:00 am. Assigned students will work under the Assistant Dean of the Upper School, on projects to improve the community. At the discretion of the middle school Deans, middle school students may work off a slip if they attend one work squad.

### **SCIENCE DEPARTMENT DISSECTION POLICY**

All students must participate in structured laboratory dissection activities. Exemptions will be considered on a case-by-case basis. A student who feels strongly about not participating in the dissection activity should write a letter to the teacher giving specific reasons for not participating in the lab activity. The teacher and the Department Head will review the letter and discuss it with the student. They may recommend that the student be present at all lab classes and fulfill all lab requirements without participating in the actual dissection procedure.

If this arrangement does not suit all parties, the department will recommend that the student research and write a paper for lab credit. The topic of the paper will be the organism dissected in class. The teacher will provide specific details regarding this assignment at the appropriate time. At the teacher's discretion, the student will work either in the library or in the classroom during the lab time.

### **SNACKS**

Wooster's food service runs a breakfast snack bar in the kitchen before 10 am, selling breakfast items. Middle School students may patronize the snack bar before classes begin at 7:50 am and during break. During break, middle school students may also eat snacks they have brought from home.

The campus vending machines are for the use of students in grades 6 through 12 and for the faculty and staff. Middle School students are not allowed to use the machines until after 3:45 pm.

### **TRIPS AWAY FROM WOOSTER**

Students participating in Wooster activities taking place off campus are expected to observe the following rules. Failure to do so may result in a student having to return home immediately and/or in suspension of that student's privilege to participate in future outings. If a student is required to

return home, his or her family will be held financially responsible for the expense of public or private transportation. Above all, students must keep in mind that when traveling away from the Wooster campus they are ambassadors of our school and examples of what Wooster teaches. As such, they are expected to conduct themselves with control, courtesy, and integrity.

- All students are expected to use the transportation provided by the school to and from the event. Under special circumstances, students may use different transportation with the approval of the chaperone(s) and the Division Head. No student will be permitted to ride in the car of another student or family without prior permission from the Division Head AND prior written permission from both his or her own parents and those of the driver.
- When required, signed permission slips and liability waivers must be received by the school prior to announced deadlines. Verbal phone permission is not sufficient in the case of liability waivers. Emergency Medical Forms that families provide when they enroll their children at the beginning of the school year must accompany students on any overnight trips.
- Faculty chaperones are the absolute authority on what is and is not permissible when away from school. For example, they may assign rooms or seats in vehicles, impose curfews, omit activities or individual students from activities, or impose any other appropriate disciplinary action.
- All school rules apply when students are on Wooster trips. This includes the Honor Code (the expectation that students will always respect the rights and property of others); rules against vandalism; prohibitions against the use of tobacco, drugs, and alcohol; and rules against any other inappropriate behavior. The dress code may be enforced or waived at the discretion of the faculty chaperones.
- Students are expected to respect the rules of any institution or establishment with which the group has contact. These rules will be discussed with the students before departure and are as important as Wooster's rules.
- The cost of damage to property caused by students will be borne by the student and his or her family.
- All passengers of motor vehicles must wear seat belts.
- Students who feel ill in the vehicle or during any portion of the trip should tell one of the faculty leaders as soon as possible.
- Students should never go off by themselves when away from school grounds. Excursions of two or more people away from the group are permissible only with the knowledge and permission of the faculty trip leaders.
- Students are not permitted inside the sleeping areas of members of the opposite sex.
- All trip participants must be prompt for departures and events and are expected to participate in all scheduled activities as directed by the faculty chaperones.
- "No" means "No." Students may not seek permission to do something from one chaperone after another has already prohibited such an activity.

### **WINSTON HALL**

Use of Winston Hall is a privilege reserved for students in grades nine through twelve. Lower and middle school students are not permitted in Winston Hall except for special events or after-school activities under the supervision of a member of the faculty.

## UPPER SCHOOL INFORMATION

### ACADEMIC EFFORT AND PERFORMANCE

There are two semesters for upper school students. Progress updates are reported home regularly throughout each semester, but only the end-of-semester and end-of-year academic grades and effort grades become part of the student's permanent transcript. Progress grades are cumulative by semester, meaning that they represent the student's work for the entire semester to that point. Effort grades, except at end-of-semester and end-of-year, are not cumulative, reflecting only recent effort.

