



# The Walker Book

## *A Message from the Head of School*

Dear Walker's Community,

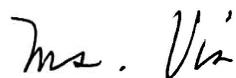
I've often thought that a girls' school should be the closest thing to utopia on earth, and at Walker's all of us work hard to build our community on a foundation of respect, trust and compassion for all. Yet in any community the various relationships between individuals and groups are tested daily through the complex activities of living together. We are governed by a social contract with one another in which we pledge to nurture and protect one another's right to study, learn, play and create in a way that allows us to realize our potential. We work to ensure that our school continues as that clean and well-lighted sanctuary that every school should aspire to be.

I hope you enjoy reading the Walker Book and learning about our academic and co-curricular program, in addition to our community expectations and guidelines. The goal for all of us is to realize how to be fully in relationship with one another. As a school, it is in this way that our many talents and possibilities can be most fully developed. At the opening of the school year, students are asked to sign a document indicating they have read the Walker Book and have understood the contents.

We are blessed with the privilege of being lifelong members of this wonderful community of promise, of a place where we may all feel that we belong. Let us gladly accept the reciprocal responsibility and gift of ensuring our own well-being by ensuring the well-being of all those around us, our community.

In the words of our School Meditation: "For in love lies the key to life."

With heartfelt gladness,

A handwritten signature in black ink that reads "Ms. Vis". The signature is written in a cursive, flowing style.

Meera Viswanathan (aka Ms. Vis)  
Head of School

Nothing in the Walker Book shall constitute a contractual right; this Book contains rules, policies and guidance. All final decisions shall be made by the head of school.

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## **Mission Statement**

The Ethel Walker School is an independent, college preparatory, boarding and day school for girls in grades six through twelve plus a postgraduate year. Since 1911, The Ethel Walker School has excelled at preparing students to make a difference in the world. Members of this diverse community are dedicated to scholarship, the arts, athletics, wellness, and service. The satisfaction of achievement and the joy of friendship are fundamental principles as the School empowers girls to lead with integrity, respect, confidence, courage, conviction and a love of learning.

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## **Honesty and Integrity**

### **The Ethel Walker School Code of Ethics**

“Here’s to the spirit of fellowship that guides us in all we do” is sung by generations of young girls and adults alike when we gather. Our School song provides the framework for our Code of Ethics. Our mission encourages our students to lead and learn with confidence, courage, and conviction and places a high level of importance on integrity in all that we do. At Walker’s, we expect all members of this community to pursue the values of honor and excellence in every aspect of their work and deed. To instill these moral and ethical values, we have a simple code that outlines the expectations of behavior in the Walker’s community: Be honest, respectful, and responsible. When all of us abide by this code, we have a strong, healthy community in which everyone enjoys living, learning, and working together. Our students are expected to behave honestly in all areas of life at Walker’s.

### **The Ethel Walker School Honor Pledge**

“I affirm on my honor that I will be honest in all my academic work, all my athletic competitions, and all my interactions in the greater Walker’s community and beyond, regardless of medium. I have read and understand this Honor Pledge, and I agree to abide by it.”

### **Academic Honor Code Statement**

“I pledge that I have neither given nor received aid of any kind on this assessment. All of this work is my own unless otherwise cited. I will not discuss any test, nor disclose any information regarding any test with other students, until given permission to do so.” Students will sign a pledge on every assessment (ie: test, paper) that states that the assignment has been completed in accordance with the Honor Code.

### **Athletics Sportsmanship Code Statement**

“I pledge that I will conduct myself at all times in a respectful and honest manner to my coach, my teammates, my competitors, and the league officials.”

### **Community Life Civility Code Statement**

“I pledge that I will be a responsible member of the Walker’s community by conducting myself in an honorable, thoughtful, and kind manner. I am obligated to uphold myself and others to this.”

## Acceptable Use of Technology Policy (AUP)

We expect all students to employ their best judgment when it comes to the use of technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them. Although Walker's provides certain technologies, we recognize that members and guests of our community also have their own technology devices that they bring to our campus and school events. Our policies address the appropriate use of both technologies provided by the School and personally-owned technology devices. Please read the policies in our [Acceptable Use Policy](#) before using the School's network and computers. By using our technology, you agree to be bound by the terms, conditions and regulations in our [Acceptable Use Policy](#).

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## Academics

The Ethel Walker School offers a wide variety of academic experiences. Each Upper School student prepares a four-year plan with her advisor to ensure a full, balanced, and appropriate course of study that reflects her interests and fulfills the graduation requirements. While every effort is made to honor course requests, some students may not be able to take every course requested because of scheduling conflicts. Courses are offered subject to student enrollment and the needs of each department in the School.

We encourage each student to undertake the most rigorous academic program compatible with her interests and abilities, in order to be engaged in her studies and best prepared for college and beyond.

All students must take a minimum of five academic classes each semester, one of which has to be English. We encourage all students to participate in the arts every semester as well.

## Graduation Requirements

Please refer to The Ethel Walker School website at [www.ethelwalker.org/academics](http://www.ethelwalker.org/academics) for specific course descriptions. Our course requirements for graduation are listed below:

Subject	Credits	Notes
English	4	One credit each year (in senior year, at least 1/2 credit each semester)
Mathematics	3	Through junior year including at least Algebra I, II and Geometry
Science	3	One year each: Physics, Chemistry and Biology
World Languages	3	Through the third year of the same language in Upper School
History	3	Three years including World History and U.S. History
Arts	1.5	Three semesters of Arts. Must include at least one semester in 9th or 10th grade and at least one in 11th or 12th grade from two areas: music, visual arts, or theater

Ethics	.5	Must be taken either in junior or senior year
Electives	1	
9th Grade Seminar		Required for 9th graders
10th Grade Seminar		Required for 10th graders
11th Grade Seminar		Required for 11th graders
12th Grade Seminar		Required for 12th graders
Co-curriculars		Required each season (fall, winter, spring), including one team sport per academic year
Community Partnerships		Full participation in one of The Ethel Walker School's community partnership themes per year

## Junior Project

All students entering her junior year pursue in-depth study of an area of interest outside of the classroom prior to the start of her junior year. At a minimum, this is a two-week internship, but many students line up a summer-long internship to deepen their experience and learning. You will write a paper and present what you've learned to the School community during your junior year.

## Adding or Dropping a Course

The drop/add period for all courses is within the first two weeks of class.

All add/drops must be accompanied by the appropriate Add/Drop Form and submitted to the Dean of Studies' office. Course additions or withdrawals are subject to prior approval by the student's advisor, the faculty involved, the appropriate department chair, the dean of studies, the registrar, and, for juniors and seniors, their college counselor. The addition of a course should take place during the first two weeks of that course. A student adding a course after the course has begun is responsible for all work missed during that time. Dropping a course during the first two weeks will have no academic penalty and the course will not be listed on the student's report card or transcript. With appropriate approval, a student may drop a course until the end of the midpoint of the semester of that course without academic penalty; a grade of W (withdrawn) will appear on the student's report card and transcript. After that period, a student will receive the grade of W/Pass or W/Fail on both report card and transcript.

## Grades and Updates

Grades are sent to parents two times a year, at the end of each semester. Families will also get a mid-semester report with formal substantive comments from each teacher and a midterm average in every course. Teacher updates will be sent home if there are performance concerns.

## Mid-term & Final Assessments

Walker's administers Upper School mid-terms and final assessments. These assessments are worth 20% of the grade for the class. Assessment days are listed on the all-school calendar [www.ethelwalker.org/calendar](http://www.ethelwalker.org/calendar). Assessment schedules will be posted several weeks in advance of assessments

## Senior Exemption from Final Assessments

At the discretion of the faculty member, seniors with at least an A- average for the year in a given course may be exempt from taking the final assessment.

## Grade Point Average

The grade point average (GPA) is calculated on a four-point scale; honors courses are weighted by one-sixth extra point, advanced courses are weighted by one-third extra point. Pass/Fail courses, Seminars, Jr./Sr. Projects and Choir are not figured into the GPA for honor roll. The GPA is calculated by totaling the quality points and credits for each course, then dividing by the total number of credits – excluding Pass/Fail classes (P/F), and Withdrawals (W/F or W). Incomplete grades will be converted to grades within two weeks of the end of the quarter or the grade may be converted to an F.

## Table of Quality Points

Grade	Quality Points	Points
A+	4.33	97-100
A	4	93-96
A-	3.67	90-92
B+	3.33	87-89
B	3	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1	63-66
D-	0.67	60-62

F	0	Below 60
W/F	0	
P/F	Not Calculated	
W	Not Calculated	

## Seminar and Middle School Specials Grading

Seminar courses are graded on the following scale:

EE - Exceeds Expectations

ME - Meets Expectations

DE - Does Not Meet Expectations

## Academic Honors

Academic Honors are determined at the end of each semester and the academic year.

### High Honor Roll:

3.67 GPA or greater with no Ds, DEs or Fs

### Honor Roll:

3.33-3.66 GPA with no Ds, DEs or Fs

Seminar grades are posted on report cards and transcripts and impact a student's eligibility to earn honors and high honors. Seminar grades are issued each half semester only and impact a student's eligibility for earning honors in the semester, and the year in which the seminar is taken. (Example: A grade of "DE" in a seminar during first semester will disqualify a student from earning honors or high honors in first semester and for the year. In this case, the student will still be eligible to earn honors or high honors during second semester.)

## Scholar Athletes

Walker's scholar athlete program was formed to honor athletes who have a cumulative GPA above 3.5 and also play either three varsity sports, perform in the dance or theater program at the advanced level for three seasons, or ride at the varsity level for three seasons.

## Graduating with Honors or High Honors

**Graduating with honors:** Cumulative average for senior year of 3.33 - 3.66 GPA with no year-end averages of D or F and no Seminar grades of DE.

**Graduating with high honors:** Cumulative average for senior year of 3.67 GPA or greater with no year-end averages of D or F and no Seminar grades of DE.

## Cum Laude Society

Members of the junior and senior class, by virtue of their academic performance, are considered candidates for the Cum Laude Society if their grade point average falls in the top 10% of juniors or top 20% of seniors. Cum Laude designation is not based solely on GPA but rather the combination of characteristics that define the Cum Laude Society nationwide: a dedication to scholarship, a strong sense of moral obligation to herself and her school, and a

highly developed sense of integrity and honesty. Students are selected by the Cum Laude Committee which consists solely of members of the faculty and staff at Walker's who themselves were inducted into the Cum Laude Society, the National Honor Society, Phi Beta Kappa or the equivalent when they were high school students. An induction ceremony is held each spring for all selected students. Students named to the Cum Laude Society need to finish their time at Walker's in a standing consistent with this level of excellence or their membership in the society may be revoked.

## **Academic Warning and Academic Probation**

The purpose of the Academic Warning and Probation System is to provide specific support for students who are experiencing academic difficulty. Additional academic supports can be implemented whenever it is deemed to be in a student's best interest. Both academic warning and probation are decided at the end of each semester. While both academic warning and probation are determined by semester grades, assessment grades may also be considered.

The Academic Warning/Probation System encompasses two levels:

Students are placed on **Academic Warning** for earning one grade in the D range.

Students are placed on **Academic Probation** for earning two or more grades in the D range or one or more grades in the F range.

In the event that a student is placed on academic warning or probation, the Dean of Studies will reach out to the student's parents, advisor, and the student. The Dean of Studies will convene, where possible, a meeting to discuss the student's status and warning/probation requirements.

The following additional supports will be required:

Daytime Study Hall - assigned during an academic block

Guided Study Hall - Sunday through Thursday evening in the library from 7:30 p.m. - 9:30 p.m. (required for boarders/ optional for day students)

In order to be removed from Academic Warning, students must maintain grades of C- or above for one semester. In order to be moved from Academic Probation to Academic Warning, a student must maintain grades of C- or above for one semester.

## **Academic Dismissal**

Walker's reserves the right to ask a student to leave at any point during the year if she is deemed unable to meet the expectations of our program.

## **The Academic Support Center**

The Academic Support Center (ASC) in the Constance Lavino Bell Library is a resource for all students who wish to enhance their academic performance through improved time management, organizational skills, study skills, and test taking strategies. The ASC serves to assist those who need academic support or those who have mild to moderate documented learning differences which affect academic performance. The academic support coordinator works collaboratively with students, parents, advisors, faculty members, and administrators to best support our students.

Mission Statement: To encourage students to take ownership of their academic growth and become strong self-advocates in order to realize their full potential. It is vital that every student becomes an equal partner in the learning experience, develops strong working relationships with their teachers, and contributes effectively to the learning environment of their classes. Various levels of support are available to promote this development.

