

WALDEN SCHOOL
— 2024-25 —
STUDENT HANDBOOK

TOGETHER
WE ARE
WALDEN

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PLEASE REVIEW - SIGNATURE REQUIRED

After reviewing the student handbook, please login to [FACTS Family Portal](#) to sign the agreement. The signature agreement can be found under “Web Forms > Walden Family Information Forms”.

I. WELCOME, PHILOSOPHY & MISSION

Welcome

Welcome to Walden, an independent K-12 school offering an academically rigorous and student-centered college preparatory curriculum. Walden is a vibrant learning community that inspires students to think critically and creatively, encourages and supports risk-taking in the classroom, and emphasizes the importance of intellectual curiosity and lifelong learning. Our responsive, dedicated, and compassionate teachers create a classroom environment that leads students to discover and develop their passions and provides them with the tools required to be successful in today's complex, global society.

We have prepared the following information to help answer questions most frequently asked, as well as to inform you of the school's expectations. It is also intended to convey the all-important spirit, which influences everything that happens here on campus. As our philosophy states, Walden fosters academic and intellectual development, complemented by a focus on moral, physical and psychological growth. All of us here at Walden look forward to the continued growth of our students throughout their academic careers.

Mission Statement

In partnership with its families, Walden School provides an educational environment — both academic and social — which fosters a life-long enthusiasm for learning, and challenges individual students to reach their full potential so they may flourish in a diverse and changing world.

Philosophy of Walden School

At Walden, academic, cultural, and religious differences are acknowledged, respected, and celebrated. We give students the knowledge, skills and values to succeed and accept responsibility in their lives. In partnership with families, Walden fosters academic and intellectual development, complemented by a focus for moral, physical and psychological growth. Development in these areas is necessary to play an effective role in today's multicultural society.

Walden School is designed to accommodate the different rates of growth in students by providing small classes, a carefully planned and frequently reviewed college preparatory curriculum, and professional excellence in the faculty. Our unique and individualized

educational experience is designed to nourish all aspects of a student's educational and personal growth.

Core Values

Walden Nurtures:

- **Curiosity** - an engaging environment that promotes intellectual curiosity.
- **Community** - a student-centered environment that fosters partnerships among students, faculty, and families.
- **Respect** - academic, cultural, and religious differences are acknowledged, respected and celebrated.
- **Responsibility** - students are confident, responsible, enthusiastic learners, and compassionate global citizens.

Diversity Statement

Walden School fosters a community of inclusion that respects, celebrates, and compassionately champions the culture, ethnicity, race, religion, socioeconomic status, sexual orientation, and gender identities of our entire community. We support the personal diversity of each member of the Walden family. Walden strives to promote cultural competency and understanding through its curriculum, instruction, programming, and community outreach.

Non-Discrimination Statement

Walden School does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, sexual orientation, gender identity and expression, or any other characteristic protected under applicable federal or state law in any decision regarding employment, admissions, financial aid, athletics, educational policies, or any other school-administered programs.

Compliance with Federal Mandate

In accordance with 40 CFR Part 763, Walden School has had an inspection for asbestos containing materials in our school building. Our management plan is on file in

the Business Office and available for review. Copies may be obtained for the cost of duplicating them.

Continuous Enrollment

Acceptance of the registration fee does not guarantee admission for the following year. Continued admission will be based on student achievement, attendance, behavior, and parental cooperation. Continued enrollment is the decision of the school administration.

II. QUESTIONS & CONCERNS

Parents are encouraged to consult with those best able to address their concerns and answer any questions. The following list of personnel will be beneficial for your use in resolving problems.

- **For your general questions, please call the school office at 502-893-0433.**
We will be glad to help.
- **If you have specific questions or concerns about your child’s classroom, contact your child’s teacher first.** Send in a note with your child, email your child’s teacher, or call the school office and leave a message for the teacher. Teachers will return your email or phone call as soon as it is possible for them to do so. Often sharing information and ideas with the teacher will result in a workable solution immediately. Remember, you both have the same goal - your child’s success. To access teachers' email addresses, check the school’s web site, **walden-school.org**.
- If after contacting your student’s teacher, you still have a question or concern, you may contact the Division Directors. They are available to work with you and the teacher to achieve a resolution concerning your child.

Questions Concerning Specific Areas:

Academics

- Middle/High School [Pam Zipper](#), *Director of 7th-12th Grade*
- Lower/Middle School [Kelly Von Busch](#), *Director of K-6th Grade*

Admissions [Stacy Nickle](#), *Director of Admissions*

Advancement [Melinda Ellingsworth](#), *Director of Advancement*

Athletics [David Gross](#), *Director of Athletics*

Business Office [Jeff Hamilton](#), *Director of Finance & Operations*

College Counseling [Brad Kimbrough](#), *Director of Academic & College Counseling*

Communications/Marketing [Tremain Townsend](#), *Director of Marketing*

Extended Day/STEAMworks Program [Christen Brown](#), *Director of Extended Day*

Fundraising & Special Events [Sarah Smith](#), *Director of Development*

Technology [Lee Cochran](#), *Technology and Innovations Manager*

*When necessary, your concerns will be referred to the Head of School, **Alison Tyler**.*

III. OPPORTUNITIES TO SUPPORT WALDEN

Walden Fund

Contributions to the **Walden Fund** provide special resources for students and faculty that support educational initiatives not covered by tuition alone. A successful and sustained annual fund campaign depends upon the participation of every member of the school community – parents, grandparents, trustees, faculty, staff, former parents and grandparents, alumni, friends, foundations and corporations.

Beginning in the fall, all members of the Walden community are asked to consider a gift or pledge to the Walden Fund. The size of the gifts vary, but all gifts are important; our goal is simply **100% participation**. All of the gifts to the Walden Fund are tax deductible according to federal regulations. All unpaid balances are due by June 30, 2021.

Vehicles for Giving Other than the Walden Fund

- **Capital and Major Gifts**

These gifts to Walden support new construction, facilities, major renovations and bold programmatic initiatives.

- **Planned or Deferred Gifts**

Significant tax and income benefits to the donor may be realized through planned and deferred giving vehicles. Gifts through insurance policies, trust arrangements and bequests may help meet the school's needs.

- **Gifts-In-Kind**

Tangible gifts such as equipment and supplies are considered gifts-in-kind when given to the school. Gifts-in-Kind are tax deductible to the extent allowed by law, and donors are recognized in the Annual Report. These must be approved in advance.

- **Cash and Pledges**

Donations and pledge payments can be made by cash, check, credit card, and/or through the transfer of stocks and securities. In addition, many employers will match your contribution. Your gift plus any match will be recognized.

Special Events that Support The Walden Fund

Coordinated through the Development Office, events create possibilities to bring together the Walden community and introduce others in the greater Louisville community to our magical school. Volunteers and sponsors are always welcome.

- **Walden Auction**

Walden's annual auction and celebration benefits our students and programs. A portion of the funds raised go directly to the Walden Fund. Established in 1991, the annual tradition is a fun night of fundraising, dancing and music. This is a party you do not want to miss! Be a sponsor, donate and/or volunteer! During the dinner portion of the auction we focus our attention on raising restricted funds for one particular campus project.

Endowment Fund

The Endowment Fund is a special fund to provide scholarships for deserving students. Gifts to this fund are invested and a percentage of the earned interest is applied to student need. The principal of the fund remains invested to yield annual income throughout the life of Walden.

The appeal for the Endowment Fund occurs in the fall, along with the Walden Fund appeal. You can designate a portion of your Walden Fund gift to the Endowment Fund or add an additional amount for the Endowment. In the past, the optional gift was \$25 per family, but any amount is acceptable.

Book Fairs

One book fair will be held in the spring at the Walden Library for Walden families. The proceeds are used for the purchase of library resources.

Scholastic Book Sales

Teachers in K-5 also offer scholastic books for sale to their classes. These sales are voluntary. Proceeds are used to purchase books for the classrooms.

Walden Parent Association (WPA):

2023-2024 WPA Officers

President - Ashley Benz

Vice Presidents - Lexi Livingston

Treasurer - Janelle Caudill

Secretary - Alexander Hagerman

WPA Dues and Benefits

The Walden School Parent Association (WPA) dues of \$50 will be included on each student's FACTS account. For families with more than one child, this fee will occur only once.

The WPA provides benefits for every Walden family and an important opportunity to participate in the life of the school through parent education programs. Parent volunteers provide support to WPA meetings and activities throughout the school year.

WPA Fundraising Activities

Fundraising activities are conducted to fund special projects. Past projects funded by the WPA include SMARTBoards, library automation, a laminator, a copy machine, convection oven, cafeteria furnishings, and drama equipment. The WPA also sponsors such events as the Back- to-School Picnic, bowling and skating parties (K-12), and Teacher Appreciation Week in the spring.

Walden Rewards

There are many local businesses that participate in "cash back" programs with our school. Walden will benefit when you shop these businesses. Please designate Walden School as the beneficiary of the rebate.

Kroger Community Rewards

Your purchases will be tracked through your Kroger Plus card. Help Walden to reap the benefit of your Kroger purchases by doing the following:

1. Visit www.KrogerCommunityRewards.com
2. Sign in to your account or create an account
3. Register your Kroger Plus Card (have handy to input #)
4. Find and select Walden School Corp. (11021) and hit save

Booster Club

The purpose of the Club is a non-profit volunteer organization composed of parents, staff and other interested parties whose mission is to enrich and promote athletic programs at Walden School in an atmosphere that is consistent with the educational philosophy of the school community. The mission is to raise funds to enhance and expand the athletic programs, support the athletes, their coaches, and the administration, in order to allow Walden teams to achieve their full potential. While the Club primarily exists to assist with financial support, the Club also strives to promote good sportsmanship, high ideals of character and academic achievement.

The Club will also fulfill any legal, reporting or governing guidelines as outlined by the KHSAA (Appendix A).

IV. STUDENT & PARENT INFORMATION

School Curriculum Goals

- Walden School will support and enhance the partnership of school, family, and community.
- Walden School will provide an environment for academic excellence, discovery, and enthusiasm for learning.
- Walden School will challenge each individual student to take an active role in achieving his or her full academic potential.
- Walden students will acquire the knowledge, skills, and perseverance necessary for college and life-long learning.
- Walden students will apply their knowledge and skills to think critically and make interdisciplinary connections.
- Walden students will communicate competently and effectively through a variety of media appropriate for the audience.
- Walden students will learn to recognize moral issues, value ethical behavior, and uphold the dignity and rights of others.
- Walden students will acquire the skills and responsibilities necessary for leadership and active citizenship.
- Walden students will be ecologically responsible to their school environment, their community, and the world.

School Community Expectations

Walden Core Values Nurture:

Curiosity: an engaging environment that promotes intellectual curiosity. **Community:** a student-centered environment that fosters partnerships among students, faculty, and families. **Respect:** academic, cultural, and religious differences are acknowledged, respected and celebrated. **Responsibility:** students are confident, responsible, enthusiastic learners and compassionate global citizens.

Walden School is a community, and as such, the actions of any one member affect other members of the community. Every student is expected to act in a responsible and socially mature manner, to respect the rights and property of others, to cooperate with school regulations, and to behave on campus, at extracurricular events and within the larger Louisville community in a manner which lends credit both to the student and the school.

In upholding these standards, parents' cooperation is expected. The school and the family must share the task of establishing the right balance between freedom and responsibility. It is our intention that both the students and their parents know our expectations for the school year. It is expected that, in associating with Walden, each student will live up to the expectations of the school. The following is a summary of these aspects of shared community responsibilities which the school will expect each student to abide by. These have been determined on the basis of a vital concern for student growth, health and safety in recognition of the school's responsibilities to its students, their parents and our society.

Honor Code

Honesty and complete integrity in all matters of school life are expected of both our students and their parents. Truthfulness, even in the face of social pressure, is a value which the school is determined to maintain.

Academic honesty is fundamental. Students are expected to demonstrate integrity by never cheating, plagiarizing or misrepresenting themselves on tests, quizzes and assignments, including all work done on computers, as well as not infringing upon

copyrighted materials. Students should never misrepresent themselves, their work, or their own or others' actions. Violations of the Honor Code include:

- **Plagiarism or the use of another's ideas or words without acknowledgement.**
- **Cheating or using a study aid or other source during a quiz or exam. Students who give information to another student during an exam are also guilty of violating the Honor Code.**
- **Lying, or purposefully misrepresenting the truth or making false statements.**
- **Stealing, using or taking another's possessions without their permission.**

Teachers are required to report all incidents of cheating to the Division Director. Students found guilty of cheating will lose free time (lunchtime, club participation, field trip, etc at the discretion of the Division Director) and will complete an additional assignment to replace the assignment that he/she/they cheated on and will be placed on probation for an amount of time determine by the Division Director.