Academic grades range 6 to 1:		Effort grades range E to P:	
6	Superior	E	Excellent
5	Excellent	G	Good
4	Good	S	Satisfactory
3	Satisfactory	F	Fair
2	Passing	P	Poor
1	Failing		

Pluses may be added to grades of 2-5, and effort grades may be blended or enhanced with a plus or minus to increase accuracy.

Periodically, Advisors may add comments to these reports discussing the student's citizenship and other aspects of school life. Advisors will also periodically call parents directly or arrange for a conference.

**Honor Roll:** Students with qualifying, weighted grade-point-averages (WGPA) for all graded courses at the end of each semester will attain appropriate academic recognition as follows, assuming they have no grade below 3:

High Honors:	WGPA between 5.0 and 6.0.
Honors:	WGPA between 4.5 and 4.99.
Commendation:	WGPA between 4.0 and 4.49.

**Academic Warning and Probation:** Students failing two or more courses for the first time at the end of any grade-reporting period, including the end of a semester and the end of the year, are placed on Academic Warning. Students failing two or more courses for consecutive grade reporting periods and those failing three or more in any single reporting period are placed on Academic Probation, which jeopardizes their status at Wooster. Similarly problematic academic records may result in warning or probation. Placement on and removal from either status is at the discretion of the Director of Studies.

### ADVISOR SYSTEM

Each Upper School student is assigned a faculty member as his or her Advisor. The Advisor is responsible for overseeing the academic, behavioral, social, and emotional progress of each advisee. Weekly Advisor-Advisee meetings are held to discuss citizenship, grades, effort, and issues of interest in the life of the school. Each student is encouraged to seek out his or her Advisor whenever a particular need arises. Parents with questions about an academic class should first contact the teacher directly either by e-mail or phone; however, please include the advisor in any e-mail. Other questions or concerns regarding their child's progress should be directed to the Advisor.

## UPPER SCHOOL AFTERNOON ACTIVITIES/PHYSICAL ACTIVITIES

**All students in grades 9 and 10** are required to participate in two seasons of physical activities (at least one of them must be a team sport) per year.

**All students in grade 11** are required to participate in at least one team sport and one other Wooster activity per year.

**All students in grade 12** are required to participate in at least one physical activity and one other Wooster activity per year. All students new to Wooster in grade 12 will be required to participate in at least one team sport and one other Wooster activity.

Students choosing to take a “season off” will be required to leave campus immediately following jobs period. Students may elect to fulfill part of their afternoon requirements through Independent Activities. Those participating in an afternoon off-campus activity must depart campus immediately after jobs period. **Independent Activity** forms can be found in the office of the upper school Registrar, third floor Coburn, and should be submitted to the Dean of Upper School.

**Team sports are listed below in bold** and require a 6-day per week (Mon-Sat) after-school commitment ending daily at 5:30 pm, except for Saturdays.

Physical activities are underlined and require a 5-day per week (Mon-Fri) after-school commitment ending daily at 5:25 pm (Wednesday activities will end at 3:45 pm).

All other activities require a 5-day per week (Mon-Fri) after-school commitment ending daily at 5:25 pm (Wednesday activities will end at 3:45 pm).

Students are permitted to miss any activity on Mondays in order to take an art offering. Students in weightlifting and intramurals are permitted to miss one additional day per week in order to take an art offering.

Students are permitted to choose two consecutive seasons of theatre or art intensive (or a combination of the two) to satisfy the physical activity requirement.

FALL SEASON	WINTER SEASON	SPRING SEASON
Girls' Soccer	Boys' Basketball	Girls' Lacrosse
Boys' Soccer	Girls' Basketball	Boys' Lacrosse
Coed Cross Country		Girls' Softball
Girls Volleyball		Boys' Baseball
<u>Intramurals</u>		Girls' Tennis
		Boys' Tennis
		Coed Golf
Yearbook	Yearbook	Yearbook
Theatre	Theatre	
<u>Weightlifting</u> (limit 12-15)	<u>Weightlifting</u> (limit 12-15)	<u>Weightlifting</u> (limit 12-15)
Art Intensive	Art Intensive	Art Intensive
Season Off	Season Off	Season Off
Team Manager*	Team Manager*	Team Manager*
Independent Activity**	Independent Activity**	Independent Activity**
Sports Journalist***	Sports Journalist***	Sports Journalist***
Athletic Training Aid ****	Athletic Training****	Athletic Training****

**\*Team Managers:** will be required to do all of the training with a team in order to receive team sport credit.

**\*\*Independent Activity:** Students selecting independent activities, Sports Journalist, or Athletic Training should also choose a second option to attend until their applications have been approved.

