109th Year

# Wolfeboro

The Summer Boarding School

# Student Handbook

2018

109th Year

## The School Mission Statement:

To be the singular summer option for families, schools and consultants whose priority is to develop a stronger, more confident and independent student, well prepared for academic success in the next school year and beyond.

# A Message To Students & Parents



Welcome to the 2018 Student Handbook. In the pages that follow, you will find a wide range of useful information about what you can expect from the School and what we expect of you. As a residential community, our goal is to provide an environment of respect and responsibility for self, for others, and for the welfare of the community as a whole. Within this positive framework, Primary Goals established for each student are best achieved and the ***Wolfeboro Experience*** best preserved.

Application for admission implies a profound commitment from both student and parent. This Handbook is intended to serve as a guide and to help students and their families come to know Wolfeboro's programs as well as to set forth basic expectations and agreements.

Naturally, no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this Handbook are intended to apply under normal circumstances.

From time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of Wolfeboro to deviate from the normal rules and procedures set forth in this Handbook and to deal with circumstances as they arise in the manner deemed most appropriate by the School including but not limited to matters regarding student discipline, taking into consideration the best interests of the School, its faculty, employees, students, and community. The policies may also be revised or updated periodically, even during the academic term. You will be advised of any substantive changes as they are made.

Any student or parent with a question about any Handbook policy or statement should feel free to contact the Head of School.

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## Monday - Saturday

### *Morning*

**7:15 am** Rising Bell
**7:45 am** Breakfast
**8:15 am** Room Inspection
**8:30 am** 1st Period
**9:15 am** 2nd Period
**10:00 am** 3rd Period
**10:45 am** Snack Break
**11:00 am** 4th Period
**11:45 am** 5th Period

**12:30 pm** Extra Help

### *Afternoon - Early Evening*

**1:00 pm** Lunch
**2:00 pm** Activities and Sports
**5:15 pm** School Meetings
**6:00 pm** Dinner
**6:40 pm** Intramural Games

### *Evening*

#### Middle School Students

**7:30 pm** Study Hours
**8:15 pm** Break
**8:30 pm** Study Hours
**9:15 pm** End Study Hours
**9:30 pm** Prep for Bed
**9:45 pm** Lights Out

#### Upper School Students

**7:30 pm** Study Hours
**8:30 pm** Break
**8:45 pm** Study Hours
**9:30 pm** End Study Hours
**9:45 pm** Prep for Bed
**10:00 pm** Lights Out

## Weekend Routines

### *Saturday*

**2:00 pm** Recreational Activities
**4:00 pm** Off-Campus Trips
**10:00 pm** Return to Campus
**10:30 pm** Lights Out (approximate)

### *Sunday*

**8:00 am** Breakfast
**9:30 am** Campus Clean-up
**10:00 am** Off-Campus Trips
**5:30 pm** Picnic Dinner
**6:00 pm** Regular Evening Schedule

Wolfeboro is first and foremost an outcome-driven school. Aside from safety, our priority is to support each student's individual academic goals and to design and implement a program to meet those goals. Each student is required to carry a three-period academic schedule. The Academic Dean is responsible for coordinating each student's academic program with schools, consultants, and parents.

## Teaching, Extra Help, and Accountability

Of the teachers' responsibilities, none is more important than ensuring that: (1) every student learns each lesson well each day, (2) each assignment has been completed to the teacher's satisfaction and, (3) each student is prepared to complete the next assignment without additional extra help.

As a matter of routine, teachers require same-day extra-help and corrected work for any student whose work for a given day needs attention. For example, a student with a few incomplete mathematics problems or a poorly written paragraph is required to finish the problems or rewrite the paragraph during his or her next unscheduled class period and usually with the teacher.

Teachers will require, and provide, extra help for each student as needed. A student receives extra help by remaining after class or by returning to the classroom during an unscheduled period.

Students are, of course, encouraged to seek extra help on their own initiative. Regardless, teachers take the initiative to see a student at the very first opportunity.

Although Wolfeboro endeavors to provide the finest academic programs and assistance to students in supporting academic progress and preparation, no particular level of student success is, or can be, guaranteed. Specific outcomes are of course subject to an individual student's effort, ability and attitude.

## *Academic Day*

The Academic Day runs from 8:30 am to 12:30 pm during which students are in one of three places:

1. In a scheduled class.
2. With a teacher receiving extra help.
3. On their respective residential campus.

### *Evening Study Hall*

The Evening Study Hall runs six nights a week from 7:30 pm to 9:30 pm and includes a 15-minute break. Study Hall for Middle School students ends at 9:15 pm.

Students are assigned to one of five, single-gender Study Halls, each of which is well-supervised by a faculty member. Study Hall structure includes the following:

1. Students are expected to arrive promptly and prepared to work independently.
2. Students remain in assigned seats throughout the study periods.
3. The break allows for an outdoor, social change of pace.
4. Except for water, food and beverages are not allowed.
5. Quiet and sustained student productivity is ensured.

## Grades and Reports

Grades and written reports are submitted by teachers weekly and are distributed to students the same day. These weekly reports are internal and not routinely sent home by the School.