Any teacher who observes a student copying or using the homework of another to complete an assignment is required to collect all material involved and report it to the subject teacher. Students who take another student's assignment with the intention of using it to complete their own assignment, without that student's knowledge or permission, may suffer additional consequences of the loss of free time and will complete an additional assignment to replace the assignment that was cheated on. Violations of plagiarism will be decided on a case-by-case basis. The degree and intent will factor into the consequences.

Students should fully comprehend the significance of the Honor Code and be willing to abide by it throughout the year.

Student Expectations

By enrolling at Walden School, students agree to abide by its rules and their parents agree to support the school's policies. Our rules and expectations apply any time students are on campus, participating in or attending a school-sponsored event on or off campus, or officially representing the school.

The school expects that students will respect the person, rights and property of others. Fighting with, intimidating, or threatening other members of the community will not be tolerated. Hazing, either physical or emotional, is not permitted. Any form of sexual harassment, coercion or abuse will incur a severe disciplinary response (see Harassment policy).

Students are expected to be drug and alcohol free. The purchase, distribution or use of alcohol or drugs, or the presence of paraphernalia associated with either, is prohibited (see Substance Abuse policy). It is important for students and their parents to understand that any indication of use, distribution or possession of drugs on school grounds may result in immediate dismissal.

Walden is a smoke-free/tobacco-free/nicotine-free campus. Students must refrain from smoking tobacco/nicotine use in any form. Students are not permitted to smoke or use tobacco/nicotine at any school-sponsored events on or off campus (see Substance Abuse policy).

Students are expected to meet all commitments and obligations, including classes, study halls, assemblies, and extracurricular and athletic commitments, in a prompt and timely manner.

Off-Campus Behavior

As members of The Walden Community, Walden students must always show respect for the school and the people in it. Both in school and out of school (including online and/or via social media), students are required to show respect for and protect the good name and reputation of the school itself, other students, and the faculty, staff, and administration. Students who defame or portray in a negative light the school or members of the school community will be subject to disciplinary action. When a Walden student attends a curricular or extracurricular activity at another school, they are

expected to abide by the policies of that school. Any violation of the host school's policy will be treated according to Walden's policy. Off-campus behavior that is illicit, immoral, illegal, and/or which reflects adversely on the school can be grounds for disciplinary action, including suspension or expulsion.

Head's Discretion

The Head of School ("Head"), in the Head's sole discretion, may suspend, require the withdrawal of, or dismiss the Student if the Head determines that either Family or Student has failed to comply with Walden's reasonable rules, regulations, and requests in a manner that interferes with Walden's educational mission or the positive and constructive relationship among Walden, Student, Family, and other students and families. The Head may consider any factors that the Head deems relevant, including but not limited to the Student's current and prior academic and disciplinary record at Walden or other schools. Family and Student acknowledge that while the Head has the discretion to provide an opportunity for the Family and Student to discuss the appropriate response, the Head has no obligation to do so if the Head determines that a more immediate response is required. Family and Student acknowledge that the decision of the Head shall be final and not subject to review or reconsideration in any respect. In the event that the student is suspended, required to withdraw or dismissed, the family shall remain liable for the financial obligations set forth in this agreement.

V. GENERAL SCHOOL POLICIES & PROTOCOLS

Dress Code

Walden recognizes that fashion can be an outlet for a student's individuality, creativity, and expression. The school honors students' choice in dress and celebrates their diverse fashion sense. The school also strives to provide a safe, and thoughtful educational environment. Walden's dress code provides guidelines that seek to put the dignity of every student at the forefront. It is important for students to understand that any attire, hairstyle, or makeup application which reasonably distracts from the academic environment of the school, or pose a reasonable threat to the safety and well-being of our students, faculty, or staff, will not be acceptable, no matter what the current trends of fashion dictate. This code shall be enforced consistently and in a manner that does not marginalize or oppress any group based on race, sex, gender

identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. The school dress code will be followed on all school-sponsored field trips and other events during which students represent Walden.

All Walden students must wear:

- A shirt or other top with opaque fabric in the front, back, and on the sides under the arms, that has shoulder straps or sleeves, AND
- Pants/jeans (long or short) or the equivalent (i.e. skirts, sweatpants, leggings, dresses, etc.) with opaque fabric, AND
- Shoes (activity-specific shoes may be required, for example, athletic shoes in the gym and closed-toed shoes in science labs)

All Walden students must not wear:

- Any shirt or top that exposes any part of the lower torso (i.e. midriffs)
- Any shirt or top that does not have shoulder straps
- Clothing that reveals undergarments (visible waistbands and straps are allowed)
- Clothing that, when standing, sitting, or in any other position, exposes or reveals genitals, buttocks, breasts, or nipples.
- Any clothing, shoes, or accessories with violent language or images, hate speech, profanity, pornography, or any depiction of drugs, alcohol, or illegal items/activity
- Clothing, shoes, or accessories that have images or language that creates a hostile or intimidating school environment
- Clothing, shoes, or accessories that denigrates, defames, or otherwise puts-down a political ideology, party, or movement (wearing clothing that supports a political ideology, party, or movement is allowed as long as it does not violate

any other part of the dress code)

- Clothing, shoes, or accessories that pose a reasonable threat to the safety and well-being of the individual student and/or our community

As long as students abide by the stipulations stated above, Walden believes that all students should be able to dress themselves according to individual fashion tastes without fear of body shame or discipline. Given that one of Walden's core values is respect, every member of the Walden community should refrain from negative commentary regarding appearance and dress. All members of the faculty, staff, and administration are responsible for monitoring appropriate dress. When a student's choice of clothing is determined to fall outside the dress code as outlined above, the student will be issued alternative clothing for the remainder of the day and parents/guardians will be notified. If the student fails to comply with the dress code on a second occasion, a conference with the parents/guardians will be scheduled.

LGBTQ+ Non-discrimination Protocol

Statement of Purpose:

Walden School aims to provide a safe and nondiscriminatory environment to ensure the safety, comfort, and healthy development of all of our students, including our LGBTQ+ community. This policy does not anticipate every situation that might occur with respect to LGBTQ+ students and staff, therefore the needs of some may be assessed on a case-by-case basis.

Definitions:

1. **Gender Identity:** Refers to a person's internal, deeply-held sense of their own gender.
2. **Pronouns:** Linguistic tools used to refer to someone in the third person. Examples are they/them/theirs, ze/hir/hirs, she/her/hers, he/him/his. In English and some other languages, pronouns have been tied to gender and are a common site of misgendering (attributing a gender to someone that is incorrect.)

3. **Cis / Cisgender:** A gender identity, or performance in a gender role, that society deems to match the person's assigned sex at birth. The prefix cis- means "on this side of" or "not across."
4. **Non-Binary:** A gender identity and experience that embraces a full universe of expressions and ways of being that resonate for an individual. It may be an active resistance to binary gender expectations and/or an intentional creation of new unbounded ideas of self in the world. For some people who identify as non-binary there may be overlap with other concepts and identities like gender expansive and gender non-conforming.
5. **Gender expression / gender presentation:** Refers to the spectrum of how a person expresses gender to others in ways that are socially defined as either masculine or feminine, such as through behavior, clothing, hairstyles, activities, voice, or mannerisms.
6. **Gender Variance:** Behavior and gender expression by an individual that does not match masculine or feminine norms.
7. **Gender Fluid:** Moving between gender identities or expressions.
8. **Transition:** An individualized process by which transsexual and transgender people "switch" from one gender presentation to another. There are three general aspects to transitioning: social (i.e., name, pronouns, interactions, etc.), medical (i.e., hormones, surgery, etc.), and legal (i.e., gender marker and name change, etc.). A trans individual may transition in any combination, or none, of these aspects.
9. **Transgender:** Adjective used most often as an umbrella term, and frequently abbreviated to "trans." This adjective describes a wide range of identities and experiences of people whose gender identity and/or expression differs from conventional expectations based on their assigned sex at birth. Not all trans people undergo medical transition (surgery or hormones). Some commonly held definitions:
 - a. Someone whose determination of their sex and/or gender is not validated by dominant societal expectations; someone whose behavior or expression does not "match" their assigned sex according to society.
 - b. A gender outside of the man/woman binary.
 - c. Having no gender or multiple genders.

10. **Gender Dysphoria:** A person who experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the gender they were assigned at birth.

Privacy/Confidentiality

Students and families have the right to keep certain personal information confidential. To ensure the safety and well-being of the student, school personnel should not disclose a student's gender identity or sexuality to others, including the student's parents/guardians and/or other school personnel, unless (1) legally required to do so, or (2) the student has authorized such disclosure.

Walden School should work closely with the student and family (if aware) in devising an appropriate plan regarding the confidentiality of the student's transgender status or sexuality that works for both the student and the school. Students have the ability, as do all students, to discuss and express their gender identity and expression or sexuality openly and decide when, with whom, and how much of their private information to share with others.

Students who do not want their parents to know of their gender identity status or sexuality must be addressed on a case-by-case basis. Walden School will work to balance the needs of the student and to be in good-faith partnership with families while prioritizing the emotional and safety needs of the student.

Forms/Official Records

Schools are required to maintain a permanent record for each student which includes legal name and gender. This information is also required for standardized tests and official school unit reports. Walden School will change a student's official records to reflect a change in legal name or gender upon receipt of documentation, such as a court order or an amendment to a state or federally-issued identification. To the extent that Walden School is not legally required to use a student's legal name and gender on school records or documents, the school will use the name and gender by which the student identifies. In situations where school staff or administrators are required by law

to use or report a student's legal name or gender, such as for standardized testing, school staff will comply accordingly.

Names/Pronouns

Students have the right to be addressed by the name and pronoun that corresponds to their gender identity once it has been communicated by them to faculty and staff.

Students are not required to obtain a court-ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. It is recommended that school staff privately ask transgender or gender nonconforming students how they want to be addressed in class and in the school's communications with the student's parents or guardians. Some transgender and gender nonconforming youth may request to use "he" or "she" pronouns, while others may feel most comfortable being addressed by gender-neutral pronouns such as "they" or "ze" or just referred to by their names (without pronouns).

Restroom

All students can use the restroom that corresponds to the gender with which they identify. In addition, Walden currently has three gender-neutral bathrooms on campus. One is located in the Main Office Auxiliary, one in the Lower School Supply Room, and the other on the second floor of the high school.

Locker Room Accessibility

Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable private alternative changing area and should be provided in a manner that protects the student's ability to keep his or her gender status confidential.

Sports and Physical Education

Transgender and gender non-conforming students are to be provided the same opportunities to participate in physical education. Students may participate in extracurricular and intramural sports in a manner consistent with a student's expressed gender identity. Furthermore, all students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity, under the guidelines established by the KHSAA or other ruling athletic association or conference.

Overnight Activities and Off-campus Trips

Walden School will make a good-faith effort to address students' overnight accommodations on a case-by-case basis, balancing the needs of all students.

Classes and Gender-Specific Activities

When gender-specific activities are necessary, students may select to participate in (or opt out of) activities in a manner consistent with their gender identity. As a general matter, the school will evaluate all gender-based activities, rules, policies, and practices - including classroom activities, school ceremonies, and school photos - and maintain only those that serve an important educational purpose. Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

Dress Code

Walden School will enforce dress codes that are adopted pursuant to the student handbook. Transgender and gender non-conforming students may dress in accordance with the gender identity with which the student identifies, consistent with any applicable requirements in the dress code or school rules. School staff shall not enforce a school's dress code more strictly against transgender and gender nonconforming students than other students.

Procedures to Support LGBTQ+ Students

The school shall accept the gender / sexual identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender or sexual identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized as the sex consistent with their gender identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to gender-related programs, activities, and facilities consistent with their gender identity.

The school shall customize support for each such student through the Identity Support Plan (ISP), as described below, to optimize each student's access to the school's program and activities.

1. Any LGBTQ+ student and their parent/guardian, whether currently enrolled or in the process of enrollment should contact the student's Division Head or Head of School to request development of an ISP.
2. A meeting should be scheduled to discuss the student's particular circumstances and needs. In addition to the student, parent(s)/guardian(s) and the Division Head, other participants may include the school nurse, teachers and/or other school staff, and possibly outside providers who can assist in developing a plan for that student.