**The deadlines for the submission of independent activity proposals are:**

<b>Fall Season – 8/22/08</b>	<b>Winter Season – 11/7/08</b>	<b>Spring Season – 2/27/09</b>
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**\*\*\*Sports Journalist:** Students will take and edit digital photos of practices and games, interview athletes and coaches, write articles for the web page and newspaper, and will aid the Director of Athletics in a multitude of athletic management tasks. Students will be selected based on a one-page essay describing how working in the field of athletics is of interest to them. Please note that this is a 6-day per week commitment. Acceptance into this activity will be entirely at the discretion of the Director of Athletics.

**\*\*\*\*Athletic Training:** Students will work under the guidance of our licensed athletic trainer to become more familiar with sports medicine and the medical field through informal education and game and practice coverage. Students will be selected based on a one-page essay describing how working in a sports medicine setting or medical setting is of interest to them. **Certification in Adult CPR/AED and First Aid, and completion of Honors Biology are the prerequisites.** Please note this is a 6-day-a-week commitment. Acceptance into this activity will be entirely at the discretion of the Athletic Trainer.

### **The 85% Rule**

One must attend 85% of all classes/activities/teams in order to earn credit. The intention of the rule is to minimize scattered absences due to appointments, mild illness, and any other essentially optional absences. Failure to earn credit for an activity will require a student to take an additional similar activity at a later time. This could mean that a Junior or Senior may forfeit his or her option to take a season off. Diplomas may be withheld from Seniors who fail to meet their afternoon activity requirements until they are fulfilled as determined by the Athletic Director.

### **Addendum Regarding Leadership**

As noted above, students may select an off-campus activity to fulfill the afternoon requirement. Any student selecting such an option must be aware of the fact that, typically and historically, Wooster's student leadership positions have usually been occupied by those who, in the opinion of students and faculty, are devoted to Wooster. A measure of this commitment is a student's dedication to school programs that occur on the Wooster campus in the afternoon.

### **ARRIVAL AND DISMISSAL**

School begins at 7:50 am. Upper school students arriving late must sign in at the Dean's Office on the second floor of Coburn. Students will not be admitted late to first period classes without first signing in. Students will be marked as excused late if a note or phone call from a parent excuses the lateness. A student is unexcused late if he or she arrives at school without a note or a phone call from home. Slips will be given for unexcused lateness. For students who drive to school, frequent tardiness may result in loss of privileges, including the permission to park on campus. Wooster expects parental assistance in promoting prompt arrival in the morning, thus helping students begin the day comfortably. Self-help jobs end at 3:45. The school day ends after afternoon activities. Upper school afternoon activities are dismissed at 5:25pm unless previous arrangements for a later dismissal time have been made.

If a child is to be dismissed before the end of the school day, he or she must bring a note from home, or a phone call from the parent or guardian must reach the Dean's Office before noon. Students who become ill during the day **MUST** see the nurse before any decision is made to leave school. Upper school students leaving before the conclusion of their last commitment must sign out at the Dean's Office. If they have not been excused before noon, they must, prior to their departure, ensure that their coaches and teachers are aware that they will be leaving.

If there is an early dismissal from school, Upper School students must check out with their Advisors before leaving campus.

### **ATTIRE AND PERSONAL APPEARANCE**

Wooster School maintains and supports rules for attire and personal appearance because such guidelines play a significant role in the education of children. Following guidelines for appearance frees Wooster students to distinguish themselves by their actions and not their clothes. It is also the School's hope that these rules will ease some of the media, social, and cultural pressures that young people feel with regard to personal appearance by limiting their range of choices. While offering structure, these rules allow individuality and so support the mission of the School.

**Wooster believes that student dress should be neat and clean, provide appropriate coverage, and not be offensive, distracting, or threatening to other members of the Wooster Community. Wooster also believes that consistent interpretation and enforcement of rules concerning attire and personal appearance are a priority. Please note that Wooster has not as**

yet been pressed to require that boys' pants rest at the waist, rather than the hips. However, we will do so if that current fad threatens to take over our students. Forewarned is forewaisted!