Final teacher reports are sent to parents and designated schools and consultants soon after the session is over. A comprehensive summary report is sent to parents a few weeks thereafter.

## Planbooks

Each student is issued a planbook - a valuable and required tool for teaching and learning. Students are required to use the planbook to record and organize assignments and schedule their study time. Faculty and advisors regularly review the planbooks to assist students in using them productively.

## Daypacks and Bookbags

Students should have and use a daypack or bookbag for academic materials. Daypacks are available in the School Store if needed.

## Final Evaluations

Students will have evaluations during the final days of the session. Any student departing prior to an evalutaion will not have the option to complete the evalutaion early.

## School and College Recommendations

Wolfeboro is of course eager to support student applications to schools and colleges. During the academic year, our teachers are understandably immersed in the work of other schools. Please contact our office in order to request recommendations and/or transcripts.

Enrollment at Wolfeboro is a privilege and implies a sincerity of purpose and responsibility. While an attentive and supportive staff provides every opportunity for enjoyment and success, the School is steadfast in holding students accountable. Students must be willing, able, and committed to abide by the School's policies, not only to ensure a positive experience, but to ensure the welfare of the community.

Respect, responsibility, empathy and civility are central to Wolfeboro's philosophy. The School reserves the right to discipline any student at any time when, in its sole discretion, the School determines that a student has violated School rules and regulations or exhibited behavior that has a negative influence on the positive spirit of the ***Wolfeboro Experience***. Such discipline may include, but is not limited to, the loss of privileges, limited participation in the Non-Academic Program, Head's Leave, dismissal, or any other responsive action that the School deems most appropriate to the situation.

## Academic Honesty

It is assumed that all students will practice scholastic integrity at all times. Academic dishonesty will not be tolerated.

## Attendance and Punctuality

All scheduled classes, study halls, meals, appointments, rising times, bed times, and assigned activities are considered mandatory commitments and are expected to be met on time.

## Respect and Privacy

Students are expected to be fully and always respectful of other people, including faculty, staff, other students, and guests on campus. Examples of inappropriate behavior that might violate this expectation include:

1. Use of language not deemed respectful or in good taste.
2. Engaging in inappropriate physical contact or improper demonstrations of affection or attraction.
3. Any form of harassment, hazing, or bullying, whether verbal or nonverbal.
4. Taking property without the owner's express consent is considered theft. This policy includes the access to contents of backpacks or bags without specific permission to do so.
5. Any form of vandalism or abuse of the School's or another's personal property is unacceptable. Trespassing on property not owned by the School is also a violation of this standard.
6. Violating federal, state, or local laws.
7. Engaging in behavior which jeopardizes the welfare or good nature of the School or any members of the School community.

8. Wolfeboro students should be aware that certain activities outside of School hours or off School property may result in loss of School privileges or other disciplinary action up to and including dismissal. Examples of such outside conduct are: violations of laws; underage purchase of alcohol; drug use, sale or possession; or use or misuse of digital content which does, or could, compromise the welfare of any member of the School community or the reputation or function of the School.
9. Students are expected to remain on campus at all times except when leaving campus is scheduled, accompanied by School personnel, or approved by the School.
10. Girls and boys must respect the absolute privacy of each other's residential campuses. No boy may ever enter the girls' residential campus, and no girl may ever enter a boys' residential campus. Girls and boys remain on their respective residential campuses between lights out and breakfast.

## Bullying

The School does not tolerate bullying in any form, whether verbal or physical in nature. Bullying is commonly defined as intentional, repeated hurtful acts, words, or other behavior, such as name-calling, threatening, and/or shunning committed by one or more persons against another. A single egregious act may also be considered bullying. Examples of bullying can include:

1. **Physical bullying** such as punching, poking, strangling, hair pulling, beating, biting, and excessive tickling.
2. **Verbal bullying** such as hurtful name-calling, teasing, and gossip.
3. **Emotional bullying** such as rejecting; terrorizing; extorting; defaming; humiliating; blackmailing; rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation; manipulating friendships; isolating; ostracizing; and peer pressure.
4. **Sexual bullying:** Many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.

Bullying may also include any verbal or physical act that causes physical or emotional harm to the victim or damage to the victim's property; causes emotional distress to the victim; interferes with the victim's educational opportunities; creates a hostile environment at the School for the victim; or substantially disrupts the education process or the orderly operation of the School.

Bullying by Wolfeboro students is prohibited in all situations, whether on School grounds, at a School-related event, or off School property.

Retaliation against any person who reports bullying, provides information during an investigation of bullying, witnesses bullying, or has reliable information about bullying is also prohibited.

Any student who believes that he or she is the subject of bullying should report it immediately to School personnel. Likewise, any student who becomes aware of bullying behavior or retaliation that violates this policy should immediately report such conduct. There are no innocent bystanders to bullying. If you see something, say something.

If a determination is made that a violation of this policy has occurred, the School will take appropriate action to rectify the situation.

No student should suffer from bullying. Students are encouraged to speak up and ask for help.