## Available Support

**Extra Help:** The academic support coordinator encourages students to understand their role in seeking extra help from teachers and the importance of initiating and preparing rough drafts and/or specific questions. Students should first seek help from faculty if they believe they need additional support.

**Peer Tutor Drop-in Center:** Peer tutors are available one-on-one in addition to drop-in center hours. Peer tutors are students recommended by the faculty who offer subject matter tutoring in math, science, and World Languages.

**Writing Fellows:** Students recommended by the English Department provide targeted support for writing skills such as organization of ideas, grammar, and citations. Our program is modeled on the one developed by Brown University. Fellows are selected, trained, and supervised by the chair of the English Department.

**Professional Tutoring:** Walker's contracts with carefully vetted professional tutors who are permitted to work with our students on campus. If a student has sought extra help from her teacher in earnest, has kept scheduled appointments in the ASC, and has tried other support services, the student, parent, advisor, or teacher may request professional tutoring. Professional tutoring is arranged for an additional hourly fee through the ASC. ADD? "If the cost of professional tutoring is a financial hardship please notify the Academic Support Coordinator to find out whether you qualify for a reduced rate."

Accommodations and Support Plans are designed by the ASC for students with documented learning differences. These plans will be shared with the students' advisors and teachers at the beginning of each semester. The goal is for each student to become a strong self-advocate and use the supports available to her, when appropriate. Students are responsible for notifying teachers of their intention to use approved accommodations prior to a test, but some students may need encouragement to do so, particularly Middle School students. The academic support coordinator will meet with students and teachers to review details of a student's plan.

Accommodations provided for qualifying students:

- Language waiver
- Extended time on assessments (50%)
- Alternate setting for assessments (quiet, minimally-distracting environment)
- Preferential seating in class
- Use of a recording device in class
- Use of a 4-function calculator in class
- Use of audiobooks (must be purchased by the student)
- Use of a laptop/iPad in class

For more information, contact Academic Support Coordinator Mary Beth Conley at [marybeth\\_conley@ethelwalker.org](mailto:marybeth_conley@ethelwalker.org), (860) 408-4283.

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## Co-curriculars and Athletics

All students are required to participate in an afternoon co-curricular during each of the three seasons (fall, winter and spring) during the academic year. Each student will select from a variety of offerings every season, and the student must participate on at least one team activity per year. Membership on Interscholastic Equestrian Association (IEA), varsity, and junior varsity (JV) riding or two seasons of dance companies will fulfill the team requirement.

### Fall

Cross Country (I)  
Crossfit  
Dance classes  
Dance Companies (I)  
Field Hockey (I)  
Outdoor Adventure  
Riding (I)^◇  
Soccer (I)  
Volleyball (I)

### Winter

Basketball (I)  
Dance classes  
Dance Companies (I)  
Middle School Play  
Personal Fitness  
Riding (I)^◇  
Robotics  
Skiing (I)◇  
Squash (I)  
Swimming (I)  
Winter Play (I)\*  
Yoga

### Spring

Dance classes  
Golf (I)  
Lacrosse (I)  
Outdoor Adventure  
Personal Fitness  
Riding (I)^◇  
Softball (I)  
Spring Musical (I)\*  
Tennis (I)

Note: Co-curriculars are subject to enrollment.

(I): Team Credit

^ Riding will only count as a team sport if the student takes part in at least one show during that season. Participation in riding lessons will not fulfill the team requirement.

◇ Additional fees apply

\* The Winter Play and Spring Musical fulfill the team requirement when completed as part of the dance/theater concentration which combines three seasons of dance and theater participation.

## Co-curricular Absences

The School nurse, athletic trainer, and/or the School counselor will determine if a student will be excused from participating in afternoon sports or other activities due to illness or injury. Students with long-term sports injuries may have rehabilitation and/or may be assigned non-physical activity to fulfill their sports requirement.

If a student has more than eight excused or unexcused absences, she may fail to fulfill the afternoon program requirement. Any medical condition requiring a student's absence for a longer period of time from her afternoon program requirement would need a current medical waiver. Please contact our athletic trainer or school nurse if a medical waiver is needed.

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## Community Activities

### School Gatherings

In addition to the academic program and afternoon activities, we gather regularly as a community. When these activities are required, attendance is taken and reported to the Dean of Students (DOS) office. The entire school

meets as a community every Monday and Friday for morning meeting, alternating Tuesdays for class meetings and club block, and Wednesdays for school-wide assembly. On multiple occasions throughout the year, there are evening requirements that are posted on the all-school calendar.

### **Advisee Lunch, Dinners and Banquets**

All students are required to eat lunch with their advisors on Tuesdays during the regular lunch period. We have a number of Banquets throughout the year and they are on the all-school calendar.

### **National Holidays**

Walker's holds classes/programs on many national holidays. Please see the all-school calendar for details.

### **Activities**

The assistant dean of students and the student head of activities (an elected student member of Big 7) plan and communicate information about activities for Upper School students on the weekends. Students are required to cancel their weekend activity sign-ups if unable to attend. Failure to cancel may result in a write-up. Students who do not cancel before Thursday at noon, or not at all, will be charged for the activity.

### **Community Partnerships**

The Community Partnerships Program at The Ethel Walker School is intended to educate students about the needs of the larger community through their participation in school-sponsored projects.

All Upper School students are required to complete School-sponsored community service projects. The required number and scope of the projects will be clearly outlined at the start of the school year.

If a student has not completed this community partnership requirement by March 31, she and her parent(s) will be notified. Seniors who have not completed their requirement by graduation will have their diploma held by the Dean of Studies Office until it has been certified to the satisfaction of the Director of Community Partnerships that the hours owed have been completed. The student will not be allowed to process with her class through the commencement exercises if there are any outstanding hours.

### **School Service Program**

The School Service program is designed to help each student contribute to the community in useful and meaningful ways. These jobs include working in offices, classrooms, the dining room, library, barn, the art studios, as well as other designated areas around the campus. In the fall semester, sophomores and juniors perform school service and in the spring, freshmen and seniors.

### **Student Clubs**

We have a large number of student-organized clubs. Students who have particular areas of interest create different clubs; they find a faculty member interested in advising them and they set up regular meetings and activities. Clubs must be approved by the dean of students.

### **Advising**

Having adult mentors is critical for adolescents. To that end, we have an extensive advising system. We hope that students will develop positive relationships with adults in their lives and that their advisors will help guide them in a variety of ways.

## **Advisor**

A faculty advisor is assigned to each student. The advisor acts as a mentor and is available to listen, to offer advice, and to guide the student through any academic or personal pursuits or struggles she might encounter. Faculty advisors review their advisees' course selections, grade reports and they offer guidance and support to their advisee throughout their time at Walker's.

All students are assigned to an advisor and are encouraged to develop a relationship with the person to whom they are assigned. Many students remain with their advisors throughout their tenure at Walker's, but there is a process in place for switching advisors. New students are required to wait until the end of the first semester before being allowed to switch advisors. Advisor changes must be initiated with the dean of students who will guide the student through the process.

Advisees eat lunch with their advisor every Tuesday, sit with their advisors during Morning Meeting on Mondays and Fridays and read together during D.E.A.R. Milk Lunch on Thursdays. Occasionally during the course of the year, Wednesday assembly time is set aside as an additional period for advisors and advisees to meet either individually or as a group. Parents primary point of contact and communication with Walker's is through their child's advisor.

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## **College Counseling**

The director of college counseling oversees the college counseling program which begins formally in the junior year. The director is available to discuss the college selection process with both students and parents. In addition, the College Counseling Office has information on specific colleges, scholarship and financial aid programs, summer programs, and standardized testing; it also coordinates on-campus opportunities for meeting with college admissions personnel.

The College Counseling Office works with all students on their post-Walker's plans. Each girl is assigned a counselor who will teach her junior and senior college counseling seminar class, while also working individually to help her research, apply, and gain acceptance to colleges that are the best fit for her. While the formal college counseling program does not begin until the second semester of junior year with the start of the seminar class, all students and parents are welcome to meet with the College Counseling staff at any point, and workshops for parents are scheduled periodically. All sophomores and juniors are required to take the Preliminary Scholastic Aptitude Test (PSAT) in October at Walker's.

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## **Health & Wellness**

We recognize that students may at times need a level of assistance that exceeds what would be expected of a faculty advisor. To this end, we have a variety of services available and policies related to maintaining the emotional and physical health of our students.

The School recognizes that some personal matters discussed between a student and an advisor, a faculty member, or dorm faculty, might be expected to remain confidential. Confidentiality, however, cannot be honored if it is determined that the health or safety of any member of the community is in jeopardy.

## **The Wellness Team**

The Wellness Team is a confidential support and intervention group consisting of the director of counseling and wellness, the director of the health center, the director of academic support, the dean of students, the dean of studies, director of social justice and inclusion, the athletic trainer, and the associate head of school. Its purpose is to identify and assist students who may need support or intervention in situations, including but not limited to, eating disorders, alcohol or drug use, use of tobacco products, or emotional distress exacerbated by challenges in the classroom or dorm. Some members of the Wellness Team teach Wellness Seminars designed to address broad-based wellness issues.

All matters of physical and mental health discussed by the Wellness Team remain confidential, unless the health and/or safety of any member of the community is immediately threatened. Other students, faculty, dorm faculty, staff, or administrators can refer students to the team in confidence, or students may seek help directly. In some situations, the Wellness Team may determine that parents should be contacted. Non-confidential issues of academic or social concern may also be disclosed to faculty, dorm faculty, advisors and/or other relevant adults.

## **The Counseling Center**

The Counseling Center, located in the Constance Lavino Bell Library, serves as a resource for students who are in need of emotional support for any personal struggles they may face during the school year. Recognizing that adolescence can be a time of difficult transitions, the Counseling Center offers workshops and group meetings for students when a need is indicated, and consultation services for parents in addition to individual counseling. All of our services are provided without charge. Parental/guardian permission or notification by the School is not needed for a student to meet with the School counselor. Meetings with a counselor are confidential except in cases where the student's own health and safety, or that of another person, is in jeopardy.

When it is in the student's best interest, the counselor may recommend that the student work with a therapist outside of school. All cases of outside referral require permission from a parent/guardian and are at the parent's expense. The counselor will work with the student and family to provide an appropriate referral. When working with an outside clinician, it is strongly encouraged that appointments be made for after the end of the academic day. In addition, the School requires that families provide a Release of Information allowing the outside clinician and the School counselor to exchange information. This will ensure that proper support is in place while the student is at school.

Should a student require attention due to emotional difficulty, she should be referred to the Counseling Center. If medical attention is necessary, parents/guardians will be notified immediately and an appropriate intervention will be made.

For further information, to schedule an appointment, or to ask for a referral, please contact Joan Skelley, director of counseling, at (860) 408-4284 or by e-mail at [jskelley@ethelwalker.org](mailto:jskelley@ethelwalker.org).

## **Medical Leaves of Absence**

The School occasionally grants medical leaves to students in need of ongoing or immediate, intensive treatment that would be incompatible with full participation in the Walker's program. In certain instances, the School may require a student to take a medical leave. A recommendation for such leave is made by the appropriate Walker's health professional to the head of school or her designee, who makes the final determination for all medical leaves. The head of school or her designee also determines which school personnel will be informed about the leave and specifically what they will be told.

The length and other terms of a medical leave, as well as conditions for the student's return, will be determined by the School's medical and clinical staff and the associate head of school. When a medical leave extends beyond two weeks, the School may not be able to continue the student's academic program. Conditions for return typically include an evaluation by the student's treating physician, psychologist or psychiatrist indicating that the student is prepared to return to Walker's and to engage fully in the School's programs, execution of a standing and unconditional release for Walker's medical and clinical staff to speak to the student's treatment team and to obtain records if necessary, and a "return" plan that the School deems consistent with the demands of its programs and the well-being of the Walker's community. When the School's health professionals are satisfied with the treating physician's or psychologist's recommendation and the return plan, they will consult with school administrators to make the final decision regarding the student's return.

A student whose family resides in the United States will be expected to go home for such an evaluation and treatment. For international students, arrangements may, in certain cases, be made for a student to be evaluated and treated in the area; however, she must be in the care of a parent/guardian during the entire leave.

The School reserves the right to modify these procedures according to the needs of the particular case being addressed.

## **Health Center**

### **Hours**

Monday - Friday: 7:45 a.m. to 7:30 p.m.