### General rules for Attire:

Clothing must appropriately cover students' torsos.

- The bottom of the shirt and the top of the pants must overlap, avoiding any gaps.
- Necklines can reveal no portion of the bust.
- Undergarments must actually be under the outer garments – not visible.

All attire must be neat and clean.

- Clothes with holes, frays, rips, stains, or discolorations are not permitted.
- Pants must clear the ground, and not be excessively baggy.
- Clothes must be free of writing.

Offensive, distracting, or threatening attire is unacceptable

- Clothes should not be revealing or tight.
- Army fatigues are not permitted; this includes jackets.
- No denim is permitted; this includes jackets.

Students should dress appropriately for the season.

### Rules for specific articles of clothing:

#### Shirts

- All shirt styles except T-shirts are permitted
- **All boys' shirts (button downs, polos) must be tucked in. Sweaters and Wooster sweatshirts do not need to be tucked in.**
- Shirts, sweatshirts, and fleeces may not have pictures or words on them except for a small product logo or a Wooster logo.
- Only sweaters and Wooster sweatshirts may be worn with hoods.
- Straps for girls' dresses and shirts must be at least two inches in width.

#### Pants

- **Shorts and skirts must be knee length.**
- Sweatpants, athletic pants, wind pants, velours, and pajama pants are not permitted.

#### Shoes

- No shower shoes are permitted.

#### Accessories

- No hats, bandannas, or sunglasses may be worn inside.
- Grooming combs or hair picks are not permitted.
- Accessories and jewelry must be appropriate for the academic day.
- Dog collars, dog chains, spiked collars, and similar articles are not permitted.

#### Jackets/Outer Garments

- Faculty reserve the right to ask students to take off their jackets inside.
- Wooster sweatshirts will not be considered outer garments.

\*\*\* Please note that certain classes call for specific dress codes. All students will be notified of such special requirements as necessary.\*\*\*

## **CITIZENSHIP**

Fulfilling responsibility to the community in which we live preserves the integrity and strength of that community. Individual action can affect a community positively AND negatively. Thus, Wooster School makes a point to educate its students about the importance of meeting their individual and community responsibilities. Wooster also makes a point to foster the habit of volunteering. These lessons are taught through participation in Wooster's Citizenship Program.

In three- to four-week intervals, Wooster assesses whether upper school students are meeting their responsibilities to the community. These intervals are often referred to as "jobs periods" or "citizenship periods." At the start of each period, upper school students are assigned to job areas. At the end of each period, students meet with their Advisors. This meeting provides a unique opportunity for students and faculty to discuss, one on one, the merits of each student's actions and how they have affected the community. A student's job recommendations, "slips," and any knowledge that the Advisor has gained from personal observation or from other faculty and staff form the foundation of this discussion.

A student's job recommendation is based on performance during the jobs period and is written by the job captain -- the senior in charge of that job area. Faculty, staff, and job captains write "slips" to record instances when students contribute additional effort and time beyond their daily responsibilities to the benefit of the community, and to record instances when students fail to fulfill their daily responsibilities.

Students earn a citizenship rating for each period. Based on their job recommendation, "slips," and Advisor/Advisee conferences, the Advisor will determine the appropriate citizenship rating. Students have the opportunity to appeal job recommendations, "slips," and citizenship ratings to the appropriate dean. In the case of an appeal, the appropriate dean will make the decision on the appeal and determine the student's final citizenship rating.

A student will receive one of the following citizenship ratings:

**Outstanding (O):** A student who performs well in his/her job area and contributes a substantial amount of time to the Wooster community beyond fulfilling daily responsibilities will receive a rating of outstanding, and earn special privileges.

**Good (G):** A student who performs well in his/her job area and contributes a good amount of time to the Wooster community and meets all daily responsibilities will receive a rating of good, and earn special privileges.

**Satisfactory (S):** A student who, on average, fulfills daily responsibilities will receive a rating of satisfactory.

**Poor (P):** A student who fails to fulfill responsibilities will receive a poor citizenship rating. The school believes it is important that the student make up this time and effort. Students who receive this rating will receive two job assignments and will be expected to attend one Saturday work squad within three weeks.

**Detrimental (D):** A student who repeatedly fails to fulfill daily responsibilities will receive a rating of detrimental. A student with a detrimental rating will receive two job assignments and will be expected to attend three Saturday work squads. If the student's citizenship rating reflects a violation

of a major school rule or a pattern of inappropriate or negative behavior the student may also be required to meet with the Dean and/or appear before the Honor and Discipline Committee.

