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WALNUT HILL

SCHOOL FOR THE ARTS

THE STUDENT HANDBOOK | 2021–2022



WWW.WALNUTHILLARTS.ORG | 12 HIGHLAND ST. | NATICK, MA 01760

TABLE OF CONTENTS

INTRODUCTION	5
Mission Statement	5
Core Values.....	5
Portrait of a Graduate	6
Walnut Hill Statement on Diversity & Inclusion	6
Walnut Hill Anti-Racism Statement.....	6
ACADEMIC PROGRAMS	8
Diploma Requirements	8
World Language Requirement	8
Post-Graduates.....	9
Grades and Honors	9
Cum Laude Society.....	9
Transfer Credits.....	10
Transcripts.....	10
Academic Course Sequences	10
Elective Courses	11
Global Online Academy	11
Coursework Outside of Walnut Hill	12
Course Requests and Scheduling Priorities	13
Placement	13
English Language Learning	13
ARTS PROGRAMS	12
Curriculum	12
Dance.....	12
Music.....	13
Theater	13
Visual Art.....	14
Writing, Film & Media Arts.....	14
Class Placement	14
A Word on Casting.....	15
Artists in the Community	15
ACADEMIC ASSISTANCE & ADVISING	16
The Skills Center.....	16
Fee-for-Service Tutoring	16
Advising Program.....	16
Student Resource Committee.....	16
College Counseling.....	17
College/University Travel.....	18
RESIDENTIAL LIFE	19
Boarding Students	19
Dorm Rooms	19
Laundry	19
Roommates.....	19
Room Inspections.....	19
Storage	19

Public Decorating	20
Dorm Schedules/Curfews	20
E-list	20
Dorm Visitation.....	21
Sleepovers.....	21
Senior Privileges.....	21
DAY STUDENTS.....	22
Facilities	22
Amenities	22
Affiliation	22
Overnights	22
CAMPUS SAFETY.....	23
Campus Safety.....	23
Key	23
Identification Card.....	23
Fire and Emergency Drills.....	23
LEAVING CAMPUS	24
Transportation Coordinated by Walnut Hill School	24
Personal Travel NOT Coordinated or Booked by Walnut Hill School.....	24
Permissions to Leave Campus.....	24
REACH BOARDING.....	26
REACH Boarding	26
Location Changes	26
REACH Leave Requests.....	26
Departing for Major Breaks.....	27
Returning from Breaks.....	27
Campussing on Travel Days	28
STUDENT HEALTH.....	29
Physical Examination	29
Immunizations.....	29
Vaccine	29
Health Insurance.....	29
Health Center	29
Medication & Health Provider Appointments.....	30
Illness Absences	30
Physical Therapy (PT) and Other Services	30
Counseling.....	31
Medical Leave Process	31
Intervention.....	31
ATTENDANCE.....	32
Attendance Policy	32
Supports and Consequences	32
Absence Threshold Policy.....	33
Attendance Notifications	33
Contact List for Excused Absences.....	33

DISCIPLINE 35

- Disciplinary Committee (DC) 35
- Disciplinary Committee Process 35
- Behaviors Subject to Discipline..... 36

SCHOOL TRADITIONS..... 38

- Orientation..... 38
- Mountain Day 38
- Class Night 38
- Boar’s Head Procession/Holiday Dinner 38
- Tree Day 38
- Ring Day..... 38
- Senior Trip Day..... 38
- Candlelight Service..... 39
- Awards Ceremony 39
- Graduation Dance 39
- Graduation..... 39

STUDENT LEADERSHIP 40

- Elected Student Government Positions 40
- Appointed Student Government Positions 40
- Student Organizations..... 40
- Student Senate..... 40

TECHNOLOGY 42

CAMPUS BUILDINGS AND GROUNDS 43

- The Campus Center 43
- School Store and Dining Hall 43
- Lost and Found..... 43
- Information Technology..... 43
- Wellness Center..... 43
- Mailroom 43
- On-Campus Jobs..... 43
- Off-Campus Jobs 43

FULL POLICY LIST 44

COVID-19 Updates 81

- Day Student Updates 81
- General Updates 81
- Health and safety Updates..... 83
- Remote Learning Updates 85
- Residential Life Updates..... 88
- Health and Safety Violation Consequences 90

*Walnut Hill reserves the right to change the contents of this Handbook as necessary throughout the year.

INTRODUCTION

Welcome! You are officially a Walnut! We have a lot to tell you about how our campus operates, but the most important information about what we expect from you can be found in our Mission Statement, Core Values, Portrait of a Graduate, Walnut Hill Statement of Diversity and Inclusion and Walnut Hill Anti-Racism Statement.

The start of school is a very busy time. We expect all students to be familiar with both the official School policies and information and the general community expectations in this book.

Mission Statement

Walnut Hill School for the Arts educates and prepares young artists to make an enduring impact on the world by strengthening their talents, fostering their creativity, and stimulating their intellectual curiosity.

Core Values

Walnut Hill School for the Arts has a set of five Core Values that we live by. As a Walnut, you will be asked daily to consider all five of these values in your life and work: Community. Excellence. Growth. Creativity. Respect.

Community

At Walnut Hill School for the Arts, you are welcome as you are. Our strength as a community comes from the different people, places, and ideas that inform our work. We strive to accept and celebrate each member's unique contributions, and we draw on our collective experiences in order to live as more compassionate global citizens.

Excellence

We strive toward excellence in everything we do. Excellence in any endeavor—artistic, academic, and personal—is not an end but a process. It requires sustained effort, recognizes the possibility of failure, and encourages engagement with the ongoing process of achieving success.

Growth

Growth is an evolving process of awakening and renewal that happens when we are mindful of where we are and where we want to be. It requires self-awareness, resilience, and the courage to embrace the unfamiliar. This journey begins with the idea that we grow with every experience we encounter and the understanding that curiosity engenders lifelong learning.

Creativity

We believe that art and creative thinking are essential to promoting a more tolerant, mindful, and beautiful world. We thrive on curiosity and discovering answers to questions that have not yet been asked. Through imagination, fresh ideas, and innovation, we push ourselves to think differently, embrace challenges, and try again.

Respect

Personal conduct and accountability are expressions of the esteem with which we hold ourselves and others. We act with integrity to cultivate an environment where we treat one another, our work, and our physical space with deep respect. At Walnut Hill, respect is maintained through trust, honesty, and mutual understanding.

Portrait of a Graduate

A Walnut Hill graduate is...

CREATIVE - artistic, talented, collaborative, unique

PASSIONATE - dedicated, determined, confident, motivated, inspired, courageous

OPEN-MINDED - globally-aware, empathetic, kind, well-rounded, community-minded, diverse

CURIOUS - self-aware, independent, intelligent, critically-thinking

RESILIENT - driven, disciplined, hard-working, ambitious, motivated, strong, prepared, adaptable

Walnut Hill Statement of Diversity and Inclusion

Walnut Hill seeks to cultivate a spirit of inclusivity and multiculturalism by weaving diverse curriculum, programming, and practices into the academic, artistic, and social fabric of the school. We believe it is critical to educate members of our community to be responsible global citizens. In order to navigate the tensions and challenges of our world, it is imperative to understand where we each came from, where we are, and where we are going.

We promote a sense of worth and belonging in everyone. We ask that all members of the school community consider those who are marginalized. We ask all members to attend thoughtfully to instances of difference including but not limited to opinion, age, ability, class, gender identity, sexual orientation, national origin, ethnicity, race, and religion. We expect community members to both form and express their own viewpoints, consider and understand divergent perspectives, and confront difference with maturity, civility, and respect.

Walnut Hill Anti-Racism Statement

Walnut Hill School for the Arts explicitly affirms our identity as an anti-racist educational institution. We condemn racism, discrimination, and bigotry in all forms. As Rev. Dr. Martin Luther King, Jr. said, "Injustice anywhere is a threat to justice everywhere." Through education in academics and the arts, our goal is to counteract racism, promote the dismantling of systems of oppression, and empower our students towards these goals. We recognize that racism is systemic and self-perpetuating. Therefore the work of consistently identifying, describing, and dismantling it requires a sustained systemic approach to examining organizational structures, policy, practice, attitudes, and outcomes. All members of the Walnut Hill community - students, staff, faculty, administration, trustees, alumni, and families - will continue to build the tools and skills needed to actively engage in conversations about privilege, racism, and bigotry in the hopes of empowering community members to enact change that will cultivate equitable outcomes for all.

Walnut Hill is actively engaged in this work through initiatives that drive change such as faculty, staff, alumni, and student Affinity Groups; assemblies; ongoing community conversations; events; professional development, including mandated SEED (Seeking Educational Equity and Diversity Project on Inclusive Curriculum); and individual curricular work and engagement with students.

While we have made strides to eliminate racism, we commit to:

- Identifying and deconstructing areas in our school culture, curriculum, programming, and communications that have contributed to systemic racism within our organization.
- Improving and expanding support structures, as well as creating new initiatives and programs that empower historically oppressed and marginalized peoples.
- Building awareness, education, and self-interrogation in an environment of grace and humility as a critical step in dismantling systemic inequities.
- Examining and developing equity at a systemic level including school operations; policies; programs; employment practices; and admission, financial aid, and tuition structures.
- Diversifying the racial and socioeconomic composition of the Board of Trustees and all

school leadership. The Board of Trustees additionally commits to ongoing training in justice, equity, diversity, inclusion, and anti-racism work.

- Developing a specific plan to provide expanded equitable access to a high quality arts education.
- Supporting community members so that everyone can participate fully in all aspects of Walnut Hill.
- Creating a safe space for students to process and respond to experiences of racism and inequity in our programs and the greater community.
- Developing opportunities for alumni to engage in anti-racism conversations and work.
- Establishing comprehensive anti-racism strategies and procedures, including faculty and staff training, to help prevent and respond to issues of racism and discrimination in the community.
- Working with our current and future partner organizations to create a cohesive educational experience rooted in equity and justice.
- Creating a racial equity communications strategy that includes community-wide messages to respond to racial and social inequities.
- Requiring all Walnut Hill employees to set annual equity-focused professional goals and review them yearly with their supervisors and school administration.

These commitments will directly impact the Walnut Hill community experience, institutional culture, curriculum, and programs. In order to hold ourselves accountable, we will undergo periodic formal evaluations and climate assessments by an external professional organization.

While we have much work ahead of us in the areas of anti-racism and promotion of equity, diversity, inclusion, and social justice, Walnut Hill understands and embraces our responsibility as a privileged community in dismantling systems of oppression. Please join us in actively combating racial inequities and advancing anti-racism work to create a world in which we truly live out our values of Non Nobis Solum ("not for ourselves alone").

ACADEMIC PROGRAM

This section contains information about diploma requirements, grades, and academic requirements and expectations.

Diploma Requirement

A minimum of 16 academic credits is required for graduation from Walnut Hill, with a minimum of 4 academic credits to be completed each year at the School.

Academic requirements are as follows:

English -	4 credits, one in each of four years
Mathematics-	3 credits and completion through Math 2 or equivalent
History -	2 credits, one of which must be in United States History
Science -	2 credits in laboratory science
World Language -	3 credits in the same world language or equivalent (details below)

A Walnut Hill diploma is awarded to students in good standing upon completion of a four-year high school program with at least the senior year being completed at Walnut Hill. Because of the unique nature of the arts programs, enrolled students are not permitted to take semesters or years abroad or participate in other alternative programs during the academic year. A senior may not be permitted to graduate if they fail a course in their final semester or if they do not complete a minimum of four academic credits in their senior year.

Students must meet all the requirements of their arts concentration every year they are enrolled, including senior year. Arts requirements are found in this handbook under the appropriate arts major.

A minimum of four academic credits is required each year in order for a student to be eligible to advance to the next grade level. Each semester-length academic course yields one academic credit. Each year-long math course yields one academic credit.

World Language Requirement

Walnut Hill welcomes students from all over the world and from many different school backgrounds. This means that students come to us with many variations in their language learning and language credits. Our graduation requirements reflect this variation and our desire to support all of our students. Incoming students with previous experience in French or Spanish are placed in language classes based on their previous grades and credits as well as written and oral placement tests.

Requirements for incoming 9th and 10th grade students:

- complete 3 consecutive credits in the same world language
- complete through French or Spanish III

Requirements for incoming 11th grade students

- Students with no credits in French or Spanish must complete 2 consecutive credits in French or Spanish.
- Students with one credit in French or Spanish must complete one additional credit in French or Spanish.
- Students with two or more language credits in any language may take French or Spanish as elective but are not required to do so.

Requirements for incoming 12th grade and PG students

- Students with one credit in French or Spanish must complete one additional credit in French or Spanish.
- Students with two or more language credits in any language may take French or Spanish as elective but are not required to do so.
- Students with no language credits or one credit in a language other than French or Spanish may apply to the Director of Academic Studies for special consideration.

Incoming students who are native or heritage speakers of a language other than English are not required to take French or Spanish.

Music History and Music Theory confer one academic credit each upon completion. Music Theory classes may be repeated on the recommendation of the Music faculty. Repeated Music Theory classes do fulfill the Music Curriculum requirement but do not receive any additional academic credit.

Students entering Walnut Hill from other secondary schools may have their prior credits applied toward Walnut Hill diploma requirements upon admission to the School, pending approval of the Director of Academic Studies and the appropriate department. After they have begun at Walnut Hill, students must complete their diploma requirements with courses taken at or through the School.

Post-Graduates

As with all students at Walnut Hill, post-graduate students must complete a minimum of four academic credits including English in order to receive a diploma. PG Music students may count Music History and/ or Music Theory toward fulfillment of this requirement, though they must still carry at least one academic course during the academic day. If an appropriate English/writing elective is available, PG students may apply it toward their English requirement.

Grades and Honors

At Walnut Hill, grades are issued on a semester basis (December/January and June) for all courses except math. Math will open interim grades in December/January and final grades in June.

The grading system is as follows: A (94–100), A- (90–93), B+ (87–89), B (84–86), B- (80–83), C+ (77–79), C (74–76), C- (70–73), D+ (67–69), D (64–66), D- (60–63), F (below 60).

Honor Societies for the classes of 2021 and 2022

The definitions of the Bigelow, Conant, and Cum Laude Societies below, and the definition of graduation with honors, will remain through the graduation of the class of 2022. Updated protocols and definitions will be in place beginning with the graduating class of 2023.

The Bigelow and Conant Societies Named in honor of Walnut Hill's founders, Florence Bigelow and Charlotte Conant, the Bigelow and Conant Societies recognize students at the end of each year for consistent artistic and academic excellence. Students with at least one B or B+ but no final grade lower than B become members of the Bigelow Society. Students whose final grades for all courses are A's or A-'s become members of the Conant Society. Withdrawal from a course resulting in a WD without an approved medical accommodation disqualifies a student from the Bigelow and Conant Societies.

Graduating with Honors

Graduating seniors who are qualified members of the Bigelow Society for the last two years of school will graduate with Honors. Graduating seniors who are qualified members of the Conant Society for the last two years of school will graduate with High Honors.

Cum Laude Society

The Cum Laude Society, a society founded in 1907 and modeled on Phi Beta Kappa, encourages and recognizes learning and sound scholarship in secondary schools. Member schools may elect as members students from the top 10% of the junior class and 20% of the senior class based on outstanding academic achievement and maintenance of an honors record throughout their high school career. Consistent with this mission and the policies of the Cum Laude Society, election to Cum Laude at Walnut Hill is based on academic grade point average, course of study, and record of citizenship in the community.

Transfer Credits

High school credits completed prior to a student's arrival at Walnut Hill will be applied toward Walnut Hill's graduation requirements as follows:

- Credits must be complete, appear on official transcripts sent from the awarding school, and be received by the Office of the Registrar by 7/1.
- Credits must be in a discipline we teach: English, history or social studies, mathematics, science, or language.
- Credits must be full — we cannot accept partial credits.
- Credits must be from high school level courses — we do not accept middle school credits. Students wishing to receive credit for a high school level course taken in grade 8 must request that credential from the granting school be communicated to the Registrar for consideration. In no cases will credits be recognized from grades 7 or below.
- We cannot accept middle school language credits for languages other than French or Spanish.

Transcripts

Consistent with the dual mission of the School, the Walnut Hill transcript lists all courses and grades taken at the School, both artistic and academic. Transcripts include two separate unweighted GPAs, one for academic classes and one for arts classes. Coursework completed through other schools and institutions does not appear on students' Walnut Hill transcript, even if credits have been accepted toward completion of graduation requirements. The sole exception to this are courses taken through Global Online Academy which will appear on transcripts labeled as GOA courses. These courses will not be used in calculating student GPAs.

Students may not take an academic class more than once unless they receive a failing grade in a class necessary for graduation. If, having failed a class, a student retakes that class, both classes and both grades will appear on the student's transcript, and both will be used in calculating that student's GPA.

ACADEMIC COURSE SEQUENCES

The academic program at Walnut Hill is designed for the student-artist. In addition to teaching skills and content specific to the disciplines of Math, Science, History, English, and World Language, academic classes also teach foundational skills in observation, expression, and problem solving.

In addition to the courses and credits required for graduation, students are expected to complete the standard course sequences in each department or transfer equivalent credits via transcript from their prior schools. Students may take elective courses only if they have finished the graduation requirements and standard sequence in that department.

The courses in the standard sequences cannot be skipped, taken through our partnership with Global Online Academy (GOA), or taken for credit outside of Walnut Hill. Exceptions to these standard sequences require specific permission from the Director of Academic Studies (see Academics Off The Hill - A Guide to.)

	grad. requirements	standard sequence	electives
English	4 credits, one credit in each of four years	English 9 English 10 English 11 English 12	After completing the standard sequences in each department students may request to take an elective.
History	2 credits, one must be U.S. History	Medieval World The Modern U.S. History electives	See the directory for English, History, and Science electives

Science	2 credits of lab science	Biology Chemistry Physics	See the directory for English, History, and Science electives
Math	3 credits including Math 1 and 2 or equivalent	Math 1 Math 2	Math electives: Math 3 Precalculus Calculus Statistics Math Applications
World Language	3 semester-length credits (requirements vary by incoming grade - see above for details)	French or Spanish 1 French or Spanish 2 French or Spanish 3	Language electives: French IV or V Spanish IV or V See the GOA page for elective options and policies.

ELECTIVE COURSES

Once a student has completed their distribution requirements and the standard sequence in each discipline, they may opt to take elective courses. Electives are any courses above the minimum graduation requirements and standard sequence in that discipline. There are two types of electives.

Electives at Walnut Hill

Walnut Hill offers in-person elective courses in creative writing, history, science, math, French, and Spanish. These electives carry a full credit each and are scheduled as part of a student's overall academic schedule.

Electives through Global Online Academy (GOA)

Walnut Hill is a member of the Global Online Academy, a consortium of leading independent schools dedicated to offering high quality online, flexible learning options to their students.

GLOBAL ONLINE ACADEMY (GOA)

Walnut Hill offers GOA courses to extend and enrich the offerings of the academic program. As such, they are available to students as follows:

- Students must have completed the standard sequences outlined above or equivalent if students came to Walnut Hill after grade 9.
- GOA courses are open to seniors and by permission to sophomores and juniors.
- Students must have demonstrated a consistent record of attendance and work completion to qualify for GOA courses. Students on attendance probation or with records of missing work will not be permitted to enroll in GOA courses.

A complete listing of GOA courses as well as information and GOA policies are available at globalonlineacademy.org.

GOA courses count toward the requirement that students take a minimum of four academic courses in a year.

Students may take no more than five courses at Walnut Hill each year. A GOA course may be taken in addition to these five, making six the maximum number of academic courses a student can take in a year.

GOA courses and course grades will appear on Walnut Hill's official transcript, identified as GOA courses. GOA course grades will not be included in calculating student academic GPAs.

GOA courses are entirely asynchronous, offering students a flexible learning schedule. Students considering GOA courses should be prepared to manage this flexibility and the requirements of a GOA course on their own.

Seniors may not make changes to their program after October 31st. This policy also extends to GOA courses.

Consistent with Walnut Hill's withdrawal policy, withdrawal from GOA courses after Walnut Hill's withdrawal deadlines (not those of GOA) will result in the course appearing on transcripts as "withdrawn." Refunds will not be available if students withdraw from GOA courses while in session.

Students may take one GOA course in their time at Walnut Hill without additional cost. Any GOA courses taken after the first will accrue GOA's per-course fee of \$600.

Students should expect to spend between 5 and 7 hours per week over the 15 weeks of a GOA semester-length course with year-long courses requiring about half of that time each week over two semesters. Because all GOA courses are asynchronous, students must schedule this work so as not to conflict with their obligations at Walnut Hill.

In building a student's program for the year, approved GOA courses must be scheduled along with their courses at Walnut Hill. Should there be conflicts in scheduling GOA courses, preference will be given to a student's courses at Walnut Hill.

Enrollment and progress in Global Online Academy is managed by a designated Walnut Hill employee.

