

# *Scattergood* FRIENDS SCHOOL

## **GUIDELINES FOR PARENTS**

**REVISED 8/03**

# Scattergood

## FRIENDS SCHOOL

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## ***Special Message to Parents:***

We are pleased you have selected Scattergood Friends School to be the place where your son or daughter will learn and grow this school year. We understand that your decision to entrust your teenager to another's care was probably made with love, concern, and even a little trepidation. This booklet is an effort on our part to take some of the confusing and scary "unknowns" out of the process and give you a clearer picture of your role as a Scattergood parent.

While the idea of a boarding school often conjures up the notion of a diminished role for parents, Scattergood fully acknowledges the crucial nature of your continued involvement with your student (in fact, we often have parents tell us they have grown *closer* to their student since he or she enrolled at Scattergood!). Rather than excluding you from your child's education and development, we promote the idea of Scattergood being a three-way partnership between the school, your student, and you.

Maintaining the physical, intellectual, emotional, and spiritual well-being of sixty teenagers can be a formidable task. It is a task we embrace and look forward to at the end of each summer, but also a task that requires understanding, good judgment, tenacity, and more than a little patience. We ask that you help us by responding promptly to our inquiries, following the established procedures, and, above all, alerting us as to any concerns or problems that may arise.

We urge you to look over this booklet carefully and familiarize yourself with the information. Many of the questions you will have during your student's tenure at Scattergood can be answered here. If at any time you have a question or concern this booklet does not address, please feel free to call the Main Office at (319) 643-7600.

So, welcome to the Scattergood experience! It can be challenging, rewarding, difficult, and wonderful from moment to moment. Yet our alumni tell us it is these small moments gathered together which create a life-changing experience that will be cherished throughout adulthood. We look forward to creating those moments with your child.

### **OUR MISSION STATEMENT**

*Through a strong academic program, a cooperative work program, and community life based on Quaker values, Scattergood Friends School prepares students with:*

- Recognition of self-worth
- Sense of global citizenship
- Growing spiritual awareness
- Commitment to lifelong learning
- Ability to live constructively in community
- And skills to attain future academic and vocational success.

## **Leaving and Returning to Campus:**

In order for Scattergood to meet the expectations of parents, it is necessary that the school know what those expectations are. One way this is accomplished is through the granting of permission by parents for their child. The school requests permission statements in areas such as travel to and from school, tool use, and medical services. These forms allow us to know parental concerns and wishes. No set of forms can cover all situations and so there may be occasional times when parents are called to obtain specific permission for a certain activity. If parents have special concerns or students have special needs, these should be sent in writing to the school.

### ***Will I be informed when my child leaves campus for a scheduled trip?***

Scattergood offers students numerous opportunities to take trips including individual, group, and all-school expeditions. Parental approval will be sought if a trip is long or has risks that we feel need special parental consideration. In all trips the school pays part of the cost, and in some it pays all of the cost. Students and the parents will be notified in advance of all trip charges. There may be financial aid available if the student cannot afford all of the trip costs. Scattergood regularly offers outdoor trips such as skiing, biking, hiking, and canoeing. These may vary in length from one day to one month. While every outing carries a certain amount of risk, we will strive to communicate with parents if we feel there are special issues to consider.

Every Saturday afternoon from approximately 1:00 PM to 5:00 PM the school sponsors a town trip to Iowa City. Although students are unsupervised in Iowa City, parental permission is not required. There is no cost to the student. If you do not feel comfortable with your student going on town trip due to the unsupervised nature of it, please let us know in writing. Students may also leave campus for regularly scheduled trips to appointments, music lessons, classes, and other activities. Regularly scheduled trips or all-school outings do not require continual parental permission.

### ***What are the transportation costs?***

A standard mileage fee of \$.35 to \$.50 per mile (depending on the vehicle) is charged to offset the cost of vehicle maintenance and depreciation, shared by the number of students making that trip. Typical charges are \$10.50 to Iowa City, \$15.00 to Coralville, \$26.50 to the Cedar Rapids airport and \$50.00 to the Mt. Pleasant train station. Transportation costs will be included in the student bill which is mailed to the parents monthly.