It is important to remember that these ratings comment on behavior, not character.

Apathy, the school believes, is dangerous to the health of a community. A student who has failed to volunteer time to the Wooster community for two or more consecutive citizenship periods may earn a poor rating at the discretion of the Advisor and/or the appropriate Dean.

The privileges and sanctions attached to each rating may be changed at the recommendation of the Student-Faculty Committee during the school year, upon receiving the approval of the appropriate Dean and Division Head.

### **COMMUNITY SERVICE**

Community service involves the interaction of theory and practice. Through various volunteer experiences, students gain a deeper sense of themselves, their abilities and gifts, the needs of strangers, and their connectedness to the larger world. Each student must complete 100 hours of community service before May of the senior year. Students are encouraged but not required to spread their volunteer experiences over their four years of Upper School. To ensure and enhance the educational value of the service, students are required to write a three-page essay at the conclusion of the 100 hours of service. The essay is a reflection on the service, including a description of the various service projects, how the projects helped others, and how the student was affected by the experience. In addition, students are given opportunities to speak about their experiences with their peers.

Students may earn a maximum of 25 hours over their 4 years through school-sponsored or school-related events. Qualifying opportunities are those that serve the community beyond Wooster School, not those that serve the Wooster School community. Such opportunities include Peer Leadership, the school-sponsored blood drive, Midnight Run, Adopt-a-Street, and Summer at Wooster.

### **DAILY ANNOUNCEMENTS**

During lunch, the Senior Prefect will ring the bell for announcements. Students and faculty who wish to share announcements will let the SP know ahead of time.

### **DAILY STUDY HALL**

Daily Study Hall is a mandatory, supervised study hall period. In September, all ninth grade students are placed in Daily Study Hall for all of their free periods during the week. Study Hall is a requirement for the first and second marking periods for 9<sup>th</sup> graders. After the second marking period, 9<sup>th</sup> grade students who have achieved a record which would place them on the Honor Roll (WGPA greater or equal to 4.0) are no longer required to attend daily study hall.

A 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade student will be placed in Daily Study Hall if he/she falls into one of the following categories after any marking period:

- A student who fails a course during a marking period will be put into one study hall per day.
- A student who fails more than one course during a marking period will be put into study halls for all of his/her free lettered periods during the day.
- A student who earns a poor effort grade in a course will be put into one study hall per day.

- A student who receives an effort grade below Satisfactory will be placed into some study hall periods as determined by the Director of Studies.

If a student is placed into daily study hall, he/she must remain there for the length of the next marking period. Each marking period lasts approximately six weeks.

The Director of Studies may assign a student to study hall for demonstrated academic irresponsibility during the middle of any marking period. The Dean of Upper School may assign a student to study hall if the student is not behaving appropriately during his/her free periods.

### **DISCIPLINARY ACTION**

Upper school discipline is handled by individual teachers and the Dean of Upper School. Students in grades nine through twelve who violate a major school rule or engage in a pattern of inappropriate or negative behaviors may appear before the Honor and Discipline Committee. **Major rules include Honor Code, Whereabouts, Fighting, Bullying, Hazing, Harassment, Drug and Alcohol, Fire Code, Weapons, and Warner.**

The Committee meets at the discretion of the Dean of Upper School, the Head of Upper School, or the Headmaster. This committee consists of the Dean of Upper School, the Assistant Dean of Students, representatives from the faculty, the student's faculty Advisor, and the prefects. Parents are not permitted to attend the meeting.

When a discipline hearing is called, attempts will be made to contact the parents immediately. Such meetings are designed to provide the School an opportunity to build a deeper understanding of the student's actions, and to provide the student an opportunity to present his or her viewpoint as well as to understand clearly what he or she has done wrong. After hearing all relevant information, the Committee will recommend a specific disciplinary action, which may range from no action to suspension, or even dismissal. For seniors, the School's response to serious infractions of academic or social rules may include notifying colleges. All recommendations are first made to the Head of Upper School. The Head of Upper School, or the Headmaster in the case of dismissal, makes the final decision which may include accepting, rejecting, or modifying the Honor and Discipline Committee's recommendation. In all cases, the family of the student will be contacted after a decision is made and will receive written communication.