## Harassment

Wolfeboro will not tolerate harassment of any kind, whether it is of a general nature or consistent with any of the specific examples described below. Where inappropriate conduct is found, the School will act promptly to eliminate the harassing conduct and take other appropriate corrective action, with the likelihood that the offender will be separated from the School. Harassment may include acts of verbal, written, or physical abuse. It may also include more subtle, but equally damaging, forms of harassment such as graffiti, epithets, and remarks or "humor" that stereotype individuals. No matter what form it takes, harassment of any member of this community is strictly prohibited.

1. **Ethnic or Religious Harassment:** Any personally offensive or threatening conduct or behavior directed against an individual or group on the basis of a person's ethnic origin or religion.
2. **Gender or Sexual Orientation Harassment:** Any personally offensive or threatening conduct or behavior directed against an individual or group on the basis of gender, gender identity, or a person's sexual orientation.
3. **Harassment of Newcomers to the Community (see also the Hazing Policy):** Any abuse, mistreatment, or disrespect directed against new students or new members of the faculty and the staff.

Any student who feels that he or she is being harassed, or who has a complaint or information about harassment of any kind to another, should immediately report it to School personnel.

## Sexual and Anti-Harassment Policy

1. **Policy:** It is the policy of Wolfeboro to maintain a learning and working environment that is free from sexual harassment. No employee or student of the School shall be subjected to sexual harassment. It shall be a violation of this policy for any student of Wolfeboro to harass another student or an employee through conduct or communications of a sexual nature as defined herein. Violations of this policy or procedure may be cause for disciplinary action up to and including dismissal.
2. **Definition:** Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

**a)** Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in School programs or activities.

**b)** Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

3. **Examples:** Instances of sexual harassment may include, but are not limited to:

   **a)** Verbal harassment or abuse;

   **b)** Pressure for sexual activity;

   **c)** Repeated remarks or gestures of a sexual nature, including comments about a person's body;

   **d)** Unwelcome touching;

   **e)** Sexual jokes, posters, graffiti, and other comments or printed materials when used or displayed in a sexually offensive manner;

   **f)** Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or professional, academic, or extracurricular status.

4. **Procedures:** The School administration encourages any student who believes that he or she is the victim of, or witness to, sexual harassment to notify School personnel.

5. **Sanctions:** If it is determined that a student has violated this policy, the Head of School or a designee shall subject him or her to disciplinary action, up to and including dismissal. If it is determined that someone who is not a student has harassed a student, the School will take responsive action appropriate to the situation.

6. **Non-Retaliation:** Wolfeboro will not retaliate against any student or other individual for making a report of harassment or cooperation in an investigation of potential harassment, nor will the School permit any employee or student to engage in such retaliation. Retaliation is a very serious violation of the School's harassment policy and should be reported immediately. Any person found to have retaliated against an individual for reporting in good faith what the individual believes to be discriminatory harassment or for cooperation in good faith in any School investigation of potential harassment will be subject to appropriate disciplinary procedures, up to and including termination of employment or dismissal from School.

It should be noted that some forms of sexual harassment may be considered a violation of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities.

## Hazing Policy

Hazing will not be tolerated at Wolfeboro. Hazing is defined under New Hampshire law as any act directed toward a student, or any coercion or intimidation of a student to participate in or submit to any act, when:

1. **Such act** is likely or would be perceived by a reasonable person to cause physical or psychological injury to any person; and,
2. **Such act** is a condition of initiation into, admission into, continued membership in, or association with any organization.

Hazing, knowing submission to hazing, and the failure to report hazing to law enforcement or School authorities, are violations of New Hampshire law.

Any student who feels that he or she is being subjected to any form of hazing, or who becomes aware that another student is the victim of hazing, should report it immediately to School personnel.

Any student found to have engaged in hazing may be subject to disciplinary action up to and including dismissal. Note that the School is also required by law to report any act of hazing to the local police.

## Disciplinary Process

Students are expected to cooperate in School investigations into disciplinary matters. Students are of course expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, including but not limited to, pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to ask the student to leave school.

There may be situations where an immediate response from the School is required. In such circumstances, the School reserves the right to take any action it deems to be in the best interest of the School, its faculty and its students, regardless of whether that action is consistent with the School's usual procedures.

During any disciplinary investigation, the Head of School or his designee retains the discretion to change a student's status by placing the student on probation or leave, or requiring withdrawal.

## Personal Appearance

**Dress Code:** Relaxed summer attire (tee-shirts, shorts, sneakers, or sandals) is the expected norm. However, students are to maintain a clean and neat appearance. Bizarre, torn, ill-fitting, or otherwise inappropriate dress is not permitted. Clothing must not advertise offensive language or offensive symbolism. Judgments regarding student

appearance are made by the Campus Heads, and/or, as appropriate, by medical personnel.

**Indoor Manners:** Hats, hoods, and sunglasses may not be worn indoors, including in the Dining Hall, classrooms, study halls, or administrative buildings.

**Jewelry:** Girls may wear earrings; boys may not. No other body piercing jewelry is permitted.

**Facial Hair:** Facial hair is not permitted. Boys are to be clean shaven at all times.

**Hair:** Boys' hair must be kept well-groomed and above-the-collar length; girls' and boys' hair will be in keeping with traditional styles and natural hair colors.

