

THE GUNSTON SCHOOL  
STUDENT/PARENT  
HANDBOOK  
2016-2017

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The most current handbook is always available online at [gunston.org](http://gunston.org)  
revised 9/05/16

August, 2016

Dear Student and Parents,

Welcome to the 2016-2017 school year!

We are glad that you and your family have chosen to be a part of the unique community that is Gunston. This handbook has been written to protect each individual's rights and well being, and to assist each student in becoming a self-disciplined, independent, and thoughtful person. While ensuring the rights of the individual, this handbook has also been written to protect the community of Gunston as a learning environment fulfilling an important mission for every member of the community. It is the first responsibility of everyone to be familiar with the handbook contents. It is not designed to cover every contingency, but rather to serve as a guideline for the safety and conduct of the students. The faculty and administration have final authority in the interpretation of these rules.

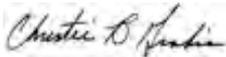
An important component of the handbook is entitled "Responsibilities of the Community." This statement, drafted by students, teachers, and administrators, sets forth the responsibilities and principles by which all Gunston community members will live. Only by embracing and living these principles is the Mission Statement of The Gunston School both fulfilled and protected for all. These statements must be read carefully by both students and parents.

Again, we welcome you and look forward with great excitement to a productive and enjoyable year ahead.

Sincerely,



John Lewis  
Head of School



Christie B. Grabis  
Assistant Head of School

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## COMMUNICATION

The Gunston School believes that the key to a strong community is open and effective two-way communication. Administration, staff and faculty maintain an open-door policy and welcome direct contact from any member of the community.

### **Head of School**

John Lewis jlewis@gunston.org

### **Assistant Head of School**

Christie Grabis cgrabis@gunston.org

### **Dean of Students**

Mark Wiening mwiening@gunston.org

### **Director of College Guidance**

Kellee Webb kwebb@gunston.org

### **Executive Advisor for College Guidance**

Jamie Kirkpatrick jkirkpatrick@gunston.org

### **Athletic Director & Transportation**

Jon Mellinger jmellinger@gunston.org

### **Business Office Manager**

Becky Schmier bschmier@gunston.org

### **Director of Admission and Financial Aid**

David Henry dhenry@gunston.org

### **Director of Development & Alumni Relations**

Joanna Pierce jpierce@gunston.org

### **Director of Global Programs**

Alison Vooris avooris@gunston.org

### **Director of Communications**

Tricia Mooney tmooney@gunston.org

### **Administrative Assistant, Registrar**

Kim Jettmar kjettmar@gunston.org

### **Admissions & Athletics Associate, Reception**

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## MISSION STATEMENT

The Gunston School offers an intellectually rigorous, highly personalized, and nurturing college preparatory educational experience. Valuing a healthy balance between mind and body, a strong sense of community, the creative process, and our connection to the Chesapeake Bay, Gunston strives to educate ethically and environmentally minded scholars, citizens, and leaders for our globalized society.

## **Educational Philosophy**

The Gunston School endorses a student-centered philosophy that encourages achievement and personal growth by emphasizing the balanced development of the whole student—intellectually, morally, culturally, and physically. Within this broad statement of philosophy we are committed to:

### **Personalizing Education:**

Gunston delivers a unique, personalized educational experience to each student. Our small class sizes allow for sustained one-on-one communication between teachers and students and encourage in-depth critical thinking. We support students as they progress along their paths by tailoring advising, scheduling, and college counseling to match the diverse personalities, abilities, and potentials of the individual students.

### **Focusing on Students:**

Gunston's student-centered educational culture recognizes diverse learning styles and encourages students to explore topics that are meaningful to them. We reward active learning by providing students opportunities to pursue their intellectual passions. Placing students at the center of the process guarantees that learning is not limited to the classroom but follows them wherever they go in life.

### **Educating for Sustainability:**

Gunston acknowledges the interrelatedness of all species and the vital role that every human being plays as part of the biosphere. Moreover, because the school believes that environmental stress is a central challenge facing humanity, we seek to inspire in all members of our school community a commitment to environmental responsibility by placing three tenets of "sustainability"—ecological integrity, social justice, and economic vitality—at the center of our institutional and curricular efforts. Through classwork and co-curricular programming, an ongoing pursuit of sustainable practices, intensive and rigorous environment-based educational experiences for all students across all disciplines, and diverse environmental stewardship opportunities for students, we fulfill our mission of educating environmentally-minded scholars, citizens, and leaders.

### **Fostering a Sense of Community:**

Ours is an intentional, values-driven, safe, and supportive community that exists to promote personal growth and a strong sense of belonging. The Responsibilities of the Community articulate the values that guide us, and all members pledge to uphold and celebrate them. Gunston fosters a culture of high expectations while understanding, but not excusing, the fallibility of adolescence. Students learn to engage in behavior that demonstrates respect for themselves, the school, and the diversity within our society.

### **Building Leadership Skills:**

We believe that leadership is a skill that can be learned by every person. Through opportunities in and outside of the classroom, we seek to develop in each student the skills, vision, self-knowledge, motivation, and sense of responsibility necessary to lead effectively. Our expectation is that Gunston students will serve as positive, just, compassionate, and productive leaders.

**Cultivating Creative Expression:**

We believe that the creative spirit animates all fields of human endeavor, that creativity is a teachable skill, and that every student possesses creative gifts that should be identified, nurtured, and shared. Although creativity exists in all disciplines, we place a uniquely high value on the visual and performing arts, and we encourage each member of the community to pursue his or her artistic interests with zeal.

**Preparing for a Global Future:**

We believe in maintaining a robust international program that enables students to learn about working within the greater world beyond the boundaries of the school and the borders of one's nation. In an increasingly interconnected global society, we seek to engender in Gunston students the cultural competence to embrace diversity of race, culture, nationality, language, as well as of societal and world views.

**Serving Others:**

We instill in all members of the community a sense of civic responsibility and an awareness of our role as stewards of the school, the natural environment, and the community beyond the school. Our school's commitment to service reflects an expansive concept of community that includes individuals and organizations in local, state, regional, national, and international areas.

**Developing Technological Fluency:**

In a world where technology is powerful and ubiquitous, Gunston utilizes it as a tool to enhance the teaching and learning process. We are committed to preparing all of our students to use technology fluently and responsibly as a vehicle for learning, creativity, communication, and productivity.

**Embarking on a Lifetime of Learning:**

Acknowledging the wisdom that the beginning of learning is knowing that there is always more to learn, Gunston cultivates the habits of mind and the intellectual risk-taking that foster a lifetime of inquiry. We believe that students should develop a sense of ownership for their education, and we seek to make the educational process challenging, exciting, and engaging so that students will embrace the joy of learning as a life long pursuit.

**Promoting a Healthy Life:**

We believe that physical fitness and healthful choices are essential elements of adolescent growth and development. Gunston promotes healthy life habits through strong programs in athletics and health education, and through social activities that direct students toward making thoughtful personal choices. Gunston provides a safe environment where trusting relationships between generations permit and encourage students to discuss important life issues as they transition into adulthood.