Saturday and Sunday: 10:00 a.m. to 1:00 p.m.

The Health Center's office telephone number is (860) 408-4289. When a student is feeling ill or needs medical attention, she should report to the Health Center on the lower level of the Centennial Center..

### **General Information**

The School nurse attends to each student who comes to the Health Center. The School's local doctor oversees the care that is given, and also sees students by appointment in his/her offices.

If a boarding student is ill, she must report to the Health Center in person; she may not stay in her room without checking first with the School nurse. In some cases it may be appropriate for a student to ask the assistance of dorm faculty to contact the School nurse if she not feeling well in the morning before school. All boarding students must be seen in the Health Center before being excused from classes. Parents/guardians of boarding students are not permitted to call in a student's absences from classes due to illness.

Students remain in the Health Center during office hours when acutely ill and have the option to stay overnight when appropriate. Students with minor illnesses are instructed to rest in their rooms. A student may not be allowed to participate in any extracurricular activities (such as an athletic competition, a performance, or any social activity) if she has not met all of her prior required commitments on that specific day.

### **After-Hours Care**

If a boarding student is feeling ill after hours she should contact her dorm faculty immediately. The dorm faculty will make a preliminary assessment of the student's condition and will contact the on-call nurse.

Dorm faculty can administer certain non-prescription medications with permission from parents/guardians to deal with certain, more minor medical conditions. If a more serious medical intervention is needed, the administrator on duty (AOD) will work together with the nurse on call to decide the next course of action. In cases of serious medical conditions, 911 will be called and the nurse on call or another designated adult will accompany the student until she is released from the hospital, admitted, or her parents/guardians arrive.

### **Urgent Medical Care**

If the student requires supervised care for an extended period of time, the parents or guardians are expected to arrange for the student's recovery away from school, to be determined on a case-by-case basis.

If a student develops a communicable disease (ie. chicken pox, measles, etc.), parents/guardians will be contacted and the student must be isolated and away from campus until medically cleared.

### **Prescriptions and Other Medications**

By law, the Health Center is responsible for maintaining and dispensing all medications to prevent possible misuse/abuse. Therefore, all prescription drugs must be turned in to the Health Center in appropriately labeled containers at the start of the year and/or upon receiving a new prescription or medication. This medication will be dispensed from the Health Center as prescribed.

Students taking medication in the evening must obtain their daily dose from the Health Center during operating hours. It is the responsibility of the student to visit the Health Center to obtain her medication. Boarding students may be allowed to keep non-prescription cold medications, vitamins and/or Tylenol, as well as menstrual medication in their dorm rooms, as long as they are clearly labeled and in English. The Health Center must be notified that the student has these in her possession. In certain cases, the School nurse may require that these medications be dispensed from the Health Center. Students are responsible for making arrangements with the School nurse for prescription refills as needed.

Any prescription medication not on file with the Health Center and found in a student's possession is treated as an illicit drug and may result in disciplinary consequences. Students are reminded that they may not share any medication, including aspirin and vitamins, due to the potential danger of allergies and other sensitivities, with any other member of the School community.

Prescription medications will be dispensed only by the School nurse.

If a student with a prescribed medication does not report to the Health Center to take her required dose at the appropriate time, this could be considered non-compliance with school policy and could result in disciplinary responses ranging from a phone call home to separation from school.

### **The Athletic Trainer**

The athletic trainer is a certified, licensed professional specializing in Athletic Health Care. The athletic trainer works in cooperation with the School nurse, the School counselor, physicians and other allied health personnel. The athletic trainer is responsible for the prevention, recognition, management and rehabilitation of sports injuries. The athletic trainer evaluates injuries and determines whether to refer the student to a physician or other health care provider or to follow standing orders to manage minor injuries. The athletic trainer also oversees the ImPACT program and the treatment of concussions in conjunction with the School nurse.

## **Health Center Sanctuary**

Fear of punishment should not prevent a student from seeking care for herself or others. This sanctuary may be used only once during a student's career. This will not be recorded as a disciplinary matter, but the parents/guardian will be contacted. The Health Center should be notified immediately if someone is seeking sanctuary. If she or the student for whom she is seeking sanctuary is unable to do so, or the Health Center is closed, the student should call the dorm faculty or the administrator on duty (AOD) who will take the appropriate steps necessary to support the student(s).

## **Confidentiality of Reproductive Health Information**

In the event that a student seeks medical care relating to a sexually transmitted disease, the director of the Health Center will act in accordance with state law, which includes assurances of privacy and confidentiality for students, and will provide the student the best possible care and encourage the student to share her condition with her parent/guardian. Further, the director of the Health Center will provide the student with reproductive health care, including but not limited to contraception and treatment of pregnancy, as requested by the student and will encourage the student to share such request and treatment with her parent/guardian. However, should the student choose to insist on her confidentiality, consistent with the priority of providing care and Connecticut state law, the director of the Health Center will respect that student's confidentiality and provide necessary care, unless she determines that the student's health or safety is at risk.

## **Concussion Statement**

Here at Walker's, we acknowledge and take seriously our responsibility for caring for head injuries in a way that ensures the long term health of our students. In our athletic training room we follow a precise protocol that helps to diagnose concussions and determine the safest and fastest way to return students to normal activity. All of our students take a baseline ImPACT test when they start at Walker's and this test is updated every two years. To keep our concussion program running smoothly we rely on cooperation and communication between the athletic trainer, the student's advisor, teachers and parents.

Parents and students need to be aware of the signs and symptoms of a concussion. Signs of a concussion means what a student might display or look like to an observer. Symptoms means what the student reports.

### **Signs of a concussion may include:**

- Confusion/disorientation/irritability
- Trouble resting/getting comfortable
- Lack of concentration
- Slow response/drowsiness
- Incoherent/slurred speech
- Slow/clumsy movements
- Loss of consciousness
- Amnesia/memory problems
- Acts silly/combative/aggressive
- Trouble resting/getting comfortable
- Dazed appearance
- Restless/irritable
- Constant attempts to return to play
- Constant motion
- Disproportionate/inappropriate reactions
- Balance problems

### **Symptoms of a concussion may include:**

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Oversensitivity to sound/light/touch
- Ringing in ears
- Feeling foggy or groggy

Walker's coaches remove athletes from practices/games if a blow to the head is observed or reported, or the student athlete is observed to exhibit signs, symptoms or behaviors consistent with a concussion. If the student athlete is at an away game, the host school's athletic trainer will evaluate and advise. No athlete shall return to participation in the athletic activity on the same day of a confirmed concussion. If an athlete is removed due to a concussion, a school employee must notify the parent or legal guardian within 24 hours that the student athlete has exhibited signs and symptoms of a concussion.

If a concussion is ruled out by the Walker's athletic trainer or the host school's athletic trainer, the athletic trainer can clear the student athlete to return to play.

If a head injury brings about any loss of consciousness, seizures, or vomiting, a parent will be notified and the student will be transported to the hospital. The student is required to check in with the athletic trainer Monday through Friday so that observation of the concussion can continue. If the student's concussion is not improving after the first week of treatment by the Walker's athletic trainer, the student and her family will be referred to an orthopedic physician for further care. Upon completion of care by the physician, a written note of clearance from the physician is required.

Once a student has received clearance to start the return to play protocol by either an orthopedic physician or the Walker's athletic trainer, the athletic trainer will supervise the student's progression through the protocol. The return to play protocol is a five-day progression of functional exercise that the student athlete has to successfully complete in order to be cleared to return to normal, daily activities.

### **Return to Play Protocol**

Day 1: 15-minute ride on stationary bike

Day 2: 20-minute jog on treadmill

Day 3: 15-minute jog on treadmill followed by a variety of exercises, (i.e. jumping jacks, jump rope, sit-ups)

Day 4: **NON-CONTACT** drills and conditioning with team

Day 5: **FULL** participation with team

Once the return to play protocol has successfully been completed, the student athlete will be cleared to resume all normal, daily activities.

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## **Attendance**

We believe that time spent in the classroom and at required events represents an integral part of a Walker's education and, thus, we expect students to attend all classes, sports commitments, rehearsals, and all other required events. Attendance will be taken during every class and required event, and all absences or tardiness will be immediately reported to the DOS office. A student may not be allowed to participate in any extracurricular activities (such as an athletic competition, a performance, or any social activity) if she has not met all of her prior required commitments on that specific day.

### **Weather-Related Schedule Changes**

If school is cancelled or the start of classes is delayed, a decision will be made by 6:15 a.m. Announcements will be made via email and text, and a notice will be posted on the School's website. Please also refer to NBC Connecticut for updates via television. If school is dismissed early due to weather-related concerns, students and families will be notified by email and text message.

## **Signing In and Out for Day and Evening Permissions**

All students are required to sign out using Boardingware before leaving campus. Parental permissions must be updated through Veracross to validate all departures. Students must sign out to a specific destination. If their mode of transportation or destination changes after they have signed out, they must call the on-duty cell phone to ensure that they have permission then update their plans in Boardingware. Failure to sign out to a specific destination or to update plans may result in disciplinary consequences.

A boarder may be off campus after 7:00 p.m. during the week only with the permission of the dean of students.

During the week, seniors in good standing who have parental permission have the privilege of going off campus during a free block in the class day and after their last requirement; boarders must return to campus by 7:00 p.m. Boarders in grades 9-11 may leave campus only on Wednesdays after they have completed their last requirement and must return to campus by 7:00 p.m.

On weekends (Friday and Saturday nights), all boarding students must check in with the Dorm Faculty by 11:00 p.m.

## **Boarders**

If a student is too ill to attend a class or required activity, she must report to the Health Center. In the rare cases when she is too ill even to travel to the Health Center, a Dorm Faculty or member of the Dean of Students Office will call the School nurse for the student. For the safety of our boarding students, parents/guardians may not call the Health Center or dean of students to have their daughter excused from classes for medical reasons while they are residing in the dorm.

## **Day Students**

Day students are required to live with a member of their immediate family or a legal guardian. Day students are expected to be on campus for all required commitments including athletic practices and rehearsals. Ninth through eleventh graders may not leave campus during the academic day without special permission from the Health Center. If Seniors have the proper permission from their parents/guardians, they may leave campus during a free block.

If a day student will be absent or late for the day due to illness, a parent/guardian must notify the Health Center between 7:45 a.m. and 9:00 a.m. on the day of the absence. Calls should be placed directly to the Health Center (860-408-4289).

Any student who feels ill during the day must go to the Health Center.

If a student is tardy for any reason other than a medical reason, this must be reported by a parent/guardian to the DOS office by 9:00 a.m., and the student must check in with the DOS office upon her arrival on campus before going to class.

## **Middle School Students**

Middle School students who arrive earlier than 7:45 a.m. must go to Abra's Dining Hall for breakfast. An adult presence is not guaranteed in the Middle School before 7:45 a.m. The Middle School closes at 5:30 p.m. Students who do not have an after school commitment and are not getting picked up until the end of the day, may stay in the Middle School with a faculty member until 5:30 p.m. If a student needs to remain on campus after 5:30 p.m., she must go to Abra's Dining Hall for dinner. All Middle School students must be picked up by 6:00 p.m.

Middle School students are NOT allowed to enter the dorms at any time or for any reason.

If a student in the Middle School needs to miss class for any reason, the Middle School office should be contacted. To contact the Middle School, please call (860) 408-4297.

## **Absences**

Any Upper School student who is absent more than three consecutive days due to illness must provide the School nurse with documentation from a doctor. Any student whose absence is deemed unexcused will receive a detention. If a student receives an unexcused absence on a day in which a graded assessment (quiz, test, or presentation) is given, she may receive a zero for the assessment. A student is responsible for material missed during an absence.

A student can have no more than a total of eight absences – including excused and unexcused – per course per semester without jeopardizing her credit status. Absences due to off-campus suspension, authorized college visits, and attendance at school-sponsored events do not count toward the total of eight absences.

A student who receives an unexcused absence for a required non-academic event will be assigned a detention.

Consequences for excessive absences could include an appearance before the Honor Board.

To be excused from any academic or required non-academic commitment, a student must first speak with the dean of students and, when appropriate, the associate head of school. If an academic absence is approved pending a call from the parents/guardians confirming the need for the student to be absent, the student will be given an Excused Absence Permission Form.

## **Tardiness**

Unexcused tardiness of three times, or a single unexcused tardiness exceeding ten minutes, will be recorded as one unexcused class absence. Students who are tardy three times in the same two week period to any commitment will receive a detention.