The following is the School's policy in the event that a student is suspended from school.

- Suspensions are effective immediately upon the decision of the appropriate administrator and last until the morning the student is allowed to return to the community. On the day the Committee meets, a student will be held from after-school activities until a decision is made by the appropriate administrator.
- A student who is suspended from school is suspended from attending all Wooster-sponsored activities from the time the decision is made until the time that student is permitted to return. Wooster-sponsored activities include school-sponsored trips, athletic practices or games, theater rehearsals or performances, musical performances, and Fifth Form events.
- Students returning from a disciplinary suspension are permitted to receive extra help from teachers, to make up tests or quizzes missed, and to submit work assigned before the suspension or during the period of absence without incurring academic penalty due to the suspension. In all cases, however, the student must take the initiative to seek help and/or to make arrangements for making up assessments or submitting assigned work. The tests,

quizzes, and assigned work must also be completed in a timely and reasonable manner, with all deadlines determined by the teachers, who will, should the case arise, then apply the sanctions that are customary in situations where a student does not make up work within the period of time deemed reasonable and proper.

- Absences accrued as a result of disciplinary suspension count toward the “85% Rule” of attendance.
- In keeping with the National Association of College Admissions Counselors Principles of Good Practice, Wooster will report at the time of occurrence suspensions and expulsions to schools, colleges, scholarship providers, or potential employers. Wooster responds to questions about disciplinary history in a straightforward manner, and when responding to such questions, provides a clear explanation of the disciplinary issue in question, and a description of the School’s subsequent social/disciplinary experience with the student involved.

### **DRIVING BY STUDENTS**

Students with drivers' licenses may drive to and from school. Before a student may drive onto campus, the school must have written permission from the student's parents. Students are expected to wear seat belts at all times while driving or riding as a passenger in a car, and to follow safe driving practices and state driving laws.

All student drivers may park in the lots near (but not immediately in front of) the Art Center and at the south end of Warner Field. Seniors who have earned the privilege are permitted to park in the parking lot behind Grover Hall. No student may park in any other place at any point during the week without the permission of a Wooster employee adult. Please note that the lot near Warner Field is sometimes struck by stray baseballs and the like. Students park there at their own risk.

No student may drive on the road above the library or west beyond the Warner parking area without explicit permission to do so from a member of the faculty. Drivers are expected to drive slowly and cautiously on campus. Students who abuse their driving privilege may have it suspended by the Dean of Upper School.

Please see “Trips Away from Wooster” (p. 39) for further details about student driving.

### **HOMEWORK**

Students in the Upper School should expect approximately forty minutes of homework for each class each evening, although this guideline is certainly dependent on the individual instructor's expectations and the individual student's study skills, efficiency, focus, and ability level. (Extra help is an institutional resource for students who struggle with homework or in-class work. It is also available to students who wish to extend or deepen their studies.) Students are strongly encouraged to complete some of their homework during study halls or free periods.

### **LABORATORY DRESS CODE**

Due to the potential dangers of spilled chemicals and other substances, students must observe the following guidelines for attire when working in a laboratory:

- Students must wear long pants. Skirts or shorts are prohibited.
- Students must wear shoes that completely cover the tops of the feet. Sandals are prohibited.
- Students may be required to remove contact lenses.
- At the discretion of the teacher, students may be required to wear eye protection.

## **LEARNING ASSISTANCE PROGRAM**

Upper School students who are experiencing academic difficulty are encouraged to see the Learning Specialist. Students may be referred to the program through their Advisor, teachers, and/or parents (in consultation with the Advisor), or they may initiate the process themselves. It is a positive step when a student initiates and follows through with learning support, as this demonstrates commitment to learning.

Students referred for learning support become responsible to follow through and attend support sessions. They are expected to keep appointments and follow through with any agreed upon plan. In addition, students should actively pursue help from teachers.

For Upper School, students are invited to see the Learning Specialist during any free/study hall period for help. However, they must make an appointment, as drop-in time is usually not available. Students are not removed from any academic, arts, health, music, assembly, chapel, or self-help/jobs commitment for learning assistance.

The goal of learning support is to address organizational, study, time management, and writing and reading skills in a way that enables students to be knowledgeable about efficacious methods, as well as to help students talk to teachers about learning needs.