Building a Discrimination-Free Environment

Walden's goal is to foster a safe and welcoming environment for ALL of its community – including students, families, and staff. Overt discrimination based on color, creed, religion, sexual orientation, gender identity, physical or mental capabilities, or family structure is not tolerated. Walden also understands the importance of protecting the community against microaggressions. While microaggressions might not intend to express bias or harm, they, too, create a divisive and hostile environment. Walden will continue to educate its community about microaggressions and the importance of eliminating all acts of discrimination.

What's a microaggression?

Microaggressions are statements, actions, or incidents of indirect, subtle, casual, or unintentional separation, alienation, or attention against member(s) of a particular group, often previously marginalized groups. These microaggressions can take the form of comments, interactions, nicknames, assumptions, or behaviors that communicate a bias towards people, their background, history, abilities, or customs.

What do I do if I witness an act of discrimination or microaggression?

Each of us has an obligation to protect our community members and create a safe space. Calling more attention to yourself is sometimes difficult for the subject of the microaggression, so be an ally. For the sake of the school community, report the incident to a trusted adult at school.

What if I am subject to an act of discrimination or microaggression?

Tell a trusted adult at school either at that moment or request a private time to discuss. Recognizing that can be hard sometimes, tell a trusted adult at home if you've ever had an interaction that made you uncomfortable so they can advocate with you.

How can I remain anonymous when reporting something I have seen or heard?

[Please complete the following Google Form](#) that will alert the administration of the situation; however, you will remain anonymous.

How does Walden handle situations of discrimination or microaggressions?

The administration will investigate all reports in a timely manner within 48 hours (2 school days) of the initial report. Students who discriminate, either overtly or through microaggressions, will be educated and progressively disciplined. Additional outcomes may include the use of restorative conversations with the harassed person. If incidents of harassment continue or if intentional, disciplinary action could include up to and including suspension or expulsion of that student.

General Illness Policy

- The child has not had a fever (and is not using fever-reducing medicine) for at least 24 hours.
- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has resolved overnight and the child can hold down food / liquids in the morning. [Without fever for 24 hours](#)
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return. [Without fever for 24 hours](#)
- Respiratory virus symptoms are getting better for at least 24 hours. Students and staff returning after a respiratory illness can consider masking to reduce spread. [Without fever for 24 hours](#)
- COVID 19 is now treated by the CDC as a respiratory virus, see above for respiratory virus guidelines.

Infectious Disease Policy

Walden School recognizes that serious infectious illnesses have a tragic impact on those afflicted, and involve significant and sensitive issues for students, faculty and staff. The school also recognizes that both employees and students who contract such serious infectious illnesses may wish to continue their employment or education at the school.

At the same time, Walden School is committed to satisfying its obligation to provide a safe and effective educational and working environment for its students, employees and visitors. Accordingly, the school will take the appropriate precautions to ensure that any health and safety concerns arising from an individual's illness are managed in accordance with current medical knowledge and procedures.

With these principles in mind, the school has established the following policy for students and employees with serious infectious illnesses.

In promulgating this policy, the school is aware that the best course of action for dealing with an infectious illness may vary from case to case. Accordingly, this policy only attempts to outline the school's general approach to serious infectious illnesses, for each case must be addressed with proper regard for the context in which it arises.

This policy sets forth the principles that are applicable to both employees and students. The second section specifically focuses on the school's policies regarding an employee who has contracted AIDS. The third section addresses the school's policy regarding students with AIDS.

General Principles

Walden School complies with all federal, state and local laws and regulations regarding infectious diseases.

All members of the school community will be expected to continue to work with an employee or student with an infectious disease and not to harass or otherwise discriminate against such an individual. Any student or employee who does not adhere to these requirements shall be subject to disciplinary action. It is,

moreover, the policy of the school that individuals with an infectious disease should be treated with compassion and understanding in dealing with their illness.

The school holds all medical information which it receives about the medical condition of an employee or student in confidence. This means that the school restricts access to such information to those with a legitimate need for the information. An exception to this rule will be allowed when an employee or student authorizes wider disclosure of such information. Since the particular individuals with a need to have access to such information will vary from case to case, the Head of School will decide in each case whom to inform. Individuals who thereby gain access to this information are themselves expected to keep the information confidential in accordance with the policy and applicable law.

The school may from time to time change or discontinue this policy or adopt a new policy with respect to the subject, as it determines medical opinion and other circumstances warrant.

Employees with an Infectious Disease

Walden School strongly recommends that employees who suspect they might have contracted an infectious disease be tested. In addition, employees with an infectious disease are encouraged to inform the Head of School of their illness so that the school can effectively implement the provisions of the policy.

The school will provide reasonable accommodations for an employee disabled by an infectious disease when needed to enable the employee to continue to perform the essential functions of his or her job or to otherwise benefit from the privileges of employment, so long as the accommodation does not impose an undue hardship on the school.

An employee with an infectious disease will be allowed to work at the school so long as the employee is able to perform (with or without the aid of the aforementioned

accommodations) the essential functions of his or her position, and the employee does not present a health or safety risk to himself or herself or other employees or to students. If an employee contracts an infectious disease, the school may require a letter from the employee's attending physician stating that the employee is fit to continue to work in accordance with this standard. The school may also require, from time to time, further medical evidence and a medical examination, by a physician or physicians designated by the school, to ascertain the employee's fitness to work.

The school will review, on an ongoing basis, the employment situation of an employee. Whenever practical, the school will seek the advice of the employee and the employee's physician. Any employment decisions the school arrives at through its reviews will be made in accordance with the school's interpretations of its policies and the applicable law, and in light of medical and scientific opinions and advice.

In making employment decisions, the school shall consider: (a) the employee's position, (b) the type of interaction between the employee and students and other employees, (c) the characteristics of the disease (including means of transmission), (d) whether a substantial risk of the transmission by the employee exists, and (e) whether reasonable accommodations could be made which would allow the employee to continue working but would not impose an undue hardship on the school. The above list of factors is not comprehensive, for the school may also consider other pertinent criteria in arriving at its decision.

The school does not unlawfully discriminate against employees with an infectious disease with respect to their eligibility to participate in its employee benefit plans.

Students with an Infectious Disease

Parents of students with an infectious disease are expected to inform the Head of School of their medical condition so that the school can effectively implement the provisions of this policy. The school may then require a letter from the student's physician stating the physician's medical opinion regarding the student's illness and the propriety of the student attending the school. The school may also, from time to time, require further medical evidence and medical examinations, by a physician or physicians designated by the school, to ascertain the propriety of the student attending the school.

The school will make reasonable modifications in its policies, practices and procedures in order to allow a student with an infectious disease to benefit from the academic and other services offered by the school so long as the modifications do not constitute an undue burden on the school or fundamentally alter the nature of the services that the school provides.

A student with an infectious disease will be allowed to remain at the school; so long as the student's medical condition allows him or her to perform (with the aid of the aforementioned modifications or auxiliary aids and services) up to the school's standards and does not present a health or safety risk to other students, faculty or staff. While at school, a student with an infectious disease will be allowed to partake fully and equally in the educational, social and extracurricular activities offered by the school, so long as such participation does not present a health or safety risk to the student, other students, faculty or staff.

Any student whose behavior enhances the risk of transmission will be asked to leave the school.

The school will review, on an ongoing basis, the enrollment of a student with an infectious disease and will make decisions regarding whether, and under what circumstances, the student may remain at the school. The school will make these decisions in accordance with the school's interpretations of its policies and the applicable laws, and in light of medical and scientific opinion and advice. In making such decisions, the school shall, whenever practical, consider, among other factors, the opinions and recommendations of the student, the student's parent(s) or guardian(s), and the student's physician.

Safety Plan

Walden School's Safety Committee, with assistance from St. Matthew's Police Department and the Louisville Fire Department, have developed a comprehensive Safety Plan. All classrooms and administrators are supplied with emergency evacuation plans, parent/guardian emergency contacts, and each respective student's allergens and/or other needs.

Walden's Safety Plan is based on current "best practice" guidelines for developing a school safety plan, focusing on three key categories related to safety issues:

- **Preparedness** – the process of deciding what to do in the event of an emergency, before the emergency actually occurs. Preparedness involves the coordination of efforts among the school administration, faculty, staff, students, parents and community.
- **Response** – the process of implementing appropriate actions while an emergency situation is unfolding. In short, responding means "doing what you planned to do." In this phase schools and communities mobilize resources needed to handle the emergency at hand.
- **Recovery** – the process of assisting people with the physical, psychological and emotional trauma associated with experiencing tragic events.

Please note that a school's Safety Plan should always be regarded as a "work in progress" since new information and situations generate improved methods and strategies for dealing with various occurrences. Law enforcement officials and other professionals emphasize the need for common sense, flexibility and to "think on your feet." No single plan can allow for every scenario and caregivers must do everything within their means to safeguard the health and safety of their students and co-workers.

Athletics

Walden School follows a no-cut policy in all sports programs. Varieties of sports are offered and provide opportunities for students in all three divisions to participate in and enjoy the benefits of athletics. Please refer to the Walden website for updated information regarding the athletic offerings for the current year.

Walden is a member of the Kentucky High School Athletic Association and, as such, follows KHSAA requirements in all High School sports.

Please support our athletic program by encouraging your student to be mindful about the footwear worn on the gym floor; only sneakers/tennis shoes should be worn for physical education classes and indoor recess (this includes extended day). Students should have a dedicated pair of shoes for the gym, so as not to track in dirt. This is a safety issue because the dirt leaves a film that makes the floor slippery.

Concussion Policy

If a student is diagnosed with a concussion, a statement from the physician, including the diagnosis and general recommendations regarding school accommodations, should be provided to the Division Director. Attendance and academic accommodations will be provided in accordance with the physician's general recommendations. Absences due to the diagnosed concussion will be excused.

Service Learning and Leadership

Effective 2018, Walden School will focus on K-12 service learning and leadership. Walden's commitment to community service is an integral part of the school's overall educational philosophy, program and curriculum. School clubs, high school capstone projects and K-12 service days will be implemented and fulfilled through student volunteer time and talent.

Walden School sponsored drives for donation of goods in support of local charities, will be held three times a year (fall, winter and spring) and will collaborate with a school identified and approved charitable cause. All monetary fundraising efforts require school authorization and will exclusively benefit Walden.

Carpool

1. There is only a single lane of traffic for drop off in the morning, and two designated lanes for picking students up in the afternoon. Please do not try to pass cars waiting to stop and unload their passengers.
2. For student and driver safety, please stop at the stop sign, unless directed otherwise by teachers, who are getting students out of cars in the morning or putting students in cars in the afternoon.

3. For your continued safety, there is no parking in the faculty spots along the carpool or marked visitor spots during carpool.
4. We have designated four Reserved Parking spaces for Auction recipients. Please be mindful of these designated spaces.
5. Please drop off your student only in carpool. It is not safe to allow your students to get out of the car anywhere else in the parking lot and it often stops the flow of traffic to the high school “drop off” in the parking area.

When exiting our parking lot during morning or dismissal carpool, you must turn right onto Westport Road (unless a crossing guard is present to direct traffic). For our students’ safety, it is most important NOT TO BE IN A HURRY during morning or afternoon carpool. The speed limit is 10mph, please slow down and allow us to make carpool as safe as possible. We would like to emphasize that the use of cell phones during carpool is strictly prohibited.

Crosswalk

All students and adults must use the crosswalk when crossing Westport Road.

Technology and Device Use

Walden School’s technology program is designed to support the school’s educational mission. The use of computers, the school network, and internet access is a privilege, not a right. Walden regulates the use of its computers, network, and internet by principles consistent with the school’s mission. Walden students are expected to conduct themselves on the computers, network and internet in the same fashion they would elsewhere in the school. The rules listed here as well as in the Technology Acceptable Use Policy and Device Agreement must be followed at all times and are intended to establish clear guidelines and procedures to ensure the safety of students and teachers, and the integrity of Walden’s devices and network.