## **College Visits, Field Trips, Day Events**

Seniors are allowed to take four days away from school to visit colleges. Juniors are allowed to take two days for visits to colleges, and these days will not carry over to senior year. All college visits should be scheduled to take place before May 1, but in special circumstances may occur later with permission of the college counselor and the dean of students. The College Visit Absence Form should be picked up from and signed by the director of college counseling. Final permission for the excused absence will be granted once the form has been returned by the student and parent/guardian permission has been received in the College Counseling Office. If the college visit involves an overnight and the student is a boarder, she must also fill out the overnight form in the Dean of Students Office.

Students must fill out the proper paperwork and sign out on Boardingware if they will be off campus for a field trip or school-sponsored event during the academic day.

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## **Emergency Contacts**

We highly suggest that all families provide the School with a contact person who resides in the United States and within 300 miles of The Ethel Walker School. This is the person contacted in an emergency when a parent/guardian is not available; and is the person to whom we would turn if a student must leave campus for any personal, medical, or

disciplinary reason or if she is on leave from School and cannot go to her parents' home. This emergency contact person will be so noted in Veracross.

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## Dress Code

Students must be in dress code, in Academic Buildings, from:

Monday, Tuesday, Thursday, and Friday: 7:30 a.m.-3:25 p.m.

Wednesday: 7:30 a.m.-12:00 p.m.

A student who is out of dress code will be issued a dress code violation notification. Three such notifications will result in a Friday detention. Day students will be expected to find an appropriate change of clothes.

During the year there are “dress down” and spirit days when the dress code is not in effect. All clothing should be neat, clean, and in good repair and no bare midriffs are allowed.

## Class Dress

- Corey Company skirt styles: kilt, knife pleat, and box pleat; fingertip length available in pink, light blue, green, khaki, navy blue, or gray; Tommy Hilfiger grey skirt also allowable
- Tailored pants in any solid color
- Tailored shorts of fingertip length in any color in fall and spring; until November 1 and after spring vacation
- Solid-colored, collared shirts (emblems no larger than a quarter are permitted), no tunic length shirts
- Solid-colored crew neck, v-neck or cardigan sweaters, vests, or fleeces; solid colored crewneck sweatshirts (no hoods; no writing or logos, except for Walker's crewnecks) worn over collared shirts
- Solid-colored socks, tights, or ankle length leggings (peds or bare feet in shoes is acceptable)
- Flip flops or sandals; until November 1 and after spring break
- Any closed toe footwear in good repair and clean
- No head coverings indoors, unless for religious purposes
- Dress down day on the first Friday of every month. This is at the discretion of the DOS.

Solid-colored tights or ankle-length leggings may be worn underneath skirts, but not as long pants or athletic wear. The following is also not acceptable dress-code wear: jean jackets, jean-like pants, denim pants, sweat pants, shirts or blouses that ride up to reveal midsection, striped or patterned shirts or blouses.

## Vespers Dress

Each student will need to purchase one gray Corey or Tommy Hilfiger skirt or Corey gray pant to wear on certain occasions along with a white collared shirt. Vespers dress occasions include Opening Chapel, Thanksgiving and Holiday Vespers and Banquets, Baccalaureate, Memorial Chapels, Cum Laude Induction and Prize Night. Newly-elected member of the Big 7 will wear Vespers Dress to their induction ceremony.

Corey Company is the official vendor for the skirts and pants (other items may be purchased from them as well). Orders can be placed online at [www.coreyuniform.net](http://www.coreyuniform.net) or by calling (732) 376-1388; the code for our uniform skirt is: EWS119. The Corey company does not maintain a store location. All orders must be placed by phone or via their website. Tommy Hilfiger dress code skirts are available at Diddles, our school store.

The only clothing items that must be ordered from this specific company are the skirts and gray Vespers pants.

All clothing should be neat, clean, and in good repair and no bare midriffs are allowed.

## Special Event Dress

For special dinners and certain other required events, students are expected to wear “special event dress” which consists of dress slacks, skirts or dresses with dress shoes (no sneakers).

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## Student Services

### Abra’s Dining Hall

Most meals are served cafeteria-style. Students may not go into the kitchen area behind the servery at any time.

Tableware is not to be taken from the Dining Hall at any time. If a student needs to take a meal out of the dining area, she must request permission from the dean of students.

### Hours

#### Monday - Friday:

Breakfast: 7:30 a.m.-8:15 a.m.  
Continental Breakfast: 8:15 a.m.-9:15 a.m.  
Lunch: 11:30 a.m.-12:45 p.m.  
Dinner: 5:30 p.m.-7:00 p.m.

#### Saturday - Sunday:

Continental Breakfast: 9:00 a.m.-11:00 a.m.  
Brunch: 11:00 a.m.-1:00 p.m.  
Dinner: 5:30 p.m.-7:00 p.m.

### Mail and Mailboxes

Each Upper School student is assigned a combination mailbox. If a mailbox is inoperative, a student should report it immediately to the DOS office. A student who is assigned any box that is later found to be intentionally damaged or disabled will be charged for repairs. Boxes are to be left in the closed and locked position at all times.

Incoming U.S. mail is delivered to mailboxes Monday through Friday by 10:30 a.m. Outgoing mail is picked up Monday through Friday at 9:00 a.m. Package pickup notices and other campus notices are also distributed through campus mailboxes. A student is expected to check her mailbox on a daily basis.

All outgoing domestic and international express mail is handled by Diddle’s Depot during regular store hours. International Express mail will be charged to a student’s account once the School receives an invoice. Stamps and postage fees may also be charged to a student’s debit account.

### Email

Each student’s email address is:

[GraduationYearFirstInitialLastName@ethelwalker.org](mailto:GraduationYearFirstInitialLastName@ethelwalker.org) (i.e. Student Jane Doe ’20 would be 20jdoe@ethelwalker.org)

Students are expected to check their email on a daily basis as many members of the community rely on this form of communication for public and individual notifications.

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## Store and Billing

### **Diddle's Depot School Store (Beaver Brook, Lower Level)**

Diddle's Depot is a convenience store for purchasing personal items, novelty and clothing items with the School logo, as well as academic supplies. Diddle's also manages the school laundry service (available for an additional fee). Mail services are available through Diddle's for packages, stamps, and mailing supplies. Regular store hours are posted outside Diddle's Depot and may be extended for special events (e.g. Family Weekend, Reunion Weekend, and Commencement).

### **Check Cashing**

Check cashing is a service at Diddle's Depot. Students are encouraged to establish personal checking accounts at either a hometown or local bank at the beginning of the school year. Students may cash personal checks totaling no more than \$100 in one week. Students must receive special permission from the dean of students office if there is a need to obtain larger amounts when cashing checks or charging to a school debit account.

### **Debit Accounts**

A debit account may be established at Diddle's Depot for a student's convenience. Money in the account may be used to charge purchases at the store or for cash allowances (limited to \$100 per week). Charges against the account may only be made if sufficient funds are available in the account. The account may be replenished at any time by cash, check or credit card. Please call (860) 408-4220 for details on starting or replenishing an account.

## Tuition and Student Accounts

### **Student Statements**

Families receive a monthly statement from the School itemizing all charges for the previous month. Payment must be made by the end of the current month to avoid late charges. Past due accounts are handled in accordance with the School's billing policies and procedures, a copy of which is provided to all families. The School reserves the right to withhold a student from class or to require her withdrawal from School for non-payment of bills.

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## Residential Life

Our dormitories are a safe and supportive place for students to rest, study and have fun. At Walker's, dorms are a home away from home where our students mature personally as learners and leaders and collaborate with others while living in community.

Together with our proctors and dormitory faculty our students develop personal responsibility and grow while living independently. The dorm community allows residents to create memorable and spontaneous experiences with their peers and dormitory faculty. Evening study hall supports structured work time for each student and at times allows for collaboration with other dorm residents.

Living in community depends on respect for self, school rules and others. As members of the Walker's community we expect every dormitory resident to work together to achieve a shared understanding of dorm values and to be honest, respectful and responsible.

## **Structure of Residence Halls**

### **Dorm Faculty**

Dorm faculty act in an advisory role when helping students sort out residential and/or personal matters. Dorm faculty work closely with the proctors to promote a safe, healthy, and happy environment in which our students are able to thrive. Dorm faculty often have students into their homes for activities or meals.

### **Proctors**

Proctors are students (juniors and seniors) who are chosen through a selection process that is guided by the dean of students to serve in a leadership role within the residential and social components of the School. They assist dorm faculty and the dean of students with proctoring of study hall, assisting students in the dorm, planning activities, offering fellow students advice about life at Walker's, and being exceptional role models. Their assistance in promoting a positive and healthy environment is crucial.

## **Boarding Rules and Expectations**

The residential life program at Walker's is designed to provide boarding students with a sense of community and comfort in this challenging and supportive learning environment. Opportunities exist for leadership, community involvement, character development, and personal growth.

Within the residences, dorm faculty are responsible for safety and enforcement of the rules. Each student is responsible for understanding and abiding by these rules. Dorm faculty and proctors may issue write-ups to students who fail to abide by residential rules. Students earning three write-ups within a fourteen-day period will be issued a Friday evening detention.

## **Dorm Responsibilities**

In addition to the Major School Rules, we have established a series of regulations for dormitory living, most of which exist for everyone's safety. We expect students to keep their own rooms neat and clean and to assist in keeping the dorm public areas clean and neat in order to provide a pleasant and healthy living environment.

1. Only flame-retardant tapestries/sheets are allowed on the walls and must be attached by materials approved by Environmental Services.
2. Computers, clocks, stereos, hair dryers, straightening irons, curling irons, and fans are the only electrical appliances allowed. Refrigerators (with the exception of those with special medical approval from DOS), televisions, toasters, rice cookers, electric teapots and hot plates/pots are prohibited in dorm rooms.
3. Students may not use any empty alcoholic beverage containers, drug paraphernalia, or alcohol/cigarette/drug posters for decorative or storage purposes.
4. Dorm faculty will conduct room inspections and room searches on occasion

5. Students will be charged for damage to rooms and furniture (or missing furniture) and inadequate cleaning prior to long breaks or at year's end.
6. Students are forbidden to be on the roof of any School building for any reason.
7. All personal items should be clearly labeled.
8. Mattresses must remain on the bed frames.
9. Food must be kept in airtight containers.
10. No pets of any kind are allowed in student rooms.
11. No screens may be removed from any window.

## **Major Residential Rules**

### **Signing In and Out**

All students must sign in and out of the dorms during weekday non-school hours and on weekends. The sign-out system will be located near the front door of each dormitory on weekdays and at the apartment of the dorm faculty on duty on weekends. At all other times, students may sign out at the front desk in Beaver Brook or use a personal device with advanced permission.

Every student is responsible for signing herself out and back in each time she leaves campus. Failure to do so may result in a disciplinary response from the Dean of Students. Signing in or out for another student may also result in a disciplinary response.

### **Evening Check-In**

Each student must check-in personally with the dorm faculty on duty every evening. Students are NOT permitted to sign in for one another. School-sponsored trips may arrive back to campus after check-in. Evening check-in times are:  
Sunday - Thursday by 9:35 p.m.  
Friday - Saturday by 11:00 p.m.

### **Monitored Senior Quiet Hours**

Seniors will have monitored quiet hours from 7:30 p.m. to 9:30 p.m. in their dormitory instead of study hall. Seniors may be in the library, in their dormitory, in their own rooms or in the dorm common space and may do laundry or shower during quiet hours. In their rooms they may listen to music with the use of headphones. Any student who abuses these quiet hour privileges can be placed under study hall restrictions for a specified time period to be determined by the dorm faculty.

### **Study Hall**

Ninth through eleventh graders have required study hall from 7:30 p.m. to 9:30 p.m. Sunday through Thursday. Study hall guidelines are as follows:

1. Proctored study hall is required for all boarding ninth graders, tenth graders, and eleventh graders. During study hall, students study separately and quietly in their rooms with doors open. Students wishing to study together may do so with prior permission from the dorm faculty on duty.
2. During study hall, students may listen to music with the use of headphones. They may not use technology for non-academic purposes during study hall.
3. Juniors and seniors may study in the library and must remain there the entire time. Ninth and tenth graders typically have study hall in their dorm rooms unless they are enrolled in Guided Study Hall in the library.
4. Ninth through eleventh graders may not do laundry, take showers, order take-out food, or use dormitory kitchens during study hall hours.

5. If students complete all required assignments before the end of study hall hours, they must remain in their own rooms or in the proctored study hall location doing a quiet activity until 9:30 p.m. and adhere to the study hall guidelines stated above.