Summer study, whether with GOA or otherwise, requires advance permission. A complete guide to study outside of the main year-long program can be found here - [LEARNING OFF THE HILL - A Guide to Outside Studies and Credits for Enrolled Students](#).

Coursework Outside of Walnut Hill

Walnut Hill cannot accept for credit any coursework, online or otherwise, pursued outside of our program during the school year with the exception of approved courses taken through Global Online Academy. Because Walnut Hill's program tends to be very full, the School strongly recommends that students not pursue any additional programming during the school year, even if students are not seeking credit.

In special circumstances, some students may want to pursue summer study and have it recognized by the School. For example, students with specific discrepancies or deficiencies in their transcripts may look to summer study to allow them to advance in a course sequence. In addition, students may need summer study to fill in gaps in their graduation requirements due to having failed or dropped a required class. Students whose coursework is consistent with the common patterns of the School's program should not expect to be given permission to pursue summer work.

Any summer work must meet the following guidelines in order to be recognized:

Specific courses of study must be approved prior to registration. This approval must be granted by the Director of Academic Studies and is dependent on a student having a compelling specific need and a demonstrated capacity for summer work.

Completed transcripts for summer work must be received by the registrar no later than 7 days before the start of classes in the fall. Credit will not be accepted for summer courses completed after the start of the school year. At times, summer credits may be required for a student to qualify to begin a new school year. If transcripts for such required credits are incomplete or missing at the start of classes, students will not be allowed to begin classes.

Students who wish to advance in the math or language course sequences must have received permission for summer study prior to enrolling in a summer class, submit a transcript, and score 80% or above on a placement test to confirm new placement.

It is the responsibility of students and families to research program options and to manage relationships with institutions outside of Walnut Hill.

Global Online Academy offers an array of summer courses which we recommend students consider first before looking elsewhere. However, unlike GOA courses taken during the school year, Walnut Hill does not manage, supervise, or pay for GOA summer courses.

Summer study, whether with GOA or otherwise, requires advance permission. A complete guide to study outside of the main year-long program can be found here - [LEARNING OFF THE HILL - A Guide to Outside Studies and Credits for Enrolled Students](#).

Course Requests and Scheduling Priorities

Each spring, students meet with their advisors to discuss their academic course of study for the coming year. Their proposed schedules are forwarded to their families so that parents can review and discuss their plans before being returned to the Registrar. In filling academic course requests, the School's priority is to provide each student with one course each year in each of the five academic disciplines of math, science, history, English, and language.

Before requesting elective courses, students must complete required courses in a discipline as well as the standard sequence of courses or transfer equivalent credits from their previous schools. Priority in elective courses is given to seniors. GOA courses are considered electives.

The complexities of scheduling do not allow the School to entertain requests for specific blocks, times, semesters, or teachers.

Adding and dropping courses

Students may request to add courses during the first two weeks of each semester and to drop courses during the first four weeks of each semester. This applies to year-long Math courses in the fall as well as all semester-length courses at the start of each semester. Any class dropped after four weeks will be listed on a student's transcript with a grade notation of "WD" for "withdrawn". Courses cannot be dropped after 3/4ths of the term as passed. After this point grades will stand. Seniors may not make program changes after the first four weeks of the fall semester.

Placement

Placement in all courses depends in large part on what credits students have from their former school. However, because students come to us from a wide range of programs, placement in ESL, math, music theory, and language may also consider past grades and include placement tests prior to the start of classes. These tests will be sent to students or administered in the days before classes begin. The goal with placement is always to place students in classes where they will be appropriately challenged and where they can be successful. Because our expectations are high, some students find themselves placed lower than they expect.

English Language Learning

For students whose English language proficiency is still developing, Walnut Hill offers two levels of courses in English as a second language: Intermediate ELL and Advanced ELL. The ELL program provides up to 3 credits in a year, and these credits count as a student's English credits for that year. As with all students, placement in ELL courses is dependent on previous credits, grades, and appropriate placement tests.

Students placed in ELL Intermediate cannot have a grade placement higher than grade 10, as they must spend a majority of their academic time studying English in order to prepare for other coursework in the program.

ARTS PROGRAMS

Welcome from your Director of Artistic Studies!

We are thrilled that you will be joining us, ready to give generously of your time and talent to develop your voice as an artist and to be an inspirational member of our community. Our incredible faculty will guide and support you throughout your time here. You will learn to lead by example, kindness, and professionalism. We want you to be prepared and inspired when you audition for colleges and conservatories, ready to make your mark in the world. A positive attitude, the willingness to say “yes” to all that is being offered to you, is key for your success at Walnut Hill. Seek opportunity for learning in everything you do, from performances and arts events, to clubs, to community service initiatives or other ways to assist someone who needs help. Learning to be proactive and positive will make you a tremendous asset in the professional world. No amount of talent will make up for lack of professionalism, poor attitude, and questionable judgement. As a Walnut Hill student, you are expected to represent the School to the best of your ability on campus and off. We want everyone who connects with us to have a wonderful experience. Lead by example!

Below you will find answers to frequently asked questions about your life as an artist at Walnut Hill. The arts handbooks for each area –Theater, Music, Dance, Visual Art, or Writing, Film & Media Arts will go into many others topics in more depth.

Curriculum

You will be exposed to a rich and varied curriculum at Walnut Hill as well as master classes, field trips, and community events. Seniors and juniors work closely with the Office of College Counseling to prepare applications, and many colleges and universities visit campus to introduce their schools.

Here is an overview of classes, divided by majors:

Dance

Dance Boston Ballet School’s Professional Division at Walnut Hill is a one-of-a-kind education and dance training program that offers world-renowned dance instruction with a best-in-class college preparatory program to provide students with a holistic educational experience. The program trains and educates students for a future with Boston Ballet, the professional dance world and beyond, including the world’s best conservatories, universities, and colleges. Designed to reflect Boston Ballet’s repertory, a carefully crafted curriculum trains well-rounded, versatile dancers to prepare students for the demands of today’s dance world—from Petipa, to Balanchine, to Kylián. As a dance student here, students will benefit from the collective expertise of renowned Boston Ballet and Walnut Hill School faculty.

Curriculum: Ballet Technique, Pointe, Men’s Class, Pas de Deux, Variations and Repertoire, Modern, Character, Music Theory, Student Choreographic Project, Conditioning, and Workshops, such as Forsythe Technique. Electives include Jazz, TRX, additional Modern, and ART360.

Partnerships: Students benefit from Boston Ballet’s large network and partnerships with the Prix de Lausanne International Ballet Competition and international exchange programs with Canada’s National Ballet School, and the Paris Opera Ballet School, among others.

Research and Support: The Dance Department is a research center for dancer health, collaborating with Dr. Michalei’s practice at Boston’s Children’s Hospital. Physical Therapy is provided on campus.

Performances:

Students may audition for Boston Ballet’s The Nutcracker at the Citizens Bank Opera House.

Seniors will be featured in a Fall Senior Showcase performance.

Students may apply to choreograph and participate in one of two annual Student Choreographic Projects. Students will perform in Boston Ballet’s annual Next Generation performance on the Keiter stage and at the Citizens Bank Opera House. This performance features all students of the professional division, along with members of Boston Ballet 2.

Music

The Walnut Hill Music Department educates dedicated young musicians in a creative community that believes in the power of music as a force for good in the world. Our unique partnership with the New England Conservatory engages our students in a comprehensive music curriculum delivered at both schools. We value artistic excellence and prepare our graduates to thrive in a conservatory, university, or college setting.

Majors: Orchestral instruments, Piano, Voice, Composition, and Jazz

Instrumental Program Requirements:

Private Lessons*, Chamber Music, Large Ensemble*, Music Department Master Class, January Project, Music Theory 1 & 2, Music Literacy, Form & Analysis, Ear Training, Solfège, Music History, Piano Seminar* (Pianists only), String Orchestra

Voice Program Requirements:

Private Voice Lessons, Private Coachings (with piano), Youth Chorale*, Music Department Master Class, Voice Master Class, Voice Repertoire, Voice Skills, January Project, Diction for Singers, Piano Lessons, Music Theory 1 & 2, Form & Analysis, Music Literacy, Ear Training, Solfège, Music History

Composition Program Requirements:

Private Composition Lessons, Composition Seminar, Music Literacy, Piano Seminar* (Pianists only)

Jazz Program Requirements:

Private Lessons*, Jazz Ensemble, Jazz Theory*, Jazz Styles*, Jazz History*, Jazz Combo*, Music Department Master Class, January Project, Music Theory 1, Ear Training, Solfège, Music History

January Project: The January Project is a three-week special project that engages the entire Music Department, often guided by a guest artist. The project is presented at a School Assembly.

Support: Walnut Hill actively supports the prescreening and audition process for each senior. Recording opportunities are scheduled on campus in the spring and fall. Students need to take an active approach with their college application process and be aware of application deadlines.

*Designates courses taught at New England Conservatory; all others are on campus at Walnut Hill.

Theater

To engage talented, passionate, intellectually curious, and adventurous young actors who have potential and a seriousness of purpose. Our objective is to develop skilled and disciplined students of theater who possess a high standard of excellence and an appreciation of artistic integrity. We strive to challenge students both artistically and intellectually so that they may become critical and creative thinkers while developing professional skills and attitudes.

Core Classes: Acting, Movement for the Actor, Musical Theater (3 years), Design and Production (2 years), rehearsals as scheduled

Additional Requirements: Successfully complete assignments on two production crews each semester. Crew assignments are made after casting and include production work in lighting, costume, scenery, rigging, props, running crew, and front-of-house operations. Failure to successfully complete production requirements will jeopardize a student's standing as a theater major.

Electives: Music Theory, Fundamentals of Music, Choir, Piano, and Directing

Electives in music need approval by the Director of Music and need not conflict with scheduling of theater curriculum.

Visual Art

The Visual Art Department believes in the value of personal growth through training in the visual arts. By practicing and acquiring skill, knowledge, and experience in a range of mediums in the studio, students derive benefits that represent the core of the art-making process itself: personal expression, self-discipline, resourcefulness, and the role of visual art in the world and culture at large.

Visual Art Classes: Visual art students take three or four studio art courses per semester depending on their schedule: Painting, Drawing, Sculpture, Digital Media, Printmaking, Senior Studio, Books as Art, Photography, Apparel, and more.

Students are required to take studio classes in a broad range of mediums each year toward building a well-balanced portfolio. Over their time at Walnut Hill, students may repeat studio classes as they develop their technique and individual artistic interests.

Writing, Film & Media Arts (WFMA)

Writing, Film & Media Arts is home to storytelling on the page, the stage, and the screen. We believe that process is equal to product and that a multidisciplinary arts experience prepares students to be versatile creators. In an environment that supports collaboration and growth, our students generate original ideas and explore a variety of practices in order to develop distinct voices and innovative work.

Core Classes: Screenwriting, Playwriting, Poetry, Fiction, Nonfiction, Modern Media, Film Production, Documentary Filmmaking, Darkroom Photography, Digital Photography, Senior Studio, and Collaboration Laboratory.

Open Studio: Open Studio is a structured time to work independently on assignments and projects.

Special Projects: Script to Screen Filmmaking Intensives, Special Projects with Visiting Artists, Collaborations with other departments and organizations.

Class Placements

All arts placements occur during Student Orientation in the fall. Placement choices are made thoughtfully to ensure the appropriate opportunity for growth for all students. It is important that you trust your faculty during this process, as they may see areas that need improving that you may not be aware of. Remember that you have chosen to leave your artistic community at home to work with a selected group of talented artists from all over the world.

Dance technique classes are of mixed grade levels designed to meet our students' needs in terms of developing core strength, flexibility, and alignment. This helps us ensure a safe training environment that minimizes the risk of injury.

Music The Director of Music works with every incoming student to assign a studio teacher early in the fall. Students also audition for orchestra at NEC, where multiple factors such as technical ability, maturity, and repertory come into play. All music students attend NEC classes on Saturdays.

Theater classes are generally organized by grade, with some exceptions granted by the Director of Theater on a case-by-case basis. Students are re-auditioned every fall.

Visual Art students are in mixed grade levels, depending on the classes they choose to take each semester. The Director of Visual Art works with each student individually to create the schedule.

WFMA Students take a set of core classes divided into freshman/sophomore and junior/senior cohorts. Classes are intentionally small and mixed-level, incorporating elements of collaborative learning.

A Word on Casting

Casting in productions and performances is based on students' ongoing effort, professionalism, and audition. We recognize that working in the arts is competitive, and as a school, we strive to prepare students to be able to succeed in the professional world. Walnut Hill offers many performance opportunities and every student is invited to audition; however, casting is not guaranteed.

Artists in the Community

We are proud of our rich offering of arts and events throughout the year. As part of our community support program, all students are required to attend at least two events of another major per semester. There are also frequent field trips to attend a performance, visit a museum, or see a film. The schedule for these arts-specific events will be communicated directly through your department and in our newsletter, *In a Nutshell*.

Any questions may be addressed to faculty, Department Heads or the Director of Artistic Studies.

ACADEMIC ASSISTANCE & ADVISING

This section outlines the services in place that will help students who are struggling academically. It also includes information about advising and college counseling services.

All teachers are routinely available outside of class to assist students who would like to review key concepts or material in greater depth. Appointments with teachers should be made directly by the student. Meeting with their teachers during office hours times is usually the first and best way for students to get support.

The Skills Center

All students are able to enhance their academic skills through the use of the Skills Center Online. The Skills Center allows for a quiet space for study during teacher office hours through Zoom link or with limited seating when on campus. The services provided by the Director of Academic Support include support with scheduling organization. Students can also receive assistance with time management, executive functioning issues, memory retention, essay writing, work completion, and other academic concerns that may create barriers to learning. Students can access these services during office hours and by making an appointment with the Director of Academic Support.

Fee-for-Service Tutoring

The Director of Academic Support coordinates professional, fee-for-service tutoring for students who require additional support in meeting course requirements. Tutoring can occur in either a one-on-one or group setting during an appointed Zoom meeting as determined by the Academic Tutors. Professional tutors are available to support academic coursework as well as to strengthen general reading, writing, and study skills. Fee-for-service tutoring supports the existing school curriculum. It cannot be used to substitute for existing school courses, nor is it possible to receive academic credit for being tutored.

Advising Program

All adults at Walnut Hill serve as important sources of support for students, and although the School believes that students may effectively find guidance from any of them, the role of the advisor is of primary importance for students and families. An advisor is the person who has the best understanding of the student's entire Walnut Hill experience—academically, artistically, and socially. The advisor meets regularly with the advisee group (both as a full group and individually) and communicates regularly with students and families about how things are going at school.

Advisors will receive copies of all progress reports, give support during any disciplinary procedures, provide insight for other faculty and staff members when appropriate, and serve as a resource for any questions or concerns from students and parents as appropriate. They also help students plan their academic schedules, discuss upcoming assignments and time-management strategies, and review grades and comments with students at the end of each semester. Another goal of the advisors is to provide a small group of peers with a common thread as additional peer support for students. Advisors work together in grade-level teams to support one another and their advisees, and to help students navigate the specific ins and outs of the year. Grade-level teams are coordinated by the Class Deans.

Student Resource Committee

The Student Resource Committee is an early intervention committee that evaluates, mandates, and oversees support as needed by students. This committee consists of the Dean of Students, Director of Academic Studies, Director of Artistic Studies, Director of Health Services, School Counselor, International Support Coordinator, Director of Academic Support, and Director of Community Programs.

The Student Resource Committee reaches out to various adults who work with students to make sure they have the best understanding of a situation. Additionally, supports and next steps instituted by the SRC are typically communicated with the student, parents, advisor, dorm parents and art department director and the teachers the student is working with.

College Counseling

Many students at Walnut Hill School for the Arts gain admission to the most prestigious and selective colleges and conservatories in the world. At Walnut Hill, we view the college counseling process as one that is rich in opportunities for students to learn about themselves, develop critical life skills, and discover environments in which they will thrive academically, artistically, and personally. We encourage students to shift their focus from finding the “best college” to uncovering the “best college for me.”

Students are assigned a College Counselor in December of their junior year. Individual meetings are scheduled about four times in the junior spring and every three weeks in the senior fall. The College Counseling Office is committed to maintaining open lines of communication, and we encourage students and parents to be in touch with any questions.

The College Counseling Office, in conjunction with the Skills Center, advises students about preparation for SAT, ACT, and TOEFL exams. Due to the pandemic, most colleges have gone test-optional for Fall 2021 admission. Because we anticipate that a number of colleges, conservatories, and universities may require the SAT or ACT (and sometimes SAT subject tests) for Fall 2022 admission, all Walnut Hill students should take one of those tests at least once in the spring of their junior year, assuming that testing centers are open to full capacity and it is safe to do so at that time. Students whose first language is not English must also take the TOEFL or IELTS in order to meet minimums that colleges establish. Some colleges are also now accepting Duolingo scores. At this time we do not administer the SAT, ACT, TOEFL, or IELTS on campus.

While we have done so in the past, this year we will not be offering the PSAT due to the pandemic, and because we will be learning remotely during the first quarter when it is usually offered. To replace the PSAT, we will offer an online SAT/ACT diagnostic test to juniors to help students determine which test they should take for their college applications.

Regarding curricular choices, the College Counseling Office suggests that students undertake the most demanding curriculum that they can handle, beginning in grade 9. Colleges often have stringent curricular requirements, so students should talk with their advisors about academic planning. A general guideline is for students to take one course every year in each of the five core disciplines (English, math, history, science, and a language) throughout their high school career.

In the spring of 11th grade, the college process gears up, and students complete tasks gradually during the junior and senior years. Students should research colleges and conservatories, visit campuses, attend college fairs, and discuss their educational goals with their counselor and parents. Students also participate in essay writing workshops in the spring of the junior year, and are expected to work on filling out applications, finalizing essays, developing their college lists, and studying for standardized tests throughout the summer.

As part of the application process, colleges ask applicants and counselors to disclose major disciplinary or academic dishonesty issues that occur from 9th through 12th grade. Students are expected to respond truthfully if they have appeared in front of the Disciplinary Committee or the Committee on Academic Integrity, and the College Counseling Office will disclose such infractions to colleges. Students who have committed a disciplinary offense at a previous high school must also report such cases when asked. Additionally, the School reserves the right to inform colleges about disciplinary matters that occur after applications have been submitted in the senior year. Students should remember that disciplinary matters can impact admissions decisions, both initially and retroactively.

Walnut Hill is a member in good standing of the National Association of College Admissions Counseling and the Boston Independent School College Counseling Association.

College/University Travel

As part of the college and conservatory process, Walnut Hill is very understanding of the fact that the majority of our students will travel off campus for auditions, interviews, portfolio reviews, and college visits throughout their senior year. Due to the pandemic, a majority of colleges and conservatories will be holding these remotely this year and extensive travel for an extended period of time will not be needed. For those programs that may continue to hold on campus events, we expect that students will arrange their trips to minimize the number of classes or days of school missed, and we encourage families and students to make use of school holidays, vacations, and weekends whenever possible. To ensure academic and artistic success, the School asks that families keep absences due to this process to the necessary minimum. Beginning in the fall, seniors will complete the College/Audition Form (CAF) and inform their arts and academic teachers if they will be missing classes. Students must seek approval from the College Counseling Office first before booking any travel plans. Written proof of the college visit from each institution will be required. Students should plan ahead and turn in any work prior to leaving campus.

Specific instructions on completing the College/Audition Form, and the necessary communication and permissions, will be given to seniors and families in the fall. The Office of College Counseling does not excuse 9th, 10th, or 11th graders to miss school for any college-related activities.

If you have any questions about the college process, please feel free to contact the Office of College Counseling.

This section has information about residential life at Walnut Hill.

BOARDING STUDENTS

All boarding students are expected to carefully review the Residential and Campus Safety Policies. We want all boarding students to be considerate of one another and of their Dorm Parents. There are many items that are not allowed in dorm rooms and some fire hazards that can lead to automatic expulsion if the student has them in the room. There are also important safety hazards to consider when decorating a room. The Residential and Campus Safety Policies in the back of this book can help students plan and safely decorate.

Dorm Rooms

In dorm rooms, each student has a bed, desk, chair, closet/armoire, bureau/draw unit, shelving unit. We recommend that students wait to purchase the majority of room décor items until they arrive and see their space and meet their roommate(s), as each room is unique. There will be many opportunities to visit our on-campus Swap Shop for gently used items as well as take shopping trips to local stores.

It can be difficult for some students to keep everything organized, and students are encouraged to talk to their Dorm Parents and advisors about how to keep their rooms presentable and organized. Any time a student is in their own room, it should be unlocked. Any time a student is not in the room, it should be locked.

Laundry

Laundry is available free of charge in every dorm. Laundry is a personal responsibility of all residents, and we expect that they will treat the shared machines carefully. Only detergent that is HE can be used and no “pods” are allowed. Students should run full (not overfull) loads to avoid wasting water and electricity. Each dorm has its own “laundry system” that must be followed by the residents.