### ***My child occasionally calls me seeking permission to go into Iowa City for the evening. What is the school's policy regarding these trips?***

There are times when a student or students may want to leave campus for a non-school related and unsupervised activity. These can include going into town for a movie, shopping, etc. A student is required to complete a long sign-out form on which he or she describes the outing, including where the student intends to go, who will be providing the transportation, and what time he or she will be returning. In situations where the school is not sponsoring the activity and is providing no supervision, parental permission will be sought on an as-needed basis. Conditions which would require parental permission include:

1. Any travel with non-Scattergood staff (or staff without a Chauffeur's license);
2. Any travel involving public transportation;
3. Any outing which leaves him or her unsupervised by Scattergood staff for more than two hours (with the exception of Town Trip or other school-sponsored outings);
4. Any outing which leaves him or her unsupervised by Scattergood staff between dusk and dawn where safety is a concern;
5. Any outing which involves turning responsibility for him or her over to another adult not employed by the school or designated as a guardian family (who is then totally responsible for the students);
6. Any outing for which it seems prudent to include parental approval.

Parents need to be aware that when such permission is requested, the school is neither endorsing nor approving the student's trip. In some cases, the school may not grant permission for the outing even if the parents have

given their permission. Further, school policy does not obligate staff to provide rides to and from the student's desired destination.

***My child wants to take a weekend away. What's that all about?***

Students often wish to spend a night or a weekend at the home of a relative, friend, or another student. Parents may be called to give specific permission for such visits. The school may deny a request for an off-campus visit if staff members feel that the student is not fulfilling or will not be able to meet their academic or community responsibilities, or if the staff members believe the situation poses a risk. The school requests that parents of a student planning such a visit contact the host directly to inquire further about the nature of the visit. While the school attempts to screen such plans, the school neither endorses nor promotes these visits.

Parents should be aware that Scattergood does place limits on the number of weekend visits a student may take (4 per semester). In addition, a student who has been campused may not be allowed to leave for town trips or weekends away.

***How should I plan for vacations and holidays?***

The main vacation times at school are Thanksgiving, Winter break, and Spring break. Thanksgiving and Spring break are traditionally a week long, while Winter break oftentimes lasts three weeks. These are the vacations when we expect all students to be away from campus. Several weeks in advance of these vacations we attempt to finalize everyone's vacation plans. This is so that we can arrange departure and arrival transportation. Parental cooperation with prompt notification of travel plans is greatly appreciated.

***Who will pick up/drop off my student from the airport, bus station, or train station?***

Scattergood will arrange pick up and drop off transportation with sufficient prior notification. At our discretion, we will either assign staff members to drive or use a taxi, shuttle, or limo service. To minimize the amount of time and money spent transporting students, it may be necessary to have several students carpool together and therefore, wait at the airport or bus station while other students arrive or depart. As much as possible, we will try to coordinate these trips to prevent extensive waiting on the part of your student.

If there are traveling glitches such as a delayed or canceled flight, please call the Main Office as soon as possible so we can adjust our driving schedule. On evenings or weekends, please leave a message with the Main Office 319-643-7600, or call the emergency cell phone (319) 430-6423.

***What if I want to take my child with me on a trip when school is in session?***

We understand that occasions may arise when there is simply no other alternative than the above. However, we do encourage parents to seek alternate arrangements so that this will not happen. Please keep in mind that since our courses are four weeks long, every class period is significant. To miss a week means the student has missed 25% of the class. While this loss is not impossible to overcome for some students, it does place an undue burden on the student as well as the teacher.