### **In Room/Quiet Hours**

Sunday-Thursday: 10:30 p.m.-7:00 a.m.

### **Quiet Hours**

Friday-Saturday: 11:00 p.m.-10:00 a.m.

(In Room starts at midnight)

During quiet hours, students may socialize and prepare for bed. Music and conversation must be quiet enough so that others are not disturbed. Excessive noise and loud music are not permitted in the dormitories at any time. Residents should always be considerate of others.

### **Lights Out**

Lights out times (Sunday-Thursday) are:

9th, 10th, 11th graders: 11:00 p.m.

12th graders: No lights out, seniors must be in their own rooms and quiet.

On weekends, all students must be in their own rooms by 12:00 a.m., unless a sleepover has been approved by dorm faculty by 9:00 p.m.

Students must be in their own rooms, having completed bedtime preparation (teeth brushing, washing, etc.), with their overhead lights turned off at the times posted above. Boarders wishing to remain up past lights-out must use desk lamps or another alternative lighting option. These "late lights" requests must be approved by dorm faculty prior to the end of study hall. Late lights may not be granted multiple times per week or on Sundays.

### **Overnights in Other Dormitories**

Students may spend a weekend night in other Walker's dorm rooms with permission from both the dorm faculty on duty in their own dorm and the dorm faculty on duty in the dorm they are visiting. Permission to stay in another dorm must be obtained no later than 9:00 p.m. that night. A student spending an overnight in another dorm must follow her regular sign-in and quiet hours. Permission must also be obtained from the roommate where the student is visiting. At all times, only one person is allowed per bed.

### **Phones**

With the exception of seniors and proctors, students are not permitted to use phones during study hall hours. All phone usage is prohibited after lights out. Any student needing to make a phone or video call after 11:00 p.m. must receive prior permission from the dorm faculty on duty.

### **Storing or Loss of Valuables**

The School does not assume liability if valuables are not locked securely. Families are asked not to send valuables or large sums of cash for their daughters. Students may use the Business Office safe for valuables such as airline tickets, larger sums of cash needed for travel purposes, passports, or visas. All clothing items should be labeled with the student's name in permanent marker or with stitching.

Rooms are to be locked only when a student is not in her room. Each student is responsible for making sure that her belongings are secured when she leaves her room.

When cash or an item of value cannot be located, a student should report it in writing within 24 hours to the dean of students. The School reserves the right to conduct a room search for missing items at any time.

### **Respect for Other Students' Possessions and Space**

Students may at no time borrow items from others without permission, or be in other students' rooms without their invitation and presence.

### **Candles, Incense**

Burning anything in student dorm rooms is absolutely prohibited.

### **Room Inspections**

The dean of students and dorm faculty may enter and inspect dorm rooms at any time in order to carry out their regular supervisory responsibilities and to ensure safe living conditions for all. Whenever possible, residents are present.

### **Room Searches**

The School may if there is sufficient reason to believe conduct a room search in order to recover stolen property or to identify and remove dangerous or illegal items. The head of school or her designee will authorize a room search to be conducted by the dean of students and another member of the faculty. The resident of the room will be present for the duration of the room search. Students may be liable for disciplinary action if the suspected items or any other illegal items are found.

Any harmful, dangerous or illegal substances found during a search will be confiscated immediately.

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## **Guests On Campus**

Students may have guests visit them on campus under the circumstances outlined below. Walker's students are responsible for communicating school rules to their guests upon their arrival to campus. Guests are expected to abide by school rules at all times.

### **Day Student Sleepovers**

Day Students may spend Friday and Saturday nights on campus if the Dean of Students Office receives permission in advance from the day student's parents. Only one overnight visitor per student is permitted at a time. Guests in romantic relationships with another student are not permitted to spend the night.

### **Visitors**

All guests must sign in and out with their host and the person on duty. Guests are expected to follow all dormitory procedures and school rules. On weekends, all guests must depart campus by 10:30 p.m. During the week, all guests must leave by 7:00 p.m.

Only current Walker's students will be allowed to spend overnights in the dorms, on Friday and Saturday nights.

The following are the ONLY times and places guests may be on campus without special permission from the dean of students:

**In the Beaver Brook Lobby, the Beaver Brook Common Room, or the Centennial Center Soc:**

Wednesday (all boarders): 1:00 p.m. - 7:00 p.m.

Friday (all boarders): 5:00 p.m. - 10:30 p.m.

When visiting students in the dormitory during the times listed below, guests must first be introduced to the dorm faculty on duty and are expected to follow all dormitory procedures.

**In the common space of the dorm in which the student lives:**

Friday and Saturday

7:00 p.m. - 10:30 p.m.

Sunday

3:00 p.m. - 6:00 p.m.

- A specific Walker's student must host each guest.
- Guests must be met, introduced and signed in by the host with the person on duty. They must also sign out with the faculty member on duty when leaving.
- All guests must enter and exit via the main entrance of Beaver Brook and/or the dorms.
- Students must be courteous to classmates who do not have guests and mindful of their use of shared space.
- No sexual intimacy is permitted.

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## Cars and Leaving Campus

### Cars, Taxis, and Ridesharing

Boarding students may not have cars on campus. Whenever a boarding student wants to ride in a car, she must have parental permission validated by the person on duty, the AOD, or someone in the DOS office. Students may not have motorcycles, motor scooters, and mopeds on campus. Students requesting to use ridesharing such as UBER, Lyft, or other such vehicle, must have the appropriate parent/guardian permissions.

### Leaving Campus for Other Types of Recreation

Students may walk, run, bicycle, skate, and cross-country ski off campus before sundown if they have permission and if they have signed out. Students should follow the rules of the road for automobiles and wear helmets for cycling and skating. For safety reasons, we encourage students to leave campus in pairs.

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## Sunbathing

Sunbathing is not permitted anywhere on the circle in front of Beaver Brook or on the Chapel lawn adjacent to Bushy Hill Road. Sunbathers should not be visible from the main driveway, Bushy Hill Road, or Sand Hill Road.

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## **Luggage and Storage**

Students should bring or ship to Walker's nothing larger than a footlocker that would be accepted by UPS size and weight restrictions. Although we provide summer storage at cost to the student, the School assumes no responsibility for storing students' belongings.

## **End of Year**

Students must make arrangements with their families and/or pay for the UPS summer shipping and storage option regarding the moving and storing of all personal items from dorm rooms during designated moving times. Students must be packed and hand in all end-of-the-year dorm paperwork to the dorm faculty on duty before leaving campus.

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## **Weekends, Vacations and Travel**

Weekends begin on either Friday or Saturday after a student's last commitment. Students must return by 7:00 p.m. on Sunday or at the end of a vacation period (9:00 p.m. for seniors). When a student will be later than 7:00 p.m. (or 9:00 p.m. for seniors), a parent, adult host or the student herself must call the administrator on duty (860-821-3080) before check-in time. If a student returns later than her expected time without prior notification she may be subject to a disciplinary response by the dean of students.

All permission forms (also called "weekend forms") for weekends and vacations must be submitted by Thursday at 12:00 p.m. prior to the weekend of departure or by the date designated by the dean of students office before school breaks. Any student turning in a weekend permission form after the deadline may receive a disciplinary response.

Students and their families must arrange travel early in order to comply with the academic calendar. Dorms are closed and students may not stay on campus during Thanksgiving, December and spring breaks as well as during School long weekends (fall, winter, and spring).

All requests for unusual absences from classes for special family occasions should be made to the dean of students by the student with a follow-up communication from the parents/guardians at least two weeks in advance. Requests may be denied if it is felt that further absences will affect the student's academic standing. Requests for students to miss class days immediately prior to or after a regularly scheduled school vacation will be denied.

## **Hotels, Motels and Inns**

Students under School jurisdiction may not visit a hotel, motel or inn without direct supervision by their parents/guardians. It is assumed that parents/guardians will be responsible for any students under their supervision and will observe all federal, state, and municipal laws.

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## **Day Student Rules and Expectations**

Day students are an integral part of the Walker's community and we encourage them to participate in the life of the School as much as possible. Because they come to and from Walker's everyday, certain rules pertain specifically to them.

1. For attendance rules, see the Attendance section.
2. Day students may drive to and from School after completing the required forms, but may not leave campus during the academic day without special permission from DOS. Although seniors have the privilege of leaving during the day, they must sign-out on Boardingware in the lobby or from their device.
3. Students are required to register their cars with the DOS office and display school parking stickers on their vehicles at all times. Day students who drive will be required to park in student spaces and are expected to use only parking spaces authorized for students while on campus.
4. Day students must have parental permission to ride with other day students or to transport boarders. Boarders must have permission from the DOS office, or from the AOD, to ride with day students (and only if their parental permission forms allow it).
5. The head of school or her designee may excuse day students early from school in the event of hazardous weather.
6. Day students may spend a night at School on Friday or Saturday with permission from their parents/guardians and the DOS office. Day students must observe all residential rules when staying overnight. Failure to do so will result in loss of overnight privileges.
7. When day students wish to stay overnight (weekends only), they are asked to request permission 24 hours in advance with communication from parents/guardians.
8. When under the jurisdiction of the School, day students are bound by all school rules. When they wish to attend dances and other activities at other schools, they must come to Walker's first and use school transportation. They may not drive to any school-sponsored activities, including those at Avon Old Farms School, unless they receive special permission from the dean of students and the host school.
9. On weeknights, day students must leave campus by 7:00 p.m. or report to the library at 7:00 p.m. to prepare for study hall. During regular study hall hours, day students must be signed in to the library if they wish to remain on campus.
10. Day Students may at no time borrow items from others without permission, or be in other students' rooms without their invitation and presence. Similarly, students may not access another student's locker at any time.
11. Day students are not allowed to entertain guests on campus unless they are attending a school-sponsored activity.
12. Day students are not permitted in the dormitories without a residential host during school hours or during study hall.

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## Student Government

Walker's student government (or Senate) is comprised of these standing members: the Big 7, freshman, sophomore, and junior class presidents, vice presidents, and administrators. These members of the Senate are responsible for working with administrators, faculty, and other students, to ensure the smooth running of the student community and its activities, and for successful communication within the community on major issues and concerns. The Senate considers proposals and refers items to faculty and administrators for final approval. All students are encouraged to attend Senate meetings. (Please see Appendix A.)

The Big 7 works closely with the dean of students regarding the various concerns of the residential and day communities, as well as extracurricular programs. Their leadership extends beyond their specific duties to include working as liaisons between students and adults throughout the School community.

## The Big 7

### 1. **President of the Student Body**

The president of the student body is the president of Senate and the student body. She is chair of the Big 7. In addition to working with other student leaders, the president of the student body runs Morning Meeting twice a week, addresses the School community on many occasions, and often is asked to represent the School at various functions.

### 2. **Vice-President of the Student Body**

The vice-president of the student body is responsible for conducting various School elections, and is the School's constitutional advisor to the Senate. The vice-president leads and facilitates the proctor program, along with the dean of students.

### 3. **Head of Honor Board**

The head of Honor Board chairs the Honor Board and works closely with the dean of students and the dean of studies on matters of disciplinary concern.

### 4. **Head of Activities**

The head of activities coordinates Walker's social activities, as well as those made available to Walker's students by other schools. She works closely with the assistant dean of students in planning various weekend events.

### 5. **Head of Community Partnerships**

The head of community partnerships is in charge of the School's Community Partnerships program in which all members of the community participate. She works closely with the director of community partnerships to help organize all service opportunities.

### 6. **Senior Class President**

The senior class president helps organize various senior class events (including commencement activities) for her class and runs all senior class meetings, along with the senior class advisor.

### 7. **Head of Day Students**

The head of day students works closely with the assistant dean of students and coordinates any activities specifically involving day students; helps to organize procedures relevant to day students; and serves as proctor to day students. She also acts as a liaison between the day and boarding communities, representing day students at meetings when appropriate.

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## Proctors

A proctor is a junior or senior in good academic and social standing, held in high regard by her peers, the faculty, and the administration, and is someone who is expected to uphold the standards and the mission of The Ethel Walker School. Proctors serve as advisors to their peers and liaisons between students and adults to channel problems and concerns to the appropriate resource. Additionally, proctors assist the dean of students and dorm faculty with enforcement of School rules.

Proctors meet regularly with the dean of students who serves as advisor to the program. They also attend regularly scheduled meetings with dorm faculty in their respective dorms.

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## Major School Rules

Any violation of major school rules will result in a meeting with our dean of students and often includes students attending an honor board hearing.