Examples of inappropriate use of Walden’s computers, include, but are not limited to:

- Intentionally damaging hardware, software, or any information residing on the school network.
- Altering the environment of the computer network or any technology that is part of the network through the modification, deletion, or addition of any settings, files, programs, or configurations
- Opening and/or downloading unknown or malicious email attachments
- Downloading files from a website without teacher permission and supervision
- Accessing inappropriate materials
- Violating copyright laws (downloading and/or copying music, video, pictures, text)
- Plagiarism or cheating (copying pictures or text from the internet or another student)
- Using computing resources for any purposes inconsistent with the educational mission of the school or in any way which causes a violation of any provision of Walden's Handbook
- Providing information of a personal nature to anyone on the Internet
- Sending or displaying offensive material
- Harassing, insulting, or attacking others on and off school campus, including the act of cyber bullying (*See Walden Cyberbullying Policy listed below*)
- Accessing the files or accounts of other students, faculty, or staff

Walden School Cyberbullying Policy

It is the policy of Walden School that all students and staff enjoy a safe and secure learning environment. To protect the rights of all students to safe and secure

educational opportunities, Walden School prohibits all forms of intimidation, violence, harassment, bullying and cyberbullying. As used herein, “bullying” means any unwanted verbal, physical, or written conduct that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

Bullying includes conduct that (i) threatens another student with violence or physical harm to that student or damage to the student’s property; (ii) substantially interferes with a student’s educational opportunities by placing the student in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or (iv) substantially disrupts the orderly operation of Walden School or the educational opportunities or performance of any student.

Bullying also includes any form of retaliation against individual(s) who report or cooperate in any investigation under this policy. “Cyberbullying” means any form of bullying carried out by means of any form of electronic communication, including but not limited to phones, computers, personal electronic devices, e-mail, instant messaging, text messaging, blogs, the internet, and online social networking.

Walden School prohibits any and all cyberbullying that originates on the school’s campus, regardless of whether the communication was made using the school’s technological resources or made using a student’s personal electronic communication device.

This policy shall also apply to cyberbullying regardless of whether or not the electronic communication originated in school property, with school equipment, or during school hours so long as (i) it is foreseeable that the electronic communication would reach Walden School’s campus; or (ii) the electronic communication disrupts the orderly operation of Walden School or otherwise interferes with a student’s ability to participate in or benefit from Walden School’s educational programs or activities. These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Allegations of bullying or cyberbullying shall be reported to the Head of School or another member of Walden School's faculty or staff. Once reported, any allegation of bullying or cyberbullying will be promptly and impartially investigated by the Head of School or a designated staff member. Disciplinary actions for bullying or cyberbullying shall be in accordance with the Disciplinary Consequences & Procedures based on the seriousness of the infraction and may result in discipline up to and including suspension or expulsion. Reports may be filed anonymously; however, disciplinary action cannot be taken solely based on an anonymous report.

Anonymous reports will be investigated in the same manner as other reports and disciplinary action can occur based on the results of the investigation. Walden School may report incidents of bullying and cyberbullying to law enforcement depending on the criminal nature of the offense, or the gravity and repetition of the offense. Walden School will also notify a student's parent(s) or guardian(s) as soon as practicable if their child is involved in an investigation concerning allegations of bullying or cyberbullying. Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action. If the false accusations have civil and/or criminal elements, then Walden School may report the accusations to the appropriate law enforcement agencies. Walden Cyber Bullying Policy

Policies for Use of Devices on Campus

- Students must utilize their Walden 1:1 Device (Chromebook or iPad) or a school shared computer (computer labs, library, etc.) for all school related technology needs on campus- use of a personal tablet or computer is not permitted
- The use of a device in the classroom is at the teacher's discretion.
- Student use of devices in the classroom must support instructional activities (no personal texting and no taking photos/videos without explicit teacher permission).
- Students must power off and put away devices if directed to do so by teachers or school administration.

- Students must ensure that their devices do not disrupt the learning of others.
- Students must abide by the Walden Acceptable Use Policy when using devices.
- Recording, posting, or transmitting photos, videos, or audio of teachers or fellow students taken during a simulcasted class, online learning session, or any other situation is prohibited
- Games are not permitted.
- Bringing on school grounds or infecting the network with a virus or other form of malware, is a violation of Walden’s Acceptable Use Policy
- Devices must be fully charged before arrival at school.

Cell Phone and Personal Device Usage

If a student needs to make a call during the day, he or she is free to use any school office phone with permission.

Lower School

Lower School students' devices, excluding the device provided by Walden, must be turned off until 3:00pm. These devices must also be kept in the students' backpack/cubby/locker until 3:00 pm. Any inappropriate usage of electronic devices (this includes cell phones, smart watch and other electronic devices) will result in the device being confiscated and kept in the Division Director's office. Confiscated electronic devices will need to be picked up by the student’s parent or guardian.

Middle School

Cell phones and other personal devices such as smart watches must remain in locker/ personal backpack, turned off, until 3:15 PM. Students may use their cell phone if needed during class with teacher permission. Inappropriate device usage will result in the phone being confiscated.

- **First Offense:** The phone is turned in to the Division Director and returned to the student at the end of the day.
- **Second Offense:** A parent/guardian will pick up the phone from the Division Director at the end of the day.
- **Third Offense:** Division Director will keep the phone for 24 hours.
- **Fourth Offense:** The student cannot bring their phone to school for 5 days.

High School

Cell phones and other personal devices can be used during lunch or in between classes. Cell phones and smart watches may not be used in class and assemblies in any capacity unless specific permission is given by a teacher. Cell phones and smart watches must be either off or set to silent during class and assemblies. Students must deposit their phones and smart watches in the proper holder at the start of each class and may not retrieve them until the end of class. Inappropriate device usage will result in the phone/smart watch being confiscated.

- **First Offense:** The phone is turned in to the Division Director and returned to the student at the end of the day.
- **Second Offense:** A parent/guardian will pick up the phone from the Division Director at the end of the day.
- **Third Offense:** Division Director will keep the phone for 24 hours.
- **Fourth Offense:** The student cannot bring their phone to school for 5 days.

Contacting Students During the School Day

Walden welcomes parents and other visitors who have a sincere interest in the school. Contact with students during class time must be conducted through the school office. Parents who need to drop off books, lunches, projects, etc. may do so at the school office. Please do not interrupt a teacher during class time, including homeroom. Front office personnel will deliver messages and materials between classes. Balloons (Mylar only), flowers, etc. delivered for students during the school day will be held in the school office until dismissal. We request that all party invitations be mailed, and not distributed in school.

Firearms, Explosives, Fireworks, and Weapons

The possession of firearms, firecrackers and explosives or other harmful weapons will result in expulsion. Possession of any type of weapon (according to KRS 158.155) on

school premises, within 1000 feet of school premises, or at a school-sponsored or sanctioned event is a felony, and will result in notification of law enforcement and immediate expulsion from Walden School.

KRS Chapter 527 reads: "A person is guilty of unlawful possession of a weapon on school property when (s)he knowingly deposits, possesses or carries, whether openly or concealed, for a purpose other than instructional or school-sanctioned ceremonial purposes, or the purpose permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used or operated by any board of education, school, board of trustees, regents or directors for the administration of any public or private educational institution."

The Kentucky Penal Code, Section 500.080, states that a "deadly weapon" means:

- A weapon of mass destruction; or
- Any weapon from which a shot readily capable of producing death or other serious injury may be discharged or any knife other than an ordinary pocketknife or hunting knife; or
- Billy, nightstick or club; or
- Blackjack or slapjack; or
- Nunchaku karate sticks; or
- Shuriken or death star; or
- Artificial knuckles made from metal, plastic, or similar hard material.

Should a student be in violation of the above policy, the following steps would be taken:

- parent/guardian is contacted; the student is dismissed from school
- police are called
- reason for dismissal is noted on the student's permanent record

While the Kentucky Penal Code, Section 500.080, does not define hunting knives or pocketknives as "deadly weapons," these knives are not permitted in schools unless prior permission has been obtained from the administration and the items are used for instructional purposes. Possession without proper permission and purpose will result in confiscation, parent/guardian notification, and appropriate disciplinary measures.

Security

We attempt to always maintain a safe environment for students. Procedures are followed in regard to visitors, the release of students, etc., to help ensure this occurs.

Lockers

Every student is assigned a locker in which to keep personal belongings. Students may not change lockers without permission from the Division Director. Students are expected to empty their lockers before they leave school at the end of the year. No opened containers of food or drink are to be kept in the lockers. Lockers are school property, and the administration has the right to search a student's locker when the situation is warranted. Excessive student belongings should be kept in lockers so as not to block aisles in classrooms or hallways.

Search Policy

The administration reserves the right to search a car, or anything brought onto the school campus when the situation is warranted. This includes reading messages or looking at pictures on confiscated cell phones.

Fire & Tornado Drills

Fire drills & tornado drills, held periodically, are important and necessary. All students, faculty and staff are expected to treat these drills with the utmost seriousness. Students will receive fire drill orientation in the fall from their homeroom teachers. Any tampering with fire extinguishers, sprinklers, heat sensors, smoke detectors or any fire prevention equipment will be considered a serious offense.

Food and Beverages

Lunches, including those brought from home, are to be eaten in the dining room. No open beverage or food containers will be permitted in the lockers.

Health & Safety Plan

Students should remain at home 48 hours after a fever of 100.4 F or greater. Students with conjunctivitis (often referred to as "pink-eye") should return to school only after being treated by a physician, due to the highly contagious nature of this infection. Parents should consult a physician any time a child has a contagious infection or virus before the student returns to school. In the event that a child is discovered to have head lice, he/she will be sent home immediately and allowed to return only after proper

treatment has been administered. The complete Walden Health and Safety Plan can be viewed [here](#).

Emergency Health Care Plan

Students with serious medical conditions, illnesses, allergies, or other health needs must inform the school and have an Emergency Health Care Plan on file with the School Nurse. This information should include any life-threatening food allergies (i.e. peanuts), serious medical conditions (diabetes, chronic or severe asthma, epilepsy, heart condition, etc.) Parents of students who require access to emergency medications such as a Glucagon, Epi-pen, Inhaler, Diastat or other emergency medication, must contact the school nurse to complete a Health Care Plan.

Medication Distribution

Please be advised of new policy concerning administration of medications by the school nurse or trained school personnel.

1. Students themselves are **not permitted** to bring any medications into the school or carry medication on their person. (Exception: Emergency or Life-Sustaining medications prescribed and documented by physician **on a health care plan for specific conditions**.)
2. Parents of students, who require access to emergency medications such as a Glucagon, Epi-pen, Inhaler, Diastat or other emergency medication, must contact the school nurse to complete a Health Care Plan.
3. All prescription medication must be brought into school office by parent/guardian in the most current, original pharmacy-labeled containers. This includes the student's name, name of drug, dosage, route of administration, specific time of administration, and expiration date. School personnel cannot divide or cut pills in half.

Please provide adequate quantity of medication needed for daily school administration for the duration of current prescription, as school staff cannot accept medication from improper containers. Please request two prescription

bottles from your pharmacy if needed.

4. School personnel will count all prescription medication upon receipt. **Your signature** will be required that we have received the documented amount of medication.
5. Medications will be administered according to prescription/manufacturer's dosing instructions, unless documentation from a physician stating otherwise is received.
6. School personnel will administer prescription medication provided there is a signed "Authorization to Give Medication" on file. This form must be for the current school year, coinciding with the current prescription medication you are requesting school personnel to administer.
7. Limited over-the-counter (OTC) medication is available from the school nurse for minor discomfort. Medication may be administered at the discretion of the Registered Nurse based on nursing assessment when the signature of a parent is on file. Parent/Guardian will be consulted prior to any OTC administration. This is to protect the student from an overdose of medication or change in the student's medical history.
8. Parent/guardian must pick-up unused medications at the end of the school year or they will be destroyed.
9. Medication is primarily the responsibility of the parent/guardian, and should be administered before/after school if at all possible.
10. **FIELD TRIPS and AFTER SCHOOL activities:** In order to participate in field trips and after school activities, students requiring access to emergency medications must have their emergency medications on their person or available in the health room. Students that do not have their emergency medication available in the health room or on their person, and do not also have the required paperwork on file with the nurse regarding their emergency medication; **will not**

be allowed to participate in these activities. Training in the recognition and treatment of severe allergic reactions will be provided to staff by the RN.

Management of Diabetes and Insulin Administration

Students with diabetes will have access to diabetes care in the school office. Parents or guardians of students having diabetes must provide the individualized Diabetic Care Plan to the School Nurse. Diabetes Care Plans are available with the School Nurse in the front office. It will include: hypoglycemia/hypoglycemia intervention and treatment ordered by the student's physician, blood glucose monitoring, method of insulin delivery, insulin dosing instructions as ordered/ directed by physician, exercise and meal directives, any school and/or classroom accommodations, diabetic supplies agreement, and an Emergency Plan of Action which is kept in the school office.