*Please consult the Parent Handbook for additional information about Wooster's Learning Assistance Program.*

## **LOCKERS**

Lockers are the property of Wooster School. Therefore, Wooster School is legally entitled to open and search lockers if there is suspicion that a locker contains illegal, prohibited, or dangerous materials. Students should not give their lock combinations to other students. Students may not use locks other than those issued by the school. No stickers, pictures, or other decorations are permitted on the outside of lockers.

## **PUBLIC DISPLAYS OF AFFECTION**

While Wooster recognizes that romantic relationships between students can and will exist, students must be aware of the impact of their behaviors on others. Students should refrain from kissing, cuddling, sitting on one another's laps, and engaging in other inappropriate physical contact, either on campus or during Wooster-sponsored, off-campus events.

## **SATURDAY PROGRAMS AND COMMITMENTS**

Wooster is a six-day-a-week school for many upper school students. We believe that education occurs both inside and outside the classroom, and programs that meet on Saturdays are central and not tangential to a student's education. Parents and students are expected to cooperate with the demands of the school's program. Extra help and extracurricular activities such as sports and drama may meet on Saturday. In addition, other periodic events and special programs, such as Saturday study hall and Saturday work squad, require student attendance. Note that Saturday study hall and Saturday work squad do not take place on three-day weekends. Further, the school recognizes that religious and family obligations that students may have on Saturday mornings may prevent attendance. In such cases, alternate accommodations can be made when the parent contacts the school about the conflict.

Please note that, on weekends, the clear structure of the class day is absent. While adults are on campus and available, the faculty does not monitor student whereabouts except for scheduled extra-

help appointments, athletic and extracurricular practices, and other planned events. Thus, during weekends, students are expected to have understandings with their parents concerning where they may or may not go between their Wooster obligations.

### **Extra Help**

Every Saturday morning (except Saturdays that are part of a three-day weekend) upper school faculty are available by appointment from 9:00 to 11:00 am to help students seeking extra instruction. Wooster encourages students who seek clarification, enrichment, organizational assistance, or amplification of ideas to make these appointments with teachers. Teachers also initiate such appointments for additional instruction as necessary and appropriate.

While all students are encouraged to attend Saturday extra help regularly, those students who have failed an academic course, as determined by the official grade at the end of a grading period, are required to see the teacher of that course for extra help each week until the end of the next grading period. This obligation can be fulfilled during the week if the student and teacher can find a mutually convenient time to meet. However, a student who fails to meet this obligation in a seven-day period will receive a slip, and parents will be notified that the student has missed the obligation.

### **Saturday Study Hall**

The purpose of Saturday study hall is to emphasize the importance of daily academic responsibilities and preparation. Each week, students who have not met their academic responsibilities may be assigned to Saturday study hall, from 9:00 to 10:00 am in the Wean Room of the John D. Verdery Library. Students, or their parents, are expected to contact either the Director of Studies (3936) or the Registrar (3910) in advance if they can not attend. Students who are absent will be assigned to the next week's study hall. Students who are absent and fail to inform Alvin Hamilton or Charlotte Wood will be assigned to the next week's study hall and will receive a slip; this significantly mars a citizenship record.

All students in study hall are expected to be doing homework. If all homework is completed, students must either review course material or read a book that is deemed appropriate by the study hall proctor.

### **Saturday Work Squad**

The purpose of Saturday work squad is to underline the importance of Self-help and provide students with the opportunity to work for their school community. Students with less than satisfactory citizenship will be assigned to Saturday work squad, 8:00 to 9:00 am. Saturday work squad meets outside Winston Hall on most Saturdays. Students are responsible for checking the owed-work list outside of the Dean's office and for listening to announcements made at lunch in regard to Saturday work squad. Assigned students will work on projects to improve the community.

### **SCIENCE DEPARTMENT DISSECTION POLICY**

All students must participate in structured laboratory dissection activities. Exemptions will be considered on a case-by-case basis. A student who has strong feelings about not participating in the dissection activity must write a letter to the teacher stating specific reasons for choosing not to participate in the lab activity. The teacher and the Department Head will review the letter and discuss the outlined reasons with the student. Recommendations may include requiring the student to be present without participating in the actual dissection as well as independent work of a similar nature outside the classroom.

If this arrangement does not suit all parties, the department will recommend that the student research and write a paper for lab credit. The topic of the paper will be the organism dissected in class. The teacher will provide specific details regarding this assignment at the appropriate time. At the teacher's discretion, the student will work either in the library or in the classroom during the lab time.