The following activities are prohibited. Any student found to be knowingly in the presence of any rule breaking behaviors could also face disciplinary action.

1. Academic dishonesty
2. Disrespectful behavior toward others or the property of others, or jeopardizing the safety of others, including, but not limited to lying, hazing, bullying, physical aggression, harassment, sexual misconduct, retaliation, stealing and vandalism
3. Leaving campus or remaining off campus without permission
4. Leaving after signing in for the night and before 6:00 a.m. without prior permission including any school-sponsored trips
5. Burning anything without being under the supervision of an adult
6. Tobacco use, smoking, or vaping
7. Intentionally setting off a false alarm or tampering with a smoke detector or fire device;
8. Possession or distribution of hazardous materials or substances deemed dangerous to others or the environment, including, but not limited to weapons, destructive devices or dangerous instruments
9. Possession, use, or distribution of unauthorized prescription drugs or non-prescription drugs, mind-altering substances, drug paraphernalia, false identification, or alcohol; any student known to have been in the presence of the use of alcohol or drugs may be drug tested.
10. Sexual intimacy
11. Possession or distribution of pornography, including inappropriate images or other forms of media of yourself or others by any means; inappropriate or offensive material includes but is not limited to anything that is vulgar, sexually suggestive, or demeaning
12. Having guests in locations or at times that are prohibited
13. Violating the [Acceptable Use of Technology Policy](#) or using technology provided by the School to post or distribute inappropriate or offensive material
14. The posting of inappropriate or offensive material on any site that links such material to The Ethel Walker School by name or identifies the person posting as an Ethel Walker School community member. In addition, no images of another person from The Ethel Walker School may be used without the expressed permission of that person.
15. Violations of state or federal law

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## Academic Integrity & Dishonesty

We hold the integrity of our curriculum and academic standards in the highest regard. The supportive environment of our community instills the importance of making sound, moral and ethical decisions as one faces the challenges and rigors that learning entails, now and in the future. We take pride in our efforts to enable our students to be independent learners and want them to feel the same sense of pride and accomplishment in their efforts and progress.

### Plagiarism

Plagiarism is defined as presenting the words, ideas, interpretations, artwork, or concepts of another as one's own. The act of plagiarism cannot be excused by the claim that it was unintentional. Students are expected to give full credit, using appropriate citation, when they use words or ideas taken from another source. If a student is including her own work from a previous assignment, she must cite that work as well. It is also considered plagiarism if a student

uses images, text, audio or video content in the digital domain without properly citing where said images, audio or video were sourced.

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## **Bullying**

The Ethel Walker School defines bullying as the intentional and repeated harming of another individual (child or adult) through the use of physical violence, threats, intimidation, teasing, or other more subtle methods including but not limited to cyberbullying through the use of digital devices. Bullying is not tolerated at The Ethel Walker School. Bullying can be obvious and aggressive but can often take more subtle forms. Any behavior identified as bullying will be dealt with very seriously.

If a student feels that bullying behaviors have occurred, she should report her concerns to the dean of students who will directly address the problem. Incidents that involve bullying may result in suspension or dismissal from school.

## **Hazing**

Like bullying, hazing is not tolerated at The Ethel Walker School. The Ethel Walker School defines hazing as any act, perpetrated by an individual or group, that causes public shame, humiliation, or embarrassment, or causes a risk of injury, real or imagined, against another individual or group. Unlike bullying, hazing is behavior displayed in conjunction with integration into or continued membership in a group. Violations of this rule will be dealt with seriously and swiftly. Incidents that involve hazing may result in suspension or dismissal from school.

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## **Substance Use and Abuse**

A student who uses, possesses, purchases, or distributes alcohol, mind-altering substances, unauthorized prescription drugs, drugs, or drug paraphernalia, including vaping devices, will appear before the Honor Board. Consequences may include, but are not limited to, suspension or dismissal. Other special conditions may be recommended by the associate head of school, dean of students, the Wellness Team and approved by the head of school. Special conditions are likely to include, but are not limited to, drug and alcohol evaluation by an approved professional, and random drug and alcohol testing for a period of time designated by the School.

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## **Search and Seizure Policy**

The head of school, or her designee, expressly retains the right to determine that a search is necessary. Trained individuals will be identified and selected to search lockers, dorm rooms, desks, backpacks, electronic devices, or other property in the possession of students or on School property at any time in an effort to maintain a safe environment that is conducive to learning.

Any harmful, dangerous, or illegal substances found during a search will be immediately confiscated and parents/guardians will be contacted.

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## Damage to School Property

Any cost incurred by the School to repair or replace School property that was damaged or destroyed by a student may be charged to the student's parents/guardians. This includes, but is not limited to, damage to classroom or common spaces, and dormitory areas.

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## Sexual Harassment Policy

The Ethel Walker School will not tolerate sexual harassment. The term "sexual harassment" covers a wide range of behaviors. In the school setting, sexual harassment is conduct that is sexual in nature, is unwelcome and denies or limits a student's ability to participate in or benefit from the school's educational program. Sexual harassment can be verbal, nonverbal or physical. Examples include, but are not limited to:

- Suggestive or lewd remarks
- Touching of a sexual nature
- Telling sexual or "dirty" jokes
- Spreading sexual rumors
- Circulating or showing emails or websites of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, or written materials.

Any student who feels she has been the target of any form of sexual harassment or inappropriate sexual behavior from either another student or an employee of the School should report the incident to a trusted adult within the community, who will alert appropriate administrators. The incident will be investigated, and anyone found in violation will be appropriately disciplined up to and including the dismissal of a student or the discharge of the member of the faculty or staff. Retaliation against employees or students who make complaints or those who cooperate in investigations will not be tolerated, and those individuals will be subject to appropriate discipline. Likewise, any false charges of sexual harassment will be treated as a serious offense. Finally, The Ethel Walker School is required to comply with all mandatory reporting requirements under state law when the School has reasonable cause to believe or suspect that any conduct constitutes reportable abuse or neglect.

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## The Discipline Process

The dean of students and the dean of studies, at their discretion or at the discretion of the associate head of school or head of school, may convene an Honor Board hearing for any violation of a School rule. During the hearing, at least eight members — five students (one from each grade and the head of Honor Board) and two adults — of the Honor Board will be present, as well as the dean of students or dean of studies; the dean of students serves as ex-officio for non-academic rule violations while the dean of studies serves as the ex-officio for academic violations. The associate head of school may be asked to stand in their stead if the dean\* is serving as a faculty advocate or is unable to be present. All discussions held during the proceedings are confidential outside the scope of the members involved in any specific case. In the case of academic proceedings, all student board members will be dismissed when discussing a student's grade.

If a student is to appear before the Honor Board, the student may select an adult from the School community who knows her well to support her throughout the process. The dean will advise the student and her adult advocate of the specific charges and their factual basis in advance of the proceeding. The student is also permitted to choose a student

advocate to speak on her behalf. The proceeding will allow for a presentation by the dean, with regard to the alleged facts of the rule violation, before the student and her advocate(s) enter. There is time for a response from the student, and such other presentations as the Board shall, at its discretion, permit.

After presentations, the Board meets in executive session and by a majority vote recommends appropriate sanctions to the head of school or her designee. These recommendations are presented to the head of school by the dean immediately following the hearing. The dean participates in the deliberations, but is a non-voting member of the Board.

The head may, at her discretion, accept, modify or reject the recommendations of the Honor Board and this decision is final. The dean and/or the associate head shall notify the student, her advisor, her parents, and the faculty of the rule violation and the final decision of the head of school.

If the Honor Board cannot convene promptly because of assessment periods, vacations or for other reasons, and further, if in the opinion of the head of school, her designee, or the dean, the delay may subject the School community or the accused student to a risk of harm or undue duress, then the head of school and the dean may take administrative action at their discretion.

The head of the school, or her designee, may summarily invoke disciplinary sanctions at her discretion. Circumstances warranting such action may include but are not limited to situations involving the health or safety of a student, the inaccessibility of the Honor Board, or the general welfare of the community. The Honor Board is established according to Article V of the School Constitution (Appendix A).

\*Dean refers to either the dean of students or dean of studies based on the situation.

## **Consequences**

Consequences for student behavior that does not meet the standards set by the Honesty and Integrity Code are outlined below. This is not an exhaustive list and other consequences can be assigned should the head of school, her designee, the dean of students, the dean of studies and/or the Honor Board deem it appropriate. For a second or subsequent infraction of any major school rule, previous infractions of major school rules whether or not a student is on probation will be considered. The Honor Board hopes to invoke these consequences as infrequently as possible, and, when it is necessary to do so, the goal is to have students learn from the experience, rather than merely feel punished.

## **Upper School Detention**

Detention is held on Friday evening from 7:30 p.m. - 9:00 p.m. Detention takes precedence over previous plans for the weekend for which it is assigned. A faculty member will supervise the detention. If a student is more than ten minutes late to detention, or does not attend an assigned detention, she will be re-assigned that detention and assigned an additional detention.

Upon the assignment of what would be a fourth detention in a given semester, a student will be restricted to campus for one week; her parents/guardians and advisor will be notified.

If further infractions occur in a given semester, a student may be required to go before the Honor Board and may be placed on campus restriction; her parents/guardians and advisor will be notified. Further consequences will be assigned by the dean of students or the dean of studies, and may include consequences mentioned above.

Any unserved detentions must be served before the end of the semester or graduation. Lack of completion could jeopardize a student's ability to receive transcripts or a diploma.

Whenever a student is assigned a detention, a detention notice will be emailed to the student and her advisor and will be kept on file.

## **Middle School Detention**

Detention is assigned in the Middle School as a result of an infraction or repeated infractions of minor school rules. Detention is typically held in a Middle School classroom, for one hour after school, at the discretion of the director of the Middle School.

Detention is not assigned for violations of major School rules. If a major School rule is violated, students may be suspended or even dismissed from school. If a student receives multiple detentions, a more serious consequence may be assigned. If a detention is assigned, the student and her parents/guardians will be notified via email so that families will have adequate time to arrange transportation after school.

## **Campusing**

### **Boarding students**

A campused boarding student may not leave campus for any personal daytime, evening, or overnight leave without approval from the dean of students and may not attend school-sponsored weekend activities. She may not have any guests, and may not stay overnight in another student's room. Her parents/guardians and advisor will be notified.

### **Day students**

Day students who are campused may only be on campus for required events, may not leave school during the academic day, and may not attend school-sponsored weekend activities.

## **Warning**

Warning can be assigned by the Honor Board at their discretion. This sanction signals to the student in writing that the student has violated a school rule. Multiple warnings will be considered if future infractions come before the Honor Board.

## **Probation**

Probation can be assigned by the Honor Board at their discretion. It is a period of time where, if a student violates another major school rule, she will be sent back to the Honor Board and risks dismissal. Students may not run for elected offices as well as serve proctorships if they are on Probation during the time they are meant to be in office.

## **Off-campus Suspension**

Off-campus suspension is a temporary separation imposed by the School as a warning that the behavior that warranted the suspension may, if continued, result in a permanent dismissal. A student's suspension is not counted toward total absences for the semester. Students on off-campus suspension are not permitted on campus during the time of suspension (including athletics, activities, etc.).

While on suspension, a student should check online for assignments and should find a classmate to provide her with class notes. While teachers are not expected to re-teach lessons covered during a suspension, teachers are expected to respond to student communication during suspension, to support student initiative for help and clarification upon return, and to answer specific questions posed by students regarding missed material.

## Dismissal

On occasion, the Honor Board recommends dismissal. The head of school can accept this recommendation. She can also determine that an infraction by a student is of such a serious nature that the student has forfeited her privilege to remain a member of the School community. In this case, the student will be dismissed from Walker's. This dismissal is immediate. A dismissed student may not visit the campus for any reason for at least the balance of the academic year.

## Consequences for Student Leaders

We hold our student leaders to a high standard in all aspects of community life. If a student leader violates a major school rule, and/or is placed on probation, the Honor Board will likely recommend that she forfeit her leadership position (i.e. club heads, captainship, proctorship, Cicerone, etc.) in addition to facing other disciplinary action.

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## Disclosure of Disciplinary Records

It is expected that students will maintain honesty and integrity in responding to questions regarding their disciplinary records, in particular those asked by schools and colleges on their applications for admission. In order to maintain the School's and the student's credibility with college admission offices, it is the policy of the School to report disciplinary infractions resulting in probation, suspension or expulsion to colleges and other schools when asked. If the disciplinary infraction occurs after applications have been submitted, the School will report this information to any educational institution that asked for it originally.