If you have questions about the policy, or need additional information related to the administration of medication in the schools, please contact the School Nurse at (502) 893-0433.

Request for Teachers

The school cannot honor parent requests for specific teachers.

Library

The Walden School Library is open to all faculty and students from 8:00 AM - 3:20 PM, Mondays - Fridays. Students may have up to two items on loan at one time and may exchange items as frequently as they wish. Materials circulate for 30 days. Lost or damaged materials will be assessed at replacement cost at the librarian's discretion. Audio visual materials should be requested in advance and authorized by an adult.

Lockers

Student lockers are school property maintained for school use. Each student is assigned a locker. Use of tape to hang items in lockers is not permitted (magnets may be used). Lockers are for storage of books, supplies and personal effects during the school day. It is the student's responsibility to take care of books and belongings.

Valuables should not be kept in lockers. Defacement of lockers will be considered vandalism and will result in disciplinary action. At the end of each academic year, lockers will be assessed for damage. In the case of damage, families will be charged to repair the locker (charges will not exceed \$300). The school reserves the right to open and inspect the lockers at the discretion of the administration.

Substance Abuse

Walden School strives to provide a chemical-free community. The school's position is that the use of alcohol, tobacco or illicit drugs is detrimental to the health and well being of the individual and incompatible with the purpose and objectives of the school.

By enrolling at Walden, students agree not to use chemical substances while involved with any aspect of the school. This agreement applies to all students and their guests. It includes, but is not limited to, times when students or guests are on campus or in association with any school-sponsored activity. The school is committed to establishing an environment that is chemical-free, providing appropriate drug abuse education for its students, and treating involvement with alcohol, tobacco or drugs as a health issue, as well as a disciplinary issue.

Any indication to school officials that a student has arrived on campus under the influence of drugs or alcohol will result in immediate notification of the parent(s) and may result in dismissal from Walden School. A drug test may be required. Walden hopes that parents will think carefully about their attitudes toward alcohol, tobacco or drug use by their children. Such use is not only unhealthy and growth inhibiting - it is illegal.

Since Walden is a smoke-free/tobacco-free/nicotine-free campus, the possession, display, or use of any smoking, tobacco, or nicotine products on school grounds is prohibited. This code includes the use or possession of tobacco in any of its forms and the use or possession of electronic nicotine delivery systems (ENDS) in any of their forms. Violation of this code will result in immediate disciplinary action.

Student Visitors

Students must request permission 24 hours in advance of the proposed friend's visit from the Director of the appropriate division. When visitors arrive on campus, they must first check in at the office. Visitors must follow all school policies with regard to conduct, dress and campus rules. It is the student's responsibility to inform friends of this expectation. Students should introduce visitors to the hosting teachers. Unregistered visitors will be asked to leave the campus.

Academic Records

Families may request copies of student academic records. All requests must be submitted in writing to the division director. ***Academic records will take up to five school days to process.*** Walden will not honor records requests in regard to application deadlines that occur sooner than five school days.

VI. HIGH SCHOOL - Academic Information

Advisory

Every high school student is assigned an academic advisor. The advisor supports the student's personal, social, and academic growth and can serve as an additional resource at the school. Advisors will meet periodically with their advisor group and with each student individually.

Evaluation

Students' academic achievements are evaluated carefully through the use of three categories: formative, summative, and applicative assessments. [Click here to learn more about Walden's grading and assessment policy.](#)

Student Support Services

The Walden Student Support Services program is open to any High School student that has an up-to-date documented learning difference. Documentation and diagnosis is most often given via a formal Psycho-educational Evaluation performed by a licensed psychologist. Students may receive class-based accommodations only after consultation with the Director of Student Support Services. After the consultation and submission of the student's evaluation, the Director will craft an individualized Student Support Plan which offers recommendations for teachers, a Self Advocacy plan for students, as well as additional resources for parents, teachers, and students, so that each student may reach his or her potential. Formal classroom and testing accommodations will only be granted through this process. Students that wish to have accommodations on standardized tests (i.e. SAT, ACT or AP exams) must be enrolled in Student Support Services prior to requesting those accommodations.

Graduation Requirements

The minimum graduation requirements are 28 credits, 80 hours of community service (20 per academic year), and the successful completion of a capstone project. All students, including those who transfer to Walden or wish to graduate early, must earn the minimum of 28 credits and a cumulative 2.00 GPA. Specific subject requirements for the 28 credits are:

- 4 credits English
- 4 credits Mathematics (including Algebra 1 and 2, Geometry)
- 3 credits Social Studies (including U.S. History)
- 3 credits Science (including Biology and Chemistry)
- 2 credits World Language (level 1 and 2, level 1 may be taken in 8th grade)
- 1 credit Fine Arts
- 1 credit Physical Education/Lifeskills
- 1 credit AP Research or Senior Capstone
- 8 additional credits

*Class of '24 graduation requirements = 26 credits

*Class of '25 graduation requirements = 27 credits

Grading Scale:

Numerical Grade	Letter Grade	GPA Scale
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
50-59	F	0.00

AP Course Weight

AP courses gain 1 quality point when calculating GPA. For example, a regular course with an A would equal 4.00, whereas, an AP course will assign 5.00 to an A.

Academic Honors

After each quarter or semester students are placed on the high school honor roll based on that quarter's/ semester's average. Students with a quarter/semester GPA of 3.75 will be placed on the honor roll. Students with a quarter/semester GPA of 4.00 and above will be placed on the high honor roll.

Graduating with Honors

Graduating seniors with a cumulative average of 3.75 or above will graduate "with honors." Students graduating with honors will be recognized for their outstanding achievement at Walden High School's commencement ceremonies.

Academic Standing

At the end of each academic term students' academic standing will be evaluated. Academic standing will consist of two categories: Students in Good Standing and Students on Academic Probation.

Students and Faculty may petition to change student standing mid-term. If a student would like to petition to review standing they must inform the administration on the date of petition. If no such request is received, student standing will not be reviewed until the end of the academic term.

Academic Probation

At the end of each academic term students may be put on Academic Probation for any of following reasons:

- earned a grade F or below in one or more classes
- earned a grade of a 70% or below in two or more classes
- has a cumulative GPA of 1.99 or below

Students on Academic Probation will lose off-campus lunch privileges for the following quarter and will not be allowed to attend club meetings. In addition, students on academic probation are required to work with the Walden Administration to formulate a plan for academic support. If a student remains on Academic Probation for more than

one full term, and their attitude and effort are not in keeping with Walden's expectations, the student's enrollment may be subject to termination.

Add/Drop Policy

Due to scheduling challenges, it is very unlikely that a student will be permitted to drop a course. However, students who feel the need to drop a course must make their intentions known to the administration in writing, by the end of the first two (2) weeks of the course, with the understanding that each situation will be reviewed by the administration.

Courses dropped in accordance with this policy will not be included on the student's transcript. In the rare event that a student requests to drop a course after the appropriate deadline, it must meet with the approval of the administration and will be recorded on the student's transcript as either WP (withdrew passing) or WF (withdrew failing), depending on the student's academic status in the course at the time of withdrawal. In all cases, the final decision rests with the school.

Earning Course Credits

Walden High School awards credit at the end of each semester. Each semester's grade will be reported on the transcript. No year grades will be reported on transcripts.

Policies for Additional and External or Remedial Course Work

Students wishing to pursue one of the additional and external coursework options or needing to remediate a course not passed in the school year must receive approval of the administration prior to enrolling. Additional and external course work includes but may not be limited to: independent studies, internships and external coursework.

Summer courses/independent studies taken elsewhere without prior approval while a student is at Walden may not be transferable. Classes taken outside of Walden carry a note on the student's transcript designating the class as such. GPA calculations will only include grades from Walden classes.

Academic Competitions

Students are invited and encouraged to compete in academic competitions. Over the last few years, these have included:

- KUNA
- KYA
- K-12 Musical
- Robotics Competition
- Governor's Cup
- 6th-Grade Showcase

Eligibility Requirements

Students are expected to give priority to schoolwork and to keep extracurricular opportunities from interfering with their studies.

To be academically eligible to participate in the above-listed academic competitions, students must meet the following criteria:

- Failing no more than 1 class for the semester
- Attendance record is in good standing
- Disciplinary record is in good standing

While a student is ineligible, they may not participate in competitions/performances with the academic team until they are meeting the above criteria. They are permitted to attend practice and rehearsals to keep up with skills they may have developed up to that point in the season. Additional stipulations may be added to the above eligibility criteria by the moderator.

Guidelines for Club Membership and Officer Elections

Students who wish to have active participation in any club or activity must be in good standing regarding both academics and conduct. Students who are placed on academic probation cannot retain active status in a club.

VII. HIGH SCHOOL – Attendance

Walden’s curriculum is based on the belief that what goes on in the classroom is the core of the learning process. Classroom attendance is an integral component to course success and mastery— if a student is not present, he/she is missing important information which cannot be “made up.” It is the responsibility of parents to guide their children in making appropriate choices which place education as a high priority.

Regular attendance is one of the most important aspects of consistent academic progress and achievement. The school depends upon our parents to see that unnecessary absences are avoided and that requests for special excuses are held to a minimum. When these general guidelines are disregarded, parents contribute to an attitude on the part of the student that school is not important.

At the beginning of the school year, parents are provided with a school calendar for the entire school year, with the days marked when Walden School is not in session. Parents should take great care in scheduling vacations to coincide with these days.

Absences

A day of absence indicates that the student has missed more than three hours on a given class day. If one to three hours are missed, the student is charged with one half-day absence. Students who are absent more than three hours **will not** be allowed to attend or participate in any extracurricular activity on the day school is missed. Unless a student is ill, they are expected to be at school on the Friday before a Saturday event.

Reporting Attendance

If a student is absent from school for any reason, parents/guardians are required to input the absence in SchoolPass, notify the office, or email the Division Director before 9:00 a.m. on the day the student is not in school, giving the reason for the absence.

Failure by the parent to contact the school on the day of the absence will result in an unexcused absence for the day. Exceptions to this policy must be approved by Division Director.

Excused Absence

Any absence that is related to student illness, religious observance, or death in the immediate family is an excused absence. ***After three days of absences due to an illness, a doctor's note must be presented to the school office upon the student's return to school. If a doctor's note is not presented within two days of returning to school, the absences will be unexcused.*** Exceptions to this policy must be approved by Division Director.

Unexcused Absence

Any absence that is not related to student illness or death in the family will be considered unexcused. ***If a student is absent before or after a scheduled school holiday, a doctor's note is required in order for the absence to be excused. If a doctor's note is not presented within two days of their return to school, the absence will be unexcused.***

Make-up work policy for Absences

- Assignments and missed tests must be made up. ***The student is expected to obtain the work upon their initial return to school and will be provided one day per day absent to complete the missing work.***
 - Students are expected to check Google Classroom for a listing of assignments and reach out to their teachers for any missing work and confirm the due date with their teacher.
- Students are required to work with each teacher to schedule make-up tests and quizzes. ***All tests and quizzes must be scheduled with the teacher within 48 hours of return to campus. All tests and quizzes must be made up within 5 school days unless arrangements have been made otherwise with the teacher.***
- A student who is present for a test but was absent for a review before the test is still expected to take the test.

Excessive absences

- Parents/guardians will be notified when their student has accrued 5 and 10 days of absence.
- Absences 11-15 are unexcused unless a doctor's note is provided or approval from the Division Director. At 15 days of absence, the parent/guardian will be contacted to discuss and review the student's record.
- A student absent more than 15 days in a school year will be required to meet with their

parents/guardians and the Division Director to determine how future absences will be handled and may be asked to withdraw.

The school tracks the cumulative attendance record of each student. This information is communicated to parents/guardians through the attendance section in FACTS.

Early Dismissal/Late Arrivals

Medical and other appointments should be made after school. If circumstances require appointments during class time, please communicate through SchoolPass or send an email to the Division Director **at least 24 hours in advance**. A doctor's note is required for making up any missed work for both early dismissals and late arrivals.