### **SNACKS**

Wooster's food service runs a breakfast snack bar in the kitchen before 10:00 am, selling breakfast items. Upper school students may patronize the snack bar only during free periods and must eat their food in the dining room, Winston Hall, or outside. The campus soda and candy machines are located in the gym foyer and are for the use of students in grades six through twelve. Students may purchase food from the vending machines only after the academic day ends at 3:45pm.

### **TRIPS AWAY FROM WOOSTER**

Students participating in Wooster activities that take place off campus are expected to observe all Wooster School rules. Failure to do so may result in a student's having to return home immediately and/or suspension of that student's privilege to participate in future outings. If a student is required to return home, his or her family will be held financially responsible for the expense of public or private transportation.

- All students are expected to use the transportation provided by the school to and from the event. Under special circumstances, students may use different transportation with the approval of the chaperone(s) and the Division Head. No student will be permitted to ride in the car of another student or family without prior permission from the Division Head AND prior written permission from both his or her own parents and those of the driver.
- When required, signed permission slips and liability waivers must be received by the school prior to announced deadlines. Verbal phone permission is not sufficient in the case of liability waivers. Emergency Medical Forms that families provide when they enroll their children at the beginning of the school year must accompany students on any overnight trips.

Above all, students must keep in mind that, when traveling away from the Wooster campus, they are ambassadors of our school. As such, they are expected to conduct themselves with control, courtesy, and integrity.

### **WINSTON HALL**

Winston Hall, affectionately known to students as the "Student Center," is a space in which upper school students may gather during free periods to study, talk, or listen quietly to music. With the exception of labs period and Wooster Singers period, students are given the privilege, and the responsibility, of supervising themselves. Students earn this privilege by demonstrating that they can self-regulate, respect, and steward the space, and conduct themselves appropriately. Students who fail to meet these expectations may lose the privilege to use Winston Hall and be assigned to study hall.

## CONTACT INFORMATION

Please refer to the following people with questions about:

### **Academics**

Alvin Hamilton  
Director of Studies  
Ext. 3936

### **Admissions**

Tad Jacks  
Director of Admissions  
Ext. 3916

### **Athletics**

David MacNutt  
Director of Athletics  
Ext. 3991

### **Attendance**

Grades K-5  
Mary Beth Hackenberg  
Lower School Office  
Ext. 3942

### Grades 6-8

Gaynor O'Neill  
Middle School Office  
Ext. 3955

### Grades 9-12

Alex Zequeira  
Dean of Upper School  
Ext. 3937

### **Business Office**

Lori Fitzgibbon  
Business Manager  
Ext. 3909

### **Bus Issues**

Mary Beth Hackenberg  
Ext. 3942

### **Citizenship Program**

Grades 6-8  
Kresta Hayes  
Ext. 3965  
Scott Brady  
MS Deans  
Ext. 3919

### Grades 9-12

Alex Zequeira  
Dean of Upper School  
Ext. 3937

### **College Guidance or Counseling**

Nancy Maxwell  
Director of Counseling and  
College Guidance  
Ext. 3935

### **Community Service**

Reverend Rob Ross  
Ext. 3979

### **Development**

Lisa Young  
Director of Development  
Ext. 3920

### **General Concerns:**

#### Lower School

Rae-ann Allen  
Head of Lower School  
Ext. 3940

#### Middle School

Jocko McKean  
Head of Middle School  
Ext. 3968

#### Upper School

Anne B. Cass  
Head of Upper School  
Ext. 3976

### **Headmaster**

Tim Golding  
Ext. 3906

### **Health and Health Education**

Jill Hindes, R.N.  
Ext. 3925

### **Parent Liaison**

Jeannine Wible  
Ext. 3918

### **Registrar**

Charlotte Wood  
Ext. 3910

### **School Store**

Parents' Council  
School Store Managers  
Ext. 3997

### **Student Activities**

#### Middle School

Gaynor O'Neill  
Ext. 3955

#### Upper School

Suzanne Westerberg  
Fifth Form Council Advisor  
Ext. 3908

### **Student Behavior**

#### Middle School

Kresta Hayes  
MS Dean of Students  
Ext. 3965  
Scott Brady  
MS Dean of Students  
Ext. 3919

#### Upper School

Alex Zequeira  
Dean of Upper School  
Ext. 3937