## **DIVERSITY STATEMENT**

The Gunston School promotes a welcoming and tolerant environment that values the inherent dignity and worth of every individual. We recognize, honor, and celebrate the rich diversity that exists within our community and our world, and we seek to engender in Gunston students the cultural competence to embrace diverse ideas, perspectives and individuals. This includes, but is not limited to, diversity of race, ethnicity, language, nationality, gender, physical and mental ability, learning style, religion, class, and sexual orientation, as well as of societal and world views. Our overarching aim is to prepare our students to navigate successfully as scholars, citizens, and leaders in a diverse global society.

## **RESPONSIBILITIES OF THE COMMUNITY**

We the students, faculty, staff, and families of The Gunston School commit ourselves to a high standard of honor, and endeavor to live by the following principles:

- Respect for and trust in oneself, the school, and each other
- Responsibility for personal and academic excellence
- Awareness and appreciation of differences
- Honesty in speech and action
- Promotion and practice of camaraderie

By affirming these principles in daily exchanges, we create an environment which encourages responsibility, mutual trust, and personal growth.

## **DRESS CODE**

In keeping with the school's mission to prepare students for college and, ultimately, for a future as professionals, all students are expected to maintain a clean and neat appearance and comply with the following dress code at all times while on campus and on school related activities and trips. The Dean of Students, in consultation with the faculty and administration, is the final arbiter in the interpretation of this dress code. If parents or students have any questions about whether items comply with the dress code, they are encouraged to contact the school prior to purchasing or allowing the student to wear the item to school.

While the dress code cannot list all clothing that is inappropriate for school wear, the "letter" is outlined on the next page. All students are expected to arrive at school fully dressed and fully complying with the dress code. Students may not be walking to class putting on ties, etc. At the end of the day, students are expected to remain in dress code until they are off school grounds or in the locker room changing for athletics.

Modesty in dress and appearance is expected, and all clothing is to be laundered and pressed. Clothing and jewelry items may not carry any slogans, symbols of products, advertising, or promote the use of illegal substances.

### **PLEASE NOTE:**

The faculty maintains a record of dress code infractions each semester. Offenders of the dress code will be subject to disciplinary action, as follows:

- If a dress code infraction can be easily corrected (e.g., shirt untucked, button open, tie lowered), the student will be asked to correct the problem immediately and take care to prevent future occurrences. If a student commits the same dress code infraction three or more times in a semester, the student will be assigned lunch detention.
- If a dress code infraction requires an immediate change of clothing (e.g., jeans, flip-flops, unacceptable shirt), the student will be referred to the Dean of Students. When possible, the student will be directed to change into appropriate clothing before returning to class. If necessary, the student may be sent home to retrieve the required clothing item. Such an infraction may result in a warning, detention, or temporary probation. Concerns about skirt length may result in the requirement to wear pants.

#### **ATHLETICS ATTIRE:**

Students are to wear clothing that is required by the coach or that is appropriate for the sport in which they are participating. All athletics attire is to be free from advertising or messages about alcohol, drugs, or tobacco and any other type of provocative messages. Students must wear a shirt and shoes at all times while on campus. Teams may not order apparel without the approval of the school.

#### **CO-CURRICULAR PROGRAM ATTIRE:**

When participating in co-curricular programs (afternoon clubs, Bay Studies, field trips, special events), students will wear the same dress as for classes unless specifically instructed otherwise. Students must wear a shirt and shoes at all times while on campus.

#### **DRESS-DOWN DAYS:**

- All clothing must be free of holes, rips, and tears.
- Shoulders, midriffs, etc. must be covered.
- Shorts or skirts must be of a modest length.
- Spandex tops or bottoms are not permitted.
- No alcohol, drug, tobacco, or other provocative messages
- On theme days, students not participating must wear regular dress code clothing.

## DRESS CODE FOR THE SCHOOL DAY

### SHIRTS

Gunston Polos may be worn between April 15<sup>th</sup> and October 15<sup>th</sup>; seniors may wear Gunston Polos year-round.

Long- or short-sleeve, button-down oxford  
White, off-white, oxford blue, pink, pale yellow  
Buttons evenly spaced, starting at collar  
Undershirts must be white with no printing  
GIRLS: Only top button may be unbuttoned

BOYS: Top button buttoned, with tie

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### SLACKS

Solid colored dress slacks or khakis without cargo pockets  
Tan, dark/navy blue, stone, charcoal, brown, olive green  
No "skinny jeans"/denim/jeans style pants (no rivets or decorative stitching)  
Worn at waist with dressy-style belt if pants have belt loops  
Pant legs properly hemmed to shoe top (no capris/ankle length pants)  
No excessive tightness or bagginess

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### SKIRTS

Same solid colors and material as slacks  
Straight hem, maximum 4 inches above knee  
No denim, rivets, cargo, or excessive tightness  
Solid color tights optional (not footless)

### TIES

Boys must wear manufactured ties  
Raised fully to cover top shirt button  
No advertising/provocative messages

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### SHOES

Solid brown or solid black leather (no canvas shoes)  
Must fully cover toes and have a rubber/leather sole  
Shoes with laces must have laces tied  
No athletic shoes, "bahama" style, Uggs, bedroom slippers, or heels over 1½ inches  
No boots or shoes above the ankle, except in inclement weather

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### ITEMS WORN OVER DRESS CODE SHIRTS

Sport Coats or Blue Blazers are always acceptable  
Solid-colored long-sleeve sweaters (must be cardigan, crew, or v-neck)  
Gunston fleeces, Gunston sweatshirts, Gunston jackets: only purchased at school store  
Seniors only may wear sweatshirts of schools to which they have been accepted  
Long- or short-sleeve T-shirts, flannel, or other shirts may not be worn as over garments

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### JACKETS / HATS / HOODS / SUNGLASSES

These items may only be worn outside and must be removed when entering a building  
Jackets must not have advertising, slogans, drawings, or writing

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### HAIR

Clean, well-kempt, and of a natural color  
Boys' hair length above collar with no ponytails and no facial hair  
Spike, Mohawk, skinhead, initialed, or other provocative styles prohibited

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### JEWELRY / BODY ART

Girls may have a maximum of two earrings per ear  
Except for the above, students shall wear no body-piercing jewelry  
Ear-stretching jewelry, tattoos and body art (temporary or permanent) are not permitted

## ACADEMIC REGULATIONS

The Gunston School shall regularly evaluate the instructional program using the instruments, procedures, and time schedules appropriate to accreditation by the Association of Independent Maryland Schools, the Middle States Association of Schools and Colleges, and the Maryland State Department of Education.

The instructional offerings at The Gunston School are reviewed annually by the faculty. The regular testing programs include the PSAT, SAT, ACT, and TOEFL.

### Graduation Requirements

To earn a diploma, students must satisfactorily complete a minimum of 24 course credits in the following distribution:

English	<b>4 credits</b>
Foreign Language	<b>3 credits</b> in one language or <b>2 credits</b> in each of two languages
History	<b>3½ credits</b> including courses in U.S. History, History of Ideas, and American Government
Mathematics	<b>3 credits</b> including courses in Algebra I, Geometry, and Algebra II
Science	<b>3 credits</b> in laboratory science including courses in Biology and Chemistry plus ½ credit in Wellness
Computer Science	½ <b>credit</b> per 4 years
Fine Arts/ Performing Arts	<b>2 credits</b> fulfilled by taking one course in art or music each year
Athletics	<b>2 credits</b> fulfilled by taking 2 seasons of athletics per year
Electives	Varies per student
Community Service	<b>15 hours</b> for incoming seniors <b>30 hours</b> for incoming juniors <b>45 hours</b> for incoming freshmen and sophomores

### Academic Credit

Credit will be assigned in accordance with Maryland State Department of Education regulation COMAR 13.A. 09.09.09 which establishes the minimum graduation requirements for a nonpublic secondary school.