Vacations

Vacations during the school year are strongly discouraged. If no other arrangements can be made, a parent/guardian should notify the school in writing **at least two weeks prior to the student's absence**. Failure to do so may result in an unexcused absence. If the absence is excused, the student must make arrangements with their teachers concerning work to be completed. Work should be completed **before** the student leaves unless other arrangements are made with their teachers. **All work must be completed within three days of the student's return.**

Tardy Policy

When a student is tardy to school, they should report to the school office. Tardiness to school is accumulated on a semester basis. Students are allowed eight excused tardies each semester; all tardies after the initial eight will be unexcused and result in **a tardy detention that will be served the following morning at 7:30 am**. More than eight tardies in a semester may result in the student meeting with the Division Director to discuss and review their tardy record.

The number of tardies accumulated is noted with the attendance information FACTS.

Tardiness to Class

If a student is consistently tardy to class a meeting will be set up with the director to discuss a plan of action. A student more than twenty minutes late will be considered absent from class (a "cut") and are subject to additional discipline.

Absence and Tardiness during Final Exams

Students and parents are notified well in advance of final exam dates and times. Students who are absent on final exam days due to illness must present a written note from a doctor. Students who are absent for other reasons (death in family, auto accident, etc.) will also need to provide documentation to be excused from missing the exam. Students who are late to an exam will only have allotted the time remaining in the exam period to complete the exam.

Dismissal

Students will be dismissed at 3:15 PM, Mondays through Thursdays and at 1:00 PM on Fridays (students may stay for lunch until 1:30, but not mandatory). Unless a student has been assign to CWP on Monday-Thursday, then they will be dismissed by 4:00. Students should be picked up promptly after school, unless involved with athletic or academic or extracurricular activities (*i.e.*, under direct faculty/staff supervision), in which case, students should be picked up promptly at the conclusion of said activity. All high school students will be asked to leave campus immediately after dismissal.

VIII. HIGH SCHOOL – Expectations

Students Eighteen Years Old or Older

Although civil law recognizes persons who are 18 years of age or older as adults who can make decisions for themselves in many areas previously controlled by parents/guardians, Walden School is a private, educational institution and is not legally required to recognize the status of legal adulthood of its students.

As a private institution, Walden can develop and uphold whatever rules of conduct it deems appropriate. Consequently, all students at Walden, regardless of age, must live with a parent/guardian and have their approval for school activities when approval is requested. Questions or concerns regarding this policy should be directed to the Division Director.

Driver's Permit

A student must obtain a driver's permit form from the Director of Academics and College Counseling and return it with a parent /guardian signature. Forty-eight hours **should be**

allowed for processing. (Please note that during school breaks, the process may take longer.)

Classroom Expectations

Students are not to eat or drink in the classrooms or hallways unless special permission is given by the teacher. Students should respect school property as if it were their own.

Public Display of Affection

In the academic environment, displays of affection between students **are not appropriate**. These displays include kissing, inappropriate hugging and touching.

High School Study Hall

The purpose of study hall is to provide time within the school day for students to complete homework and assignments, to review notes and materials, provide time for sustained reading and to study for quizzes and tests. Study hall time is for the educational benefit of each student, and students are expected to be engaged in meaningful activity that supports learning and educational growth. [Click here for Study Hall Rules and Expectations.](#)

Campus Leave and Limits

Students are expected to remain on campus all day (with the exception of lunch, see below) once they arrive on campus, unless given explicit permission to leave by the administration. Students may not go into the school parking lot unless given specific permission by a teacher or have previously signed out in the office. Students are not allowed in the high school entrance vestibule, elevator and elevator lobbies, exterior staircase and surrounding areas. Students are never allowed in the gym without supervision.

Lunch Privilege

With parent/guardian permission, students in good academic standing will be permitted to leave campus for lunch. This privilege starts on **the first day of school** (10th-12th grades) and after winter break (9th grade). While off-campus that student must act responsibly. Students are expected to:

- **Sign out and sign in each day when leaving school**
- **Arrive on time for the next class period**
- **Act as a responsible driver or passenger in the Walden School parking lot and elsewhere**
- **Exhibit exemplary behavior both on and off campus**

Parking Lot Driving

There is a 10 mph speed limit in Walden’s parking lot. If a student is found speeding or driving recklessly, privileges will be revoked and reviewed by the administration as to the length of revocation.

IX. HIGH SCHOOL – Disciplinary Consequences & Procedures

Discipline Philosophy

Walden School strives to provide an environment in which ethical behavior, mutual respect, self- discipline, character, and empathy are fostered in a developmentally-appropriate manner, so that every teacher and student contributes positively to the learning environment and the overall sense of community. Students and teachers are expected to recognize the dignity, rights and responsibilities of others; and all students in turn should feel they are safe at school, accountable for their actions, and valued members of the school community. Students who feel valued are more engaged learners and more invested in the community’s success and well-being. The goal of our discipline philosophy is to cultivate enthusiasm for learning and global citizenship.

Off-Campus Behavior

As members of The Walden Community, Walden students must always show respect for the school and the people in it. Both in school and out of school (including online and/or via social media), students are required to show respect for and protect the good name and reputation of the school itself, other students, and the faculty, staff, and administration. Students who defame or portray in a negative light the school or members of the school community will be subject to disciplinary action. When a Walden

student attends a curricular or extracurricular activity at another school, they are expected to abide by the policies of that school. Any violation of the host school's policy will be treated according to Walden's policy. Off-campus behavior that is illicit, immoral, illegal, and/or which reflects adversely on the school can be grounds for disciplinary action, including suspension or expulsion.

AI/Plagiarism Policy

Students are expected to create original work. They should not copy work from another source, have someone else complete their work, or use software to complete their work for them. The assumption should be that anything not student-generated counts as plagiarism.

There may be specific instances when AI (artificial intelligence) may be allowed in some parts of the creation process; the teacher will specifically and clearly note in the assignment if this is the case. Otherwise, it should always be assumed that the use of AI is not acceptable and will be treated like any other form of plagiarism.

Any student found plagiarizing will be expected to complete the original assignment under supervision. This will require them to stay after school to attend homework hall until 4 pm. Attendance at homework hall will be prioritized over extracurricular activities. Attendance at homework may also be required beyond the completion of the original assignment in order to help the student develop their ability to create and submit original work moving forward. Students who commit plagiarism may also be placed on probation or suspended at the director's discretion.

To protect students' right to grow, learn, and experiment with their writing in appropriate ways, all students are required to draft, revise, and edit their work in a consistent document that will be submitted as part of any assignment. In the case of projects, presentations, or other creative work that will not be submitted as a standalone document, this means submitting a Google doc that contains all text for the assignment. Failure to adhere to this policy may result in a required resubmission and/or rewriting of the assignment at the instructor and director's discretion.

Tiered plan of discipline:

Students learn to accept responsibility for their actions as they grow and mature. Effective discipline is formative in nature, so that there is positive character development. Students receive instruction in the process of decision-making through experiences in classroom and co- curricular activities. Reinforcement, direction, and guidance are provided through the practice of participatory decision-making. The teachers and administration partner with parents to guide and support our student's growth. In partnership with parents and faculty, student self- discipline, therefore, is the first tier of discipline.

The teacher represents the second course of action for discipline, addressing minor disciplinary infractions ranging from dress code violations to minor classroom disruptions. Formative discipline relies as much as is possible on natural and logical consequences. Some situations will warrant punitive consequences (*e.g.*, detention, *etc.*).

When student behavior infractions become chronic or there are major disciplinary infractions, the student will be referred to the division director and/or the head of school. Parents will be notified as to a plan of action and consequence.

Rules and behavior expectations

Students and teachers are expected to recognize:

- The dignity, importance, and worth of every person;
- The right and responsibility of each person to develop his/her potential;
- That following the school rules are an essential condition for learning;
- That students and teachers have a right to feel safe in school;
- That maturity involves taking responsibility for one's actions; and
- That there are common rules for all students:

- Be respectful of other students and adults;
- Be prepared for class;
- Be respectful of school property and of the property of other students; and
- Abide by individual classroom rules.

Failure to adhere to the school's rules and expectations for appropriate behavior will result in a disciplinary response. The Head of School retains the right to amend rules and/or waive rules and procedures in cases that warrant consideration of such action.

MINOR Infractions may include, but are not limited to:

- Minor verbal, nonverbal, or written disrespect of students and faculty/staff
- Inappropriate language
- Disrupting the class, assemblies, safety drills, *etc.*
- Littering in hallway and/or school grounds (includes gym and cafeteria)
- Failure to clean up after oneself (stage, cafeteria, lobby, *etc.*)
- Unauthorized eating outside of the cafeteria
- Hallway misbehavior (*e.g.*, loud talking, rowdy behavior, *etc.*)
- Using cell phones or electronic devices (also see separate cell phone policies for each division)
 - HS may use cell phones during break-time, lunch, and after 3:30pm
- Abuse of technology
- Dress Code violations
- Cutting ahead of others in the lunch line

- Borrowing or sharing PE uniforms

Consequences for Minor Infractions:

The teacher uses his/her discretion to assign appropriate consequences. The consequences may be a verbal correction, a “logical consequence,” a warning, a time-out from class, a phone conference with parents, an email home, and/or a detention. Detentions are served during lunch.

MAJOR Infractions may include, but are not limited to:

- Theft
- Cheating, plagiarism
- Severe verbal, nonverbal, or written disrespect toward any student or faculty/staff
- Physical Aggression/Fighting
- Threatening physical harm
- Sexual harassment
- Vandalism
- Lying to a faculty/staff member
- Falsifying signature
- Missing a class deliberately (“cutting”)
- Continued flagrant repetition of minor violations (e.g., repeated dress code violations)
- Leaving school without permission

- Missing detention
- Abuse of technology and cyber bullying

Consequences for Major Infractions may include one or more:

- Detentions which are served daily during lunch in the classroom of the teacher that issued the detention. Detentions should be served the day of the infraction (or as close to as possible). Detentions are a time to implement logical consequences and for the student to reflect on behavior.
- In cases of cheating or plagiarism, an additional assignment will be provided for a student to complete in a designated time and place on campus determined by the Division Director. They will be allowed to re submit the assignment provided they have met all other criteria for it, (preceding homework and or classwork).
- In cases of theft or vandalism, property must be paid for or replaced.
- At the discretion of the Division Director and the Head of School, the student may be suspended (e.g., for fighting). The length of suspension will be determined by the administration.

Disciplinary Probation:

Any student who receives three detentions or a suspension will be placed on disciplinary probation, and parents will attend a conference to determine how the student can succeed in the Walden community. Disciplinary probation may result in the loss of some school privileges, such as participation on field trips, in Clubs, in athletics, and off-campus lunch (high school). The length of time of disciplinary probation will be determined on a case-by-case basis – based on student infractions and age-appropriate developmental needs. Disciplinary probation may impact the enrollment contract for the subsequent year.

Expulsion:

Any student who is suspended two times during the school year will be expelled following a third major infraction. In extreme cases, the administration reserves the right to expel a student for a single violation.

X. HIGH SCHOOL – College Counseling

Walden School's College Counseling office incorporates a comprehensive program involving the students and their parents from their freshman year through graduation. The program includes all aspects of the college enrollment process, including the student's academic schedule, the importance of the student's GPA and ACT/SAT scores, and researching financial assistance opportunities.

The college counselor creates a comprehensive student profile for each individual student, which includes a school biography, an academic biography of the student, including letters of recommendation, and all pertinent grades, and scores that belong in a college admissions packet.

Reports to Colleges

The secondary school transcript is the principal record of a student's academic work in grades 9-12. It includes a listing of all courses taken, final grades and credits. In addition to the transcript, each college is sent a comprehensive profile of Walden School, a supporting individual letter of recommendation written by the College Counselor, and any additional materials, which may be appropriate on behalf of the student's application, such as a description of a student's major extra-curricular accomplishments and awards.

Walden does not report rank in class or on student transcripts; instead, the school attaches to each transcript a supplementary sheet, which includes an explanation of our grading system, the mean and median junior-year GPA for the class, and the GPA for the individual student named on the transcript. Updated transcripts and GPA reports are forwarded to colleges mid-year and at the end of the senior year.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. For students/families that do not waive these rights, Walden school, and its employees, will not provide letters of recommendation or additional application materials beyond basic academic records. Students/Families wishing to retain FERPA rights will work with the College Counselor to provide application materials to prospective colleges that adhere to this policy.

On-Campus Meetings with College Admissions Officers

Juniors and seniors may wish to take advantage of the numerous meetings with college admissions representatives held on our campus throughout the fall and winter months. The schedule of meetings is made available periodically in the Parent Newsletter and daily school announcements.