The director of college counseling will work with the student to accurately represent the rule violation and will oversee this communication with all colleges and other schools.

If a senior is dismissed or withdraws from the School, a letter will be sent from the director of college counseling to the colleges or schools to which the student has applied, notifying them of her change of status.

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## Contacts

### Course planning & graduation requirements

Advisor [Visit the faculty/staff directory on our website for contact information](#)  
Registrar (860) 408-4235

### Non-medical absence

Dean of Students Office (860) 408-4237

### Medical absence

School Nurse (860) 408-4289

### Counseling and Social/Emotional Concerns

Director of Counseling  
and Wellness (860) 408-4284

**Student Matters****Weekend permissions/overnights**

Dean of Students Office (860) 408-4237

**Banking, billing, charges**

Business Office (860) 408-4242

**Bookstore charges, book orders**

Diddle's Depot (860) 408-4220

**Sports schedules**

Athletics (860) 408-4294

**Admissions**

Admissions Office (860) 408-4200

**Gifts to the School**

Advancement Office (860) 408-4256

**Important Telephone Numbers**

Main Number:	(860) 408-4467
Barn	(860) 408-4354
Dean of Students (DOS) Office	(860) 408-4237
DOS FAX	(860) 408-4363
Middle School Office	(860) 408-4297
Health Center	(860) 408-4289
Smith Dorm Faculty on Duty	(860) 266-5864
Cluett Dorm Faculty on Duty	(860) 266-5863
New Dorm Dorm Faculty on Duty	(860) 266-5861
Administrator on Duty (AOD)	(860) 821-3080 (after 3:30 p.m. and weekends)

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# **APPENDIX A: Acceptable Use of Technology Policy (AUP)**

## **Introduction and Overview**

Access to information technologies is integral to the educational mission and purpose of our institution. We utilize technology in nearly every facet of instruction, activity, service, research, and operation of our School. This policy provides expectations for the use of technology as it affects our School and educational community. The School's computer network is provided for limited educational purposes, not as a public access service.

We expect all students to employ their best judgment when it comes to the use of School technology and keep in mind that our policies related to technology are not meant to supersede our other School policies, but rather to complement them. Although Walker's provides certain technologies, we recognize that members and guests of our community also have their own technology devices that they bring to our campus and School events. Our policies address the appropriate use of both technologies provided by the School and personally-owned technology devices. Please read the policy before using our network and computers. By using our technology you agree to be bound by the terms, conditions and regulations below.

## **Supervision and Personal Responsibility**

This policy applies to students and adult users including teachers, student teachers, parents, faculty members, and staff members. All visitors to our campus are also subject to the terms and conditions of this AUP. All students must agree to the AUP annually.

## **Technology as a Privilege**

Walker's provides sufficient information technology resources for each student for regular academic pursuits. If a particular research project requires additional resources, the information technology department works with students on a case-by-case basis to provide additional resources.

Walker's requires all students bring their own device to School for curricular reasons. The School allows recreational use of social networking on these devices on our School network only during non-educational times. This privilege can be revoked at any time at the request of the School.

## **Privacy**

The School reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at School. All e-mails and messages sent through the School's network or accessed on a School computer can be inspected. Any files saved onto a School computer or School web-service can also be inspected. Students have a limited expectation of privacy when using their own technology on School property or at School events so long as no activity violates policy, law and/or compromises the safety and well-being of the Walker's community. Parents or guardians can request permission to see emails and other data for their child's computer account at School.

## Filtering

Walker's adheres to the requirements set forth by the United States Congress in the [Children's Internet Protection Act](#). This means that all access to the Internet is filtered and monitored. The School cannot monitor every activity, but retains the right to monitor activities that utilize School-owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including, but not limited to, pornography.

## Right to Update

Since technology is continually evolving, we reserve the right to change, update, and edit our technology policies at any time in order to continually protect the safety and well-being of our students and community. To this end, the School may add additional rules, restrictions, and guidelines at any time without prior notice.

## Termination of Accounts and Access

Upon graduation or other termination of your official status as a student at our institution, you will no longer have access to the School network or files stored on the School network. Prior to graduation, we recommend saving all personal data stored on School technology to removable media and set up an alternative email account. If you leave our institution in good standing, we will provide you with email, but services provided to students and data shared with others in the School may no longer be accessible.

## Definitions and Terms

- **Bandwidth** is a measure of the amount of data that can be transmitted in a fixed amount of time.
- **Copyrighted** is when, among other issues, one person or one group owns the exclusive right to reproduce the work or item. Songs, videos, pictures, images, and documents can all be copyrighted.
- **Copyright infringement** is when you violate copyright law and use or reproduce something without the authority to do so.
- **Cyber-bullying** includes, but is not limited to, the sending of derogatory or threatening messages and/or images through a technological medium in an effort to ridicule or demean another. Cyber-bullying also takes place when someone purposely excludes someone else online. For example, a group of students create a group on Facebook that many would like to join, but the student creators purposefully exclude one individual or certain individuals and do not let them join their group. Cyber-bullying also takes place when someone creates a fake account or website criticizing or making fun of another.
- **Mobile device** is an electronic device used for mobile telecommunications over a wireless or cellular network of base stations known as cell sites.
- **The School's network** is defined as our computers and electronic devices such as printers, fax machines, scanners, etc., that are connected to each other for the purpose of communication and data sharing.
- **Personally-owned device user** (for the purposes of this policy) refers to anyone who utilizes his or her own technology on property owned or controlled by the School or at a School-sponsored event.
- **Plagiarism** is defined as presenting the words, ideas, interpretations, artwork, or concepts of another as one's own.
- **Spamming** is sending an unnecessary and unsolicited message to a large group of people. Spamming can occur through e-mails, instant messages, or text messages.
- **Technology** (for the purposes of this policy) is a comprehensive term including, but not limited to, all computers, projectors, televisions, DVD players, stereo or sound systems, digital media players, gaming consoles,

gaming devices, cell phones, personal digital assistants, CDs, DVDs, camcorders, calculators, scanners, printers, cameras, external and/or portable hard drives, modems, Ethernet cables, servers, wireless cards, routers and the Internet. School technology refers to all technology owned and/or operated by the School.

- **User** (for the purposes of this policy) is an inclusive term meaning anyone who utilizes or attempts to utilize, whether by hardware and/or software, technology owned by the School. This includes students, faculty members, staff members, parents, and any visitors to the campus.

## **Purposes and Use Expectations for Technology**

Though educational technology is always the priority, students may utilize School technologies for some recreational uses, keeping in mind that School technology resources are both shared and finite. These resources include, but are not limited to, disk space, bandwidth, CPU time and effort, printers, faxes, software and workstations.

Recreational uses of School technology will be limited to the following hours:

Weekends: Friday following School until 7:30 p.m. on Sunday; and 9:30 p.m.-12:00 a.m.

Monday, Tuesday and Thursdays: 6:00 a.m.-8:25 a.m. and 3:15 p.m.-7:30 p.m. and 9:30 p.m.-12:00 a.m.

Wednesday: 6:00 a.m.-8:25 a.m. and 12:00 p.m.-7:30 p.m. and 9:30 p.m.-12:00 a.m.

Students in the Middle School may use School technology for recreational purposes at the end of the academic day until parent pick-up if a computer is available and not in demand for an academic use by another student.

Allowable recreational uses of School technology include:

- Playing appropriate and non-offensive games
- Appropriate non-School-related research
- Communicating with friends and/or family members
- Using voice over Internet technologies
- Updating profiles or accounts on social networking websites
- Looking at pictures
- Similar activities that do not otherwise violate school policy

## **Bandwidth Use**

If your recreational use interferes with other's educational use, you will be asked to refrain from your activity or engage in your activity in a specified time. The School may rate-limit your machine to slow the use of bandwidth if you are tagged as someone who abuses the use of School bandwidth.

## **Personal Responsibility**

We expect our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by the School to its students. Students bear the burden of responsibility to inquire with the Technology Department or other School administrators when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

## School-Provided Technology Resources

Network storage is a finite school resource and we expect students to be respectful of other users and limit the amount of space and memory taken up on School computers and on the School network. Each student has an unlimited amount of space to save files in Google Drive. It is the responsibility of each individual to connect her device and enable synchronization to Google Drive to provide a backup in case of catastrophic failure or loss of digital information.

All students are provided with a School email account. All emails sent from this account are representative of the School and students should keep in mind School policies regarding appropriate language use, bullying, stalking, and other policies and laws.

Walker's wireless Internet requires registration with a username and password. This username and password can only be used by the account owner. All students, staff and faculty must register their equipment with their username. Guest access one-day credentials can be obtained at the front desk for visitors.

Only Technology Department personnel may connect computers and devices to the School's ethernet ports and disconnect computers and devices currently connected to the School's network.

Walker's provides individual technology accounts for students. Users must log off lab and kiosk computers when they are finished. Failing to log off/sign out may allow others to use your account. Students are responsible for any activity that occurs through their personal account.

## Unacceptable Uses of Technology

### Cell Phones and Mobile Computing Devices

- Mobile computing devices are permitted in specific locations on campus. If these guidelines are not followed, phones will be confiscated and held in DOS or the Middle School Office until the end of the academic day.
- Mobile phone and computing device used on campus cannot be disruptive, disrespectful or dangerous.
- Individual teachers and coaches determine specific guidelines for classes and athletics.
- Mobile phones must be silenced in all buildings, even in allowable areas.

Mobile phone conversations are permitted in the following areas:

- Beaver Brook phone "nook"
- Locker rooms
- Student social center in the Centennial Center
- Outside courtyard behind Beaver Brook
- Outside between Beaver Brook and the library, and outside between Beaver Brook and the dorms

Device use of any kind is NOT permitted in

- Public gatherings in any building or School grounds
- Meetings anywhere on campus
- Diddle's Depot

- School events
- Classrooms (unless otherwise notified by your classroom teacher)
- Abra's during meals (when the servery doors are open)
- Public spaces on the main floor of Beaver Brook (BB) and the Centennial Center (including BB front steps, BB first floor lobby, meeting rooms, Centennial Center Gallery, Centennial Center lobby and all hallways in BB and the Centennial Center)

## **Recording, Video, and Photography**

Webcams, phone cameras, personal video cameras are permitted on campus, but should be used in a safe and appropriate manner consistent with School rules and respect for personal privacy.

Video recording faculty, staff or students is not allowed without prior explicit consent from the person being recorded.

## **Social Networking and Website Usage**

Students may access social networking websites through the School's technology, but only after the academic day. Students may be asked to stop using a School-owned computer for recreational purposes to let another student needing the computer for academic purposes. Students are not permitted to access from the School's technology any rating or dating websites including, but not limited to Hot or Not, RateMyTeacher.com, RateMyCoach.com, or JuicyCampus.com.

Do not access material that is offensive, profane, or obscene including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation, or appearance (such as height, weight, and hair color). Students requiring access to such sites for academic purposes must contact the Technology Department with the teacher's permission.

## **Communication: Instant Messaging, Email, Posting, Blogs**

Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Inappropriate communication includes, but is not limited to the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the School community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If you are told by another person to stop sending communications, you must stop.

Students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well being of the

School is subject to disciplinary action.

Do not post or send chain letters or spam. Spamming is sending an unnecessary and unsolicited message to a large group of people. Spamming can occur through emails, instant messages, or text messages.

## **Intellectual Property, Academy Honesty, Personal Integrity and Plagiarism**

Do not claim or imply that someone else's work, image, text, music, or video is your own. This is plagiarism and will not be tolerated. Plagiarism is also when you incorporate a piece of someone else's work into your own without giving them appropriate credit. All students are expected to maintain academic honesty. Do not pretend to be someone else online or use someone else's identity without express permission from that person and/or his/her parent/guardian if he/she is a minor. Do not use, post, or make accessible to others the intellectual property; including, but not limited to text, photographs, and video; of someone other than yourself. This includes intellectual property that you were given permission to use personally, but not publicly. This behavior violates School policy as well as state and federal laws.

## **Downloads and File Sharing**

Students may never download, add, or install new programs or software onto School-owned computers. Students may never configure their School computer or personally-owned computer to engage in peer-to-peer file sharing. The School will cooperate fully with the appropriate authorities should illegal behavior be conducted by students.

## **Commercial and Political Use**

Students may not resell their network resources to others, included, but not limited to, disk storage space. The School is not responsible for any damages, injuries, and/or claims resulting from violations of responsible use of technology. Students who are engaged in fundraising campaigns for School-sponsored events and causes must seek permission from their advisor before using technology resources to solicit funds for their event.