## Credits

Credits are assigned only when a student passes a course with a grade of D- or above. No credits are assigned to students who have failed a course for the year. Credit determinations for courses or programs of instruction completed elsewhere will be reviewed on an individual basis by the Assistant Head of School.

**1 credit** This course must meet five periods per week or the equivalent throughout the year.

**½ credit** This course may meet fewer than five periods per week throughout the year or it may meet five periods per week for one semester.

In foreign language and math classes a year grade of C- or above is required to be promoted to the next level.

## Advanced Placement (AP) Courses Policy

1. Students completing an AP course are required to take the AP exam in May. Students who fail to take the examination, or who otherwise fail to complete the exam in accordance with course requirements will have the AP designation removed from their transcript and, in the case of seniors, colleges will be notified.
2. The Assistant Head of School and the College Counselor reserve the right to review a student's course selection/load on a case-by-case basis and adjust the AP exam policy based on special circumstances (e.g., student is sick and must be given special consideration, etc.)
3. Students dropping courses after college applications have been sent or who drop from an AP level to Honors or Honors to a regular level course will be required to notify the colleges to which they have submitted applications. This information will be sent to the colleges from the college office with mid-year reports and end of the year reports. Students may drop a year-long course with no prejudice by the end of the second week of school. After that time, a student may not withdraw except for reasons of health or for other compelling reasons. Only the Assistant Head of School will give such exemptions after consultation with the College Counselor and the Department Chair. In those cases in which a student has withdrawn for unusual circumstances, the reason will be noted on the transcript.
4. Honors and Advanced Placement courses are selective. Although any student may apply for these courses, the appropriate Department Chair makes the final selection.

## Dual Enrollment

Students may enrich their academic experience by taking courses at accredited colleges and/or universities. Approval for dual enrollment is granted by the College Counselor and the Assistant Head. To earn credit at Gunston via dual enrollment, a student must earn the grade of C- or above in each course taken. Dual enrollment courses may not replace core curricular credits required by Gunston for graduation nor may dual enrollment be substituted for full-time enrollment at Gunston in the senior year. Any request for accelerated coursework must be approved by the College Counselor and Assistant Head.

### Drop/Add Procedure

When a student, his/her advisor, and his/her classroom teacher feel an adjustment in scheduling is appropriate, a change can be made by filing a written request with the College Counselor using the appropriate class schedule change form. Students may initiate a course change during the first two weeks of each semester. After the first two weeks, course changes may be initiated by a student's advisor or the Assistant Head of School.

### Grading System

The Gunston School issues letter grades with plusses and minuses. A grade of B+ (88) or better is considered an honor grade. D- (60) is the lowest passing grade. A student who fails a course may have to repeat the course at Gunston or attend summer school. If this occurs, the family and student will work together with the Assistant Head of School to determine the most appropriate course of action.

In order to assess student progress on a variety of levels, Gunston awards both academic and effort grades.

### Academic Grades

A	=	93-100
A-	=	90-92
B+	=	88-89
B	=	83-87
B-	=	80-82
C+	=	78-79
C	=	73-77
C-	=	70-72
D+	=	68-69
D	=	63-67
D-	=	60-62
F	=	below 60
P	=	Pass
INC	=	Incomplete

These grades indicate a student's level of performance in a given class during the interim or term being measured. The semester grade reflects the work for an entire term including the term examination.

Assigned on a temporary basis when illness or other unusual circumstances prevent evaluation. Students must make up the missing work within the time frame established with the Advisor and the Assistant Head of School. Work or term grades that are not completed within the established time frame will revert to a failing grade. If exceptional circumstances prevent a student from making up work in a timely manner, the Assistant Head of School may grant additional time, as necessary.

WP	=	Withdrew Passing
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Assigned if a course is dropped after the drop/add period

WF = Withdrew Failing Assigned if a course is dropped after the drop/add period

### Effort Grades

O	=	Outstanding	These grades are subjective measures of a student's effort and attitude in each class. They reflect class participation, eagerness to accept extra help, willingness to approach new material, and depth or extent of study
S+,S,S-	=	Satisfactory	
N	=	Not Satisfactory	

### The Academic Year and Grade Reporting

The academic year is divided into two semesters with each semester being divided into two quarters. Semester exams take place at the close of Quarter 2 in December and the close of Quarter 4 in May. Semester exams count as 20% of the semester grade. The year grade is the average of the two semester grades.

Grade reports are prepared and mailed home at the close of Quarter 1, Semester 1, Quarter 3 and Semester 2. Grade reports for Quarter 1 and Quarter 3 serve as interim reports charting student progress through the mid-point of each semester. Semester grades are cumulative and include the marks for both quarters and the semester exams. Semester grades are permanent and are recorded on student transcripts along with a cumulative year grade.

Grade reports include the students' letter grades, effort grades, and (in Quarter 1 and Quarter 3) a narrative comment from each teacher.

### Academic Honor Roll

#### High Honors

A student who earns an overall academic grade average of A (93% or higher) and has effort grades of all "S" or above will be placed on the High Honors List.

#### Honors

A student who earns an overall academic grade average of B+ (88 %) to A- (92%) and has effort grades of all "S" or above will be placed on the Honors List.

A student with the grade of incomplete (INC) in a course cannot be placed on either list until the grade is rectified. A student who commits an academic integrity violation is ineligible for Honors or High Honors that quarter.

These lists are calculated at the close of each quarter.

## Academic Review

1. The Assistant Head of School or the Head of School will place a student on Academic Review in any of the following circumstances:

- Two grades of D+ or below at the end of the quarter;
- Two effort grades of N in major academic subjects at the end of the quarter;
- Three effort grades of N in any subject at the end of the quarter.
- Any student who, by consensus of the faculty, is not assuming sufficient ownership over the learning process.

2. Academic Review is formally assigned at the end of each quarter.

3. A student who is on Academic Review will have regular Tutorial sessions with the teacher(s) in whose class(es) unsatisfactory grade(s) were earned. The Assistant Head and the academic advisor will confer with a student on Academic Review to develop an effective plan and timeline for improvement.

4. While on Academic Review, the student and the parents will receive weekly progress updates.

5. Year-end Academic Review: At the end of the school year the Assistant Head of School and the faculty will review the record of each student who is in serious academic difficulty or who is requiring an extraordinary amount of intervention. The faculty may recommend to the Assistant Head of School that a student not be invited to return to Gunston if it is believed that such a recommendation would be in the best interest of the student. The Head of School makes the final determination as to whether a student is invited to return.

## Academic Tutoring

For an additional fee, academic tutors are available to assist those students needing additional help and those with documented learning differences. Academic tutors help to facilitate testing accommodations, provide individual tutoring, and serve as a liaison between the school and the family. A student who is struggling to meet academic expectations may be referred for individual study skills or subject tutoring, and tutoring may be assigned as a condition of enrollment.

## BUS TRANSPORTATION

Bus or van transportation is available from the following locations. Contracts are handled through the business office. On an occasion when a student who does not regularly ride the bus needs to utilize bus transportation, parents must communicate to the Transportation Director at least 24 hours in advance; in this case a daily extra rider fee is assessed.