Students must obtain a class excuse form from the College Counseling Office, and the teacher(s) whose class(es) the student will miss as a result of attending the meeting must sign the form. Finally, the student must return the form to the College Counseling Office at least one day in advance of the meeting. If the meeting is scheduled during a free period, the school still requires the student to complete the form a day in advance. Unless otherwise announced, the school will host college meetings in the College Counseling Conference Room.

College Visits

Juniors and seniors in good academic standing and with satisfactory attendance records are allowed ***three excused college days during their junior year and five during their senior year.***

*Juniors and Seniors are discouraged from using college days during April and May. Visits during this time must be approved by the Division Director.

Students who wish to observe campus life and college classes are encouraged to attend during Walden's scheduled breaks. Please email Walden's Director of Academics and College Counseling and the Division Director at least one week prior to the scheduled visit. Upon returning from the visit, the student must submit a signed College

Visit Form to the College Counselor. Failure to follow this procedure may result in permission being denied and/or an unexcused absence.

XI. MIDDLE SCHOOL – General Information

Walden’s Middle School guides students in making the transition from the lower school environment to the more departmentalized high school setting, in a way which is developmentally appropriate. We educate the whole child by creating a positive learning environment, embracing intellectual curiosity, requiring responsibility, and building self-esteem.

Middle School Arrival

Students should arrive on campus by 7:30 AM. Classes begin promptly at 8:00 AM.

Middle School Dismissal

Students will be dismissed at 3:00 PM Mondays - Thursdays, and at 1:00 PM on Fridays. Middle School students must be picked up by 3:15 PM Mondays - Thursdays, and by 1:15 PM on Fridays. Students must be picked up at the front carpool circle unless he/she is carpooling with another sibling. Any students left beyond these times will be placed in the Essential Care After-School Program and parents will be charged for this. Once a student leaves campus, the student cannot return to campus (building or grounds) without parental supervision.

Attendance and Expectations

Regular attendance is one of the most important aspects of consistent academic progress and achievement. The school depends upon our parents to see that unnecessary absences are avoided and that requests for special excuses are held to a minimum.

When these general guidelines are disregarded, parents contribute to an attitude on the part of the student that school is not important. It is the responsibility of parents to guide their children in making appropriate choices, which place education as a high priority.

At the beginning of the school year, parents are provided with a school calendar for the entire school year, with the days marked when Walden School is not in session. Parents should take great care in scheduling vacations to coincide with these days. It is important the students do not use the need to “shadow” at other schools as an opportunity to be absent from Walden.

Absences

A day of absence indicates that the student has missed more than three hours on a given class day. If one to three hours are missed, the student is charged with one half-day absence. Students who are absent more than three hours **will not** be allowed to attend or participate in any extracurricular activity on the day school is missed. Unless a student is ill, they are expected to be at school on the Friday before a Saturday event.

Reporting Attendance

If a student is absent from school for any reason, parents/guardians are required to input the absence in SchoolPass, notify the office, or email the Division Director before 9:00 a.m. on the day the student is not in school, giving the reason for the absence.

Failure by the parent to contact the school on the day of the absence will result in an unexcused absence for the day. Exceptions to this policy must be approved by Division Director.

Excused Absence

Any absence that is related to student illness or death in the immediate family is an excused absence. ***After three days of absences due to an illness, a doctor’s note must be presented to the school office upon the student’s return to school. If a doctor’s note is not presented within two days of returning to school, the absences will be unexcused.*** Exceptions to this policy must be approved by Division Director.

Unexcused Absence

Any absence that is not related to student illness or death in the family will be considered unexcused. ***If a student is absent before or after a scheduled school holiday, a doctor’s note is required in order for the absence to be excused. If a doctor’s note is not presented within two days of their return to school, the absence will be unexcused.***

Make-up work policy for Absences

- Assignments and missed tests must be made up. ***The student is expected to obtain the work upon their initial return to school and will be provided one day per day absent to complete the missing work.***
 - Students are expected to check Google Classroom for a listing of assignments and reach out to their teachers for any missing work and confirm the due date with their teacher.
- Students are required to work with each teacher to schedule make-up tests and quizzes. ***All tests and quizzes must be scheduled with the teacher within 48 hours of return to campus. All tests and quizzes must be made up within 5 school days unless arrangements have been made otherwise with the teacher.***
- A student who is present for a test but was absent for a review before the test is still expected to take the test.

Excessive absences

- Parents/guardians will be notified when their student has accrued 5 and 10 days of absence.
- Absences 11-15 are unexcused unless a doctor's note is provided or approval from the Division Director. At 15 days of absence, the parent/guardian will be contacted to discuss and review the student's record.
- A student absent more than 15 days in a school year will be required to meet with their parents/guardians and the Division Director to determine how future absences will be handled and may be asked to withdraw.

The school tracks the cumulative attendance record of each student. This information is communicated to parents/guardians through the attendance section in FACTS.

Early Dismissal/Late Arrivals

Medical and other appointments should be made after school. If circumstances require appointments during class time, please communicate through SchoolPass or send an email to the Division Director **at least 24 hours in advance**. A doctor's note is required for making up any missed work for both early dismissals and late arrivals.

Tardy Policy

When a student is tardy to school, they should report to the school office. Tardiness to school is accumulated on a semester basis. Students are allowed eight excused tardies each semester; all tardies after the initial eight will be unexcused and result in **a tardy**

detention that will be served the following morning at 7:30 am. More than eight tardies in a semester may result in the student meeting with the Division Director to discuss and review their tardy record.

The number of tardies accumulated is noted with the attendance information FACTS.

Vacations

Vacations during the school year are strongly discouraged. If no other arrangements can be made, a parent/guardian should notify the school in writing **at least two weeks prior to the student's absence**. Failure to do so may result in an unexcused absence. If the absence is excused, the student must make arrangements with their teachers concerning work to be completed. Work should be completed **before** the student leaves unless other arrangements are made with their teachers. **All work must be completed within three days of the student's return.**

Evaluation

Students' academic achievements are evaluated carefully through the use of three categories: formative, summative, and applicative assessments. [Click here to learn more about Walden's grading and assessment policy](#). At the end of each semester, students in grades 5-12 will take examinations in almost all subjects.

Grades

Final grades will be sent to parents/guardians at the **end of each semester** along with a brief narrative that outlines the topics and skills addressed during that semester. The narrative will also highlight the strengths and areas of growth for that student. At the end of the first quarter and 3rd quarter of school all grades will be updated in FACTS so that parents can see how their child(ren) are progressing; however, no formal report will be sent out.

Grading Scale:

Average	Grade
90-100	A
80-89	B
70-79	C
60-69	D
50-59	F

Teaching attributes separately align with equitable grading because it ensures that subject grades only reflect learning and important student attributes receive the attention they deserve. It also helps students know what it takes to develop and sustain habits for lifelong success.

Approximately every two weeks, teachers will export academic grades on-line to FACTS.

Extra Help

Extra help can be obtained from teachers and with their consent from 7:30- 8:00 AM, Monday – Friday, and from 3:15- 3:45 PM, Mondays - Thursday, and may be required for students whose academic grades are in need of extra effort.

Study Hall

The purpose of the study hall is to provide time within the school day for students to complete homework and assignments, to review notes and materials, provide time for sustained reading and to study for quizzes and tests. Study hall time is for the educational benefit of each student, and students are expected to be engaged in meaningful activity that supports learning and educational growth. [Click here for Study Hall Rules and Expectations.](#)

Academic Probation

At the end of each quarter/semester, the school carefully reviews each student's academic progress in grades 5 - 8. If a student is not achieving at a satisfactory level (receiving 3 Ds, or 2 Ds and 1 F, or 2 Fs), the student will be placed on full academic probation. This requires that the student refrain from participating in extracurricular activities. This includes any student activities, clubs and athletics. The student will remain on academic probation until the end of each quarter/semester, at which time the school will carefully review the student's academic progress, effort and attitude. If a student remains on academic probation, and attitude and effort are not in keeping with Walden's expectations, the student's enrollment contract may not be re-issued for the subsequent school year.

Academic Competitions

Students are invited and encouraged to compete in academic competitions. Over the last few years, these have included:

- KUNA
- KYA
- K-12 Musical
- Robotics Competition
- Governor's Cup
- 6th-Grade Showcase

Eligibility Requirements

Students are expected to give priority to schoolwork and to keep extracurricular opportunities from interfering with their studies.

To be academically eligible to participate in the above-listed academic competitions, students must meet the following criteria:

- Failing no more than 1 class for the semester
- Attendance record is in good standing
- Disciplinary record is in good standing

While a student is ineligible, they may not participate in competitions/performances with the academic team until they are meeting the above criteria. They are permitted to attend practice and rehearsals to keep up with skills they may have developed up to that point in the season. Additional stipulations may be added to the above eligibility criteria by the moderator.

Guidelines for Club Membership and Officer Elections

Students who wish to have active participation in any club or activity must be in good standing regarding both academics and conduct. Students who are placed on academic probation cannot retain active status in a club.

Food and Drink

All lunches are prepaid with tuition. A snack is not provided by the school. However, students are given a break to enjoy a snack brought from home. Middle school students are allowed lemonade, milk or water at lunch. During the school day, students may have their water bottles with water available to them all day. No soda, coffee-like beverage, or carbonated drinks are permitted.

XII. MIDDLE SCHOOL - Disciplinary Consequences & Procedures

Discipline Philosophy

Walden School strives to provide an environment in which ethical behavior, mutual respect, self- discipline, character, and empathy are fostered in a developmentally-appropriate manner, so that every teacher and student contributes positively to the learning environment and the overall sense of community. Students and teachers are expected to recognize the dignity, rights and responsibilities of others; and all students in turn should feel they are safe at school, accountable for their actions, and valued members of the school community. Students who feel valued are more engaged learners and more invested in the community's success and well-being. The goal of our discipline philosophy is to cultivate enthusiasm for learning and global citizenship.

Tiered plan of discipline

Students learn to accept responsibility for their actions as they grow and mature. Effective discipline is formative in nature, so that there is positive character development. Students receive instruction in the process of decision-making through experiences in classroom and co- curricular activities. Reinforcement, direction, and guidance are provided through the practice of participatory decision-making. The teachers and administration partner with parents to guide and support our student's growth. In partnership with parents and faculty, student self- discipline, therefore, is the first tier of discipline.

The teacher represents the second course of action for discipline, addressing minor disciplinary infractions ranging from dress code violations to minor classroom disruptions. Formative discipline relies as much as is possible on natural and logical consequences. Some situations will warrant punitive consequences (*e.g.*, detention, *etc.*).

When student behavior infractions become chronic or there are major disciplinary infractions, the student will be referred to the division director and/or the head of school. Parents will be notified as to a plan of action and consequence.

Rules and behavior expectations

Students and teachers are expected to recognize:

- The dignity, importance, and worth of every person;
- The right and responsibility of each person to develop his/her potential;
- That following the school rules are an essential condition for learning;
- That students and teachers have a right to feel safe in school;
- That maturity involves taking responsibility for one's actions; and
- That there are common rules for all students:
 - Be respectful of other students and adults;
 - Be prepared for class;
 - Be respectful of school property and of the property of other students; and
 - Abide by individual classroom rules.

Failure to adhere to the school's rules and expectations for appropriate behavior will result in a disciplinary response. The Head of School retains the right to amend rules and/or waive rules and procedures in cases that warrant consideration of such action.

MINOR Infractions may include, but are not limited to:

- Minor verbal, nonverbal, or written disrespect of students and faculty/staff
- Inappropriate language
- Disrupting the class, assemblies, safety drills, *etc.*
- Littering in hallway and/or school grounds (includes gym and cafeteria)
- Failure to clean up after oneself (stage, cafeteria, lobby, *etc.*)

- Unauthorized eating outside of the cafeteria
- Hallway misbehavior (*e.g.*, loud talking, rowdy behavior, *etc.*)
- Using cell phones or personal electronic devices (see separate cell phone policies for each division)
 - MS may use cell phones after 3:15PM
- Abuse of technology
- Dress Code violations
- Cutting ahead of others in the lunch line
- Borrowing or sharing PE uniforms

Consequences for Minor Infractions:

The teacher uses his/her discretion to assign appropriate consequences. The consequences may be a verbal correction, a “logical consequence,” a warning, a time-out from class, an out-of-lunch, a phone conference with parents, a missed recess, an email home, and/or a detention. Detentions are served Monday-Thursday from 3:15-4:00 pm.