Roommates

Most students will be living with one or more roommates. Some upperclassmen will be able to apply for single rooms, but there are no guarantees that students will get one during their time here. There are times when it can be difficult to adjust to living with a roommate. Dorm Presidents and Residential Life Staff are available to help students work through roommate difficulties. To handle roommate issues, students work with adults on campus and have mediated meetings, utilize roommate contracts/agreements, and take other steps that assist with problem solving. If the adults on campus agree that students cannot live together successfully, a room switch may be considered. Please see the official Residential Policies regarding room changes for more info on this topic. There are no room switches for the first six weeks of school.

Room Inspections

Students are expected to follow all school rules regarding what is allowed/not allowed in rooms and are also expected to keep their rooms clean and tidy. Room inspections will be done at least weekly for a variety of reasons and may occur at any time, with or without notice, at the School’s discretion.

Storage

Because the campus is fully utilized during the summer, space is not available on campus for students to store their belongings. A local packing company, available on campus during the last week of school for Walnut Hill students, will provide cartons, packing services, storage, pickup, and delivery for a fee. Students are encouraged to coordinate arrangements in advance with their parents.

Public Decorating

Guidelines for decorating public spaces on campus (the 5 feet/10% rule) can be found in our list of Campus Safety/Fire Safety Policies. It is very important that all students follow these rules when decorating around campus.

Dorm Schedules/Curfews

Weeknight Schedule (Sunday through Thursday)

5:15pm–6:45pm	Dinner time
6:45pm–7:45pm	Student's choice: On-campus time; academic work; artistic work; student meetings; fitness pursuits; social time; personal time (showers, laundry); rehearsals
7:45pm*	Dorm check-in (*7:00pm Sundays)
8:00pm–9:30pm	Study Hall in room, door open
10:00pm	Dorm check-in for those on E-list
9:30pm–11:00pm	Showers/bathroom, in-dormitory social time, dorm meetings, get ready for bed, quiet down/settle down
11:00pm	Everyone in their own room

Weekend Schedule (Friday and Saturday)

11:00pm	In-dormitory curfew/Check-in (seniors can be later only after Senior Privileges are granted)
12:00am	Quiet in the dormitory

Sunday of a 3-Day Weekend

10:00pm	In-dormitory curfew
11:00pm	Quiet in the dormitory

On Monday nights of 3-day weekends, and second Travel Days, students must return to campus by 6:45pm.

On weekends, if Boston permissions have been granted, the following return times apply:

- 9th graders must return to campus on or before 7:00pm
- 10th and 11th graders must return to campus on or before 9:00pm
- Seniors must return to campus on or before 11:00pm (this is only after Senior Privileges are granted)

These return times apply to any form of transportation to and from Boston.

E-List

Students with evening programmatic responsibilities (rehearsals, classes, college meetings, study needs) can be placed on the Evening School List (E-list) by the adult they are working with or may request to be placed on the list by a teacher, the Director of Academic Studies, the Student Life Office, a College Counselor, etc.

Students on the E-list must return to the dormitories by 10:00pm or as soon as their responsibilities are completed; students not using E-list time for programmatic responsibilities must check in by 7:45pm. There is no E-list on Sunday evenings.

Dorm Visitation

Only the residents and affiliates of the dorms can be inside the dorms when the Dorm Parents are not on duty.

When Dorm Parents are on duty, any enrolled Walnut Hill student can come visit the dorm and must follow the dorm rules accordingly:

9th and 10th Grade Students:

Before Thanksgiving Break

- Mandatory check-in with Dorm Parent
- Common Room visitation only with all students

After Thanksgiving Break

- Mandatory check-in with Dorm Parent
- Students can request in-room visitation with other 9th and 10th grade students
- Students can have Common Room visitation only with 11th, 12th, and PG students

11th, 12th, and PG Students:

Before October 1

- Mandatory check-in with Dorm Parent
- Common Room visitation only with all students

After October 1

- Mandatory check-in with Dorm Parent
- Students can request in-room visitation with other 11th, 12th, and PG students
- Students can have Common Room visitation only with 9th and 10th grade students

All visitors must check in and out with the Dorm Parent. All visitation is granted at the discretion of the Dorm Parent.

Sleepovers

During the year, students are allowed to ask for interdorm sleepovers. This is at the discretion of the Dorm Parents and must follow the visitation policy.

Students wishing to host a non-Walnut Hill student overnight must request special permission from the Student Life Office in advance. Not all requests will be approved, so please think ahead and plan carefully. The approval process includes Dorm Parent permission, roommate permission, and host parent permission, as well as permission from the Student Life Office. Any guest must come prepared with proper bedding/accessories.

See Visitation Policy for daily visitation information.

Senior Privileges

Each October, on the Friday of Indigenous People's Weekend, the senior class is granted the following list of special privileges. These are to be taken seriously, as abuse of these privileges will result in loss of them for individual or groups of students.

1. Seniors may close their doors during Study Hall.
2. Seniors can self-approve weekend non-overnight leaves but must sign in/out properly.
3. Seniors can self-approve weekday leave to walk downtown or to Tilly's but must sign in/out properly.
4. Seniors may take the 10:40pm train when returning from Boston on Friday and Saturday nights.
5. Senior-only events will be planned in the evenings to allow more class bonding time and extended curfew.

This section has information about day students at Walnut Hill.

Facilities

All day students are expected to review the official School policies. Day students can plan to eat all meals on campus and utilize any and all facilities for study/practice time during the school day. They may not use the practice rooms during E-list or on weekends unless it is assigned to them.

Amenities

Day students will have both a locker AND a school mailbox, and are expected to keep the lockers nice and clean. There may be locker checks, and students may be asked to clean out lockers if necessary.

Affiliation

While day students are welcome to visit their boarding friends in any dormitory (as long as they are following the specified rules), day students will be affiliated with a specific dormitory in order to be more connected to the boarding experience on the Hill and to have a quieter place to relax during their downtime. Students will be given card access to the dormitory at certain hours and will be considered a member of the dormitory for activities, dorm meetings, etc. The Dean of Students coordinates this process.

Overnights

Occasionally, a day student may need to stay overnight with a boarding student on campus for reasons such as a late rehearsal, performance, late return from a school trip, or snow. Please see the Residential Policies for information about Day Student Overnight guidelines and affiliation.

CAMPUS SAFETY

This section has information for all students about fire safety and campus security.

Campus Safety

Campus Safety personnel provide 24-hour security under the direction of the Director of Facilities. All members of the community may contact Campus Safety at any time by calling 508.397.5759. The outside doors of all dormitories and academic buildings are locked, and students gain access via their ID cards.

If anyone sees any suspicious persons on campus, Campus Safety should be notified immediately. The Campus Safety officers will respond and notify other adults and local authorities as necessary. In the event of an emergency, students should call 911 (the local Natick number to call from cell phones is 508.655.5241) and then Campus Safety.

Unannounced room inspections may be made by the Director of Facilities or other administrators to ensure that rooms are in compliance with regulations. Entrances to rooms must be clear of obstructions, and access must be free to doors and windows. All dormitories are equipped with automatic sprinkler systems.

Students do not have access to the facilities/practice rooms during times when school is not in session.

Key

All boarding students have a key to their dorm rooms. All dorm rooms should be locked when students are not present. Keys should not be given to other students. If lost, please report this to Campus Safety immediately.

Identification Card

All students are issued an identification card. It is very important that all students wear their ID cards at all times on campus. ID cards are used to identify students, to open buildings with, and to print. Sharing an ID with another student could result in a disciplinary situation. If lost, please report this to Campus Safety immediately to order a new one.

Fire and Emergency Drills

Fire drills will be held a minimum of four times a year in dormitories and two times a year in other campus buildings.

These drills ensure the efficient and safe use of the exit facilities available in the case of an emergency. Proper drills ensure orderly exit under supervision and prevent panic if a real fire or emergency occurs.

Everyone must vacate a building when a fire drill occurs. Specific instructions will be reviewed at dormitory meetings.

In addition to fire drills, there will be several other emergency drills that students will practice during the year.

LEAVING CAMPUS

This section contains information for all students about travel, weekend permissions, and our REACH Boarding Permission Program.

Students must depart from Stowe Circle. Seat belts are to be worn in vehicles at all times to ensure student safety.

Transportation Coordinated by Walnut Hill School:

- Lessons: music majors only
- Medical or counseling appointments
- Concerts required by major
- School-sponsored field trips
- Major break airport departure shuttles
- Major break Logan Express returns
- Mall and Target weekend shuttles
- Student activity-sponsored event trips
- Programmatic rehearsals at NEC (music majors)
- SAT/ACT/TOEFL tests

Personal Travel NOT Coordinated or Booked by Walnut Hill School:

- Additional lessons beyond one per week
- Airport trips not during major breaks
- Non-programmatic concerts
- Non-programmatic trips
- Dining out/off campus
- Travel to/from train stations
- Social engagements
- Personal travel to mall, Target, etc.
- Summer program audition trips
- Travel to/from bus stations
- Off-campus tutoring

Permissions to Leave Campus

During online registration, parents sign a variety of permission forms for their children. A student cannot obtain permission to leave campus until the parental permissions form is completed and shared.

Students need to be given permission from parents on the forms to do the following things:

Drive with Anyone—Student can drive with anyone: Walnut Hill students, faculty, and staff, but it also includes anyone outside of the School. This is the most liberal type of permission.

Drive with Dorm Parents/Staff—Student can drive with Dorm Parents/faculty/staff in school vehicle.

Drive with Students—Student can drive with any Walnut Hill student.

Drive with Walnut Hill Parents—Student can drive with any Walnut Hill parent.

Drive with a Specific List of People—Student can drive with only specific people based on a list the parent provides.

Go to Boston—Student can travel to Metro Boston (included but not limited to Allston, Brighton, Roslindale, South Boston, Dorchester).

Take a Taxi/Uber—Student can take a taxi/Uber.

Take Public Transportation —Student can take public transportation (subways, buses, and commuter rail) to all areas accessible by such transportation.

Parents that grant the permissions assume all risks associated with them.

Students do not have school permission for overnight stays in a hotel without an adult present. Parents cannot grant this permission. Overnight permissions must be hosted by an adult. The school considers an adult 25 years or older.

Permissions are considered a privilege and can be rescinded for academic, arts, dormitory, disciplinary, or attendance obligations.

If a student (including a day student) is required to leave campus for an appointment during the week, permission must be obtained in advance from the Student Life Office, School Nurse, or School Counselor.

Students are not permitted to go into Boston during the weekdays.

REACH BOARDING

REACH Boarding

All students are provided with a REACH account to record departure from and return to campus. Any time a student leaves campus, that student must complete the information online, indicating that student's destination and length of time away from campus. Students may not leave until requests are approved and they have signed out.

Location Changes

Boarders:

During weekends and after 7:45pm on weeknights, all boarding students need to indicate any changes of location to let staff know where they are.

Day Students:

During the school week, day students should be signed in to CLASSES. Day students need to sign out to go home every day.

Location changes:

- Classes
- Campus Center
- E-List Locations (all buildings)
- Outside Exercising
- Residence Halls
- School Field Trip
- Day Student Home
- Sick List Dorm
- Sick List Home
- Dining Hall
- School Event on Campus

REACH Leave Requests

Here are the steps to follow if you would like to leave campus:

1. Submit the online leave request.
2. Ask an adult permission IN PERSON.
3. The request is then approved online by the adult.*
4. Sign out with an adult or at the kiosk.
5. When you are back on campus, sign back to CLASSES with an adult (or at the kiosk if it's during the weekday only).

*If your request is rejected, you may not leave campus.

Leave Types	Leave Approvers
Weekday Leave (Monday–Friday, 8:00am –7:45pm)	Student Life Staff, Director of Community Programs, or Assistant Head of School
Medical Appointment (weekday during office hours)	Health Center Staff
Appointment through School Counselor	School Counselor
NEC Saturday	Music Office Assistant
Off-Campus Music Lesson	Music Office Assistant
Performance (music majors only)	Music Office Assistant

Weekday Leave Overnight	Dorm Parents
Weekend Leave Overnight	Dorm Parents (24-hour notice required)
Weekend Leave Non-Overnight (for requests to leave as of Friday 7:45pm)	Dorm Parents
College Leave Overnight	College Counselors (one-week notice required)
College Leave Non-Overnight	College Counselors
Senior Weekday Walking Leave	Self-approving process granted after Senior Privileges are in effect
Senior Weekend Non-Overnight Leave	Self-approving process granted after Senior Privileges are in effect
WFMA Off-Campus	Head of WFMA
Break Travel Leave	There will be specific leave requests required for each break that will need to be approved by Dorm Parents.

For Overnight Permissions, REACH Boarding must be filled out clearly and completely, with destination information, and the leave approved before a student leaves campus. All overnight leaves must be submitted through REACH 24 hours in advance. Information required for permissions: dates and time of travel, mode of transportation, contact name, and phone number. The host must be 24 years or older. Students may not change an already submitted REACH request without the approval of the Dorm Parent on duty. A student wishing to change destination plans during the weekend must notify the Dorm Parent on duty. Students MUST sign out and back in when returning to campus. Please review the full REACH Policy for all guidelines.

For weekend overnights, students may leave campus on Friday after their last class. Students must return to campus by 6:45pm on Sunday (or Monday on a 3-day weekend) to complete dorm check-in. Permissions not received 24 hours in advance must go through the Student Life Office and are approved only for emergencies. Permissions will not be approved if a student has on-campus responsibilities to complete, such as serving weekend detention.

When Dorm Parents Are On Duty:

(6:00pm–7:00am weekdays and 6:00pm Friday to 7:00am Monday on weekends)

Students must ask permission in person and sign out through REACH when leaving campus. Specific information must be supplied about where the student is going. Students need to sign back in (IN PERSON) when they return.

When Dorm Parents Are Off Duty:

(7:00am–6:00pm weekdays)

Students must ask someone, in person—Student Life Staff, the Dean of Students, or the Assistant Head of School—if they would like to leave campus during the day. Permission may not be granted if students have had recent attendance or disciplinary issues.

The student must sign out when leaving campus and be signed in immediately upon returning to campus. STUDENTS MAY ONLY SIGN IN AND OUT FOR THEMSELVES (no student may access another student's REACH leave).

Departing for Major Breaks

Students may not be excused from classes before or after break for travel purposes. Walnut Hill School provides Airport Transportation Shuttles to Boston Logan International Airport for the major school breaks only. Please schedule flights accordingly if you would like to use this service. Cost for this service is \$20 per student and will be billed to the student account. Departure service will be provided at the times listed below.

Thanksgiving Break	Friday	5:00pm		
	Saturday	6:00am	10:00am	2:00pm
	Sunday	6:00am	10:00am	
Winter Break	1st Travel Day	3:00 pm	5:00pm	
	2nd Travel Day	6:00am	10:00am	2:00pm
Spring Break	Friday	5:00pm		
	Saturday	6:00am	10:00am	2:00pm
	Sunday	6:00am	10:00am	
Summer Break	Saturday	1:00pm	4:00pm	
	Sunday	6:00am	10:00am	

Returning from Breaks

Walnut Hill offers a free shuttle from the Framingham Logan Express Bus Station on both return travel dates for each break. It runs continually from 9:00am to 7:00pm, and students should sign up through REACH when they complete the travel request. They receive email instructions to take the Logan Express Bus from Logan Airport to the Framingham station, and a Walnut Hill van will be there picking up students.

If a student is returning late from break due to illness, the School will require a doctor's note.

Campussing on Travel Days

Students are campussed starting the last day of classes, until they depart for break. They will also be campussed upon returning to school until classes begin. Check-in will be 7:45 pm on all travel days.

STUDENT HEALTH

This section contains important information for all students about student health requirements, medical insurance, illness/absence protocol, physical therapy, counseling, and intervention procedures.

Physical Examination

A physical examination by a medical provider is required every year a student is at Walnut Hill.

Immunizations

Students must arrive at school with the following immunizations:

Vaccine	Number of doses required
DPT (Diphtheria, Pertussis, and Tetanus)	4
Tdap	1
Polio	4
MMR (Measles, Mumps, and Rubella)	2
Varicella (Chicken Pox)	2 *Or history of disease documented
Meningitis	1
Tuberculin skin test	1 within the last 6 months (for international students only)

Health Insurance

Students are required to have current, adequate medical insurance when enrolling at Walnut Hill. We require international students to purchase the school insurance policy. We do not have a school domestic student health insurance option at this time. All services must be accessible within a reasonable distance from the School, so no state-limiting plan is adequate unless it is based in Massachusetts. Insurance companies must be based in the United States. Travel policies are not acceptable. Reimbursement policies are also not adequate. Payment must come directly from the insurance company.

Adequate medical insurance must include:

- Primary care services
- Emergencies/ambulatory services
- Surgical services
- Hospitalization benefits
- Specialist services
- Mental health services
- Prescription drug coverage

Health Center

The School Nurses are available at the Health Center.

Hours of Operation

Monday through Thursday, 7:30am to 7:00pm

Friday, 7:30am to 6:00pm

Saturday and Sunday, 10:00am to 1:00pm

After 7:00pm and on weekends, students can go to their Dorm Parents for health-related issues.

A nurse is on-call at all hours when the Health Center is closed. Dorm Parents and the Administrator-on-Call may contact the nurse as needed for medical guidance.

Medication & Health Provider Appointments

No student should have any sort of over-the-counter or prescription medication in their room unless it is

approved by the Health Center. All over-the-counter medications dispensed to students are recorded by and reported to the Health Center.

The School uses Andrews Pharmacy for prescription refills. Walnut Hill School for the Arts will provide insurance information to Andrews at the start of the year; any changes in insurance must be communicated directly by parents by calling the pharmacy at 781.235.1001.

The Health Center should be made aware of all medical appointments.

Illness Absences

Boarding students must report to the School Nurse BEFORE their first class in order to be excused from classes.

All students who become ill must go directly to the School Nurse. Students will not be excused after the fact; they must speak to the nurse before they miss a class. The nurse may excuse students for the day or for portions of the day. Day students must see the School Nurse prior to calling their parents, who will decide whether they may be excused. Parents of boarding students may not call in to excuse their child for illness.

Boarding students excused during the school day because of illness must be resting in their rooms or the Health Center—no Common Room, no downtown permissions, and no Campus Center. Students may pick up food in the Dining Hall for meals, unless otherwise instructed.

Students may not attend classes or rehearsals unless approved by the Health Center if they have been excused from earlier obligations. This requirement applies to both boarding and day students. Students should not be missing one part of the program for illness and still attending the other parts. If a student is ill, that student should rest and get well before returning to school.

If a boarding student falls ill during the night, they should see the Dorm Parent on duty to arrange for medical attention. A boarding student who is too ill to get to the Health Center in the morning should see the Dorm Parent on duty, or call the Health Center at 508.650.5030.

Day students unable to come to school on a given day must have their parents call the Attendance Line at 508.652.7821 on that day. After the third consecutive day of absences due to illness, consultation with the Student Services Office regarding necessary medical documentation is required. Day students should check in with the Health Center upon return to school.

Physical Therapy (PT) and Other Services

Physical Therapy (PT) is available on campus throughout the school year. This service is charged home, \$100 for an initial visit and \$40 per visit thereafter. The School does not process insurance for this service, but those with flexible spending accounts (FSAs) can get reimbursement if funds are available.

The Health Center has a large network of providers, including a School Pediatrician located very close to campus as well as local specialists in orthopedic/dance medicine, podiatry, cardiology, neurology, optometry, oral care, and many other fields. Parents are notified when a student is referred to one of these providers. Other local services include homeopathic treatments, such as massage therapy, chiropractic care, and acupuncture, that can be arranged through the Health Center as needed. These health professionals work with students in maintaining their levels of performance and educate them about injury prevention. Use of these services incurs additional costs, including transportation, deductibles, and co-pays (if applicable). Health insurance information that you have provided to the School is sent with the students to these appointments.

Counseling

The School Counselor provides individual personal support and counseling services and also serves as the liaison for outside professional counseling for students. The School Counselor's office is located on the second floor of the Health Center, with hours posted at the beginning of the year. The School Counselor works closely with students and their parents; standard rules of professional confidentiality apply in the counselor's conversations with students. The School Counselor maintains a referral list of mental health providers and will arrange care as needed or requested. Use of these providers incurs additional cost.

Medical Leave Process

1. Medical leaves are for a maximum of two weeks and must be approved through the Health Team. Medical leaves require a student to be in treatment that prevents them from attending classes. In rare instances, leaves can be extended for an additional two weeks in consultation with other senior leadership team members. Students and families are informed of the length of leave possible, our makeup work policies, and the possibility of withdrawal being mandated if the leave is longer than approved.
2. When a student goes on medical leave, the Director of Academic Support will request any academic and arts work that is appropriate for the student to do if/when they can.
3. When the hospital or treatment facility schedules a discharge date and alerts Walnut Hill, the School will set up an intake/reentry for the day after discharge or as soon as possible there-after. Students may not return to classes or the dormitory prior to their reentry meeting. The intake meeting will include the Dean of Students, student, parents, advisor, Director of Academic Support, School Counselor and/or School Nurse depending upon the reason for the leave. All necessary teachers, Dorm Parents, and support staff will be alerted to the date of return.
4. After meeting with the student, the Director of Academic Support will send a follow-up email to the student, parent, and advisor indicating the makeup work and support plan.