Morning boarding and departure times are below. All buses leave Gunston at 4:30 p.m. daily.

BUS STOP	A.M. BOARDING	A.M. DEPARTURE
Annapolis Mall @ Modell's	6:55 (8:45 delay)	7:00 (8:50 delay)
Annapolis @ Bay Bridge McDonald's	7:10 (9:00 delay)	7:15 (9:05 delay)
Kent Island @ KI Park & Ride, Big K-Mart	7:25 (9:15 delay)	7:25 (9:15 delay)
Queenstown @ Friels Lumber	7:35 (9:25 delay)	7:35 (9:25 delay)
Easton @ Rt. 322 bypass, Kohl's	7:15 (9:05 delay)	7:20 (9:10 delay)
Middletown @ Walmart (pharmacy lot)	6:45 (8:35 delay)	6:45 (8:35 delay)
Galena @ Fire Department	7:00 (8:50 delay)	7:05 (8:55 delay)
Kennedyville @ Fire Department	7:15 (9:05 delay)	7:15 (9:05 delay)
Chestertown @ Dollar General	7:20 (9:10 delay)	7:25 (9:15 delay)
Church Hill @ Elementary School	7:40 (9:30 delay)	7:40 (9:30 delay)

### Delayed Start Schedule

School begins at 10:00 a.m. with the first scheduled activity. As indicated above, all buses & vans pick up 1 hour and 50 minutes later than the regular schedule.

## THE SCHOOL DAY

Every school day begins at 8:10 a.m. ALL students are required to be at school by that time, but may not arrive prior to 7:55 a.m. Conversely, ALL students must depart from school immediately following the co-curricular program. Faculty and staff are not on campus before 7:55 a.m. nor are they present after 4:30 p.m.

### School Closings

The safety of The Gunston School's students, parents, and faculty is a top priority. During times of inclement weather, Gunston follows this plan: When Queen Anne's County public school system is delayed, closes, or closes early, Gunston will generally follow suit; however because Gunston buses travel on major routes, the school reserves the right to open/close school at our discretion, though these variances typically occur when Queen Anne's County is delayed or closed on days subsequent to a weather event. Please note that parents always have discretion to excuse a student if they determine weather conditions make it unsafe to travel to school. Gunston considers this an excused absence.

When Gunston is delayed, school begins at 10:00 a.m. When the county in which you reside is delayed, you begin school at 10:00 a.m. Buses pick up 1 hour and 50 minutes later than usual. When Gunston dismisses early, buses will run and the school will post the closing through ParentReach, on the website, and with the media.

Please note that buses will follow the delay or cancellation schedule of each county serviced by that bus, and buses will not travel to any county that is closed even when Queen Anne's County public schools are open.

The Gunston School announces weather-related plans through ParentReach, on its website ([www.gunston.org](http://www.gunston.org)), and on the following media stations: WBAL-TV (Channel 11), WCEI (1460 AM), WCEI (96.7 FM).

### Delay Schedule

The delay schedule below follows period order for the day of the rotation on which it occurs.

10:00 - 10:32 Class	
10:35 - 11:15 Lab Class	
11:18 - 11:48 Class	
11:48 - 12:15 Lunch A	11:51 - 12:21 Class A
12:18 - 12:48 Class B	12:21 - 12:48 Lunch B
12:51 - 1:21 Class	
1:24 - 1:54 Class	
1:57 - 2:27 Class	
2:40 - 4:20 Athletics	
4:30 Departure	

Please note that ON A DELAY DAY, **SCHOOL BEGINS immediately with the first class AT 10:00 (not 10:10)**. To maximize time, Advisory/School Meeting are omitted, as is the ACT period for the day.

## DAILY CLASS SCHEDULE

ACT period is reserved for Advisory study, Club meetings, and Tutorial.

Classes **12345** rotate daily. LAB period and **6** do not rotate.

LUNCH A ↓	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	LUNCH B ↓
8:10 – 8:17	Advisory	School Meeting	Advisory	School Meeting	Advisory	8:10 – 8:17
8:20 – 8:40	<b>ACT 1</b>	<b>ACT 2</b>	<b>ACT 3</b>	<b>ACT 4</b>	<b>ACT 5</b>	8:20 – 8:40
8:43 – 9:23	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	8:43 – 9:23
9:26 – 10:06	<b>LAB 1</b>	<b>LAB 2</b>	<b>LAB 3</b>	<b>LAB 4</b>	<b>LAB 5</b>	9:26 – 10:06
10:06 – 10:13	break					10:06 – 10:13
10:13 – 10:53	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>1</b>	10:13 – 10:53
10:56 – 11:31	<b>3</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>2</b>	10:56 – 11:31
LUNCH A	<b>LUNCH A / CLASS A</b>					<b>CLASS A</b> 11:34 – 12:14
<b>CLASS B</b> 12:01 – 12:41	<b>CLASS B / LUNCH B</b>					<b>LUNCH B</b>
12:44 – 1:24	<b>4</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>3</b>	12:44 – 1:24
1:27 – 2:07	<b>5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	1:27 – 2:07
2:07 – 2:20	transition					2:07 – 2:20
2:20 – 4:20	<b>ATHLETICS</b>					2:20 – 4:20
4:30	departure					4:30

### **Homework Period (Supervised Study/Open Study)**

Most students have one or more homework periods and should use this time to prepare assignments or consult with teachers. Homework periods are to be quiet and students should respect the rights of others present. A student's academic standing each quarter will determine whether he/she has Supervised Study or Open Study. For attendance purposes, all students are to report to their assigned teacher at the beginning of the period. Students who have earned Open Study may then go to the Konkel Student Center, Ryan Library, or picnic area after informing their homework period teacher. Building hallways and foyers are not available spaces for Open Study.

Open Study is offered to seniors and to any sophomore or junior who earns High Honors or Honors. Students on Open Study are expected to be respectful of academic classes that are taking place and to their peers who share this privilege. Open Study students may work or visit quietly in the approved spaces. This privilege may be revoked at the discretion of the administration and the advisor.

Students in **Supervised Study** are required to use the time to complete academic work, review material, read quietly for pleasure, or generally be focused on academic tasks. The period is dedicated to work and is not free time for socializing. The supervising teacher has the authority to allow students to work in pairs or small groups or to take time to work with other teachers.

At all times, all are required to use technology in appropriate ways and should not engage in online chatting/texting, watching movies/videos with no academic purpose, or playing video games.

### **ACT Period**

The ACT period each afternoon is designated for Advisory study, Club meetings, and Tutorial. Students are required to attend one of these three activities each day, without exception. The consequence for unexcused absence from the appropriate activity is the same as missing a class (detention for a single instance).

#### **•Advisory Study**

Regardless of a student's grade level or honors status, all students not on the day's club roster and not in a tutorial session must remain in their advisory classrooms during this time for quiet study. No student has Open Study privilege during ACT period.

#### **•Club Meetings**

Each student organization meeting during this time is assigned a meeting day. Club sign-ups will occur in the first week of school. Thereafter, a student must contact the Dean of Students directly to be added to or removed from a club roster. Scheduling may prohibit a student's participation in two clubs that have the same meeting day.