## **Respect for the Privacy of Others and Personal Safety**

Our School is a community and as such, community members must respect the privacy of others. Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. Do not misrepresent or assume the identity of others. Do not re-post information that was sent to you privately without the permission of the person who sent you the information. Do not post private information about another person. Do not use another person's account. If you have been given an account with special privileges, do not use that account outside of the terms with which you were given access to that account.

Do not post private information about yourself online, including your name, your age, your school name, your address, your phone number, or other identifying information.

Our institution prides itself on its reputation for excellence; therefore, you may not use the School's name, logo, mascot or other likeness or representation on a non-school website without express permission. This includes pictures of anyone wearing clothes with the school name, crest, emblem, or logo. This also includes listing our School name or our employees on a social networking profile, a dating website profile, or a rating website such as RateMyTeacher.com or RateMyCoach.com.

Any use of social media to spread negative information about The Ethel Walker School, its administration, faculty, staff or students will be taken very seriously. Students in violation of this rule will be assigned a disciplinary consequence.

## **Computer Settings and Computer Labs**

Purposefully spreading or facilitating the spread of a computer virus or other harmful computer program is prohibited.

Food and drink are prohibited from School computer labs. Students may not eat or drink while using any School-owned computers or other technologies.

Students may not circumvent any system security measures. The use of VPN or websites to tunnel around firewalls and filtering software is expressly prohibited. The use of websites to anonymize the user are also prohibited. The use of websites, both domestic and international, to circumvent any School policy is prohibited.

Students may not alter the settings on a computer in such a way that the virus protection software would be disabled. Students are not to try to guess passwords.

Students are not to access any secured files, resources, or administrative areas of the School network without express permission of the proper authority.

No policy can detail all possible examples of unacceptable behavior related to technology use. Our School technology users are expected to understand that the same rules, guidelines, and policies that apply to non-technology related student behavior also apply to technology-related student behavior. Our School technology users are expected to use their best judgment when it comes to making decisions related to the use of all technology and the Internet. If there is ever an issue about which you are unsure, ask a teacher or a member of the Technology Department for assistance.

## **Response Section**

The School's administrators shall have broad authority to interpret and apply these policies. Violators of our technology policies will be provided with notice and opportunity to be heard in the manner set forth in the Walker Book, unless an issue is so severe that notice is either not possible or not prudent in the determination of the School administrators. Restrictions may be placed on violator's use of School technologies and privileges related to technology use may be revoked entirely pending any hearing to protect the safety and well being of our community. Violations may also be subject to discipline of other kinds within the School's discretion. Walker's cooperates fully with local, state, and/or federal officials in any investigations related to illegal activities conducted on School property or through School technologies. School authorities have the right to confiscate personally owned technological devices that are in violation or used in violation of School policies.

If you accidentally access inappropriate information or if someone sends you inappropriate information, you should immediately tell a teacher or a member of the Technology Department so as to prove that you did not deliberately access inappropriate information.

If you witness someone else either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy, you must report the incident to the DOS as soon as possible. Failure to do so could result in disciplinary action.

The School retains the right to suspend service, accounts, and access to data, including student files and any other stored data, without notice to the student if it is deemed that a threat exists to the integrity of the School network, community or other concerns of the School.

Any activity outside of the above guidelines that does not adhere to the above is considered inappropriate. Such pursuits are subject to disciplinary action, such as, restricted use of technology and/or possible appearance before the Honor Board.

The rules of acceptable use of technology also apply to student misuse off campus, as long as the student is enrolled at The Ethel Walker School.

### **School Liability**

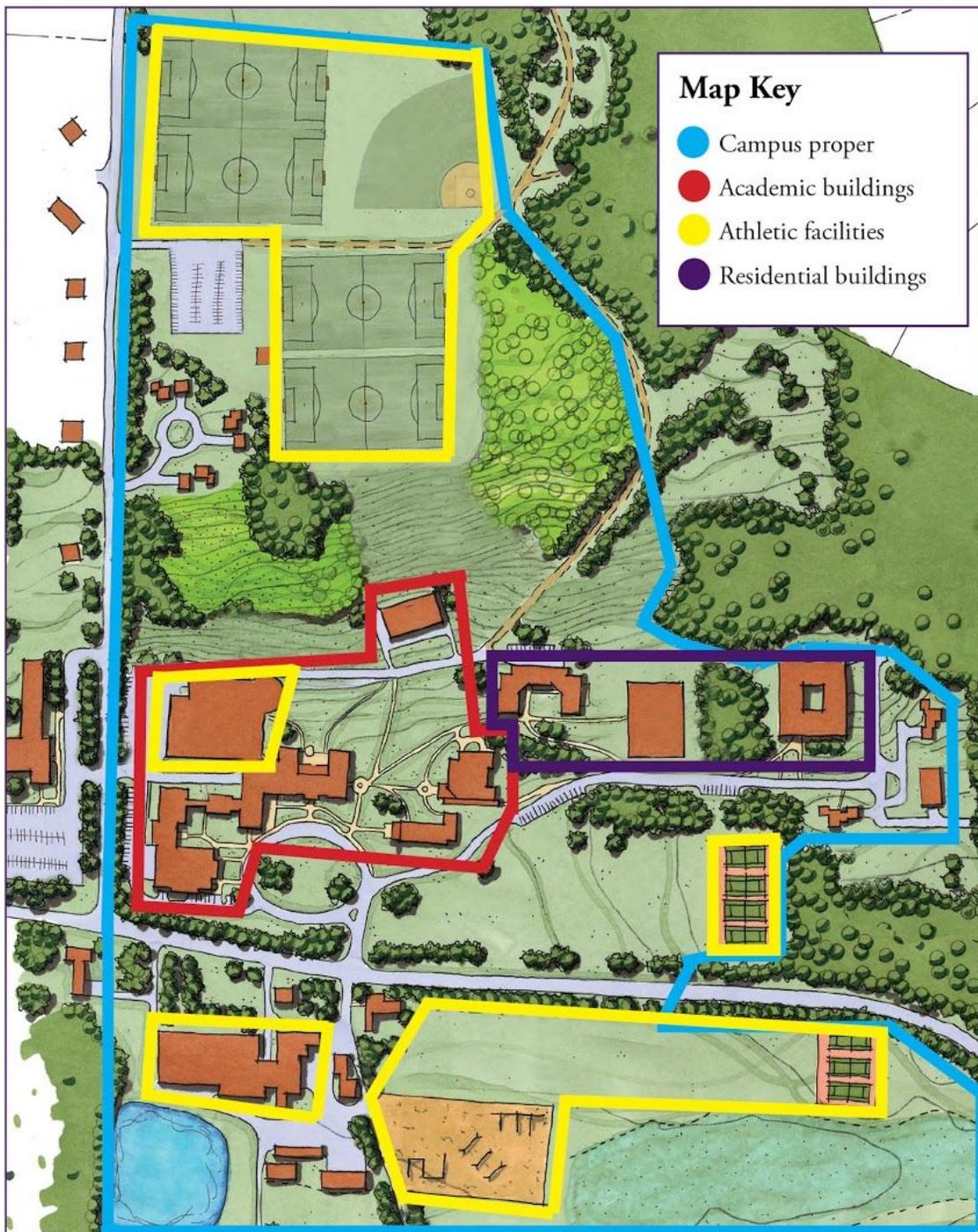
The School cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. The School is not responsible for any damages students may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or the quality of the information obtained through School technologies. Although the School filters content obtained through School technologies, the School is not responsible for student's exposure to "unacceptable" information nor is the School responsible for misinformation. The School is not responsible for financial obligations arising through the use of school technologies.

## **APPENDIX B: Constitution of the Student Government of The Ethel Walker School**

[Please visit this link](#) to read the Constitution of the Student Government

## APPENDIX C: Campus Boundary Map

Students are expected to sign in and of these defined areas of campus as they go about their day. For instance, boarders should sign out of the dorms when they are leaving to begin the academic day. All students are expected to sign out of Boardingware when they leave campus proper once permissions have been granted.



## **APPENDIX D: The Ethel Walker School Meditation**

May there be peace and unity in the lives we share here together,  
and strength to take us through our daily challenges.

Let us never be afraid to follow where the truth may lead us.

May we have insight to understand each other,  
and wisdom to know why we are sometimes misunderstood.

Help us to look beyond ourselves and recognize the needs of others.

Above all, teach us to love, for in love lies the key to life.

## **APPENDIX E: School Song and Cheer**

### **The Ethel Walker School Song**

Here's to the School we love so well.  
Here's to our comrades true.  
Here's to the spirit of fellowship that guides us in all we do.

Here's to our colors glorious, united for awhile.  
Here's to the many more happy hours,  
Here's to our dear Sun-Dial.

In days to come we'll scatter far, but let us n'er forget  
A welcome here and friendly cheer are waiting for us yet.

Though clouds may sometimes darkly bend,  
We'll strive with all our powers.

Dear Dial, like thee, in memory,  
To mark but golden hours.  
Dear Dial, like thee, in memory,  
To mark but golden hours.

### **Hooray Sunray**

(Written by Olivia Gazzam Morrish, Class of 1914)

"Hooray! Sunray! (person's name), here's to you! Bring on, bring on, Suns, Suns, (Dial, Dials) (person's name), here's to you!"

## **APPENDIX F: The Ethel Walker School Parents Association**

Every Middle School and Upper School parent is a member of The Ethel Walker School Parents Association. The Ethel Walker School Parents Association is guided by volunteers serving in a number of positions including president and vice president of the EWSPA.

The Ethel Walker School Parents Association (EWSPA) strives to build community within The Ethel Walker School by fostering connections both among parents and between parents and the School. The EWSPA also works with students and School administrators to support their efforts at Walker's and within the greater community. Every parent is a member of the Parents Association and pays a membership fee. The fee is \$100 and is billed in the month of October.

If you are interested in getting involved with Parents Association events and initiatives, please email [parents@ethelwalker.org](mailto:parents@ethelwalker.org).

[Please visit this page](#) for an up-to-date listing of EWSPA board members.

## APPENDIX G: The Ethel Walker School Board of Trustees

[Please visit this page](#) for an up-to-date listing of board members.

### The Ethel Walker School Board of Trustees 2018-2019

Katharine “Kit” O’Brien Rohn ’82 <i>Chair</i> Darien, CT	Leander Altifois Dolphin ’95 Hartford, CT	Letitia “Tisha” McClure Potter ’55, P ’85 Trustee Emerita Greenwich, CT
Kevin Chessen P’17 <i>Vice Chair</i> San Francisco, CA	Lindsay P. Flynn ’05 Washington, DC	Sahba Sadegh-Vaziri ’82 New York, NY
Christopher “Chris” L. Brigham <i>Secretary</i> West Hartford, CT	Shayna Cohen Luciani ’93, P’20, ’21 <i>Ex Officio</i> <i>President, EWSPA</i> Weatogue, CT	Mary Bebel Schinke ’81 Roxbury, CT
Thomas Regan P’13 <i>Treasurer</i> Avon, CT	Dr. Shelley Marks ’81 San Francisco, CA	Linda Strohmeier P’21 Tuxedo Park, NY
Chad S. Alfeld P’19 Simsbury, CT	Cecily Chilton Matthai ’77 Baltimore, MD	Dr. Meera Viswanathan Head of School Simsbury, CT
Margot Campbell Bogert ’60 <i>Trustee Emerita</i> Bedford Hills, NY	Myrthia M. Moore ’79 Coral Gables, FL	Charlotte Weidlein ’05 <i>Ex Officio</i> <i>Co-Chair, Alumnae Board</i> New York, NY
Elizabeth “Sue” Rockwell Cesare <i>Trustee Emerita</i> South Norwalk, CT	Kelly O’Connor Pasciucco ’79 Greenwich, CT	Emily Wick P’15 Norfolk, MA
Sarah Gates Colley ’75 Cross River, NY	Amy Paul P’16, ’18 <i>Ex Officio</i> Co-Chair, Horizons Board Avon, CT	Frederick “Derek” Wierdsma P ’18 New Hartford, CT
Harriet Bles Dewey ’60, P’86 Ridgefield, CT		Teresa C. Younger Shelton, CT

## **APPENDIX H: Non-discrimination Policy**

The Ethel Walker School admits students of any race, color, religion, sexual orientation, national and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students of the School. The School does not discriminate on the basis of race, color, religion, sexual orientation, national and ethnic origin in the administration of its educational policies, scholarship and loan programs, athletics, and other school-administered programs.