MAJOR Infractions may include, but are not limited to:

- Theft
- Cheating, plagiarism
- Severe verbal, nonverbal, or written disrespect toward any student or faculty/staff
- Physical Aggression/Fighting
- Threatening physical harm

- Sexual harassment
- Vandalism
- Lying to a faculty/staff member
- Falsifying signature
- Missing a class deliberately (“cutting”)
- Continued flagrant repetition of minor violations (e.g., repeated dress code violations)
- Leaving school without permission
- Missing detention
- Abuse of technology and cyber bullying

Consequences for Major Infractions may include one or more:

- Detentions which are served daily from 3:15-4:00 with the middle school director. Detentions should be served the day of the infraction (or as close to as possible). Detentions are a time to implement logical consequences and for the student to reflect on behavior.
- In cases of cheating or plagiarism, an additional assignment will be provided for a student to complete in a designated time and place on campus determined by the Division Director.
- In cases of theft or vandalism, property must be paid for or replaced.
- At the discretion of the Division Director and the Head of School, the student may be suspended (e.g., for fighting). The length of suspension will be determined by the administration.

Disciplinary Probation

Any student who receives three detentions or a suspension will be placed on disciplinary probation, and parents will attend a conference to determine how the student can succeed in the Walden community. Disciplinary probation may result in the loss of some school privileges, such as participation on field trips and in athletics. The length of time of disciplinary probation will be determined on a case- by-case basis – based on student infractions and age-appropriate developmental needs. Disciplinary probation may impact the enrollment contract for the subsequent year.

Expulsion:

- Any student who is suspended two times during the school year will be expelled following a third major infraction.
- In extreme cases, the administration reserves the right to expel a student for a single violation.

XIII. LOWER SCHOOL - General Information

Lower School Arrival

Students should arrive on campus by 7:45 AM. Classes begin promptly at 8:00 AM. Then, students will be escorted to their rooms by their teachers. Students arriving after 8:00 AM are considered late.

Tardies

Students are tardy when entering the school after 8:00 AM and should be accompanied by a parent or adult caregiver who must sign in at the office and obtain an admit slip which should be submitted to the appropriate teacher., ***Three unexcused tardies to school per quarter will result in a phone call by the Lower School Director.*** If your child arrives at school **after 10:00 or leaves before lunch** and does not return to school they will receive a half-day absence.

Because of the obvious importance of classroom attendance to course success, the school expects a student to meet all class commitments and meetings. If the school

deems that academics are being affected by tardies, the school will request a conference with the parent(s).

Absence for Illness, Crisis or Religious Observances

If a student must be absent from school for any reason, **the school office must be called by a parent by 8:15 AM on the day of the absence.** Routine medical and dental appointments should be scheduled outside the school day. If a student misses more than one-half of classes on any school day, the student will not be permitted to practice or participate in any extracurricular or athletic event scheduled for that day. Students who miss more than three days during a quarter may require tutoring or a conference with the teacher to discuss the student's progress. If a student is absent for more than three days, a doctor's note is required.

Lower School Dismissal

The school day ends at 2:45 PM, Mondays - Thursdays. Dismissal is at 12:45 PM on Fridays. Children will be escorted to the cars by an on-duty staff person. We expect this procedure to be followed for all routine pick-ups. It is important to avoid traffic tie-ups in the dismissal area. If a driver other than a parent or designated adult caregiver will pick up a child, it is important to notify the school in writing. (The classroom teacher will forward the note to the Lower Division Head.) If an emergency arises during the day and no note has been written, phone the school (893-0433) and the message will be given to the Lower School Director. The Lower School Director will ensure the note reaches the appropriate carpool teacher.

Any driver who is unknown to the carpool teacher will be asked to show a driver's license as identification. If a student plans to go home with a school friend, the school must also have a written note. All students *must* wear seatbelts (or appropriate safety restraints) when departing the school parking lot.

The use of cell phones in the carpool line is strictly prohibited. Faculty and staff have been instructed to ask drivers to cease use in the event of a violation.

Early Departure

On the rare occasion when a child must leave school before the 2:45 PM dismissal, the parent or adult caregiver must sign the student out in the front office. A note should be sent to alert the teacher that the student will be leaving early and the student will be paged to the front office at the time of pick-up. Unsupervised students are not permitted to wait on the front porch.

Late Student Pick-Up

Children who are not picked up by 3:00 PM will be taken to the STEAMworks Program for supervision. Any child who isn't registered for STEAMworks will be charged the registration fee and service fee..

Lunch

All lunches are prepaid with tuition. Lower School students are allowed lemonade, milk or water at lunch. During the school day, students may have their water bottles with water available to them all day. No soda or carbonated drinks are permitted.

Mid-Day Snack

Students are given the opportunity daily to enjoy a snack that is brought from home.

Hats, Caps and Shoes

Students should dress in a manner which is appropriate for the weather which allows students to be comfortable throughout a typical school day. A typical school day may include a variety of movement activities (sitting on the floor, sensory walk, brain break) and materials (markers, paints, and foods). The school makes every effort to take the students outside daily therefore it's important for students to be dressed appropriately for the weather. Students may bring extra clothing and rain boots to be stored at school to ensure they are prepared for the weather.

Students in Kindergarten should keep a *seasonal* change of clothing at school during the entire year.

Lower School students are not allowed to wear hats and caps once inside the school building. Hats and caps should remain in their lockers or cubbies during school hours.

Grades

Report cards will be sent to parents/guardians at the **end of each semester** along with a brief narrative that outlines the topics and skills addressed during that semester. The narrative will also highlight the strengths and areas of growth for that student. At the end of the first quarter and 3rd quarter of school a progress report will be emailed to parents. This report is to inform parents of how their student(s) are progressing; however, no formal report will be sent out.

Performance Levels for Report Cards

4 - Secured - The student demonstrates an advanced understanding of grade-level concepts, skills, and processes taught in this reporting period. Exceeds the required performance.

3 - Proficient - The student consistently demonstrates an understanding of grade-level concepts, skills and processes taught in this reporting period and meets expectations.

2- Developing - The student is not yet consistent in demonstrating an understanding of grade-level concepts, skills, and processes taught in this reporting period.

1- Emerging - The student does not demonstrate an understanding of grade-level concepts, skills, and processes taught in this reporting period

Benchmark Evaluation Codes for Progress Reports

- + Very good
- S Satisfactory
- Needs Improvement
- NA Not Assessed

Physical Education

Lower School PE classes are held two days a week. It is important that children wear athletic shoes to school on those days. All children should be dressed in clothing such as sweats or shorts which allow freedom of movement during PE activities. Non-marring athletic shoes are required during physical education classes.

XIV. LOWER SCHOOL - Disciplinary Consequences & Procedures

Discipline Philosophy

Walden School strives to provide an environment in which ethical behavior, mutual respect, self-discipline, character, and empathy are fostered in a developmentally-appropriate manner, so that every teacher and student contributes positively to the learning environment and the overall sense of community. Students and teachers are expected to recognize the dignity, rights and responsibilities of others; and all students in turn should feel they are safe at school, accountable for their actions, and valued members of the school community. Students who feel valued are more engaged learners and more invested in the community's success and well-being. The goal of our discipline philosophy is to cultivate enthusiasm for learning and global citizenship.

Tiered plan of discipline:

Students learn to accept responsibility for their actions as they grow and mature. Effective discipline is formative in nature, so that there is positive character development. Students receive instruction in the process of decision-making through experiences in classroom and co-curricular activities. Reinforcement, direction, and guidance are provided through the practice of participatory decision-making. The teachers and administration partner with parents to guide and support our student's growth. In partnership with parents and faculty, student self-discipline, therefore, is the first tier of discipline.

The teacher represents the second course of action for discipline, addressing minor disciplinary infractions ranging from dress code violations to minor classroom disruptions. Formative discipline relies as much as is possible on natural and logical consequences. Some situations will warrant punitive consequences (*e.g.*, detention, *etc.*).

When student behavior infractions become chronic or there are major disciplinary common infractions, the student will be referred to the division director and/or the head of school. Parents will be notified as to a plan of action and consequence.

Rules and behavior expectations

Students and teachers are expected to recognize:

- The dignity, importance, and worth of every person;
- The right and responsibility of each person to develop his/her potential;
- That following the school rules are an essential condition for learning;
- That students and teachers have a right to feel safe in school;
- That maturity involves taking responsibility for one's actions; and
- That there are common rules for all students:
 - Be respectful of other students and adults;
 - Be prepared for class;
 - Be respectful of school property and of the property of other students; and
 - Abide by individual classroom rules.

Failure to adhere to the school's rules and expectations for appropriate behavior will result in a disciplinary response. The Head of School retains the right to amend rules and/or waive rules and procedures in cases that warrant consideration of such action.

MINOR Infractions may include, but are not limited to:

- Minor verbal, nonverbal, or written disrespect of students and faculty/staff
- Inappropriate language
- Disrupting the class, assemblies, safety drills, *etc.*
- Littering in hallway and/or school grounds (includes gym and cafeteria)
- Failure to clean up after oneself (stage, cafeteria, lobby, *etc.*)

- Unauthorized eating outside of the cafeteria
- Hallway misbehavior (e.g., loud talking, rowdy behavior, etc.)
- Using cell phones or personal electronic devices
- Abuse of technology
- Dress Code violations
- Cutting ahead of others in the lunch line
- Borrowing or sharing PE uniforms

Consequences for Minor Infractions:

The teacher uses his/her discretion to assign appropriate consequences. The consequences may be a verbal correction, a “logical consequence,” a warning, a time-out from class, an out-of-lunch, a phone conference with parents, a missed recess, and/or a note home (Rules Violation Form).

MAJOR Infractions may include, but are not limited to:

- Theft
- Cheating, plagiarism
- Severe verbal, nonverbal, or written disrespect toward any student or faculty/staff
- Physical Aggression/Fighting
- Threatening physical harm
- Sexual harassment

- Vandalism
- Lying to a faculty/staff member
- Falsifying signature
- Missing a class deliberately (“cutting”)
- Continued flagrant repetition of minor violations (e.g., repeated dress code violations)
- Leaving school without permission
- Abuse of technology and cyber bullying

Consequences for Major Infractions may include one or more:

- The student fill out and have his/her parent sign a Rules Violation Form, which lists the rule infraction and the consequence for behavior (detention or suspension), and which suggests appropriate alternate behavior choices.
- In cases of cheating or plagiarism, an additional assignment will be provided for a student to complete in a designated time and place on campus determined by the Division Director.
- In cases of theft or vandalism, property must be paid for or replaced.
- At the discretion of the Division Director and the Head of School, the student may be suspended (e.g., for fighting). The length of suspension will be determined by the administration.

Disciplinary Probation:

Any student who receives repeated disciplinary actions or a suspension will be placed on disciplinary probation, and parents will attend a conference to determine how the student can succeed in the Walden community. Disciplinary probation may result in the

loss of some school privileges, such as participation on field trips and in athletics. The length of time of disciplinary probation will be determined on a case-by-case basis – based on student infractions and age-appropriate developmental needs. Disciplinary probation may impact the enrollment contract for the subsequent year.

Expulsion:

- Any student who is suspended two times during the school year will be expelled following a third major infraction.
- In extreme cases, the administration reserves the right to expel a student for a single violation.

XV. STEAMworks (EXTENDED DAY)

To support its families, Walden maintains an on-site Extended Day Program. The STEAMworks Director may be contacted through the front office (893-0433) during school hours. After 4:00 PM, contact the STEAMworks Director, directly, at 502-595-5803.

This service is available for students K-8 each day school is in session, from 3:00 PM until 6:00 PM, Mondays - Thursdays, and 1:00 to 6:00 PM on Fridays. **A \$60 registration fee will be required for all students using the Extended Day Program.** For more information, contact the office (893-0433). After a ten-minute grace-period, there will be a charge of \$25 each ten minutes thereafter. Time is calculated using the school's clock. All students who use Extended Day must be registered *in advance*. ***Drop-in services will be available on an emergency basis only.*** (A registration form and fee of \$60 will be collected at this time along with a \$25 daily fee.)

Time Exceptions for STEAMworks: There will be no STEAMworks program on days that Walden School is not in session, such as conference days, teacher-in-service days, holidays or snow days. We will not offer this service on the day of our LS Awards Day. **There will be an early dismissal at 3:00 PM on the last day prior to the Fall Break, December Holiday Break, Winter Break, and Spring Break.**