#### **•Tutorial**

Tutorial is an opportunity to meet with a teacher for extra help outside of normal class time. In order to participate in a voluntary Tutorial session, a student must request that the academic teacher place him/her on the day's Tutorial list. Teachers may assign a mandatory Tutorial session for a student under the following circumstances:

- The student has not completed a homework assignment when due
- The student has demonstrated that they have not prepared for class
- The student has demonstrated that they would benefit from extra help

- The student must make up work or assessment missed during an absence
- An exam or quiz grade is significantly lower than previous exam or quiz results

In the case of a student assigned to a Tutorial session, the teacher will notify the student, and the office will notify the parents/guardians. A student assigned to Tutorial may not attend a club meeting or advisory study that day. Frequent attendance in Tutorial may affect a student's continued membership or elected position in a club.

### ATTENDANCE

Attendance is taken by the advisor at the start of each day. Attendance is also taken at the beginning of each class period throughout the day, including during the co-curricular program. School begins promptly at 8:10 a.m. (10:00 a.m. on delayed start days). It is important to recognize that tardiness and absences are recorded on student records and become part of the student's transcript when applying to colleges. Students and families must make every effort to keep tardiness to a minimum.

If a student is late, he or she is to go directly to school meeting or advisory to check in with the advisor. The advisor will report the tardiness to the office. ***If a student does not check in with the advisor or arrives after school meeting/advisory period, the student is to report to the office to sign in before going to class. Failure to check in or sign in may result in disciplinary action.***

Just as parents become concerned when their child is late coming home, the school is concerned when a student has not arrived for school. Parents are requested to call the school when they know their son or daughter is going to be late.

The school office will always excuse students under the following circumstances:

- **Weather Conditions:** Safety first. The school will excuse any student for weather-related tardiness if the parent calls the school prior to the student's arrival to inform the school that the parent has determined that the weather in their area requires either a delayed departure or extra time to safely drive to school. The school will also excuse any student if the Gunston school bus traveling from the same area as the student arrives late or is cancelled due to weather conditions.
- **Traffic:** The school will excuse any student for verifiable, unusual traffic-related tardiness (not routine commuting traffic), or if the Gunston school bus traveling from the same direction as the student was also delayed for traffic.
- **Morning Appointments:** The school will excuse any student delayed due to an appointment scheduled provided the student arrives with a note from the doctor's office verifying the appointment.

All Other Circumstances: When there are unusual circumstances, the Assistant Head of School will determine whether to excuse any other tardiness. In the interest of student growth and school consistency, telephone calls or notes from parents, while always welcome, cannot overrule the school's decisions under these circumstances.

### **Early Dismissal**

Requests for dismissal prior to the end of classes, stating the specific reason and the exact time the student is to leave, must be submitted to the Main Office either via e-mail or in writing by 8:10. Parents are asked not to schedule appointments which will conflict with the school day except in clear cases of emergency. If a student's athletic activity ends before 4:30, that student may sign out to leave campus. Any student leaving campus prior to 4:30 must sign out at the Main Office. Failure to sign out may result in disciplinary action.

### **Absences**

Absences are counted by period. School Meeting, Advisory, ACT, and Athletics each count as one period. A full day of absence is recorded as one unit. Full day and partial day absences are tallied and the sum is reported on both the student report cards and transcript.

If a student must miss school, his/her parents must contact the Main Office prior to 8:10. Families are expected to make every attempt to schedule appointments after the school day. If missing school is unavoidable, parents must inform the school either via e-mail or written notice and the student must notify all teachers, including coaches, whose classes he/she will miss.

When the school is not notified of a student's absence, the absence is recorded as unexcused.

### **Excessive Absences**

When a student has accumulated five absences in one semester, the family will receive official notification, via a letter, from the Assistant Head of School.

At any point in the school year that a student accumulates 15 absences, the Assistant Head will convene a meeting with the student's teachers, advisor, and the Dean of Students to determine whether or not credit in each class can be awarded. Following the meeting, the Assistant Head will convene a meeting with the student, the parents, the advisor and the Dean of Students.

### **Unexcused Absences**

Work missed as the result of an unexcused absence, in most cases, may not be made up and missed assignments and/or assessments will be recorded as Fail. If a student misses class, homework period, athletics, or other activity without a legitimate excuse, the student will be assigned lunch detention. Skipping an entire school day will result in suspension. Repeated unexcused absences from class or school may result in suspension or dismissal from school.

### **Family Events**

Missing school at times other than scheduled school vacations is strongly discouraged. When such absences are unavoidable, parents must notify the Assistant Head prior to the absence. Examples of excusable absences include family weddings and graduations. The student must collect work from teachers before departure and is expected to return to school with all work completed. In most cases, semester examinations cannot be taken in advance of the scheduled exam session. Make up examinations have to be scheduled with the Assistant Head.

Serious illness or the death of a family member may have a profound impact on a student. Related absences are excused, and the teachers will work with the student and his/her family to devise a plan for making up work when the student is able to resume school.

### **Family Vacations**

Families are expected to schedule vacations in conjunction with school holidays. Student absence for vacation purposes will be documented as unexcused. Work missed as the result of an unexcused absence for a family vacation, in most cases, may not be made up and missed assignments and/or assessments will be recorded as Fail.

### **Making Up Work**

To encourage the development of individual responsibility, the school expects each student to make up missed work following these guidelines. These guidelines apply to full-day, excused absences only. Work missed during a partial day of absence as the result of athletics events or approved, scheduled appointments is due per the original assignment.

1. Students are allowed one day to make up work for each day of excused absence.
2. Students are expected to collect their work from the teacher homework sites.
3. Once a student has returned from an absence, it is his/her responsibility, with the help of the advisor, to arrange a schedule so that both make-up work and current assignments can be completed. A student is permitted one day to complete missed assignments for each day of excused absence. In an effort to get this work done, a student may be assigned to a supervised Homework Period or Tutorial.

# GENERAL COMMUNICATION

## Administration:

### Head of School

- Holds responsibility for the overall operation of the school.
- Directs the hiring and retention of faculty and staff.
- Oversees the daily operations carried out by the administrative staff.
- Ensures the school's academic integrity through the development and review of curriculum and programs and faculty and staff development and evaluation.

### Assistant Head of School

- Coordinates the daily operation of the school.
- Oversees the implementation of curriculum, students' schedules and grades, attendance, annual calendar, and the implementation of professional development.
- Coordinates the following: departmental system, Advisory System, mentoring program, and faculty evaluation and assessment.
- Works in partnership with the Dean of Students on the school's program of discipline
- Assumes the responsibilities of the Head of School in his absence.

### Dean of Students

- Enforces the school's policies regarding student conduct, dress code, student parking and driving, and academic integrity.
- Works with student organizations and their advisors to maintain a culture of school pride and high character expectations.
- Collaborates with teachers, advisors, and the Assistant Head to ensure a positive learning environment for each student.

### Director of College Guidance

- Oversees college guidance program.
- Works with Assistant Head of School to guide students through the course selection process and ensure that each individualized four-year course of study supports an effective and appropriate college selection.
- Coordinates all standardized testing programs on campus, including PSAT testing for Sophomores and Juniors, AP testing for all students enrolled in AP courses, and all subject specific academic competitions.

### Director of Athletics/Transportation

- Oversees the athletic program.
- Serves as the school's liaison with transportation companies.