## Community Service

Students contribute to community service by keeping their living space clean and organized and also by providing support services in the Jousson Dining Hall and kitchen. The majority of students are also responsible for a week-long assignment waiting on tables in the Dining Hall.

## Daily Room Inspection

The further development of study skills and habits begins with the habit of organization. All students must pass a room inspection on a daily basis before the first academic period and on Sundays before activities. Beds are to be made and belongings arranged and stored in an orderly manner. The floor must be clean and the adjacent grounds litter free. Student living space may also be inspected at such other times as the School deems necessary or appropriate.

A search of a student's room, backpack, luggage, and/or any other item whatsoever in a student's possession may occur when School administration has reason to believe that evidence of a disciplinary infraction or the existence of a potentially harmful item will be discovered, or as part of the School's overall efforts to maintain a healthy and safe school environment.

In addition, in the School's ongoing efforts to ensure compliance with rules and that students engage in appropriate behavior, as well as to maintain a substance-free and safe school environment, the School may choose to conduct a random search of any space, area of the School premises, as well as any item of a student's personal belongings or items in a student's possession at any time and without prior notice.

## Substance Use

Students are expected to be completely substance free while enrolled at Wolfeboro. Possession, transportation, distribution, or use of alcoholic beverages or illegal drugs of any kind and/or inappropriate use, possession, or distribution of prescription medication or any apparatus plausibly designed for the possible use of drugs may result in immediate dismissal. The policy also pertains to the possession, distribution, or use of legal substances for recreational purposes.

The School may require without prior parental or student notification that a test for drug or alcohol use be performed on a student at any time with or without parental permission. The cost of such testing will be charged to the student account and is the responsibility of the parent or guardian. Failure to agree to testing or evidence of attempted alteration may be cause for disciplinary action and may cause a test to be presumed positive. A positive test may result in disciplinary action including possible immediate dismissal.

## Safe Harbor Policy

**Immunity:** A student who is involved with drug or alcohol use, possession, or in the presence while on campus and if of their own volition goes to the Health Center, will receive immediate attention and be granted immunity from the School's discipline system. In addition, any student(s) who participates in bringing the individual under the influence of drugs or alcohol to the Health Center, may also be granted this immunity from School discipline if he or she was also involved in the use or possession, or was in the presence of the violation. While this immunity clause precludes a disciplinary response, the School will immediately communicate with parents, and, in conjunction with parents, advisor, and Dean of Students, create a plan of support for the student. This may include a signed No-Use Agreement, counseling, or additional appropriate support system decided upon in the School's sole final discretion. The Immunity response may occur only once during a student's Wolfeboro experience. This Immunity provision will not apply if any faculty member or other School employee has already observed or has obtained material evidence of a violation of School policy or the law. Students and parents/guardians should also be aware that although this Immunity provision may provide immunity from School discipline, it does not override any legal obligation the School may have to report to authorities such as regarding the possession or distribution of controlled substances.

## Tobacco

The School does not foster, support or permit any activity which is detrimental to the health and safety of its students. For this reason, no student is permitted to use tobacco in any form or manner or to possess any apparatus intended for tobacco use. Parents should not seek admission for a student unwilling or unable to comply with this policy.

## Respect for Property

Theft of, or damage to, property of another individual or of School property is cause for serious disciplinary action. The cost of willful damage to School property will be charged to a student's personal account.

The School is not responsible for a student's personal clothing or other possessions. All possessions must be clearly marked with the student's name.

**Note:** Inappropriate items confiscated from students will likely not be returned and may be disposed of or sent home.

## Student Cell Phones

- Other than at designated times, students are not permitted to possess cell phones of any kind to include any device which contains cellular or Wi-Fi capabilities.
- Students will only have access to the internet or wireless networks at these designated times.
- Parent permission is required for student cell phone use. Permission forms have been provided and are available upon request.

## Computers

Computers of any kind including tablets and e-readers are not permitted. It is the School's firm belief that most academic progress (including ability in written expression) is best achieved without the use or distraction of digital technology. Any computer discovered may be searched by the School if there is reason to believe that it contains evidence of any misconduct or violation of law (whether by the student or other student), or for the purpose of confirming the computer's owner.

## Music and Audio

- Students are allowed to bring permitted music-only devices designed solely for music and without Wi-Fi or 3G/4G compatability.
- The use of these devices and headphones is limited to the student's residential space and off-campus trips.
- Conventional radios without cellular Wi-Fi capabilities are permitted.

## Automobiles

Students are not permitted to have automobiles at the School, nor are students allowed to drive or ride in any vehicle without the express knowledge and consent of the School.

If a student brings an automobile to School in violation of this rule, he or she may be required to consent to a search of the vehicle by School authorities if there is reason to believe that the automobile contains evidence of misconduct or a crime. Unauthorized vehicles on School grounds also are subject to towing at the vehicle owner's expense.

## Off-Campus Expectations

All policies regarding student behavior apply to students when they are off-campus on School-sponsored activities and trips or otherwise considered to be under the egis of the School (such as while being transported to or from School or while receiving medical care outside of the School).