Information about work adjusted during leaves can be found on page 45.

Intervention

Walnut Hill has an intervention process designed to help students get destructive behaviors under control. If a student comes to an adult with concerns about personal substance use or a friend's substance use (including tobacco use), no disciplinary action will occur. The student of concern will go through the School's intervention process. This is true even if students come forward while under the influence of a substance. Interventions may also be put in place for concerns regarding other destructive behavior that would not ever be part of the disciplinary response, including eating disorders, self-injurious behavior, or mental health issues.

If, however, a student is caught or questioned about breaking a School policy, that student cannot avoid discipline by asking for an intervention at that time. Please see the full Intervention Policy for more information about this process.

ATTENDANCE

This section contains important information for all students about attendance.

Attendance Policy

Walnut Hill School for the Arts supports learning and engagement with a comprehensive attendance policy. Students are expected to attend all classes unless excused by the Health Center, College Counseling, or Student Life. In order to maintain a culture of engagement and participation, the goals of this attendance policy are to reinforce the value of attending classes, to establish strong communication with students and parents, and lay out clear consequences and support for students with excessive absences.

This policy applies to both online and in-person classes. Faculty are reminded to be understanding about technical difficulties.

Our attendance policy has four categories:

Present - To be marked present for an in-person class, a student must be in the classroom or studio and ready to work. A student in an online class needs to have their camera on and have their whole face showing in the frame. If a student needs their camera off due to extenuating circumstances, they are expected to make the request in advance of class.

Excused Absences are classes missed with permission for reasons such as illness, programmatic obligation, or senior college visits. When a student knows in advance that they will be absent, they should communicate with teachers in advance.

Unexcused Absences are classes missed without permission for reasons such as sleeping through, traveling on non-travel days, or being more than 10 minutes late to a class.

Tardies are instances of being late to class by 10 minutes or less. A concerning pattern of tardies may lead to other attendance consequences.

Why attendance matters

The shared work students do with peers and teachers is fundamental to learning and to the Core Values of Growth, Community, Excellence, Creativity, and Respect. When a student skips any class, they are not engaging in Walnut Hill's mission.

Supports and Consequences

The Student Resource Committee (SRC) will regularly review attendance in order to identify concerning patterns of absences and tardiness and to support students and faculty in order to promote continued learning. When necessary, the Committee will institute support or call for attendance hearings. SRC will communicate with the students, parents, and advisors regarding any consequences or next steps discussed at the meeting.

When a student accrues 4 unexcused absences in an academic class per quarter (or the equivalent percentage of arts classes as determined by the individual department), the student will meet with the Directors of Academic Studies and Artistic Studies, their advisor, and their Class Dean. At that point, students will automatically be placed on Attendance Probation for the remainder of the semester.

Students on Attendance Probation may not be cast for performances and/or may miss out on other arts opportunities or other consequences as determined by SRC or the Attendance Committee. Persistent attendance issues may result in a re-enrollment contract hold. Teachers may be unable to support the makeup work process with students who have

excessive unexcused absences, which may negatively impact a student's grade.

Absence Threshold Policy

Students occasionally need to miss class for illness, medical appointments, and other family obligations (i.e., funerals) as approved by Student Life. However, our program is built with participation as an essential element. The absence threshold is 5 absences in the same academic course in one quarter and 10% of any one arts class.

Students who reach our absence threshold will be placed on Attendance Probation and required to have an attendance hearing with the Directors of Academic Studies and Artistic Studies, their advisor, and their Class Dean. Parents will be asked to participate in the hearing by phone or Zoom if possible.

Students on Attendance Probation may not be cast for performances and/or may miss out on other arts opportunities. Persistent attendance issues may result in a re-enrollment contract hold. Teachers may be unable to support the makeup work process with students who have excessive unexcused absences, which may negatively impact a student's grade.

The absence threshold does not include absences that are requested or required by the School (approved college visits, required medical leaves, and school trips/activities).

Attendance Notifications

We strive to have clear and open communication around student attendance and encourage students and parents to regularly check attendance in Finals site. Additionally, we will communicate as follows:

1. Student attendance will be noted on any progress report that is sent (including both excused and unexcused absences).
2. If additional supports are put in place by the Student Resource Committee, parents will receive notification from the Dean of Students.
3. If a student has an attendance hearing, the Director of Studies or the Director of Artistic Studies will correspond with parents about the results of the hearing.
4. Teachers will alert students when they are marked as tardy to a class. Students who have a consistent (4 or more tardies in one quarter or percentage equivalence in arts classes) will be referred to the SRC and other consequences may be instituted.

Contact List for Excused Absences

Day Student Parents must leave a message at 508.652.7821 (the Attendance Line) the morning their student is ill and unable to attend classes.

Health Services/School Nurse 508.650.5030, attendance@walnuthillarts.org

Student Services Office (family obligations, travel delays) Planned events must be approved ahead of time by reaching out to the Dean of Students (mcassel@walnuthillarts.org) Students are not excused for family obligations outside of the travel day calendar.

College Counselors (Senior college visits and auditions) Nadine Abigaña, Interim of College Counseling, nabigana@walnuthillarts.org. Students must follow the college visit/audition protocol and complete all necessary paperwork prior to any absence.

DISCIPLINE

This section contains information about the Disciplinary Committee and process. All official School policies that would need to be referenced for disciplinary reasons can be found in the Full Policy List section of this handbook.

School rules are established for the safety and well-being of all. Students are expected to abide by these rules and policies; to respect the rights, freedoms, and property of others; and to be truthful and honest. Walnut Hill students are expected to be self-disciplined, to act in the best interest of themselves and of others, and to show consideration for all members of the School community. Students selected for enrollment at Walnut Hill School come from a variety of backgrounds, cultures, and perspectives. Walnut Hill will deal with unacceptable behavior in a fair and consistent manner. When disciplinary action is taken, it is intended to help students take responsibility for their actions and learn from their mistakes. Parents will be informed as expeditiously as possible in every case involving a serious violation of the School's rules or policies. If a student is involved in behavior that may jeopardize that student's continued study at Walnut Hill and would like assistance in changing that behavior, that student should speak with the Dean of Students, the School Counselor, or another adult on campus prior to implementation of the discipline process.

Disciplinary Committee (DC)

A violation of a major school rule may result in an appearance before the Disciplinary Committee (DC), which meets as needed. The Disciplinary Committee is comprised of three faculty members and three students. Faculty members are selected by the Dean of Students and the Head of School; students are elected by the student body. When necessary, substitution of representatives is made from other Leadership students and adult volunteers.

Disciplinary Committee Process

When a student violates a major school rule, that student will meet with the Dean of Students about the infraction and the DC process. The student's parents are notified of the infraction.

The student is given questions to answer to complete a written statement. This statement should be reviewed with the student's advisor prior to the hearing and brought to the hearing to be shared with the committee members.

At the hearing, the Dean of Students will meet with the six committee members to review her understanding of the infraction based on individual meetings with the student, input from eyewitnesses, and any other available information. After this, the student, accompanied by the student's advisor, meets with the committee members (the Dean of Students is not present). The student reads the written statement and answers any questions of the committee. The committee may also ask questions of the student's advisor, either with or without the student present. Once the student and advisor have left, the committee deliberates on its consequence recommendation.

Once a recommendation has been decided upon, it is given to the Dean of Students, who takes it to the Head of School for final approval. At least five of the six DC members must agree on the recommendation. The Head of School either approves or modifies the recommendation.

After the decision is final, the Dean of Students meets with the student to report the results. At that time, the student's parents are called or emailed with the results. A follow-up letter is sent home to the parents.

Suspension and expulsion are possible outcomes of any DC hearing. Expulsion is a likely recommendation for a second violation of a major school rule within the same year. If a student is expelled, that student must leave campus the same day. Arrangements must be made for a homestay (paid for by the family) if the student cannot return home immediately.

Any DCs resulting in suspension or expulsion will be reported to colleges.

During the first and last two weeks of the year, Disciplinary Committee cases are heard by a Dean's Hearing Board due to scheduling and training needs. Questions regarding DC procedures should be directed to the Dean of Students.

The Head of School is the arbiter of the committee process and reserves the right to make the final decision in any disciplinary matter, including assignment to a Dean's Hearing for any case where he sees fit.

Behaviors Subject to Discipline

There is a full list of official School policies in the second section of this book. Below you will find some descriptions of infractions that would lead to disciplinary action on the School's part. This is not an all-inclusive list; rather, we intend this as a helpful guide for students. Rule violations are reported to the Dean of Students, who then obtains detailed information about each situation and decides the extent of the disciplinary process. The student is then accountable to the Dorm Parents, the Class Dean, the Dean of Students, the Disciplinary Committee, or the Head of School, depending on the seriousness of the infraction.

Examples of Behaviors Subject to Automatic Expulsion:

Smoking, as well as possession, use, or being in the presence of fire of any kind, such as candles, incense, or any other material that may constitute a fire hazard in any building, is strictly prohibited and will result in an appearance before the Disciplinary Committee and automatic expulsion.

Tampering with malicious intent with any of the fire safety devices or destroying smoke detectors will result in an appearance before the Disciplinary Committee and automatic expulsion.

Examples of Behaviors Subject to Administrative Withdrawal:

- The student cannot meet the academic or artistic expectations of the School.
- The student presents an imminent threat to the safety or well-being of the student or others.
- The student fails to attend classes regularly and/or is disruptive to the educational process.

Examples of Behaviors Subject to Appearance Before the Disciplinary Committee (DC):

- Bullying
- Falsification or use by another person of identification cards
- Fighting
- Hazing/harassment
- Major REACH/permissions violations
- Major visitation violations
- Persistent irresponsible behavior
- Possession of a weapon
- Sexual activity (Dean's Hearing)
- Smoking or being in the presence of smoking not in a building
- Tampering with computers or the computer system
- Theft
- Threats
- Trespassing
- Unauthorized use or possession of keys
- Vandalism
- Violation of the Drug and Alcohol Policy—including vaporizer use and possession

- Violence/sexual assault
- Any other behavior that is detrimental to the welfare, emotional well-being, or safety of one's self or others, or to the reputation of the School
- Any other behavior that the Dean of Students deems to fall within this category

Examples of Behaviors Subject to Discipline by the Dean of Students:

- Disrespectful actions toward another member or any property of the community
- Leaving campus without permission during the school day
- Minor REACH/permissions violations
- Minor visitation violations
- Repeated dormitory violations
- Any other behavior that the Dean of Students deems to fall within this category

Examples of Behaviors Subject to Discipline Within the Dormitory:

- Creating a mess in the common-use areas of the dormitory
- Disruption within the dormitory during quiet hours
- Failure to pass weekly room inspection
- Failure to sign in/out appropriately
- Minor curfew violations
- Using the phone or television after hours
- Any other behavior that is deemed inappropriate by the Dorm Parents

Suspension from the School is sometimes an option reached by the Disciplinary Committee and Dean of Students. Students who reach the suspension level have reached the last punishment before expulsion. Please see the full Suspension and Expulsion Policies for more information.

Students are expected to fully and honestly participate in any school investigations. Refusal to comply may result in Administrative Withdrawal from school.

SCHOOL TRADITIONS

This section has information about our school traditions and the dress codes that students must follow for each event.

Walnut Hill School was founded in 1893. With over 100 years of school history and several generations of graduates, many unique traditions have developed and been passed from one graduating class to the next.

The following traditions are listed in the order they occur at the School.

Orientation

Leadership students have traditionally welcomed new students to the campus, and they arrive at school a few days before the beginning of classes to help prepare for the coming school year. Registration and Orientation are run by these students, under the direction of the Dean of Students.

Mountain Day

This tradition takes place in October and serves as a community-building event for the senior class. The entire class climbs one of the most hiked mountains in the world, Mount Monadnock. This required event gives the students a sense of accomplishment and class spirit. (DRESS CODE: hiking boots or proper footwear—no sandals, flip-flops, or heels.) This day is also a day of service/activity for our underclassmen. In the past, on Mountain Day these students have taken the PSATs, visited museums, and participated in community service off campus.

Class Night

During the evening of Mountain Day, students attend a special dinner honoring seniors as they assume responsibility for leading and serving the School. The entire School, seated by class, dines together. The Senior Class President and the Community Council President give speeches stating their goals and expectations for the year, and the junior class gives a gift to the senior class. (DRESS CODE: semiformal attire.)

Boar's Head Procession/Holiday Dinner

In December, Walnut Hill observes several holiday festivities. These culminate in a formal dinner and Holiday Party the night before Winter Break begins. The celebration begins with a medieval ceremony, the Boar's Head Procession, performed by Leadership students. A senior leads the procession and sings the Boar's Head song. Students are seated by dormitory/day students. (DRESS CODE: semiformal attire.)

Tree Day

In the spring, seniors invite faculty and students to participate in the Tree Day ceremony. The class tree is planted along with a penny with the year of the graduating class. The tree itself symbolizes the growth of the seniors within the School and their continued growth, contributions, and achievements after they leave the School.

Ring Day

Toward the end of the semester, the senior and junior classes meet for the Ring Day ceremony. At that time, the seniors pass the leadership of the School to the junior class. The seniors form a circle around the juniors, and one by one the juniors are called to take the place of the seniors, each receiving their school ring or pin. (DRESS CODE: khaki-type or dress pants, button-down shirt, dress skirt or dress slacks, nice top/blouse.)

Senior Trip Day

All seniors in good standing are excused from classes one day in the spring so they can participate in a local group activity. The senior trip allows them to begin the process of separating from Walnut Hill while

enjoying their final class trip of the year.

Candlelight Service

Two days before Graduation, at dusk, the entire School assembles in the orchard by class—dressed in white—for a candlelight ceremony. Seniors are the last to extinguish their candles, as one by one they say farewell to the School and to one another. New Gold Key members are announced. The Community Council President and the Senior Class President speak. (DRESS CODE: WHITE [or as close as possible] pants and button-down shirt, WHITE [or as close as possible] dress, skirt, or dress slacks and nice top/blouse; shoes must be worn by all for this outdoor event).

Awards Ceremony

The day before Graduation, the entire School, parents, and guests are invited to attend a recognition of the academic, arts, and character awards. Foremost among these are the Hester Davies Citizenship Cup, the Friendship Award, and the Arnold C. Taylor Award for Academic and Artistic Achievement. (DRESS CODE: khaki-type or dress pants, button-down shirt, dress skirt or dress slacks, nice top/blouse).

Graduation Dance

On the last night of school, the Family Association sponsors an all-School dance to allow an opportunity for community celebration.

Graduation

The entire School attends the Graduation ceremony. The School proceeds together from campus to the First Congregational Church in the center of Natick. (DRESS CODE: NO FLIP-FLOPS may be worn. Underclassmen wear the same outfit/colors that they wore for the Candlelight service.)

STUDENT LEADERSHIP

This section includes information about Student Leadership positions and responsibilities.

Walnut Hill offers a variety of activities and organizations in which students may become involved. Student participation in the life of the School is vital. We encourage students to take advantage of these Leadership opportunities, explore ways to take part in and contribute to the community, and ultimately discover possibilities for their own personal growth.

Elected Student Government Positions

Arts Majors Representatives
Community Council President
Community Council Vice President
Disciplinary Committee Representative
Freshman Class President
Junior Class President
Senior Class President
Sophomore Class President

Appointed Student Government Positions

- Day Student Representatives
- Diversity & Inclusivity Representatives
- Dorm Presidents
- International Student Representatives
- Student Activities Board
- Student Organization Executive Board
- Walnut Hill Admission Guide Heads

Student Organizations

Each student organization has an elected/appointed group of officers. Here is a list of currently active student organizations to join:

- Anime, Comics, Gaming and Film Club
- Community Service Association
- Environmental Club
- Gender Sexuality Alliance
- Improv Group
- Jewish Student Union
- Kpop Dance Group
- Mental Health Initiative
- Newspaper
- S.W.E.A.T. (Sweaty Walnuts Enjoying Athletic Things)
- Walnut Hill Book Club
- WOKE - Student Activism Group
- Yearbook

Student Senate

The Community Council is the student governing body of the School. A representative body, the CC makes recommendations for further action to the school administration. The group works to create a more purposeful, open, and effective School community. The heads of all student committees and associations are accountable to the council.

Members include:

- Arts Majors Representatives

- Student Organizations Representatives
- Community Council President (chairperson)
- Community Council Vice President
- Day Student Representatives
- Diversity & Inclusivity Representatives
- Freshman Class President
- International Student Representatives
- Junior Class President
- Senior Class President
- Sophomore Class President

TECHNOLOGY

This section has information about the on-campus technology and some expectations about how it can/should be used.

The School's computer and network resources exist to support educational goals and related activities. All use of computer and network resources must be consistent with these goals and must conform to standards that the School sets for student behavior. Students are expected to check their Walnut Hill email account at least once every day.

It is important that students adhere to our Acceptable Use Technology guidelines. To assess whether they are using computers appropriately, students should be able to ask themselves these two questions and respond affirmatively: Is what I am working on related to a school assignment? Would I be comfortable showing what I am working on to: My parents? My advisor? My Dorm Parents? The school administration?

The technology resources on campus, including internet access, are available to support learning, enhance research and instruction, and support school system business practices. Walnut Hill's technology resources are operated for the mutual benefit of all users. Students unsure of any rules or policies regarding appropriate use of technology should ask a member of the school faculty or administration.

Please refer to the Acceptable Use Policy for a full reference about acceptable use for our on-campus technology.

CAMPUS BUILDINGS AND GROUNDS

This section has information about various campus buildings and amenities, including the Campus Center, School Store, Wellness Center, Reception/Lost and Found, Mailroom, Dining Hall, IT, and job opportunities.

The Campus Center

The Campus Center in Eliot is open from 6:00am to 10:00pm (unless an event keeps it open later). Students can hang out and study here. The Keefe Center for Community Engagement is located in the same building, and all Foundations classes are held in Keefe. Keefe can be used for quiet study when not booked for meetings or classes. The student lockers are also here.

School Store and Dining Hall

The School Store and Dining Hall are also located in the Campus Center, and students can “charge home” snacks and supplies from the store with parental permission and if they are in good financial standing with the Business Office.

Lost and Found

The Lost and Found is located at the main reception desk in Stowe Administration Building.

Information Technology (IT)

Information Technology (IT) can be found next to the Media Lab in the Academic and Technology Center (ATC). The staff helps with laptop/phone issues.

Wellness Center

The Wellness Center is located in the ATC and is open to students, faculty, and staff. The hours are posted each semester and updates are provided as needed. The space contains a variety of exercise equipment and an assortment of classes are offered to promote wellness. Additionally, resources are available for individuals to learn specifics of exercise, health, and wellness.

Usage of the Wellness Center should be done so while respecting the physical space, the equipment, the staff, the other patrons, the overall school community, and all of the other rules as dictated by the hand book. Specific guidelines are available for the usage of the Wellness Center and are based on the physical and emotional safety of the patrons.

Mailroom

The Mailroom is located in the basement of Stowe, and hours are posted there each semester. Students can also send mail from the Mailroom. Stamps are sold in the School Store.

Parents can send mail/packages to:

“Student’s Name”

Walnut Hill School for the Arts

12 Highland Street

Natick, MA 01760

On-Campus Jobs

There are some opportunities for students to obtain jobs on campus. Information for these jobs is available on campus each spring or fall. Students under the age of 18 must obtain a work permit before they can take a job at Walnut Hill.

Off-Campus Jobs

If students are seeking off-campus jobs, all requests must be approved by the Dean of Students prior to the start of work and may not conflict with school obligations.

FULL POLICY LIST

The School reserves the right to update/change policies throughout the year as necessary.