### Business Manager

- Oversees daily finances of the school.
- Oversees the daily operation of the Business Office.
- Oversees activities of the Maintenance Department.
- Administers personnel benefit plans.
- Serves on the Financial Aid Committee.
- Maintains student accounts.
- 

### Director of Admission and Financial Aid

- Recruits prospective students for grades 9-12.
- Directs Admission Committee in evaluating prospective candidates.
- Evaluates and makes recommendations regarding financial aid.

## **Faculty**

The Gunston School is led by a team of professional educators. The Head, Assistant Head of School, and advisors work together to facilitate communication among the faculty. Parents wishing to communicate with their son or daughter's advisor or teacher are urged to call or e-mail the school during school hours (8:00 a.m. to 4:30 p.m.). Parents can expect that a teacher will usually be able to respond within 24 hours.

## **Advisors**

The Advisory System is the key element to successful communication at Gunston. Each faculty member will be assigned a group of advisees. Faculty members who serve as advisors may or may not have their advisees as students in their academic classes. The Advisory System is coordinated and supervised by the Assistant Head of School.

The advisor works closely with each student advisee and his/her family and is responsible for overseeing and supporting each advisee's progress. As the contact person for communication with parents, as well as the academic counselor and advocate for the student, the advisor acts as the school's liaison between student and family. Parents and advisors should feel free to call each other whenever there is a need.

## **Department Chairs**

Department Chairs are responsible for coordinating the curriculum and student placement in each of their disciplines. Through regular departmental meetings, the chair provides support, organizes departmental and interdepartmental activities, and assists in providing professional development opportunities for his/her faculty members. The Assistant Head of School supervises Department Chairs.

## **COMMUNITY CONDUCT EXPECTATIONS**

As described in the "Responsibilities of the Community," The Gunston School is grounded by maintaining an atmosphere of cooperation, honesty, tolerance, trust, and mutual respect among all its members. Students must behave in a manner that reflects an understanding of these responsibilities and a strong commitment to upholding them. The faculty and staff will provide guidance in all behaviors whether in the classroom, on the athletic field, during school functions, or on school trips. Students are expected to achieve their own proper self-discipline and to behave in a manner which reflects their pride in themselves and their school.

When a student demonstrates difficulty in accepting or adhering to these standards, the advisor will work together with the student, the parents, the Dean of Students, and the Assistant Head of School to develop an appropriate plan aimed at achieving a level of behavior that is in keeping with these standards. Failure to uphold these expectations can result in suspension or dismissal; any persistent attitude or behavior which in the judgment of school authorities does not warrant continuation as a member of the Gunston community may be cause for dismissal.

Gunston enjoys a constructive relationship with parents. It does occur, however, that a parent's or family's philosophy, values, needs, or expectations differ significantly from Gunston's. If this occurs or if personal issues are handled in a manner that is disruptive or destructive to the well-being of the school community, the school may terminate the relationship between the school and the family without regard for the student's personal performance.

The administration is always available to discuss any issues, problems, or concerns, and whenever possible, will try to accommodate individual needs and preferences.

The implementation of rules will be supervised by each member of the faculty and staff and directed by the Assistant Head of School in partnership with the Dean of Students. All behavior issues will be dealt with in a manner that promotes a philosophy that the consequence fits the infraction. That is, the consequence can range from verbal correction to parental conferences, detention, suspension, or dismissal as determined by the Head of School.

### **Manners**

As members of the Gunston family, individuals on campus regularly show respect toward one another through the application of basic manners. Manners reflect our attitudes toward one another and are active indicators of the value we place on other people. Community members are expected to show good manners at all times by:

- Speaking to other students, faculty, and guests when passing on campus.
- Making guests feel welcome by introducing oneself and introducing guests to faculty and other adults.
- Being mindful of the needs of others in study halls, cafeteria, classrooms, and all public areas.
- Refraining from the use of unseemly language both publicly and in general conversation.
- Respecting the school community by properly maintaining neat facilities, properly disposing of trash and recyclables, and picking up after oneself and others when necessary. Food or drink that can stain are not permitted in carpeted areas of the school.
- Offering to help others when needed, through acts as simple as holding a door for another person.
- Recognizing that one's individual rights end where they may impose on the rights of others or the school.
- Using common sense in all actions to uphold a community of kindness, thoughtfulness and consideration.

### **Conflict Resolution**

Gunston strives to promote a healthy social climate where students resolve issues through dialogue and understanding. In situations where social conflict might develop between students, Gunston encourages families to keep the school alerted. In such cases, the school can often play a constructive role in helping the students to resolve the conflict. In many cases, families communicate with one another to help the students work through the issues. In no cases, however, should a parent ever communicate directly – either electronically or in person – with the child of another parent without the express permission of that parent.

### **Supporting Another Student**

Student safety and well-being are of the utmost importance. Gunston provides instruction and guidance in healthy choices and decision making through the curriculum via Wellness class and The Gunston Experience classes and through specialized programming scheduled annually with the educational organization, FCD (Freedom from Chemical Dependency). In addition, school policies and guidelines are structured to create a safe school where students feel confident making positive life choices and comfortable discussing life issues with caring adults. The school seeks to partner with parents to guide students through the social development challenges that accompany adolescence.

Times arise when students may wish to seek direction to help either themselves or a friend about whom they are concerned. When a student has a concern about use or suspected use of alcohol or other substances, he/she may choose to confide in an advisor, teacher, or school administrator. While guarding the identity of the student reporting, the Head, Assistant Head, and the student's advisor confer and develop the plan for communication to the student's parents or guardians. The aim of the meeting with the parents or guardians is to make them aware of the concern and to help them devise a plan for inquiry, support, and appropriate intervention. Action steps taken in this scenario are not designed to be punitive, but rather to help a student who may be in trouble and to help prevent having the student make a decision that might require punitive action by the school. In an effort to be fully informed and supportive, the school may ask the parents or guardians to provide information regarding the action steps taken. In cases where substance use or abuse is confirmed, the school may require the parents or guardians to provide a long-term plan of action including regular substance testing.

### **Academic Integrity**

Academic and personal integrity are tenets of the Responsibilities of the Community. Gunston considers it our responsibility to instill in our students the value and importance of doing one's own work at all times. Students must consider their work through the lens of the following statement before submitting an assignment: "I commit to the Responsibilities of the Community and pledge that this is my own authentic work. I have neither given nor received assistance from any unauthorized or undocumented source."

Students act without integrity when they submit someone else's work as their own, plagiarize published texts, cheat, conspire to hide the truth, or aid others in an academically dishonest action. Specific examples of academic dishonesty include but are not limited to the following:

- Copying another student's homework and submitting it as one's own.
- Photocopying another student's notes or homework without permission given by the instructor.
- Copying from someone's paper during a quiz, test, or exam.
- Using prohibited materials on a graded assignment.
- Providing answers or materials to another student in a testing situation.
- Disclosing information about any type of assessment to others who have not yet completed it.
- Utilizing a published translation to glean word forms and context in a foreign language translation.

- Collaborating on assignments without specific instruction to do so by the teacher.
- Plagiarism: directly copying material without citing the source.
- Paraphrasing: borrowing an idea or sequence of an argument from a writer without crediting the source.
- Missing, incomplete, or misleading documentation of source material in a bibliography or works cited list.