## Americans with Disabilities Act Compliance

Wolfeboro is committed to a diverse community, which includes qualified students

with documented disabilities and other health issues that may require reasonable accommodations to ensure access to education, housing, and recreation. Although the School cannot offer special education programs for students with disabilities, Wolfeboro is committed to providing reasonable accommodations to qualified students so that such students can participate in the School's programs.

Federal and state laws prohibit discrimination against qualified students with disabilities. For these purposes a "qualified student with a disability" is defined as an individual with a disability who is able to meet and fulfill the fundamental requirements of a Wolfeboro education, with or without reasonable modifications to the School's policies or the provision of auxiliary aid or services. "Reasonable modifications" include modifications in policies, practices, or procedures when the modifications are reasonable and necessary to afford services to qualified individuals with disabilities. They do not include modifications that would fundamentally alter the nature or purpose of Wolfeboro's education or programs, or that would otherwise create an undue burden for the School.

## Visitors and Weekend Leaves

July 14 and 15 is the "open" weekend. With prior arrangements by parents, students may travel to and from campus with an adult member of the family (age 25 or over) after the final class on Saturday and return by 5:00 pm on Sunday.

- Students may not take another student for an overnight, but may take one student for a day visit and/or dinner, provided the School receives 24 hour advanced approval from the parents of both the host and guest.
- For students who reside outside the United States or whose parents may not be readily available, the Head of School or his designees may act on the parents' behalf in granting permission for a weekend leave.
- As you will appreciate, multiple visits tend to disrupt and compromise student adjustment, confidence and commitment.
- The School has the right to question any weekend request in its sole discretion but typically for reasons that it would not be in the best interest of the student or the School community.
- Extensive on and off-campus weekend activities are offered on Saturdays and Sundays. Students travel to nearby water parks, amusement parks, arcades, and movies. Trips often include stops for dinner. The cost of weekend trips is charged to the Student Expense Account.
- Parents are requested to notify the School at least 24 hours prior to visiting so that their visit is not disruptive to normal School operation or a student's specific obligations.
- Students may not have unchaperoned visits from peers at any time. Visitors arriving with a family dog are required to comply with the School's policy outlined on pages 23 and 24 of this Handbook.

### Final Week

The School does not encourage visitors in the final week. We trust that our families will appreciate and support our endeavor to provide focus and preparation for a strong finish. Thank you.

## Health and Safety

### Medical Staff and Facilities

Wolfeboro places top priority on health and safety. Through our nursing staff, students are under the direct supervision of a local physician. A registered nurse is on duty at all times and available in the Health Center before and after mealtimes to attend to routine medical concerns. The School is fortunate to have a large, fully-equipped hospital within two miles of the School.

Health Center staff arrange for all outside medical care including transportation to the doctor or hospital. The School's physician is available to see students on a daily basis as well as being on-call for emergencies.

### Student Medications

Students may not keep any prescription medication or over-the-counter medications in their possession. The Health Center is well-stocked with common over-the-counter medications and supplies.

Both parents and the attending physician must complete the required medical forms and file them with the School before the specified June deadline. The Health Center must be notified of all medications, vitamins, and supplements used by students. Parents should not send any prescriptive medication or over-the-counter medication directly to students. As may be allowed by law, any such item should be mailed directly to: "Health Center Director" at Wolfeboro.

Students are responsible for reporting to the Health Center at designated times for daily medications independently and without extensive intervention by School personnel. Failure to comply with physician's directions or abuse of any medication may constitute cause for dismissal.

### Student Physical Examination

A physician-signed Physical Examination and Permission to Treat Form must be submitted to the School by specified deadlines. These forms are required for residency at Wolfeboro.

## Injury, Sickness, Emergency

Student orientation includes procedures to follow in the event of an injury, illness, or emergency. Students are instructed to immediately notify a staff member, not move an injured or ill student, and not attempt any kind of first aid unless there is absolutely no alternative. Students are instructed to not leave the ill or injured student alone until staff or medical assistance arrives.

The School may require a medical leave or medical withdrawal in circimstances such as a student in danger of harming him or herself or someone else, is disrupting the community, or when management of health issues cannot be adequately treated by the School or through local providers.

Students, faculty and staff witnessing or coming upon a life-threatening situation must call 911 immediately and then notify School staff. Students should always attempt to contact an adult for assistance when possible. Examples of life-threatening situations include: acute respiratory distress, severe bleeding, shock, cardiac distress, serious burns, poisoning, unconsciousness, and injuries such as broken bones, head or neck trauma and paralysis.

## Health Information Sharing

Parents and students agree, as a condition of enrollment at Wolfeboro, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health condition or records, to employees or agents of Wolfeboro to meet the academic, social, medical and/or safety needs of the student and the community or the legal responsibilities of the School. Wolfeboro will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of Wolfeboro to safeguard student medical information, the School must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents and students consent to allow employees and agents of the School who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community.

With regard to student illnesses, parents will not be routinely notified of minor illnesses. However, the School encourages students to discuss any illness or injury with their family, and it welcomes calls from concerned parents. In the event of a serious illness or injury, the School will make every reasonable effort to contact the student's family in a timely fashion.