Type	Name	Description
Academic/ Artistic	Academic Dishonesty	In order to be eligible for credit, all work submitted by students at Walnut Hill must be independent and original, with appropriate and consistent citation when applicable. All instances of academic dishonesty are reported to the Director of Academic Studies or Director of Artistic Studies and may be presented to the Senior Leadership Team for further action, up to and including dismissal from the School. As a member of the broader community of schools and colleges, Walnut Hill is expected to disclose any major instances of academic dishonesty to schools and colleges to which students apply.
Academic/ Artistic	Academic Warning/ Contract Holds	<p>The faculty is in regular communication with the Director of Academic Studies and Director of Academic Support regarding concerns of poor academic performance. Consequences for poor academic performance can include mandated scheduled Study Hall or extra help sessions during the academic day and/or loss of Evening School List (E-list) privileges, and may culminate in program probation.</p> <p>A student whose performance, attendance, or attitude is persistently poor may, upon recommendation of the faculty, be refused an invitation to return for the following year. The recommendations of the faculty are brought to the Senior Leadership Team for consideration. A student who fails a course for the year may be required to make up that course in subsequent years or during the summer following the school year.</p>

Academic/ Artistic	Academic Work Missed Due to Leave	<p>Students who are granted medical leave become eligible for special consideration regarding any academic work missed during their medical leave.</p> <p>Adjustments to Missed Work in the Academic Program All student situations are different, and goals and methodologies vary from class to class. However, as a general guideline, students can expect work missed during an official medical leave to be adjusted roughly as follows:</p> <ul style="list-style-type: none"> • Approximately one-quarter of work missed will be excused. • Approximately half of work missed will be adjusted. The information and skills in this material will still need to be learned and assessed, but not necessarily through the same activities or assignments as the rest of the class. • Approximately one-quarter of work missed will be required in its original form. <p>Adjustments to Missed Work in the Arts Program</p> <ul style="list-style-type: none"> • In the performing arts, a modified re-entry plan will be created in collaboration with the division head and faculty to ensure that the student can integrate into classes safely. This may often require a slow ramp up of conditioning and monitored practice time when recovering from an injury. • For studio and portfolio projects the faculty will discuss modifications to the submission timeline and redefine the project's scope with the student. • Performances and rehearsals are greatly affected by a missing member of the cast. Typically, a faculty designated understudy will continue the rehearsal process until a final casting decision is made by the department head. <p>The specifics of all accommodations and adjustments are made by teachers in consultation as necessary with their Department Heads.</p> <p>Return to Academic Classes When a student returns from a medical leave, the Dean of Students will convene a re-entry meeting with the Director of Academic Support, a member of the Health Team & the student's advisor. The purpose of this meeting will be to coordinate a plan and a calendar for the completion of all makeup work resulting from the medical leave, taking into account that there will be new required work for these classes as well.</p> <ul style="list-style-type: none"> • As a general guideline, students will have a week to complete all makeup work for each week out on medical leave. For example, a student coming back from a two-week medical leave will have two weeks to complete all makeup work. • Students taking a medical leave that is too close to the end of the semester, such that there is not sufficient time to complete makeup work, will be required to withdraw from a course or take an incomplete so that they can complete missed work after the end of the semester.
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Academic/ Artistic	Attendance	<p>Walnut Hill School for the Arts supports learning and engagement with a comprehensive attendance policy. Students are expected to attend all classes unless excused by the Health Center, College Counseling, or Student Life. In order to maintain a culture of engagement and participation, the goals of this attendance policy are to reinforce the value of attending classes, to establish strong communication with students and parents, and lay out clear consequences and support for students with excessive absences.</p> <p>This policy applies to both online and in-person classes. Faculty are reminded to be understanding about technical difficulties.</p> <p>Our attendance policy has four categories:</p> <p>Present - To be marked present for an in-person class, a student must be in the classroom or studio and ready to work. A student in an online class needs to have their camera on and have their whole face showing in the frame. If a student needs their camera off due to extenuating circumstances, they are expected to make the request in advance of class.</p> <p>Excused Absences are classes missed with permission for reasons such as illness, programmatic obligation, or senior college visits. When a student knows in advance that they will be absent, they should communicate with teachers in advance.</p> <p>Unexcused Absences are classes missed without permission for reasons such as sleeping through, traveling on non-travel days, or being more than 10 minutes late to a class.</p> <p>Tardies are instances of being late to class by 10 minutes or less. A concerning pattern of tardies may lead to other attendance consequences.</p> <p>Why attendance matters</p> <p>The shared work students do with peers and teachers is fundamental to learning and to the Core Values of Growth, Community, Excellence, Creativity, and Respect. When a student skips any class, they are not engaging in Walnut Hill's mission.</p> <p>Supports and Consequences</p> <p>The Student Resource Committee (SRC) will regularly review attendance in order to identify concerning patterns of absences and tardiness and to support students and faculty in order to promote continued learning. When necessary, the Committee will institute support or call for attendance hearings. SRC will communicate with the students, parents, and advisors regarding any consequences or next steps discussed at the meeting.</p> <p>When a student accrues 4 unexcused absences in an academic class per quarter (or the equivalent percentage of arts classes as determined by the individual department), the student will meet with the Directors of Academic Studies and Artistic Studies, their advisor, and their Class Dean. At that point, students will automatically be placed on Attendance Probation for the remainder of the semester.</p>
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Academic/ Artistic	Attendance	<p>Students on Attendance Probation may not be cast for performances and/or may miss out on other arts opportunities or other consequences as determined by SRC or the Attendance Committee. Persistent attendance issues may result in a re-enrollment contract hold. Teachers may be unable to support the makeup work process with students who have excessive unexcused absences, which may negatively impact a student's grade.</p> <p>Absence Threshold Policy Students occasionally need to miss class for illness, medical appointments, and other family obligations (i.e., funerals) as approved by Student Life. However, our program is built with participation as an essential element. The absence threshold is 5 absences in the same academic course in one quarter and 10% of any one arts class.</p> <p>Students who reach our absence threshold will be placed on Attendance Probation and required to have an attendance hearing with the Directors of Academic Studies and Artistic Studies, their advisor, and their Class Dean. Parents will be asked to participate in the hearing by phone or Zoom if possible.</p> <p>Students on Attendance Probation may not be cast for performances and/or may miss out on other arts opportunities. Persistent attendance issues may result in a re-enrollment contract hold. Teachers may be unable to support the makeup work process with students who have excessive unexcused absences, which may negatively impact a student's grade.</p> <p>The absence threshold does not include absences that are requested or required by the School (approved college visits, required medical leaves, and school trips/activities).</p> <p>Attendance Notifications We strive to have clear and open communication around student attendance and encourage students and parents to regularly check attendance in Finalsite. Additionally, we will communicate as follows:</p> <ol style="list-style-type: none"> 1. Student attendance will be noted on any progress report that is sent (including both excused and unexcused absences). 2. If additional supports are put in place by the Student Resource Committee, parents will receive notification from the Dean of Students. 3. If a student has an attendance hearing, the Director of Studies or the Director of Artistic Studies will correspond with parents about the results of the hearing. 4. Teachers will alert students when they are marked as tardy to a class. Students who have a consistent (4 or more tardies in one quarter or percentage equivalence in arts classes) will be referred to the SRC and other consequences may be instituted.
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Academic/ Artistic	Diploma Completion	A Walnut Hill diploma is awarded upon completion of a four-year high school program, with at least the senior year being completed at Walnut Hill. Because of the unique nature of the arts programs, enrolled students are not permitted to take semesters or years abroad or participate in other alternative programs during the academic year. A student who fails a course in the quarter four of senior year may not be permitted to graduate.
Academic/ Artistic	Incomplete Grades	<p>Incompletes are rare and reserved exclusively for situations in which unexpected circumstances of health or family emergency prevent a student from completing their coursework at the end of a term. Incompletes are granted at the discretion of the Director of Academic and Director of Artistic Studies in consultation with the teacher and the appropriate Department Head.</p> <ul style="list-style-type: none"> • Fall-semester incompletes must be resolved by the first Friday after the term ends. Spring-semester incompletes must be resolved within a month of the end of the year. Specific deadlines are established by the Director of Academic Studies. • A student or family requesting an incomplete should speak with the Director of Academic Studies and the Director of Artistic Studies. Requests must be made prior to the end of the semester. • The grade reports and transcripts will show a temporary notation of "I" alongside the course until all outstanding work is completed and graded. At that point, the "I" will be replaced by the grade earned in the course. • Students who do not complete work for incompletes by the deadline specified will receive an "F" for all missing assignments, which are then averaged into the final grade. • Students may also receive permanent incompletes in their arts courses (indicated by the notation "INC"). A permanent incomplete indicates that the student was enrolled in the course but was unable to complete the work during the term. Permanent incompletes are granted at the discretion of the Director of Academic Studies and the Director of Artistic Studies in consultation with the appropriate Department Head.
Artistic	Major Change Policy	<p>In rare instances, it may be appropriate for a student to change from one art major to another. A student with a significant interest in changing majors should first discuss this with the Director of Artistic Studies. If the student is serious about requesting a change at the conclusion of the meeting with the Director of Artistic Studies, the student will be directed to the Assistant Head of School to begin the formal process. In order for a change of major to be approved, the student must audition or present a portfolio and also have the approval of the student's parents, the current and new Arts Heads, the Director of Artistic Studies, and the Assistant Head of School. A change of major is not guaranteed.</p> <p>While a student may begin the change-of-major process at any point during the school year, the implementation of the change of major may only occur at the beginning of a new semester. A student is only allowed to change majors once during their Walnut Hill career.</p>

Artistic	NEC Prep Absences	The NEC Preparatory School Attendance Policy states: "Students may be placed on probation after three absences in a semester (concert period) at the discretion of the Music Director/Teacher and the Director of the Preparatory School. If placed on probation, the student's certificate eligibility, scholarship, and ensemble assignments will be reconsidered. In some cases, a student may be excluded from the concert." In supporting this collaboration, the Walnut Hill Music Department will utilize an attendance contract with any student musician who is approaching or has reached this three absence threshold with any NEC obligation—this includes large ensembles, chamber music, classes, and lessons.
Campus Safety/Fire Safety	Fire and Safety Drills	Fire drills will be held a minimum of four times a year in dormitories and two times a year in other campus buildings. These drills ensure the efficient and safe use of the exit facilities available in the case of an emergency. Proper drills ensure orderly exit under supervision and prevent panic if a real fire or emergency were to occur. Everyone must vacate a building when a fire drill occurs. Specific instructions will be reviewed at dormitory meetings. In addition to fire drills, there will be several other emergency drills that students will practice during the year.
Campus Safety/Fire Safety	Fire Safety Inspections	Unannounced room inspections may be made by the Director of Facilities or other administrators to ensure that rooms are in compliance with regulations. Entrances to rooms must be clear of obstructions, and access must be free to doors and windows.
Campus Safety/Fire Safety	Fire Safety Regulations	Smoking, as well as possession, use, or being in the presence of fire of any kind, such as candles, incense, or any other material that may constitute a fire hazard in any building, is strictly prohibited and will result in an appearance before the Disciplinary Committee and automatic expulsion. Tampering with malicious intent with any of the fire safety devices will result in an appearance before the Disciplinary Committee and automatic expulsion. Students may not install their own locks or lock themselves in their rooms at any time. Emergency procedures require immediate access to any room occupied by a student or leading to emergency exits.
Campus Safety/Fire Safety	Flammable Items	Candles, incense, lava lamps, kerosene lamps, non-LED string lights, electric blankets, halogen lamps, and similar items are not permitted and will be confiscated if they are found in student rooms. Students will also get a disciplinary consequence.

Campus Safety/Fire Safety	Public Decorating Guidelines (the 5 Feet/10% Rule)	<p>Due to the increased vigilance of fire safety rules, we must adhere to the following guidelines throughout the year: Loose, unprotected paper is not permitted on walls or doorways of any common space in dormitories. In hallways, Common Rooms, stairwells, and other common spaces, nothing may hang on the wall within 5 feet of a doorway. No more than 10% of the space on a door or the space on a wall can be covered (whether fire-rated or not). Unprotected bulletin boards are not permitted.</p> <p>The following ideas have received approval: Pictures can be hung on a wall, provided they are framed and covered in glass or fire-rated Plexiglas (but still not within 5 feet of a doorway). Smaller items (articles, notices, phones, etc.) can be hung if they are laminated on both sides. If they are on a wall, they should be more than 5 feet from a doorway. They should not cover more than 10% of a door or wall space. Name tags, pictures, articles, and other small items can be adhered to a door using clear contact paper that extends an inch and a half beyond the items and is attached securely to the door surface. The total area of decoration cannot exceed 10% of the surface area of the door. As a general frame of reference: 5 feet is about 6–12 inches LESS than the arm span of an average person; 10% of an average dormitory room door is about the size of TWO 8-1/2 X 11-inch sheets of paper.</p>
Discipline	Expulsion	<p>In the event that a student is expelled, that student must prepare for immediate departure. The student is expected to leave the campus as soon as transportation can be arranged and no later than the end of the day (5:00pm) on which the expulsion is decided. As with all cases in which a student leaves during the school year, no tuition will be refunded by the School. In the case of an expulsion, any responsibilities or obligations on the part of teachers toward the expelled student terminate at the time of separation from the School. In exceptional cases, the School may consider carrying a second-semester senior through the end of the year. Such exceptions are granted by the Head of School, in consultation with the Senior Leadership Team.</p> <p>Expelled students may not return to campus for any reason without prior administrative approval for the remainder of that year.</p>
Discipline	Non-compliance Policy	<p>Students are expected to fully and honestly participate in any school investigations. Refusal to comply may result in Administrative Withdrawal from school.</p>

Discipline	Suspension	<p>A student who is suspended is separated from the School for up to 10 consecutive academic days. Students are responsible for making up all work missed during a suspension. However, it is important to note that days out of class may have an impact on the final grade for that class. Students who are suspended receive excused absences for the days that they are required to be away from school. In the event that a student is unable to go home or to a guardian's home during a suspension, the family must arrange a local homestay. In most cases, suspension is the last punishment before expulsion for continuing unacceptable behaviors.</p> <p>Suspended students are expected to continue their academic work to the best of their ability. Teachers will assign specific work that can be done by the student during a suspension. Any work assigned for credit during a suspension is due the day a student returns to class. Work missed due to suspension will not receive credit. When a student returns to classes, that student will be behind in the coursework. Teachers will assist students in making up missed work only as availability and schedule allow.</p> <p>It is important to note that in-person class time is central to much of the work done in academic courses and cannot be completed without attending class. As a result, work sent home with suspended students will likely <u>not</u> include all of the work missed and students may <u>not</u> be able to make up all of the work missed due to suspension. In most circumstances, therefore, suspension will have a significant impact on a student's academic grades.</p> <p>Suspended students are not allowed to be on campus for any reason.</p>
Enrollment	Administrative Financial Withdrawal	<p>The School reserves the right to withdraw a student from School, or place a student on Financial Leave, for failure to meet payment arrangements and until such time that payment has been made. As with all cases when the student leaves School during the year, no tuition will be refunded by the School.</p>
Enrollment	Administrative Withdrawal	<p>If a student demonstrates a pattern of persistent irresponsible behavior (unexcused absences, repeated disciplinary infractions, poor performance or a lack of responsibility in academic or arts coursework), that student is in danger of being administratively withdrawn by the School during the academic year. In the case of a withdrawal, any responsibilities or obligations on the part of teachers toward the withdrawn student terminate at the time of separation from the School. In exceptional cases, the School may consider carrying a second-semester senior through the end of the year. Such exceptions are granted by the Head of School, the Assistant Head of School in communication with the Senior Leadership Team.</p>

Enrollment	Leaves of Absence	<p>During the year, a student may need to depart temporarily from school for medical, psychological, personal, or familial reasons. In such circumstances, the School may grant a leave of absence for a maximum of two weeks. Requests for leaves exceeding the two-week limit are approved at the discretion of the Senior Leadership Team. Families may submit documentation in support of their request for an extension. If a request is declined by the School, or a student is unable to safely return to the School, the student must withdraw.</p> <p>There are three types of leave:</p> <p>Familial Leave: This leave is used when there is a family emergency or crisis (as determined by the family and the School) and the student must be away from school. Students will be expected to make up their work on a schedule determined upon their return.</p> <p>Administrative Leave: This leave can be put in place by the School when there are situations involving students not thriving, at risk, and/or committing major disciplinary infractions. Return from an administrative leave may result in a change in student status, disciplinary action, or required medical or mental health initiatives. Students will be expected to make up their work on a schedule determined upon their return.</p> <p>Medical Leave: Used for both mental and physical health issues, medical leaves may be required by the School or requested by the family, with the School's approval. Medical leaves must entail treatment that is not available to the student while at school. Criteria for a student's return will be determined by the Health Team, at the time of or during the leave. Students will be expected to make up their work on a schedule determined upon their return. Students who are hospitalized generally must return as day students.</p> <p>When a student takes any kind of leave, the School reserves the right to re-evaluate the conditions of the student's return, including, but not limited to, residential status.</p> <p>Students on leave may not visit campus for the remainder of the school year without prior administrative approval.</p>
Enrollment	Matriculating at the End of the Junior Year	<p>If a student wishes to leave at the end of that student's junior year to pursue study at another institution other than transferring to a different high school, the student must discuss these plans with the Assistant Head of School, Director of Artistic Studies, and Director of Academic Studies by the beginning of the spring semester of the junior year. Students will forfeit their ability to earn a Walnut Hill diploma if they matriculate before their senior year.</p>

Enrollment	School Re-enrollment Contract: Review and Issuance	<p>Contracts for all students who began in September will be reviewed in the second semester of the school year. This review will include arts, academics, and social considerations given to the appropriate Dean. Discussion and decision on contracts being issued will be made by the Senior Leadership Team. Students beginning in the second semester are not eligible for invitation to return at this time. A letter will be sent to the parents of any student whose contract is held. This letter will outline the expectations for a successful completion of the year and future contract review.</p> <p>A few weeks prior to student elections for the following year, a second review will occur of all held contracts and those of students who enrolled in the second semester. Again, the decision to invite students to return will be made by the Senior Leadership Team with input from arts, academic, and social areas. A letter will be sent to the parents of any student whose contract is held. This letter will follow up the letter sent in February noting any continued concerns, and for second-semester students, it will outline the expectations for a successful completion of the year and future contract review.</p> <p>The final review of contracts will be done at the end-of-year faculty meeting, the day after Graduation. Final decisions regarding invitations to return rest with the Senior Leadership Team. Families will be notified by phone or email the day that final decisions are made. Please note that no contracts will be released before or between the review dates, unless they are held for a financial obligation (must be cleared through the Business Office).</p>
Enrollment	Voluntary Withdrawal from the School	<p>If a student withdraws from Walnut Hill School, that student's parents must inform the School by writing to the Dean of Students. When a student either voluntarily or involuntarily leaves the School, that student may reapply for admission in the future. No withdrawn or dismissed student will automatically be reenrolled. A formal letter of withdrawal from the parent must be received to finalize withdrawal. Upon receipt of this letter, the Dean of Students will alert the advisor, Dorm Parents, current teachers, Department Head, Senior Leadership Team, Health Services, Business Office, and Registrar. Once the withdrawal is formalized, the Business Office will begin the tuition refund process. Transcripts and other paperwork (I-20's, etc.) will be processed only after the Business Office has notified the Registrar and the Dean of Students that all financial obligations have been met.</p> <p>A withdrawn student may not return to campus for any reason without prior administrative approval for the remainder of that year.</p>
General	18th Birthday	<p>Throughout the year, a student might turn 18 years old. While this is an important event and carries with it the different obligations and expectations of adulthood, application of the rules of the School and the communications with parents will continue for the student as long as he/she is enrolled at the Walnut Hill School.</p>

General	Alcohol and Drugs	<p>Possession, use, distribution, sale, or transfer of alcohol, illegal drugs, and/or paraphernalia is strictly prohibited. Being in possession of—or in the presence of—any illegal drug, alcohol, or related paraphernalia (this includes vaporizers and all supplies associated with it) is in itself a major infraction of school rules. Using illegal drugs or alcohol and being in the presence of these substances constitute infractions, which are reviewed by the Disciplinary Committee. Any student who is discovered, upon returning to campus, to have been using drugs or alcohol off campus will be considered in violation of the school rules. Please note that marijuana in any form or amount is an illegal drug for purposes of this policy.</p> <p>A student who commits a drug or alcohol infraction a second time during their Walnut Hill career will likely be expelled.</p> <p>Walnut Hill School promotes a drug-free and alcohol-free environment for all students. As a condition of admission to the School, every student automatically agrees to alcohol and drug testing whenever there is reasonable cause to suspect that a student is under the influence. Urine, blood, or hair tests will be required only when a Dorm Parent or faculty member and administrator concur. A student’s refusal to cooperate with the testing will be deemed an admission that a violation has occurred.</p> <p>Students who appear before the Disciplinary Committee for substance abuse may be subject to random drug testing in the future.</p>
General	Cars and Driving to Campus Policy	<p>Boarding students may not have any motorized vehicles either on campus or in the vicinity of the School. A student who brings an automobile or other motorized vehicle on campus, without prior authorization, risks having it towed as well as further disciplinary action.</p> <p>Day students may not use cars during the day, for any reason, without administrative approval.</p> <p>Any day student driving a car to school must register that car with the School. All cars must be parked in either the main school lot or the lot off Bacon Street whenever they are on campus. Students may not park in Stowe Circle, dormitory areas, theater or faculty parking lots, Highland fire-lane, or handicapped spots. Cars that are parked illegally on campus will be ticketed and/or towed. Repeat offenders will lose the privilege of driving their cars to school.</p> <p>For the safety of all students, day students are not allowed to drive boarding students in their cars while on or off campus without appropriate driving permission from parents and a Walnut Hill adult.</p>