In a case of academic dishonesty, the teacher will confront the student about the issue. The teacher will then report the incident directly to the Dean of Students who will schedule a meeting with the teacher, the student, and the student's advisor to review the situation. Together, the Dean of Students, the teacher, and the student's advisor will assign the disciplinary response which may include an official warning or a recommendation for suspension or dismissal. A meeting with the Headmaster will be scheduled for any student committing a second academic integrity violation. All confirmed cases of academic dishonesty will be communicated to the faculty and may affect Honors/High Honors status as well as membership in the National Honor Society.

### **Physical and Psychological Safety**

Endangering either oneself or another is strictly prohibited. Use of rude and vulgar language, hitting, bullying, teasing, taunting, and threatening are all considered endangerments. Incidents of endangerment, harassment, hazing, or bullying need to be brought to the attention of the Assistant Head. A student who is experiencing any form of endangerment may report directly to the Assistant Head or Dean of Students, or may confer with a trusted adult, e.g. a parent or guardian, an advisor, a teacher, an administrator, or a coach. Allegations of endangerment will be investigated thoroughly, promptly, and completely, and in as confidential a manner as possible. Possible consequences for endangerment, harassment, hazing, or bullying include behavioral probation, suspension or dismissal and do not preclude civil and criminal prosecution.

### **Fighting**

Fighting is destructive to the school community and is therefore not tolerated. In most cases, students involved in a physical fight will be suspended regardless of how the fight began.

### **Harassment**

Harassment is any abuse of an individual or group on the basis of a person's race, ethnicity, language, nationality, gender, physical and mental ability, learning style, religion, class, age, sexual orientation, or societal and world views. Harassment includes both easily identified acts of verbal, written, or physical abuse and more subtle, but equally damaging forms of harassment such as graffiti, epithets, and stereotyped remarks or "humor." Harassment in any form is considered endangerment and is not tolerated in the school community.

### **Hazing and Bullying**

Hazing is any action or activity that intentionally or unintentionally endangers a student seeking admission into or affiliation with any student organization. Hazing/bullying can also be defined as any action or activity

that diminishes the positive development of a person, inflicts or intends to cause physical or mental harm or anxieties, results in social ostracism and/or demeans, degrades or disgraces any person regardless of intent or consent of participants. Permission, consent or assumption of the risks by a student subjected to hazing does not lessen the prohibition contained in this policy. Activities that may be considered hazing include, but are not limited to:

- Coercion, threat or intimidation to solicit money
- Physical intimidation and/or psychological intimidation, or striking in any manner
- Marking or branding
- Forcing exercise or strenuous physical activities
- Requiring personal servitude
- Requesting or causing indecent exposure and/or the donning of inappropriate articles of clothing
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature
- Passively accepting or not responding to clear acts of any of the above constitute harassment and violate the school's honor code and the law
- Hazing/bullying activities are prohibited on school grounds and at any school-related activity, as well as online or off campus.

### **Prohibited Items**

#### **Alcohol and Drug Policy**

Gunston believes that the use of drugs or alcohol by students interferes with their intellectual, emotional, and physical well-being. The sale, use, possession, or transfer of alcohol or illegal drugs or controlled substances (or offering to buy or sell such substances) is strictly prohibited on school property or at any school-related function on or off campus. Failure to comply with this policy will most likely result in immediate dismissal.

Gunston's policy is that no alcohol will be served at any school function where students are present. By supporting events that are alcohol free, adults model the kind of behavior expected of our students at all times.

#### **Cigarettes and other tobacco products**

Student use of tobacco in any of its forms is strictly prohibited on campus and at any school-related function on or off campus. Failure to comply with this policy will result in immediate suspension for the first offense. Repeat offenses may result in dismissal. Parents, employees and visitors on campus must respect the school's tobacco-free designation.

#### **Firearms, knives, explosives**

These items, including those used for hunting, are not permitted on campus at any time. Failure to comply with this policy will result in immediate disciplinary action.

#### **School and Student Property**

The school community demands a high level of mutual respect for all individuals and their possessions. Stealing, defacing, or destroying property is destructive to the community. Stealing includes taking the money or possessions of another and fraudulent use of credit cards. Defacing or

destroying property includes the willful mistreatment of backpacks, sports equipment, textbooks, materials, desks, furniture and buildings, and is considered vandalism. Stealing and willful mistreatment of others' property will not be tolerated.

**The Gunston School maintains the right to search any and all lockers, automobiles, handbags, book bags, laptops, tablets, cell phones (including text messages), and other similar spaces as part of enforcing school rules and to assure the health and safety of the Gunston community.**

### Technology

Gunston recognizes the significant role that technology plays in our daily lives. When used appropriately, electronic devices and related technologies enhance our learning opportunities and our ability to communicate effectively and efficiently. Misuse of technology, however, can be extremely hurtful and undermines the core value of respect for persons and property upon which our community relies.

### Acceptable Use Policy

At the start of each school year, students and their parents sign Gunston's Acceptable Use Policy and Contract, which outlines specific expectations for technology use. Misuse of technology includes such activities as playing games on school computers, tampering with computer hardware or software, and using technology to harass or bully others, on or off campus. Failure to comply with the school's technology policies will result in immediate referral to the Dean of Students and can result in loss of privileges, suspension, or dismissal from school.

### Portable Electronics

Gunston emphasizes the importance of community and personal interaction, and for this reason we monitor student use of technology on campus to prevent misuse and to prevent electronic devices from becoming a distraction during the school day. The following policies have been created to support appropriate use of personal technology by the students. Note that all students are responsible for the maintenance and care of their belongings and are encouraged to properly label all equipment.

- Cell Phones: Students may have cell phones in their possession and, when specifically instructed by their teachers, they may use them in class for their calculator, internet access, or other appropriate functions. Teachers may instruct students to place their phones in plain view during tests or other activities. Students are expected to display the utmost respect to their teachers and peers by not using their cell phones for personal reasons in class, during athletics, or during school assemblies. Teachers have the discretion to confiscate student phones when they are misused. Repeated misuse or disregard of courtesy toward others will be referred to the Dean of Students.
- Music Players: During homework periods and in quiet study after classes, students may listen to music provided they use earphones and keep the volume at a level that is not distracting to others. Teachers have the discretion to confiscate student music players when they are misused. Repeated misuse or disregard of courtesy toward others will be referred to the Dean of Students.

- **Laptop Computers & Tablets:** Students are expected to have laptop computers or tablets in classes and homework periods. Students are required to use these devices for educational purposes; they are not to use them for watching recreational videos or playing virtual games. As with all electronic devices, teachers have the discretion to confiscate student computers and tablets when they are misused. Repeated misuse or disregard of courtesy toward others will be referred to the Dean of Students.

### **Social Networking Technology**

Gunston understands the prevalence of social networking in the lives of our students and realizes that such technologies allow individuals to be closely connected to the school community even when they are outside the physical boundaries of Gunston's campus. This disappearance of the protective boundary between school and home necessitates a deliberate awareness to ensure and maintain the value structure of our community. While we recognize the benefits of using technology for social interaction, we also emphasize the need for caution when presenting oneself online and communicating responsibly and appropriately via digital means.

As members of the Gunston community, students live within a "boundary of values" whether on campus, off campus, online, or offline. When students sign the Responsibilities of the Community, they pledge to live by these values in order to maintain good standing within our community. Any serious breach of these values – whether it be on campus, off campus, online or offline – puts an individual's place in the community at risk, and may result in disciplinary action up to and including dismissal.