## Students Turning Eighteen

As a condition of continued enrollment at the School, students and their parents/guardians agree that when any student turns eighteen while at Wolfeboro, the School shall have the right to communicate with his or her parents/guardian regarding any matter whatsoever regarding the student. This includes, but is not limited to, academics, discipline, health, mental health, behavior, conduct, social or educational matters, or any issue whatsoever that the School wants to communicate with the parent or guardian concerning the activities or best interests of the student or the greater School community.

## Waterfront Safety

The waterfront is intended for the safe recreation of the entire community, and the School adheres to judicious safety precautions. Swim tests are given to all students, and students are classified by swimming ability. Students may swim, boat, or go onto the docks only during authorized times and with proper supervision. No student may swim alone or unsupervised at any time. Swimming and boating times are clearly announced and posted daily. A complete accountability and safety system is fully implemented at all designated times.

## Violence

Students must never resort to physical confrontations. Fighting for any reason will not be tolerated and may result in disciplinary action including possible dismissal, loss of privileges, parental notice and/or conference, or other disciplinary action. Likewise, threatening behavior will not be tolerated. Threatening includes any behavior that purposely places or attempts to place another in fear of bodily harm or physical contact.

## Other Safety Concerns

Students may not possess knives, slingshots, pepper spray, chemical sprays, firearms of any kind, or any item capable of producing a flame such as candles, matches, fireworks, explosive devices or lighters.

## Special Dietary Concerns

Wolfeboro proudly and firmly adheres to a pleasant, seated, family-style dining hall format with a predetermined menu. With approval prior to acceptance, the School is prepared to meet most special dietary needs. Several options are available at each meal.

## Child Abuse

As required by law, the School reports all suspected cases of child abuse, including sexual abuse and/or neglect, to the New Hampshire Division for Children, Youth, and Families. Any student who feels that he or she has been the victim of abuse of any kind should speak to School personnel.

## New Hampshire Reporting Laws and Criminal Acts

Students and parents should be aware that there are certain mandatory reporting laws in New Hampshire in addition to the child abuse and neglect reporting law. Under the NH Safe School Zone law, the School is required to report to the police when a school employee has witnessed or has information from the victim of an act of theft, destruction or violence. The crimes that must be reported include felonious or aggravated felonious sexual assaults, criminal mischief, criminal threatening, arson, burglary, robbery, theft, illegal sale or possession of a controlled drug, unlawful possession or sale of a firearm, assaults and hazing.

## Physical Intimacy

The School promotes respect for one another, self-respect, and the making of thoughtful age-appropriate decisions. Students found to have engaged in intimate behavior of a physical nature on campus or while on School activities off campus at any time will be subject to disciplinary action including immediate dismissal.

Students should also be aware that, in New Hampshire, the age of consent is 16.

## Sexual Assault and Misconduct

Any student who believes that he or she has been the victim of a sexual assault, sexual misconduct, sexual violence, stalking, or any other inappropriate conduct of a sexual nature should immediately report it to any School personnel. The student will be assisted medically, emotionally and in whatever other manner the School may deem necessary or appropriate.

## Where To Go For Help

Students are encouraged to reach out for help to any School personnel regarding any matter. This includes matters related to the student's academics, health, safety, activities, relationships with other students or adults on campus, or any matter whatsoever that the student feels he or she needs some assistance. If the student is not satisfied with the assistance provided by the first person they reach out to, they are encouraged to seek help from a second adult. At all times, the student can reach out to the Head of School or his designees when needed.

# The Jousson Dining Hall



Traditional, family-style meals are at the heart of our community and program. Good eating habits and a positive experience within the Dining Hall are high priorities. Considerable time and energy are expended to make mealtimes a socially bonding and enjoyable experience for everyone. In short, the Dining Hall sets the tone for the ***Wolfeboro Experience.***

The structure, ambience, and emphasis on good manners in the Dining Hall support the educational goals of the overall program. The traditional, family-style format is a valued community cornerstone. A non-denominational blessing is said and announcements occasionally made before waiters proceed.

Dining Hall tables generally seat ten people. Students are assigned to a specific table, and seating assignments are changed weekly.

All students are required to attend all meals. The majority of students serve as waiters or provide other Community Service functions and are trained and supervised.

Each table is headed by a veteran educator, and a second member of the faculty functions as an Assistant Table Head. Faculty family members are also at the table. Faculty serve the food, direct the waiter, and are responsible for attendance, manners, and fostering comfortable conversation.

## Student Expense Account

An individual account is established with the required deposit. The account is charged for items such as books, laundry and linen service, supplies, School Store and incidental expenses, costs of weekend trips, and other expenses. A full accounting of expense activity is provided.

The School is essentially a non-cash community. Parents are asked not to send additional cash to students. Petty cash is needed only for purchase of water or juice beverages from on-campus vending machines.

## School Store

The School Store is located in the Student Center (The "Coop") and provides textbooks, academic supplies, Wolfeboro logo clothing, limited snacks, and personal items students may need on a day-to-day basis. Store purchases are charged to the Student Expense Account.