General	Cell Phone Requirement and Use	<p>All students are required to have a cell phone, with both voice mail and texting ability, and provide the Student Services Office with the number and update the office if the number changes. Students must confirm that they have enough available minutes on their phone at all times.</p> <p>The goal of the Cell Phone Use Policy is to provide an understanding of appropriate etiquette for the use of electronic communication equipment. No cell phone use of any kind is permitted during classes, Assemblies, rehearsals, Study Hall, and other school obligations and responsibilities. This includes no texting or checking email.</p> <p>No talking on cell phones is allowed in the Dining Hall, Computer Lab, or Theater, or at other community gatherings. Students should excuse themselves to take these calls in a more appropriate space or at a more appropriate time.</p> <p>There is no talking after 11:00pm in dormitories.</p>
General	Communication	<p>All students are required to check their cell phone voice mails, answer the phone when a faculty/staff member calls (except during class), and be accessible by phone. Students are also required to check email every day and respond to faculty and staff requests for work or meetings.</p>
General	Conduct Off Campus	<p>As representatives of the School, all students are expected to act responsibly whether on or off campus. The School reserves the right to address unacceptable behavior that occurs off campus before, during, and after school hours and during school vacation breaks, including issuing disciplinary consequences.</p>

General	Dress and Appearance	<p>Walnut Hill does not have uniforms, and variety in dress is permitted. Extremes, however, are not considered appropriate for campus wear.</p> <p>Students may dress informally but should be aware that they may not wear short shorts, halters, bathing suits, dirty or torn clothing, or sleepwear during the academic day. Students may not wear underwear as outerwear. Clothing may not contain offensive language or drug/alcohol/tobacco advertisements.</p> <p>Shirts/shoes must be worn at all times when inside buildings.</p> <p>The faculty and administrators reserve the right to determine that certain choices in physical appearance, attire, or personal decoration are not appropriate at Walnut Hill School. The faculty and administrators are the final arbiters of choice in this area.</p> <p>Students are expected to wear appropriate attire to special dinners, end-of-year activities, and performances as indicated.</p> <p>In arts classes, particularly dance and theater, specific dress may be required.</p> <p>Students who choose to have their bodies pierced or tattooed during the school year should be aware that the School reserves the right to contact parents about their choices and to require medical attention if the School deems this necessary.</p>
General	Facilities	<p>Students may not use any facilities over breaks.</p> <p>Day students may not use practice rooms over the weekends.</p>

General	Harassment	<p>If you feel harassed, you should follow these steps:</p> <ol style="list-style-type: none"> 1. Let the offending person or persons know you want the behavior to stop. Say no firmly! Look directly at them with a serious expression to give a clear message about how you feel. Do not apologize. 2. Keep a record of when, where, and how you have been mistreated. Include witnesses, direct quotations, actions, evidence, and any written/online communication. 3. If you do not feel comfortable confronting the person or persons alone, take a friend along or write a letter. 4. Promptly contact an adult at school about the situation—an advisor, faculty member, administrator, security guard, Dorm Parent, or Health Services staff member. Each person at Walnut Hill School has the right to participate fully in the life of the School without harassment. Any school response to the situation may be made in consultation with the person making the complaint. <p>Community life at Walnut Hill depends on a successful understanding and administration of the common trust. The School can only achieve its collective goals if all of its members respect one another; while each individual strives to reach personal goals, they must keep in mind the goals of the community. Walnut Hill is enriched by the diversity of its members. The School recognizes and respects individual differences in background in regard to culture, race, ethnic origin, gender, sexual orientation, and religion. In order to maintain common trust and to provide an environment of mutual respect, tolerance, and sensitivity, it is important that every member of the community recognize certain guidelines of appropriate behavior. Honest communication, courteous and respectful interactions with all members of the community, and responsible actions are behaviors valued at Walnut Hill.</p> <p>Inappropriate behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable. This includes unwelcome physical advances, unwarranted verbal remarks, and derogatory statements or discriminatory comments by a single person, between any two individuals, or among groups of individuals. Inappropriate behavior may include:</p> <ul style="list-style-type: none"> • Uninvited pressure for sexual activity, whether explicit or implicit • Obscene or suggestive remarks, jokes, verbal or online abuse, insults • Uninvited pressure to participate in illicit activity such as the use of alcohol or other drugs • Display of explicit, offensive, or demeaning materials • Hazing or threats • Verbal or online comments that are demeaning with respect to race, sexual orientation, religion, ethnic origin, or gender
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	<p>Hazing</p>	<p>Walnut Hill strictly prohibits hazing, regardless of where or when it occurs. Any student who is involved in hazing another person will be subject to disciplinary action up to and including dismissal. Hazing also is a crime under Massachusetts law.</p> <p>The Massachusetts anti-hazing statute, which is reproduced below, broadly defines hazing to include “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.”</p> <p>Examples of conduct that can constitute hazing include:</p> <ul style="list-style-type: none"> • Whipping or beating • Forced calisthenics or other physical activity • Exposure to the weather • Forced consumption of any food, beverage, drug, or other substance • Extended isolation • Extended deprivation of sleep or rest <p>The consent of a participant in hazing is no defense to criminal prosecution or disciplinary action by the School. Any employee of the School who knows or has reason to suspect that hazing has occurred must immediately report it to the Head of School. In addition, under Massachusetts law, a person who is at the scene of hazing and knows that hazing has occurred is required to report it to an appropriate law enforcement official as soon as practicable; the failure to make such a report is a crime punishable by a fine of not more than one thousand dollars.</p> <p>The School will include this Anti-Hazing Policy in its Student Handbook or otherwise distribute the policy annually to every student who is enrolled at the School.</p> <p>In addition, as required by Massachusetts law, the School will require every student to acknowledge in writing that the student has received and will abide by this Policy and the Massachusetts Anti-Hazing Law.</p> <p>Commonwealth of Massachusetts: Anti-Hazing Law Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.</p>
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	Hazing (continued)	<p>The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.</p> <p>Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.</p> <p>Section 18:</p> <p>Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.</p> <p>Section 19:</p> <p>Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.</p>
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	Hazing (continued)	<p>Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.</p> <p>Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.</p> <p>Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the Student Handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.</p>
General	Leadership Positions	All student government officers are expected to act as role models in our community. As such, violations of school rules may result in the loss of Leadership positions. Any Leadership student who gets called before the Disciplinary Committee automatically loses their Leadership position.
General	Legal Drinking Age	Please note that the legal age to consume or purchase alcohol in Massachusetts is 21. It is considered breaking a major school rule for Walnut Hill students of any age to consume, possess, or distribute alcohol, or be in the presence of others who are doing so, and can result in severe disciplinary consequences—including dismissal. Students may not bring alcohol on campus even as a gift to adults.
General	Loss of ID	All students get an Identification Card (ID) and must keep it with them at all times to get in and out of all buildings on campus. Loss of ID should be reported to Facilities right away, and a replacement one will be made at a charge of \$15 each.

General	Non-discrimination Statement	Walnut Hill School for the Arts adheres to a long-standing policy of admitting students of any race, color, religious belief, sex, sexual orientation, or gender identity or expression, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Walnut Hill does not discriminate on the basis of race, color, religious belief, sex, sexual orientation, or gender identity or expression, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and other school programs.
General	Social Host Liability	Walnut Hill School for the Arts expects all families who are hosting students to follow all Massachusetts state laws regarding the legal drinking age. Hosts can be held accountable for providing alcohol to guests as well as actions the guests undertake under the influence of this alcohol, including driving while intoxicated.

<p>General</p>	<p>Policy Against Bullying, Cyberbullying and Retaliation</p>	<p>At Walnut Hill School for the Arts, we expect that all members of our School community will treat one another with civility and respect. It is the policy of the School to provide and maintain a learning environment that is free of bullying and any other verbal or physical misconduct that disrupts the learning environment or makes it unsafe. This Bullying Prevention and Intervention Plan is published in response to the Massachusetts law against bullying and is part of our efforts to promote learning and to prevent behavior that can impede learning in the academic, artistic, and/or residential realms. It is consistent with the School’s broader protections, systems, and policies with respect to discrimination, harassment, hazing, and other infractions that appear in the Student Handbook, the Faculty/Dorm Parent Handbook, and other statements of School policy. It is imperative that this plan be well understood by all members of the Walnut Hill community. The Head of School, working with the Dean of Students and others, is ultimately responsible for the implementation and administration of the plan. Questions and concerns related to this plan may be referred to the Head of School, the Assistant Head of School, or the Dean of Students.</p> <p>Walnut Hill will not tolerate any form of bullying or cyberbullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Bullying and cyberbullying are prohibited on school grounds and at school-sponsored events, performances, trips, activities, functions, and programs. Bullying and cyberbullying also are prohibited on any school-owned or school-leased transportation and through the use of technology or electronic devices owned, leased, or used by the School. Bullying and cyberbullying also are prohibited in any other context—regardless of whether it occurs on school property, or in connection with a school event, or whether it involves any technology or electronic device of the School, and so on—if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the School.</p> <p>The following definitions are drawn from the Massachusetts law against bullying. It is important to bear in mind that the School may apply stricter standards of behavior than the Massachusetts law requires in order that we may prevent inappropriate verbal and physical conduct before a student has been subjected to bullying as it is defined under the law. For example, although the law defines bullying as the “repeated use” of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in the case of a single expression, act, or gesture that is of a bullying harassing or otherwise inappropriate nature in the eyes of the School.</p>
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	<p>Bullying: Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target, that: causes physical or emotional harm to the target student or damage to the targeted student's property; places the student in a reasonable fear of harm to themselves or of damage to their property; creates a hostile environment at school for the targeted student; infringes on the rights of the targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the School.</p> <p>Cyberbullying: Cyberbullying is bullying through the use of technology or any electronic communication or device such as telephones, cell phones, computers, fax machines, and the internet. It includes but is not limited to email, instant messages, text messages, and internet postings whether on a webpage, in a blog, or otherwise.</p> <p>Hostile Environment: A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.</p> <p>Retaliation: Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. It is important to bear in mind that the School may apply stricter standards of behavior than the Massachusetts law requires in order that we may prevent inappropriate verbal and physical conduct before a student has been subjected to bullying as it is defined under the law. For example, although the law defines bullying as the "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in the case of a single expression, act, or gesture that is of a bullying, harassing, or otherwise inappropriate nature in the eyes of the School.</p> <p>Prevention of bullying and cyberbullying is inherent in the School's efforts to communicate and reinforce its expectations for student behavior. Upon arrival at Walnut Hill, students learn that as members of our community they have a right to be treated with civility and respect. Our educational philosophy emphasizes respect for differences, and adults are clear in their expectations for student behavior. When necessary, parents are notified and asked to reinforce standards for membership in our community. All students and parents receive a copy of the Student Handbook, either as a hard copy or via www.walnuthillarts.org. This publication explains our behavioral expectations, disciplinary procedures and protocols, as well as the supports that are available to students and parents.</p>
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		<p>All students must sign an acknowledgement of understanding of the School's expectations. Additionally, all students must "pass" a handbook quiz that indicates understanding of major school rules and policies. Students meet regularly with an assigned advisor who regularly reviews community expectations. The advisor is a main conduit for communication between the School, students, and parents. As a community we meet twice weekly at Assembly. These meetings are utilized by adults and students to make sure that all members are well-informed about what is expected of them, to reflect on poor behavior and choices, and to reinforce positive conduct. Health and Wellness Seminars often cover topics of emotional and mental health issues. Walnut Hill's expectations for student conduct extend throughout all areas of a student's life while enrolled at the School.</p> <p>Any student who is the target of bullying or cyberbullying or has witnessed or otherwise has relevant information about bullying or cyberbullying is strongly encouraged to promptly report the matter orally or in writing to the Dean of Students or to any other faculty or staff member with whom the student is comfortable speaking. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible. A parent of a student who is the target of bullying or cyberbullying or has witnessed or otherwise has relevant information about bullying or cyberbullying prohibited by this policy is strongly urged to promptly notify the Dean of Students. Furthermore, any parent who has witnessed bullying or cyberbullying or otherwise has relevant information concerning such an incident is strongly urged to come forward to the Dean of Students or another Walnut Hill staff member. A parent also should report any incident of retaliation in violation of this policy to the Dean of Students. Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of an incident of bullying, cyberbullying, or retaliation in violation of this policy is required to report it immediately to the Dean of Students, Assistant Head of School, or Head of School. There are no exceptions. Consistent with this mandatory reporting requirement, a member of the faculty or staff may not make promises of confidentiality to a student or parent who informs the faculty of an allegation of bullying, cyberbullying, or retaliation.</p>
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	<p>Faculty and staff may not make reports under this policy anonymously. The School also urges students and parents not to make reports anonymously. Although there are circumstances in which an anonymous report is better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. In addition, state law prohibits the School from taking any disciplinary action solely on the basis of an anonymous report. Students and parents also are encouraged to bear in mind that Walnut Hill School takes its policy against retaliation seriously. Also, while we cannot promise complete confidentiality, because some information ordinarily must be shared to conduct an effective investigation, and in fairness to the accused, we will share information concerning complaints of bullying, cyberbullying, and retaliation only on a need-to-know basis, as is our standard protocol.</p> <p>Responding to a Report of Bullying, Cyberbullying, or Retaliation Preliminary Considerations: When a complaint of bullying, cyberbullying, or retaliation is made, the Dean of Students or a designee will assess whether any initial steps need to be taken to prevent further acts of wrongdoing, to protect the well-being of students, or to prevent disruption of the learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyberbullying, or retaliation during an investigation.</p> <p>Obligation to Notify Parents: It is the policy of the School to notify the parents of any student who is an alleged target of bullying, cyberbullying, or retaliation and the parents of any student who may have been accused of engaging in such behavior promptly after a complaint has been made.</p> <p>Investigation: An impartial investigation of the complaint is conducted by the Dean of Students or the Dean of Students's designee. This investigation may include, but may not necessarily be limited to, interviews of the person who made the complaint; the student who was the target of the alleged bullying, cyberbullying, or retaliation; the person or persons against whom the complaint was made; and any students, faculty, staff, or other persons who witnessed or otherwise may have relevant information about the alleged incident. The Dean of Students or the designee also may consult with other faculty/staff, the advisors of the involved students, and members of the Health Team, and will take such other steps, if any, as the Dean of Students deems appropriate under the circumstances.</p>
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		<p>Resolution, Notification, and Follow-Up: Following the investigation, the Dean of Students, in consultation with the Head of School, will determine whether and to what extent the allegation of bullying, cyberbullying, or retaliation has been substantiated. If it is determined that the policy has been violated, the Dean of Students will begin the Disciplinary Committee process. In accordance with Massachusetts law, any disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior, and no disciplinary action may be taken against a student solely on the basis of an anonymous report. The Dean, in consultation with the Head of School, in consultation with the School Counselor, will refer perpetrators, targeted students, and family members of such students for counseling or other services as appropriate. The Dean, in consultation with the Head, also will determine what additional steps, if any, should be taken in connection with maintaining or restoring an appropriate educational environment for the targeted student or others, reporting the matter to law enforcement or others, or otherwise. Upon completion of the investigation, the Dean of Students will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made to report the results of the investigation, including any disciplinary outcomes. The Dean of Students will communicate with the students' parents as well. Follow-up contacts will be made with any student involved in the investigation to ensure that no retaliation has occurred, that no further incidents have taken place, and that all students involved are supported and moving forward positively.</p>
General	Replacement of Personal Belongings	<p>Walnut Hill School for the Arts is not responsible for the loss of or damage to any personal belongings for any reason. The School strongly urges that each family purchase a homeowner's or renter's insurance policy that will cover student belongings, including electronic, musical, or technological equipment. Families must sign a waiver form as part of registration confirming their understanding of this policy.</p>
General	Respect for School Property	<p>Stealing is a serious infraction of the rules and will be dealt with by the School's Disciplinary Committee.</p> <p>Vandalism will result in an appearance before the Disciplinary Committee. Willful damage and unreported accidents will be considered vandalism. Accidents do happen. All accidental destruction or damage should be reported immediately. Arrangements will be made for repair, and students may be responsible for all or part of the repair costs.</p>
General	Sexual Activity	<p>Student sexual activity—including consensual activity—is not allowed anywhere on campus and is an infraction of school rules. Students found engaging in sexual activity will face disciplinary consequences.</p>

General	Technology Vandalism	<p>No food or drink may be consumed in the Computer Lab, and no liquid containers of any kind may be placed on working surfaces containing computer workstations or peripherals. The network infrastructure and all cabling and connections are the property of the School. No student, employee, or other constituent may connect any equipment to the Walnut Hill Network without the prior approval of technology personnel. Students are not allowed to modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment. All equipment problems should be reported immediately to the appropriate person in the Information Technology Department. All equipment should remain in its designated workstation.</p>
General	Theft	<p>A student should immediately report a case of theft to a Dorm Parent and/or the Student Life Office. The student will be asked to fill out a detailed theft/loss report and parents are often notified. It is also sometimes necessary to involve the local police.</p> <p>Theft is not tolerated at Walnut Hill; in some cases, dormitory rooms may be searched.</p> <p>The School assumes no responsibility for money or property stolen from students. Parents should check to see that they have proper coverage through individual homeowner's insurance policies. Each boarding student is provided with a dresser drawer and each day student with a locker that can be locked. Students must provide their own locks.</p>
General	Visitors to Campus	<p>For security reasons, all visitors are required to report to the Stowe Reception Area. They must sign in and obtain a visitor badge. Visitors to the campus on weekends should check in with Campus Safety to get a visitor badge.</p> <p>Students who bring visitors to campus must remain with their visitors at all times.</p> <p>Students will be held responsible for their guests, and guests are expected to follow the rules of the community.</p> <p>Any visitor violating school rules will be asked to leave.</p> <p>Family visitors are welcome at any time but must leave the dormitory by check-in.</p>

		<p>Parents are not allowed to stay in the dormitory rooms overnight.</p> <p>Students may be visited by guests who are not members of their family during these hours only: Monday–Thursday, 2:00pm–6:00pm Friday, 2:00pm–10:00pm Saturday, 11:00am–10:00pm Sunday, 11:00am–7:45pm (or 10:00pm on 3-day weekends)</p> <p>Non-family guests may only visit in the Campus Center, Dining Hall, Stowe Lobby, or outside on campus except with the permission of the Student Life Office or a Dorm Parent.</p> <p>Students wishing to host a non-Walnut Hill student overnight must request special permission from the Student Life Office in advance. Not all requests will be approved. The approval process includes Dorm Parent permission, roommate permission, and host parent permission as well as permission of the Student Life Office. Any guest must come prepared with proper bedding/accessories.</p>
General	Weapons and Fireworks	<p>The General Laws of the Commonwealth of Massachusetts prohibit the possession of the following on campus: any firearm, stiletto, dagger, dirk knife, any knife having a doubled-edge blade, a switch knife or any knife having an automatic spring release, any knife having a blade of over 1-1/2 inches, a slingshot, a blackjack, metallic knuckles or knuckles of any substance with a similar effect as metallic knuckles. Any weapon and all firearms, knives, explosives, or life-threatening objects are forbidden on campus. Possession of fireworks is also forbidden. Failure to abide by this policy will result in strict disciplinary action.</p>
Health	Cost of Service	<p>Families will be billed for any additional costs relating to counseling, physical therapy, or other additional health services. Parents will be notified when students are referred to specialists, physical therapists, and other health services off campus.</p> <p>When school-provided transportation is used to/from services, the fee will be billed home. Parents and students may opt to use parent- or student-ordered transport if the student has that permission.</p>
Health	Daily Prescription Medication	<p>If a student is on daily prescription medication, the expectation is that the student will take it as prescribed by the provider.</p> <p>For boarding students, daily medications are administered by nurses at the Health Center. Nightly medications are prepackaged by the nurses and administered in the dorm.</p> <p>If a boarding student misses a prescribed daily medication more than once a week, that student will be campussed for the following weekend. Parents will be notified if this occurs.</p>

Health	Eating Disorders	<p>If the School, in consultation with the School Doctor, determines that a student suffers from an eating disorder, the student will be required to follow the recommendations of the School or will be asked to withdraw.</p> <p>Students may not be allowed to fully participate in the school program until medical clearance is received.</p> <p>If treatment progress is not made, as determined by the School, the student will be administratively withdrawn for at least the remainder of the semester. Return to school will be contingent on appropriate medical and psychiatric care being completed and will be at the discretion of the Dean of Students with the guidance of the Health Team.</p> <p>Immediate hospitalization and/or withdrawal may be necessary if the School feels it cannot meet the student's health needs.</p>
Health	Extreme/ Highly Contagious Illness	<p>In the event that a student is too sick to stay in the dormitory overnight, arrangements will be made by Health Services for the student to receive more closely monitored care. Parents are informed of any arrangements made if such a need arises. Costs, if any, would be the responsibility of the parent and may be billed to the student's health insurance.</p>
Health	Illness	<p>All students who become ill must go directly to the School Nurse. The nurse may excuse students for the day or for portions of the day.</p> <p>Students may not attend classes or rehearsals unless approved by the Health Center if they have been excused from earlier obligations.</p> <p>Day Students: Day students must see the School Nurse, prior to calling their parents. Nurses will decide whether they may be excused. If a day student begins to feel sick or is injured during the day, that student must go to see the School Nurses. The student is not excused to go home until the nurse has been able to contact the parent of the student.</p> <p>Boarding Students: Parents of boarding students may not call in to excuse their child for illness. Boarding students excused during the school day because of illness must be resting in their rooms – no Common Room, no Campus Center, and no downtown permissions. Students may pick up food from the Dining Hall for meals unless otherwise instructed.</p> <p>After a third consecutive day of absences due to illness, consultation with the Student Life Office regarding necessary medical documentation is required.</p>

Health	Intervention	If a student comes to an adult with concerns about personal substance use or a friend's substance use (including tobacco use), no disciplinary action will occur. The student of concern will go through the School's intervention process. This is true even if students come forward while under the influence of a substance. If, however, a student is caught or questioned about breaking a School policy, that student cannot ask for an intervention at that time. Interventions may also be put in place for concerns regarding other destructive behavior that would not ever be part of the disciplinary response, including eating disorders, self-injurious behavior, or mental health issues. Once an issue is identified, the course of action may include required counseling, evaluation, or testing. The parent of any student will be fully informed of a concern that may lead to an intervention and will be invited to participate early in the intervention process. Maintaining the confidentiality of the reporting student, when requested, is guaranteed. Because of the philosophy of Walnut Hill School, we will be more likely to lean toward intervention to assist a student than disciplinary consequences, whenever possible, as we believe strongly that students learn best in a supportive, clear, and forthright environment.
Health	Medical Appointments	All appointments are billed through the student's health insurance. Billing is completed by the provider's office for insurance costs as well as appropriate co-payments not paid at the time of visits. In the event of a medical emergency, a hospital with a pediatric emergency room is five miles from campus.
Health	Medical Clearance	Any student not allowed to participate in a school activity as a result of an injury, mental health issue, or any other medical reasons may not resume participation in that activity without medical clearance by a physician. No Walnut Hill faculty member or parent may give permission to resume participation until clearance has been given by a physician. Questions regarding this policy should be addressed to the Dean of Students.
Health	Medical Insurance	Students are required to have current medical insurance when enrolling at Walnut Hill. Coverage must meet standards set by Massachusetts state law and may not be limited to catastrophic care. International families must purchase medical insurance through the School. The Health Center must be notified of any changes in health insurance coverage, including carrier, policy, claims process, or other related information.
Health	Medication Dispensation	When ill, students must go to Health Services or see their on-duty Dorm Parent rather than use over-the-counter medication in their rooms. The School Nurse is responsible for overseeing the refilling of prescriptions and will make arrangements for students who need their prescriptions refilled. In keeping with Massachusetts state regulations, most medications must be dispensed daily at the Health Center.