### **Behavior Off-Campus**

Parents must recognize that students are their responsibility when they are off-campus. The school recognizes that every parent has his or her own set of values with regard to off-campus rules, behavior, and expectations for their children. At the same time, all parents must accept the fact that they are assuming responsibility for the behavior and safety of each child while Gunston children are present in their home, on their property, or under their supervision. Permitting the use of alcohol, drugs, or any unlawful substance, or permitting children to engage in any dangerous and/or unlawful activity is considered unacceptable by Gunston. The school reserves the right to intervene with parents who permit students to engage in illegal, inappropriate, or dangerous activities while in their homes, on their property or under their supervision. In this regard, the school reserves the right to protect its community and to dismiss from school any student who engages in dangerous, inappropriate, and/or illegal activities, regardless of whether or not it is undertaken under parental supervision in the parent's home. In the event parents permit illegal and/or dangerous activities in their home involving Gunston students that are not their own children, Gunston reserves the right to report the same to the proper authorities.

### **Non-Disciplinary Administrative Leave**

It may arise that a student is having difficulty meeting the academic and/or social community expectations without flagrant disregard of school rules. There may also be occasion that a student's personal safety or the safety and well-being of the community as a whole indicates that a student needs to be separated from the school. In such cases, the Headmaster may assign

Administrative Leave. A student on administrative leave may be required to receive counseling, medical consultation, educational assessment and/or other professional support with the aim of resuming full school attendance or of completing the academic requirements of a school year while on leave. A student on Administrative Leave may complete all academic work as assigned. The Assistant Head of School works closely with the student's advisor and classroom teachers to devise and implement the academic plan and is the communication liaison between school and home. If the student is expected to resume school, the Assistant Head, Dean of Students, and the student's advisor develop a behavioral plan to guide the student's re-entry into school. Upon re-entry, the student, parents, and administrative team convene to review the plan, expectations of the student, and the support structures in place for the student.

## DISCIPLINARY ACTIONS

### **Removal from Class**

Should a student be sent from class for disruption or other behavior issue, he/she must report to the reception desk in Middleton and wait until the Dean of Students or Assistant Head can meet to debrief the situation.

### **Detention**

Lunch detention is assigned to students who are in violation of our community standards. A faculty member may assign a detention for inappropriate behavior or lack of cooperation by a student.

If a student is assigned three detentions within a semester, the Dean of Students will have a phone conference with the parents. If a pattern presents itself, parents may be required to come to campus for a conference. Chronic problems will result in increased disciplinary intervention.

### **Suspension**

Suspension may be assigned by the Assistant Head of School or Head of School, when, in his/her judgment, a student needs to be separated from the community for a period of time.

**In-school suspension** - A student remains at school under adult supervision but is not permitted to attend classes, or to participate in any athletic practices or school events. Academic work must be made up according to a schedule arranged by the faculty.

**Out-of-school suspension** - This is a serious punishment and cannot be viewed as a vacation. A student is not permitted to remain at school or to participate in any school function for the entire period of the suspension. There must be a follow-up conference involving the student, parents, and administration before the student is permitted to return to school. Students are responsible to make-up all missed work by accessing the teacher homework sites.

After a suspension, a student will be placed on behavioral probation for at least the remainder of the semester.

### **Behavioral Probation**

A student who has committed a serious offense or whose actions constitute a pattern of inappropriate behavior may be placed on behavioral probation. Behavioral probation will be overseen by the Assistant Head of School and

may include scheduling periodic meetings or progress updates. A student who has been placed on behavioral probation may be denied school privileges, including open study/free time, participation in school activities and events, a position in student government or as class officer, and a position as a team captain.

### Dismissal

Dismissal is assigned by the Head of School when, in his judgment, a student can no longer remain in the school community. This is the most serious of all disciplinary actions and may result from a serious incident (occurring either on or off campus) or an accumulation of incidents. A student who has been dismissed may not attend school functions on or off campus.

### Disclosure

Student behavior and disciplinary sanctions are communicated internally with Gunston faculty and staff. Students are encouraged to answer related questions on college applications truthfully and with thoughtful explanation. As an institutional member of the National Association for College Admission Counseling (NACAC), Gunston will disclose a student's major disciplinary infractions (those resulting in suspension or dismissal) to colleges and universities to which that student has applied.

### **SAFETY**

The Gunston School has 11 buildings, situated on 32 acres of land, including over one-half mile of waterfront. With such an open and labyrinthine campus, one key feature of our campus culture is that we trust our students to move about the campus freely and to be responsible for being where they are supposed to be at all times. In order to provide the best possible supervision for all areas, it is crucial that students follow all of the rules listed below and throughout this handbook. While our supervision protocols are extensive, parents must understand that there will be times during the school day when students will not be under the direct supervision of the faculty and staff. Therefore, students who cannot conduct themselves appropriately in our campus culture will have their freedom of movement restricted.

***The faculty and staff will not be on campus before 7:55 a.m. and after 4:30 p.m. Unless they are engaged in a supervised activity, it is strongly recommended that students do not arrive or remain on campus before or after these times. While there may occasionally be an adult present on campus outside normal hours, parents must again understand that the school cannot provide direct supervision for students at these times.***

## **Driving & Parking**

It is a privilege, not a necessity, for Gunston students to drive to and from school. There are a limited number of parking spaces available on campus for juniors and seniors (sophomores may begin in March), and parking is prohibited on Gunston Road. The Dean of Students implements all policies regarding student driving and the student parking lot.

Student drivers must honor the student Driving Pledge and receive parental permission.

- Students who begin to drive mid-year must continue payments to fulfill their year-long bus contract.
- Authorized students may drive to and from campus and park in only their assigned spaces.
- Except for the transition before athletics, the parking area is off limits for all students from arrival until departure; students may not drive their cars until departure from campus.
- Leaving campus and then returning to campus is prohibited, except for athletes in a game starting after 5:00.
- Unless otherwise specified, students may not use their cars when school transportation is provided to activities off campus.
- All students must follow daily sign-in and sign-out procedures (e.g., must sign out if leaving before 4:30).

Consequences for abusing the driving privilege (infractions include going to one's car at other than specified times, speeding, unsafe or dangerous behaviors in or around the vehicles, etc.) can include suspension of one's driving privilege for a set period, or for the remainder of the school year.

## **Athletics**

Students may not use the facilities in the Field House without the presence of an adult. Additional information, policies and procedures regarding athletics are on the Gunston web site, [www.gunston.org](http://www.gunston.org).

## **Waterfront**

The Gunston waterfront, consisting of a 125' pier, 600' living shoreline, floating dock, boathouse, and cliff house, is one of our campus' most beautiful and valuable resources. All students access the waterfront for various purposes, from Embarkation to art and science classes and even Green & White Days. Safety is paramount at the facility, and due to the unique hazards of such a facility numerous safeguards exist to insure the safety of students, faculty and staff using the waterfront. It is imperative that all students read, understand, and follow these expectations. The following are general guidelines that apply to the Gunston waterfront:

- No unauthorized swimming.
- Students are not permitted at the Waterfront unattended by faculty or staff.
- No horseplay or pushing, diving or jumping is permitted on the pier/dock.
- All students are required to complete a swim check, usually administered at freshman orientation.
- Maintenance or safety issues are to be reported to Gunston staff as soon as possible.
- Community members are welcome to use the waterfront for launching of personal kayaks or rowing shells only with prior permission of the school administration.