## Personal Items of Value

The School is not responsible for personal clothing or other possessions. Personal lock boxes and combination locks are provided for small items such as wallets, cameras, etc. The School has the right to search all possessions including personal lock boxes and other locked containers. Failure of a student to unlock any locked item may be cause for disciplinary action up to possible dismissal. All possessions must be clearly marked with the student's name. Students are strongly urged to leave their most valuable items such as jewelry and other cherished possessions at home. Students will be asked to turn in passports, plane tickets, cell phones, tablets, money, or other valuables immediately upon arrival. These items are tagged, securely stored, and returned at the end of session. These items are generally unavailable during the session.

## Laundry and Linens

Upon arrival, students are issued a laundry bag, sheets, a pillow case, and blankets. Students are encouraged to bring a favorite comforter or sleeping bag. Students may either bring a pillow or purchase a pillow at the School Store. The cost for the laundry and linen service is charged to the Student Expense Account, and the accounts are charged for lost items. Student laundry is picked up and returned weekly. *All clothing must be clearly marked.*

## Parent-Student Communications

### *Campus Public Phones*

Public student telephones are provided on the residential campuses solely for outgoing calls during designated times.

## PARENT-STUDENT COMMUNICATIONS *Continued*

### *Telephone* *Continued*

A one-time flat fee is charged to the Student Expense Account for campus telephone use and covers all student calls for the entire session.

As of the first Monday of the session, students may place a call using campus telephones as follows: **Monday – Friday, 2:00 pm to 5:00 pm Eastern Time.**

Please be aware that most students are enjoying off-campus activities on Saturdays and Sundays.

Parents cannot reach students via the public telephones as these phones do not service incoming calls. Parents may contact the School office between 8:00 am and 8:00 pm (EST) to leave a message for the student to return the call at an appropriate time.

**NOTE: 1)** In the interest of good education, it is the School's policy not to interrupt a student's class schedule for telephone calls or messages except in emergency situations.

**2)** Use of campus public telephones and limited student cell phone use will begin on the first Monday of the session after the first weekend.

**3) International Students:** calling times on campus public telephones are adjusted for various time zone accommodations.

### *Student Mail*

By Postal Service:

- Mailboxes for student outgoing hard copy mail are located in the Dining Halls.
- Student mail is posted daily; incoming mail and packages are distributed each afternoon.
- Parents should not send any medication, prescriptive or over-the-counter, directly to students.

By Email:

- E-mail correspondence sent to students is printed and delivered daily, usually by 5:00 pm.
- Students may submit handwritten letters to be scanned and emailed by our office staff.

## RELIGIOUS SERVICES

A variety of denominational services are offered in the Town of Wolfeboro and the surrounding area. Transportation is provided to students wishing to attend services during the weekend.

## Dog and Pet Policy for Visitors

Family pets are an integral component of many families. This Policy has been created to establish guidelines of behavior surrounding dogs on campus that will enable the School to keep its grounds, buildings, employees, students, and visitors (both human and canine) as safe and comfortable as possible. Wolfeboro welcomes dogs provided that their presence complies with the rules outlined herein.

For purposes of this Policy, "campus" shall be defined as all of our outdoor areas including parking lots, central campus, residential campuses, athletic and recreational surfaces, beach, and waterfront. "Buildings" shall refer to the interior spaces of all of the Wolfeboro facilities including classroom and residential tents. "Owner" or "other responsible person" shall be defined as the adult assuming responsibility for and control of the dog on campus. Students and visitors under the age of 16 shall, with permission of the dog's owner, be permitted to take physical control of a dog on campus under the supervision of an adult and only for so long as they maintain proper control of the dog.

In addition, the following general rules will apply regarding dogs on campus:

**1.** **(a)** A dog shall not be brought on campus unless it is under complete control of its owner, or other responsible person, and presents no hazard to people or other animals that may be on campus.

**(b)** All dogs shall be kept on a leash, chain, or similar form of direct physical control with a maximum length of six (6') feet at all times. The owner, other responsible person, or students, shall maintain physical contact with the leash at all times.

**(c)** The sole exception to (b) shall be that a "flexie" leash with a radius of greater than six (6') feet shall be permitted on the nature trails and in the woods provided the owner, other responsible person, or student retracts the leash to within the six (6') foot maximum when approaching any of the School's buildings and the open areas around those buildings or when approaching another person or animal on the nature trails or in the woods within a distance of fifteen (15') feet.

**(d)** No dog shall be left unattended while on campus, either in an automobile (for more than a few minutes) or tied outside of a building or on the grounds.

**(e)** Any dog brought onto campus shall be properly vaccinated in keeping with local and state laws and licensed in accordance with the laws of the city or town of the owner's residence. Any owner, or other responsible person or student, bringing a dog onto campus must be prepared to provide proof of vaccination and licensing to the School's administration upon request.

**(f )** The owner, or other responsible person or student, is required to clean up after the dog. It is the owner's (other responsible person's or student's) responsibility to provide waste removal bags and to deposit waste in an appropriate dumpster or trash receptacle.

**(g)** Any dog exhibiting aggressive behaviors such as growling, snarling, lunging, barking while lunging, or biting (or attempting to bite) either toward a person or another animal on campus shall be removed from campus and its buildings immediately.