Health	Medication Policy	Walnut Hill requires that all student medications be kept at Health Services. Students are prohibited from possessing or taking any prescription medication or over-the-counter medication without the direct supervision of the School Nurse. During Registration, please bring all prescription and over-the-counter medications to Health Services. The School will provide most over-the-counter medicine, such as Tylenol and Ibuprofen. These medicines should not be brought to school. If a student takes prescription medication, their health care provider will need to complete the Medication Consent Form in the enrollment packet.
Health	Smoking/ Tobacco Use/Vaping	For reasons of health and safety, smoking, tobacco use, and vaping are not permitted by Walnut Hill students at any time either on or off campus. Smoking cessation supports are available through Health Services to support any student who wishes to stop smoking.
Health	Suicide Attempts	A student who attempts suicide will be administratively withdrawn for a minimum of one semester. Return to school will be contingent upon appropriate psychiatric care and will be at the discretion of the Dean of Students with the guidance of the Health Team.
Leaving Campus	Permissions	<p>During online registration and reenrollment, parents sign a variety of permission forms for their children. Parents may modify the permission form at any time by emailing the Dorm Parents or the Student Life Office.</p> <p>Students do not have school permission for overnight stays in a hotel without an adult present. Parents cannot grant this permission.</p> <p>Permissions are considered a privilege and can be rescinded for academic, arts, dormitory, disciplinary, or attendance obligations.</p> <p>If a student is required to leave campus for an appointment during the week, permission must be obtained in advance from the Student Life Office, School Nurse, or School Counselor.</p>

Leaving Campus	REACH Policy	<p>Students are required to use the REACH system to receive permission to leave campus and must complete the necessary sign-in and sign-out procedure.</p> <p>Students are only allowed to sign in and out for themselves.</p> <p>Students may only visit the destinations listed on the approved REACH request. Failure to follow these guidelines will result in disciplinary action.</p> <p>Day Students must check in to campus each morning and check out each night when leaving. They must also use the REACH system for leaving campus at any time during their academic/arts day here.</p> <p>If a student is leaving the campus for an overnight stay, permissions must be completed and a Dorm Parent or administrator must approve the leave request before the student leaves campus. All students coming back to campus must sign in immediately upon their return.</p> <p>Students must seek permission of the Dorm Parent on duty the night before if they intend to be off campus in the morning hours between 6:00 and 8:00. Students who have a regular everyday morning commitment (i.e., religious education classes) do not need to seek nightly permission once this habit has been established.</p> <p>When Dorm Parents Are On Duty: (6:00pm–7:00am weekdays and 6:00pm Friday to 7:00am Monday on weekends) Students must ask permission in person and sign out through REACH when leaving campus. Specific information must be supplied about where the student is going. Students need to sign back in when they return.</p> <p>When Dorm Parents Are Off Duty: (7:00am–6:00pm weekdays) Students must ask someone, in person, to leave campus. All Student Life Staff, the Director of Community Programs, or the Assistant Head of School can approve these leaves. Permission may not be granted if students have had recent attendance or disciplinary issues.</p> <p>The School reserves the right to not approve leave requests for any reason.</p>
Leaving Campus	Travel Before or After Breaks Policy	<p>Due to the importance of academic and artistic commitments, students are not excused from classes, exams, or rehearsals to accommodate travel arrangements.</p>
Leaving Campus	Unaccompanied Minor Policy	<p>Please check your airline’s unaccompanied minor policy before booking flights to or from Walnut Hill School for the Arts. If your airline requires unaccompanied minors to be escorted to and/or from the boarding gates, you must contact the Student Services Office to arrange for this service before booking your ticket. These arrangements must be made three weeks in advance of flights. Cost for this service is \$200 each way and will be billed to the student’s account upon receipt of final flight arrangements.</p>

Residential	Bed Checks	Dorm Parents may complete random bed checks to ensure the safety and security of all students. If students are found violating any School policy, they will face disciplinary consequences.
Residential	Ceiling Decorations	Flammable materials such as paper posters or cloth tapestries may not be used on ceilings. Ropes and other materials should not be hung from the ceiling, as they may obstruct freedom of movement in the room in the event of an emergency.
Residential	Day Student Affiliation	<p>Being affiliated with a dormitory is a privilege that can be revoked at any time if students fail to follow the dormitory rules or to meet expectations.</p> <p>Below are the expectations that day students will have to agree to in the contract:</p> <ol style="list-style-type: none"> 1. I will only be in the dormitory during approved hours (7:00am–7:45pm, Monday–Thursday; 7:00am–11:00pm, Friday; 12:00 noon– 11:00pm, Saturday; 12:00 noon–7:45pm, Sunday). 2. I will only be in the common areas of the dormitory unless specifically invited by a resident who is with me at all times. 3. I will not leave any of my personal belongings in the dormitory common spaces unless I have received permission in advance from the Dorm Parents for special occasions. 4. I understand that my access to my affiliated dorm is for me only. I may not invite other boarding or day students to accompany me to the dormitory for any reason. 5. I understand that if I break any of the above expectations or cause disruption within the dormitory, I will lose the privilege of dorm affiliation. <p>All day students will be assigned a dorm affiliation. Requests to change must go through the Dean of Students.</p>
Residential	Day Student Overnights	<p>The Student Life Office must receive a parental request in advance and must approve the stay. A student requesting to spend the night must inform the Student Life Office who they want to stay with. The boarding student must give their permission, as well as their roommate's, prior to approval of the stay. Special arrangements must be made with the Dean of Students for any extended stay. Day students must change their REACH location to the on-campus dorm in which they are staying.</p> <p>No day students may stay on campus the last week of school for any reason.</p>

Residential	In-Room Hazards	Heating appliances such as heating coils, hot pots, space heaters, coffeepots, and popcorn poppers are not to be used in student rooms. Electric hair dryers may be used but must be unplugged when not in use. Heated rollers, hair straighteners, and curling irons must be given to the Dorm Parents upon moving into the dormitory. These will be kept in a locked box and will be available for student use when requested directly from the Dorm Parents. Halogen lamps of any size and electric blankets are not allowed. Tampering with light switches or changing light fixtures is not allowed. No non-LED string/rope lighting (i.e., holiday lights) is allowed.
Residential	Interdorm Sleepovers	<p>Sleepovers are permitted in accordance with the Walnut Hill Visitation Policy.</p> <p>Students who want to have a sleepover in another dorm must be invited by the Dorm Parent on duty of the dorm they wish to sleep in (host dorm) by 10:00pm on the night of the visit. Sleepovers may occur on Friday and Saturday nights, and permission may be granted for Sundays of 3-day weekends at the Dorm Parent's discretion. This privilege is at the discretion of the Dorm Parents in each building, and the numbers may be limited as they choose. Students who take medications and want to sleep over in another dorm must return to their own dormitory to take their medications at the appropriate time. Students who do not take their medications as prescribed because they are in another dorm will not be allowed to have sleepovers for the next weekend.</p>
Residential	Items Not Allowed in Student Rooms	Medication of any kind (including over-the-counter), halogen lamps of any size, electric blankets, power strips without surge protection and circuit breaker, televisions, microwaves, any type of cooking or heating appliance (such as heating coils, hot pots, space heaters, coffeepots, and popcorn poppers), irons, incense, candles, lighters, pets of any kind (including fish), empty alcohol beverage containers, lava lamps, non-LED holiday or other stringed lights. Heated rollers, hair straighteners, heating pads, and curling irons must be given to the Dorm Parents upon moving into the dormitory. Electric hair dryers may be used but must be unplugged when not in use. If a student requires a small refrigerator for medical reasons, that student must have permission from the School Nurse before arriving on campus.
Residential	Late Check-In Policy	If a student is late for check-in without previous permission, the School reserves the right to suspend off-campus permissions and assign additional consequences.
Residential	Noise	Students living in close quarters in a dormitory need to show common courtesy and cooperation in keeping the level of noise low: other students may be sleeping or studying in the dormitory at any time. Stereos/computer games or movies must be played so they do not disrupt or disturb others inside or outside the dormitory. Persistent disruptions may result in confiscation of equipment.

Residential	Non-Walnut Hill Overnight Guests	<p>Required Steps for Overnight Guests:</p> <ol style="list-style-type: none"> 1. The student host must notify the Student Life Office at least two weeks in advance to ask permission and get the Overnight Visitor Form. 2. The student host should speak directly with the Dorm Heads and the Dorm Parents who will be on duty that weekend, asking their permission to host a non-Walnut guest and getting their signature on the form. 3. The host's roommate(s) must show that this is okay with them by signing the form. 4. The Student Life Office will communicate with the Dorm Heads and Dorm Parents regarding each request. 5. The guest's parents must complete and sign all necessary areas on the form. 6. All guests must be under 21 years of age. 7. Return the form, within the noted time frame, to the Student Life Administrative Assistant. <p>Once the form is received, a decision will be made by the Student Life Office. Completion of the form itself is not considered permission.</p>
Residential	One Person per Bed	To provide a healthy atmosphere for students to get an appropriate amount of sleep, only one student may sleep in a bed. All overnight guests must sleep on the floor or on an air mattress that they provide.
Residential	Practicing in Rooms	Students are allowed to practice non-amplified, muted musical instruments in their rooms during the day from 1:00pm to 7:00pm, Monday through Friday. Percussion is not permitted.
Residential	Room Changes	Students interested in making a room change must first see their Dorm Head, who will communicate with the Dean of Students. Room changes are extremely rare and never take place during the first six weeks of school so that the students will make an effort to work things out with their initial roommates. After the six-week period, students must still show that they have made every effort to work things out before a switch will be considered.
Residential	Room Inspections	<p>Students are expected to maintain their own rooms and keep them clean and tidy. To ensure that rooms are kept in a healthy and sanitary manner, a regular room inspection will be conducted by the Dorm Parent on duty. Students are present, if possible, during the inspections and are notified if their rooms do not pass inspection. Repeated failure to pass room inspection will result in disciplinary consequences.</p> <p>Dorm Parents, the Housekeeping staff, and the Dean of Students may inspect rooms during vacation periods. These room inspections allow the School to ensure that windows are secured, doors are locked, and lights and other electrical equipment are turned off.</p>

Residential	Room/ Locker/Car Search	<p>Walnut Hill School reserves the right to conduct a room/locker/car search (including a student's cell phone and computers) upon reasonable belief that a student is in possession of any materials that are in violation of school rules.</p> <p>It is preferred by all involved that the student is informed and present at the time of the search, and every effort will be made to do so. However, there may be occasions when the School must act quickly and the pressure of time does not allow for the student to be present. Refusal to fully cooperate with a room search will result in an automatic Administrative Withdrawal, with the student leaving campus immediately. Student belongings will be packed and shipped home.</p> <p>All contraband found is subject to immediate disposal.</p>
Residential	Room Keys/ Door Locking	<p>For safety and security, all student rooms are fitted with individual locks. Rooms must be unlocked whenever the student is present in the room. Rooms should be kept locked whenever the student is out of the room to prevent and possible theft or improper use by others. The student is responsible for whatever occurs in the room, even if that student is absent. If a student loses a key, a new one can be requested through the Facilities Office. A \$55 fee is required for replacement of each key.</p>

Residential

Room/
Property
Damage

At the beginning and end of each year, a checklist is used to evaluate the condition of student rooms. The room condition checklist is also used whenever a student moves to a different room during the school year. The checklist is completed by Dorm Parents and signed by the student.

Students are required to check in and out with a Dorm Parent when they are moving into or out of their room. Failure to do so will result in a fine. Rooms must be in the same condition on moving out as they were when students arrived or parents will be billed for cleaning and repair.

Dorm Room Damage Price List:

Item:	Repair Price:	Replace Price:
Bed	\$100	\$220
Mattress	-	\$175
Bookcase	\$100	\$450
Bureau	\$125	\$425
Ceiling	\$100	\$350
Closets	-	\$50
Desk	\$75	\$450
Chair	\$50	\$125
Door/Lock	\$125	\$250
Electric Light Shade	-	\$50
Smoke Detectors	-	\$50
Walls (patch/paint)	\$150	\$500
Window	\$100	\$300
Screens	\$25	\$75
Shades	-	\$35
Cleaning	-	\$100

Please note: These are estimated amounts. Room condition will be assessed at the start of the year and your student will sign off on the condition of the room upon moving in. Rooms will be reassessed at the end of the year and your student will again sign off on the condition and potential charges that you will be billed for damages.

Residential	Visitation Policy	<p>Only the residents and affiliates of the dorms can be inside the dorms when the Dorm Parents are not on duty.</p> <p>When Dorm Parents are on duty, any enrolled Walnut Hill student can come visit the dorm and must follow the dorm rules accordingly:</p> <p>9th and 10th Grade Students: Before Thanksgiving Break -Mandatory check-in with Dorm Parent -Common Room visitation only with all students</p> <p>After Thanksgiving break -Mandatory check-in with Dorm Parent -Students can request in-room visitation with other 9th and 10th grade students -Students can have Common Room visitation only with 11th, 12th, and PG students</p> <p>11th, 12th, and PG Students: Before October 1 -Mandatory check-in with Dorm Parent -Common Room visitation only with all students</p> <p>After October 1st -Mandatory check-in with Dorm Parent -Students can request in-room visitation with other 11th, 12th, and PG students -Students can have Common Room visitation only with 9th and 10th grade students</p> <p>All visitors must check in and out with the Dorm Parent. All visitation is granted at the discretion of the Dorm Parent.</p> <p>In-room visitation requires keeping the door open and a light on.</p>
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Technology	Acceptable Use of Technology	<p>Use of network resources and computers, whether school-owned or student-owned, is monitored by the School's faculty and staff. Student email accounts, hard drives, network storage, internet activity, and system logs may be searched if there is suspicion of violation of this agreement or other School policies. Students can have a reasonable expectation of privacy, but the School reserves the right to open or delete items as necessary. The only software items to be used on school computers or the school network are those products that the School may legally use. Modifying any copyrighted software or borrowing software is not permitted. Only designated technology support staff are allowed to install software and hardware. Masquerading as another person, concealing your true identity, or sending anonymous messages violates the School's expectation of honest and open communication. Students may not take steps to hide or misrepresent their identity when using school accounts, computers, networks, or servers. Passwords for computer and network resources are private to each individual; they uniquely identify a person as well as identify a person to others. Students are responsible for all use made of their Walnut Hill accounts, network storage, or internet access. Students may not allow anyone to use their passwords to access any computer or network resource and must diligently guard passwords. Using another person's password, or attempting to discover it, may be regarded as theft. Should a student discover someone's password accidentally, that student must notify the person immediately so that it can be changed. The School reserves the right to look at, listen to, or use anything on its systems and to bypass any pass code. To ensure that the use of the technology resources is consistent with the School's mission, authorized representatives of the School may monitor the use of its systems in its sole discretion, at any time, with or without notice, and notwithstanding any pass code. All information stored on or transmitted through Walnut Hill's technology resources is considered to be the property of the School.</p> <p>The School may remove any material from any individual or network account for any of the following reasons:</p> <ul style="list-style-type: none"> • The presence of the information in the account involves illegality. • The information in some way endangers the computing resources (e.g., a computer worm, virus, or other destructive program). • The information is inappropriate, because it is unrelated to or is inconsistent with the mission of the School; involves the use of obscene, bigoted, or abusive material on School resources; or is otherwise not in compliance with legal and ethical usage responsibilities.
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	<p>Students may not use computer or network resources to send harassing, offensive, obscene, or spam messages/postings, or chain letters. Students are responsible for the effect that messages may have on another person. Students must maintain the same standards of respect for others in online interactions as they would in person. Information communicated via Walnut Hill’s web servers, network, or other electronic mediums should not be distributed outside of the School community. Students may not access inappropriate materials on the internet—for example, pornography, internet gambling—or any illegal activity. If a student mistakenly enters an inappropriate site, that student should exit out immediately and tell a member of the staff/faculty/administration. Doing so will protect the student against unintentionally violating School Policy.</p> <p>This policy includes, but is not limited to, all school-owned computers, peripherals, and related equipment and software; voice communications infrastructure, peripherals, and related equipment and software; data communications infrastructure, peripherals, and related equipment and software; and all other associated tools, instruments, and facilities. Included in this definition are classroom technologies; computing and electronic communication devices and services, including modems; electronic mail; phones; voice mail; fax machines; and multimedia and hypermedia equipment and related supporting devices or technologies, including digital cameras, LCD projectors, scanners, and printers. The components may be individually controlled (e.g., assigned to an employee) or shared single-user or multiuser, and they may be stand-alone or networked. The School or Technology Office may restrict or terminate any user’s access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.</p> <p>The guidelines incorporated herein apply to both school-owned and private computers when used anywhere on school property, including dormitories.</p>
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Student Handbook – Covid-19 Chapter

* Walnut Hill retains the right to change and update these guidelines per information from local, state and federal health authorities.

DAY STUDENT UPDATES:

Day Student Affiliates

This program is on hold until further notice.

Day Student Overnights

No overnights will be approved until further notice.

Day Student Drop-offs

Day students should be dropped off in Stowe Circle or by the ATC/Red Barn. Family members should not exit their vehicles.

Day Student Cars- Day students must park their vehicles in marked spots in the Highland or Bacon Street lots. Day students may not transport boarding students for any reason.

Public Transportation

Day students should commute in private cars rather than public transportation.

GENERAL UPDATES:

Attendance

Students who are not cleared to attend school may not attend any classes or obligations or be in any public spaces on campus (including the dining hall). We encourage students and families to be conservative in their desire to come to campus insuring everyone's health and safety is the first priority. Students who have to self-quarantine because of a positive Covid19 test or symptoms will be able to participate in online classes as much as they are physically able to.

If a student has not passed their daily health screening, they must receive permission from the school nurse prior to returning to classes or other campus obligations.

Community Commitment Statement

All community members will be asked to sign a Community Commitment Statement that includes information and expectations for our behaviors to keep our community healthy and safe.

Contact Tracing

All students are required to sign in to every location on campus in real time through Reach.