**(h)** Repeated episodes of inappropriate behaviors as outlined above may result in the dog being banned from campus and its buildings and tents permanently.

**(i)** The owner, or other responsible person, shall be responsible for any damage caused to the campus or its buildings, furniture, and/or furnishings by his or her dog while on campus or in its buildings including damage caused while a student is handling the dog.

**(j)** Any dog found running loose, or otherwise unattended while on campus or in its buildings in violation of this policy, is subject to restraint or removal by School administration or the local authorities, and the owner shall be responsible for any expense incurred in this regard.

**2. Key exceptions to our Policy**

Specifically excepted from the rules set forth are guide and service animals assisting persons with disabilities and animals involved in authorized search and rescue or police operations.

## School Records

A student and/or parent (or guardian) shall, upon request, be entitled to a copy of the student's official school record. A student's official school record shall include the student's transcript, academic records, advisor reports and medical records created and maintained by the School. A student's official school record does not include email communications to or about the student, records of disciplinary actions, investigation records of any kind (such as disciplinary, harassment, hazing or bullying except for any such record placed in the student file, such as a letter home to the parent), recommendations provided to the School, or any other record deemed by the School to be confidential records of the School, which have not been printed and placed in the student's official institutional record.

## School Contacts

**All departments** (Main Office, Health Center, Admissions, Academic Dean, Head of School) can be contacted at: **603 / 569-3451 or school@wolfeboro.org.**

## Preparing for Wolfeboro: What To Bring, Travel, Forms

Under separate cover, parents and guardians are provided with additional information detailing transportation information, medical forms, "What to Bring," and all other information needed to prepare for the session. This information will be available for download at **www.wolfeboro.org.**

## Communication and Involvement

Wolfeboro recognizes that issues related to the legal and physical custody are complicated and can impact a student's educational experience. Unless a court order decrees otherwise, either parent or a legal guardian may view academic records and attend School functions or School meetings regarding the student. Official notices and performance reports will be sent to the parent or legal guardian with primary physical custody of the student during the School term. If the noncustodial parent also wishes to receive official notices and reports, such parent should make a request in writing to the School. In the absence of a court order to the contrary, Wolfeboro will provide the non-custodial parent with access to academic records and other School-related information regarding the child.

Concerning student activities which require parental consent, the School will accept consent from the parent with primary physical custody (or primary residential responsibility) unless authority to grant consent is given to the noncustodial parent by court order or comparable legal document. The School should not be placed in the middle of any parental custody disagreement.

It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the School. Wolfeboro cannot be held responsible for enforcing visitation or custody orders that it is not aware of. Notwithstanding any court order, Wolfeboro also reserves the right to prohibit parents or legal guardians from entering School property if their conduct becomes disruptive to the School environment. Concerns regarding custody and visitation should be directed to the Head of School.

## Incidental Travel

Parents are responsible for funding of all incidental travel to and from campus. The School is pleased to provide informational assistance with travel arrangements if requested. Local Car Services are available for airport transportation as well as travel to other destinations. For the convenience of parents and guardians, the following are some of the local car services. The School, however, makes no warranty about their services or personnel.

**Local Car Services**

| | |
|---|---|
| Winnipesaukee Livery, LLC | 603/569-3189 |
| Caren's Caravan | 603/772-7959 |
| Big Lake Taxi & Limousine Service | 603/875-3365 |

## Accommodations

The Town of Wolfeboro and the surrounding Lakes Region of New Hampshire are popular summer resort areas. Parents planning to visit should make reservations as soon as possible. The following is a partial list of preferred local accommodations. Additional local information is available at **www.wolfeborochamber.com**.

| | | |
|---|---|---|
| Lake Opechee Inn and Spa | (Laconia) | 603/524-0111 |
| Mill Falls at the Lake | (Meredith) | 603/279-7006 |
| The Inn on Main | (Wolfeboro) | 603/569-1335 |
| The Lake Motel | (Wolfeboro) | 603/569-1100 |
| The Margate Resort | (Laconia) | 603/524-5210 |
| The Wolfeboro Inn | (Wolfeboro) | 603/569-3016 |
| Windrifter Resort | (Wolfeboro) | 603/569-1323 |

## Annual Asbestos Notification

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires all schools, pre-kindergarten through twelfth grade, to be inspected for Asbestos Containing Building Materials (ACBM) and for an Asbestos Management Plan to be developed and maintained.

Wolfeboro is required to annually notify parents, guardians, faculty, staff, and employee organizations of the availability of the Asbestos Management Plan. Annual notification is required indefinitely, despite the fact that no ACBM has been found in School buildings during the initial AHERA Inspection of May 28, 2015 conducted by Desmarais Environmental, Inc. of Barrington, NH 03825.

Copies of the Asbestos Management Plan are available upon request at the Wolfeboro Camp School, 93 Camp School Rd., Wolfeboro, NH 03894.

## 2018 Key Dates

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|---|---|
| **June 4** | **Medical and Permission Forms Due** |
| **June 27** | **Arrival Day** |
| **June 28** | **First Class Day** |
| **July 14-15** | **Open Weekend** |
| **August 1** | **Departure Day** |
| **August 7** | **Teacher Reports Sent** |