Dining

All meals will be buffet style from the dining hall. In addition, cold breakfast items will be available in all dormitories with hot options available in the dining hall. Students can return as many times as they want for additional food during meal hours. Given that masks must be removed to eat meals all community members must either eat alone or be at least six feet apart from others.

Drinking on Campus

During events on campus when you are masked you can still drink liquids but must do so with a straw under your mask.

Eating on Campus

Boarding students can eat outside, alone in their dorm room or socially distanced in the dorm common room. Day students can eat outside or in one of the approved rooms in the ATC.

Lost & Found

All students should label their personal belongings. Belongings that are found around campus and are not labeled will be disposed of after 24 hours. This will be located in Student Life.

Off-Campus Visitors

No visitors from off-campus will be allowed on campus including parents/families. The only exception will be when students are being picked up for time away from campus at which times family members must remain in their cars in Stowe Circle or the Stowe Parking lot.

Self-Quarantine Policy/Travel

In the best interests of all members of our community, Walnut Hill is requiring all students to self-quarantine at home for 14 days prior to their scheduled arrival on campus. While we will do on site-testing, we believe that self-quarantining gives our community the best chance to start with everyone healthy.

Upon arrival at Walnut Hill, families will be asked to sign a statement of disclosure that your student followed these expectations prior to arrival. All students must also provide a negative Covid-19 PCR test result taken 72 hours prior to arrival on campus.

Home Self-Quarantine Protocol:

1. Stay at home with immediate family as much as possible.
2. Do not go out for social events, gatherings.
3. Do not have social gatherings in your own home.
4. If you have to go out of your house for medical appointments or groceries, for example, you must follow social distancing (6 ft) and you must wear a face covering.
5. You must wash and sanitize your hands frequently throughout the day.

When traveling back to school:

6. If you are traveling through an airport you must wear a face covering at all times and use extra sanitizing precautions (wipe down seats, seatbelts, tray tables, etc.)
7. If you are traveling by car and stop at public rest areas you must also wear a face covering and use extra sanitizing precautions.

Travel for quarter and holiday breaks

Boarding students will be restricted to campus upon their arrival to campus and until further notice, leaving only for school breaks.

Day students must limit travel per the Community Commitment Statement.

We strongly recommend that Boarding Students remain on campus for Thanksgiving Break. Families who choose not to follow this must understand that their student will be quarantined in their dorm upon return until they receive two negative COVID-19 tests and must participate in classes remotely.

We strongly recommend that Day Students not travel outside of Massachusetts over the Thanksgiving Break. Families who choose not to follow this must understand that their student must get two negative tests prior to returning to in person classes; they will stay remote until the second negative test.

We strongly recommend that Boarding Students remain on campus for Winter Break. Families who choose not to follow this must understand that their student will be quarantined in their dorm upon return until they receive two negative COVID-19 tests and must participate in classes remotely.

We strongly recommend that Day Students not travel outside of Massachusetts over the Winter Break. Families who choose not to follow this must understand that their student must get two negative tests prior to returning to in person classes, they will stay remote until the second negative test.

Trainings

All community members are required to fully participate in all trainings and to follow all expectations related to health and safety including but not limited to things like handwashing, hand sanitizing, face coverings, contact tracing, daily health screenings.

HEALTH AND SAFETY UPDATES:

Daily Health Screenings

All community members are required to complete a daily health screen through an my Med Bot. Day students may not come to campus without completing their daily health screening and being cleared. Boarding students must complete their daily health screening prior to leaving their dormitory. Failure to complete this will result in disciplinary action.

Face Covering Policy

With the return to campus for Quarter 2, we have revised the school policy around masks and face coverings. Moving forward, we will be using the terms "face covering" and "mask" interchangeably and include both non-medical grade cloth or disposable face coverings (cloth mask, disposable paper mask, etc.) and medical grade PPE (surgical grade disposable mask and N95).

Purpose: To lower risk of transmission. Face coverings are meant to protect other people and lower the risk of transmission of the virus from one person to another. If everyone has been wearing face coverings when in close contact and someone develops symptoms, the risk of transmission of the virus is much lower than if face coverings were not used.

Effective Date: This policy is effective immediately and will remain in effect until further notice. Walnut Hill will be following State and local guidance and may modify this policy as necessary.

Types of Face Coverings/Masks:

- Must be 2-3 ply paper or cloth
- Must pass the "candle test" - if you can blow out a candle (or if the flame flickers) through your face covering, it is not suitable.
- No masks with exhalation valves
- No gaiters
- No bandanas
- Face shields may be worn but **MUST** be worn with a face covering/mask as well

Proper Use: Face coverings must cover both your nose and mouth at all times.

Upon Arrival on Campus: All individuals must wear a face covering when arriving on campus.

Outside Spaces: All individuals (faculty, staff, boarding students, day students, dorm parents, and campus residents (following State guidelines for children) must wear a face covering when on campus unless taking a mask break.

Mask Breaks: All members of the community are encouraged to take mask breaks. Mask breaks may be taken outside only and you must be at least six feet away or more from any other individuals. Everyone must have a mask ready to put on if others approach them.

Care of Face Coverings: Non-disposable face coverings must be washed after one day of use. These may not be used for multiple days in a row.

Disposable face coverings are made for one-time use and should be thrown away after.

All students must bring adequate supply of face coverings with them. We suggest seven non-disposable face coverings (one for each day of the week) or approximately 300 disposable face coverings/quarter.

Upon Exiting Campus Housing or Dorm Room: All campus residents, including students, must wear a face covering when exiting their personal dorm room, apartment, townhouse, or residence into a common area. Common areas include: dorm hallways, bathrooms, building lobbies, stairwells, dorm common rooms, laundry room, etc. Students may remove their mask in their own room, but must put one on if anyone else enters the room.

Indoor Spaces: All individuals, including students and campus residents, must wear a face covering when in public spaces on campus. Public spaces include the Dining Hall, Campus Center, hallways, dorm common rooms, bathrooms, laundry rooms, mailroom, etc.

Ex. You are going into the Dining Hall to pick up lunch. You should be wearing a face covering the entire time when entering, inside, and exiting the Dining Hall until you are alone in your office, dorm room, studio, or classroom.

Private Indoor Spaces: Individuals do not need to wear a face covering when alone in a private space such as their dorm room, a practice room, art studio, or classroom. Face coverings must be readily available and must be worn when entering and exiting the space, as well as when others enter the space.

Meetings & Common Work Spaces: All individuals attending in-person meetings or working together must wear a face covering. Face coverings must be worn when entering and exiting the space.

Shared Responsibility: Walnut Hill is a caring community committed to being a safe environment for students, staff, and visitors. As such, we want to encourage everyone to be open and honest about how they feel about a situation.

Everyone should feel comfortable asking someone to put on or fix a face covering, or explain that you are uncomfortable with being so close. Remember that you may not realize that someone is high risk and that they may not want to share that information. Please be mindful of others and watch for social cues. Err on the side of caution and when in doubt put on your face covering. It is OK to ask someone if they are comfortable with you removing your face covering and staying 6' back. It is also OK to say that you are not comfortable with that. Please be kind and take care of one another. Face coverings protect others.

Face coverings must follow the dress code policy.

Health Center Layout

The Health Center will have both "sick" and "well" waiting areas. Students must stay in the area assigned to them by the nurse on duty until they are seen/treated.

Health Screenings

Students will be screened at the start of each quarter by our school nurses. If needed, students will be quarantined on campus and will participate in online courses only.

Medication Pick Up

Students must pick up their medications from the Medication Window between 7:30-8:30 AM unless otherwise directed by the school nurses. Students will not enter the health center. This will lessen the likelihood of exposure to students who are feeling ill.

Positive or Suspected Positive COVID 19 Cases

Any positive or suspected positive case will trigger our isolation protocol for either day or boarding students. Refer to the website for procedures that will be updated as regularly as needed.

Sick Visits

If a student feels ill they are instructed to go to their room and call the health center during regular operating hours. If the Health Center is closed students should immediately call an adult (dorm parent or AOC) who will consult with the nurse on call. "Sick Visits" will be scheduled on line by students or adults to minimize exposure time in the health center. Additionally, the school nurses will see students in dormitories if the situation as needed.

Testing:

We will be testing all community members weekly once they start on campus. For students, the initial test will be part of their arrival health screen, with a second test 3-4 days later during which they will quarantine on campus or home (day students).

REMOTE LEARNING UPDATES

Norms for Meetings

Expectations for online classes and meetings (such as Zoom calls) are very much the same as when classes meet in person. Students are expected to:

BEFORE THE MEETING

- Be prepared with necessary documents and tabs open, any necessary materials, and notebooks, etc.
- Prepare any snack and drink items you may need ahead of the start of class.
- Have assignments completed and be prepared to participate in discussions.
- Check your zoom link.
- Log in on time.

IN THE MEETING

- Your camera must be on and your face in the frame to be considered present. Difficulties with meeting this requirement should be communicated to the faculty member before class begins.
- Wear school appropriate attire
- We recommend designating a specific space for attending classes and using it consistently. Join sessions in a quiet space where you will not be distracted and where you will not distract others. (e.g. quiet living or dining room, office, study, etc.)
- We understand that some students may need to join class from their bedroom, however, students should never be in bed.
- Remain present and engaged throughout the session. Do not open additional windows or use other technology not applicable to the current subject during your class session.
- Chat features should only be used for in class discussions and not to conduct private conversations with classmates
- Mute your microphone unless your teacher instructs you to do otherwise.

Remember that, similar to in person classes, you are not to record or post any online program on personal social media or other personal devices without the explicit permission of the teacher or the appropriate Department Head.

Walnut Hill strives to provide instruction of the highest artistic quality in online classes. Given the vulnerable nature of sharing and teaching artistic content through e-learning and safeguarding the privacy and artistic expression of our students in the visual and performing arts, we ask that:

Students and parents may not download, record, alter and edit any materials provided through Walnut Hill's online classes or post work from the online program on their personal social media sites without permission of the Director of the Department. This includes creative exercises, classroom and production photos, in progress art-making, music lessons, ensemble rehearsals and performances and any finished visual products. Sites include, but are not limited to, Vimeo, YouTube, TikTok, Facebook, Twitter, Instagram, and Snapchat. Students should always ask permission before filming or photographing another person for a project and let those persons know that their image or performance may appear in screenings, shows, or online platforms.

Roles & Responsibilities

FOR STUDENTS

- Establish a daily routine for your school work.
- Find a comfortable, distraction-free place in your home where you can work.
- Check email and FinalSite pages each day to learn about the expectations for your work for each class during the day.
- Perform tasks as outlined by instructors in FinalSite pages and seek clarification from teachers on any assignments where they need it.
- Follow the norms of communication online as have been set out by your instructors for a given class in school.
- For classes meeting “live,” students will login to real-time video services (Zoom) for dialogue with teachers and members of your class.
- Put forth your best effort and communicate with your instructors whenever you have questions or if you believe you are not meeting class expectations.
- Communicate with instructors, advisor, Student Life, and/or Academic Support if you need any assistance.

FOR PARENTS

Entering into this new arena, we ask that families play a role in ensuring that their students engage in meaningful learning and reach out proactively should they run into any challenges.

- Establish routines and expectations for your student.
- Think about ways to relax or take breaks that do not involve screens.
- Be a calm, non-anxious presence for your student.
- Be a supportive partner of instructors and the School. Remind students that they should not expect to spend significantly more or less time on their studies. Attention to all courses should remain high as when students are at school.
- Establish a beginning and end-of-day check-in with your student.
- Help them create a comfortable, distraction-free place to work.
- Help ensure that your student is checking email and assignments daily.
- Monitor communications from the School.
- Help your student to plan out their work for the day and check in to keep them focused and on task.
- Encourage your student to stay connected to friends, both through talking about academic work and questions, and also in other ways.
- Provide opportunities for your child to find time in the day to engage in physical activity.
- Be mindful of your students’ physical and emotional health.
- Reach out to instructor, advisor, school counselor, academic support, etc. as needed.
- Monitor your student’s screen time and help them build in breaks.
- Parents can view assignment calendars and details on class Finalsite pages.

Staying in Contact

Staying in touch as a community is especially important in a remote environment. By doing the following, we can all keep up to date with classes and events.

At a minimum, students should:

- Check email twice each day - once in the morning and once later in the day.
- Check their academic and arts class pages twice each day - once in the morning and once later in the day.
- If students know they will not be able to attend a required class due to illness or other reason, we ask that they or their parents alert that teacher in advance if possible.

Teachers will communicate with students and families as follows:

- Teachers will communicate assignments and schedules through their Finals site pages and calendars.
- These are available through the student and parent logins.
- Complete schedules and assignments will be posted for each week by Monday morning at 9:00AM.
- Teachers will communicate specific questions or concerns to students via email.
- Teachers with significant concerns about student performance will communicate with advisors and families through progress reports. A concerning pattern of absences, missing work, or underperformance on assessments will trigger a progress report.
- If concerning patterns persist for more than a week, the Student Resource Committee will make recommendations for student support and communicate these to students, families, teachers, and advisors.

Technology Recommendations

Below are our baseline technology recommendations for students, from the Walnut Hill School for the Arts Technology Department. Some majors may benefit from a higher performance computer or more storage space, or in addition, an iPad or touch screen tablet. Those items and specifications are not required, or expected.

Note: If you already have a computer that you feel will be sufficient, there is no need to purchase a new device.

COMPONENT	RECOMMENDATION
Platform	Mac or Windows*
Model	-MacBook Air or MacBook Pro (2012 or later) -Windows 10 Pro Operating System; if you have a preference to touch screen Dell Latitude series laptops, Microsoft Surface Pro or Lenovo Yoga
Display Size	12 inch screen (or larger)
Processor	i5 (or better)
Storage	-256GB or larger Solid State Drive (SSD) -We DO NOT recommend "spinning platter" hard drives
RAM	8-16GB RAM (or more)

*Apple vs. Windows: While either platform will be adequate for arts and academics at Walnut Hill, our classrooms and teachers are heavily Apple based. If you have any questions please reach out to the Technology Department at support@walnuthillarts.org.

Warranty: We expect that a computer purchased in 9th grade should survive your four years at Walnut Hill, however, we recommend an extended warranty (for Apple users, AppleCare+) that will provide additional protection against accidental damage.

Backing Up: We highly recommend that students save the majority of their work in cloud-based services like GSuite (and/or backup their devices on a regular basis). Students will be provided with a walnuthillarts.org email address and GSuite account with unlimited storage space that we encourage students to use for this purpose. Students will be able to access their GSuite accounts until August, following their graduation from Walnut Hill or within 24 hours after an official withdrawal.

Technology Support & Help Desk: The Technology Department provides support to students, faculty, staff, and parents within the realm of Walnut Hill. The Technology team is always accessible by email and scheduled Zoom calls. We encourage anyone with technology questions or issues to reach out to support@walnuthillarts.org. When an email is submitted a ticket is automatically generated and a team member will reach out.

Affording Technology: For questions regarding Financial Aid or access to technology please reach out to Karen Loder, Director of Admission and Financial Aid, at kloder@walnuthillarts.org.

RESIDENTIAL LIFE UPDATES:

Blow Drying Use

Blow drying hair is not allowed in the dormitory except behind a closed door when the student is alone.

Check-in

At the start of each quarter residents will text the dorm phone when they return to their room for dormitory check-in. Dorm parents will go to the student's room for face to face check in, to deliver snack and to check the condition of the student's room. Our goal is to return to normal check-in of students going to dorm parent apartments over the course of the year.

Curfew

Sunday-Thursday check in time is updated to 7:45pm for this year. Friday and Saturday check in is at 10pm.

Dormitory Room Checks

To assist in a clean, healthy and safe environment boarding student rooms will be checked daily by dorm parents during student check-in. Students are expected to keep their rooms neat and tidy, laundry should be done during scheduled period and kept contained, trash emptied and food stored appropriately.

Food Delivery

No ordering take out, UberEats, InstaCart, etc. Students may not order anything to be delivered for live pick up. Students are only permitted to receive shipped packages which are cleaned and retrieved by the mailroom staff.

Laundry

Washers and dryers will be available in all dormitories. Dorm parents will provide a schedule of machine use that residents must abide by.

Maximum Capacity in Dorm Room

Residents can have only one guest at a time in their rooms after the campus quarantine is complete.

Permissions

All boarding students will be restricted to campus at the start of each quarter. Exceptions to this will only be made for medical or mental health appointments when tele-health is not viable or for programmatic obligations when students will be transported by school transportation. Day Students will not be allowed daytime permissions to leave campus.

Boarding students will be allowed to go home for vacation and quarter breaks but must follow the "self-quarantining policy".

Over the course of the year we hope to increase permissions that are granted starting first with weekend visits home. As off-campus permissions are increased they will be granted based on parental permissions.

Practicing

Singing and wind/brass playing are prohibited on campus until further notice with the following two exceptions:

- Boarding students may practice in their own single dorm rooms at specified times until 8 PM. Doors must be closed and windows must be open (as weather allows) to provide ventilation. No one else may enter the room during practice and for at least sixty minutes after practicing ends.
- Singing outside of the dorm is allowed only for specific pre-scheduled voice coachings in Eliot A and B with Ms. Blume or Ms. Purcell, with the singer in one room and teacher/pianist in the other. Following each coaching, the singer's room must be empty for at least 60 minutes. These rooms may not be used for voice or wind/brass practice.

String players (including guitarists) and Pianists may practice on campus according to the following rules:

- Each Highland practice room may be used only by the 1 - 2 students whose names are listed on the door of the room.
- Practice rooms may only be used by signing up for a time in advance. Please see the schedule on your own practice room door to sign up using your own pen/pencil.
- Each time you enter or exit a room, you must use the provided cleaning supplies to wipe the door handles, music stand, and (if using the piano) the piano keys and bench.
- It is very important that there be a 30-minute break in between each practice session. These 30-minute breaks are indicated on the practice room schedules on each door. The doors of these should remain closed during breaks to allow the air purifiers to work properly.
- Each time you leave your practice room, you must indicate what time you left the room so that the next person will know when the 30-minute break period has begun. Please write the time on the board provided on the door of your room.
- There will be frequent checks of these rooms by school staff. If you do not adhere to these rules strictly, you will no longer be allowed to use these rooms.
- E-list will be assigned to string players and pianists in both the Highland basement and the ATC upon request and based on seniority.
- Air purifiers cannot be turned off in rooms.

Student Mail/Packages

All mail and packages will be disinfected prior to entering the mail room. Students will receive notification when they receive a package and must claim it during the assigned mail hours only. Students must open their own mailboxes to get regular USPS and small packages.

Visitation and Dorm Sleepovers

Only dormitory residents will be allowed in any dormitory building. Sleepovers (both inter- and intra-dorm) will not be allowed.

HEALTH AND SAFETY VIOLATION CONSEQUENCES:

As we return to campus we must all accept responsibility for keeping each other healthy and safe. As part of the Community Commitment Statement we all signed we agreed to abide by policies and procedures put in place for health and safety. We are going to be extremely strict about adherence to all policies and procedures. Violations may result in immediately leaving campus for that day or for the remainder of the quarter or the year. This list is not exhaustive but is meant to give all of us a sense of what the consequences are for infractions. Please make sure to review this prior to signing the Community Commitment Statement.

Violations that receive warnings

- Mask Violation - failure to wear, wearing incorrectly, incorrectly laundering – first
- Not following “Team Clean” expectations - first
- Not following “social distance” expectations - first
- Not following bathroom etiquette - first
- Improper drop-off for day students - first

Violations that will result in leaving campus/classes for that day

- Failure to complete daily screening prior to leaving dorm room or coming to campus (remote classes)
- Mask Violation - second (remote classes)
- Not following “Team Clean” expectations - second (remote classes)
- Not following “social distance” expectations - second (remote classes)
- Not following bathroom etiquette - second (remote classes)

Violations that will result in returning to remote (off-campus) learning for at least the remainder of that quarter:

- Failure to complete daily screening prior to leaving dorm room or coming to campus - 3 times
- Mask Violation third time
- Improper drop-off procedure - third violation
- Space violations – ex. Include being in same practice room, being in a space that can have more than one person without face coverings, more than one guest in dorm room, being in a dorm that you don't live in, not following max # in rooms, etc.
- Not following “Team Clean” expectations or not complying when reminded - third violation
- Leaving Campus without permission – Both boarding and day students, there are no daytime leaves even for day students.
- Pattern of not social distancing (i.e. closer than six feet, holding hands, hugging, kissing, etc.) or not changing behavior when asked - three times
- Singing or playing wind or brass instruments anywhere on campus except alone in your dormitory room
- Having visitors on campus, including family members or friends in majors not currently on campus.
- Not following protocol for eating (socially distanced of 6 feet or alone in space).
- Pattern of not following bathroom etiquette - three times
- Not following community commitment expectations off campus – including attending large gatherings, not wearing masks, not socially distancing
- Not honestly complying with contact tracing requests/questions
- Not following quarantine expectations
- Ordering Take Out