***I can save money on plane fare if my son leaves a day early and returns a day late. Can we do this?***

Either leaving early and/or returning late can pose academic problems for the student. The student misses hearing the teacher deliver the lesson plan, participating in the class discussion, and having any misunderstandings clarified. Further, the teacher assumes a new burden by having to re-explain the material and make sure the student has acquired handouts and understands the new assignment. Make-up tests and quizzes are burdensome for both teacher and student. In addition, some classes simply can not be made up. A guest speaker is unlikely to come back. Videos need to be returned. A lecture will not be repeated. Because a block lasts just four weeks, missing only one or two days is significant.

A student's absence also negatively impacts the crew program. Even if subs are arranged, the overall quality of the work is often diminished. A sub may not have the same commitment to the crew as the student who is

absent. Further, subbing places a burden on even the most willing of students, since it means another block of time is occupied and no longer available to be used as that student wishes.

We understand there are times when such plans are appropriate and necessary. However, we do ask that parents understand our reluctance to easily grant such requests, and to work with us to minimize the possibility of these requests being made.

***According to the calendar, there is almost a week between the final class and commencement. Because my child will not be graduating, is it necessary for him or her to remain until Sunday?***

One of the most significant and meaningful times at Scattergood is the final weekend of the school year. Saturday is Arts Fest. This is a time when students display artwork they created during the year and demonstrate skills they have learned. Live music is frequently played, and the theater class performs in the evening. Soccer and field hockey games may also be scheduled.

On Sunday morning, in a traditional Quaker ceremony, the seniors are honored in the Hickory Grove Meetinghouse. With the seniors occupying the facing benches, families, staff, students, and long-time friends of the school sit in silent worship until moved to speak. After approximately thirty minutes, the diplomas are presented by the Director and Clerk of the School Committee. This is followed by more silence, until a senior stands to announce the class's selection of a sophomore to ring the final bell of the year. Once the bell tolls, Commencement ends. In its sanctity and simplicity, Commencement can truly be a moving experience.

The week leading to commencement is a time to prepare the campus and to enjoy the last few days together before everyone disperses. The week prior to graduation is arguably the most significant time of the school year. We feel most sorry for those who must leave early, for it is they who miss what their whole year had been leading towards. If at all possible, we ask that parents take whatever steps they can to assure their child will remain to experience graduation.

## **Money Matters**

### ***What is student billing?***

While Scattergood endeavors to keep additional billing to a minimum, there are some charges that cannot be avoided and are charged to the individual student. Examples of these include: lab, art and materials fees, specific trip expenses, some academic books, lost or damaged textbooks, supplies purchased at the student store (notebooks, pens, stamps, etc), and transportation costs. Lab and art studio fees are billed twice a year at the end of each semester.

Student bills are mailed monthly. The “invoice” page will show the current month’s charges for your student. The “Statement” page shows the account’s activity including the total due for each invoice and the payments received. Payment is due in full within ten days of receipt. Checks should be made payable to Scattergood Friends School. Please write your student’s name and “charges” on the memo line of the check and write “attention business office “ on the envelope. Student accounts that are past due for a period exceeding sixty days or an amount exceeding \$200 will be frozen and could be subject to an interest charge. The student will be denied the privilege of charging and new items until the balance has been paid in full.

Tuition payment reminders will be sent out in the month of December for those on the two payment plan. Past due accounts will receive an invoice as a reminder and can be subject to an interest charge. Please write your student’s name and “tuition” on the memo line of the check and “attention business office” on the envelope. Transcripts requests will be held until payment of all accounts are paid in full.

### ***Who should I call or write if I have questions about a bill?***

All billing matters are handled through the business office. You may contact the business office by phone 319-643-7612, by e-mail at [business@scattergood.org](mailto:business@scattergood.org) or in writing.

### ***How can I give my son or daughter spending money, and how can the school help my student manage spending money?***

Scattergood provides an “in house bank” for the convenience of its students. It can be used as an account for a student’s personal spending money, to pay medical expenses or any other bill. We advise students not keep more than a few dollars with them or in their room because of the risk of theft or misplacement. The bank is in the business office and is open Monday - Friday after lunch for all transactions.

Parents can set a budget for their account either on a weekly or monthly basis. A monthly bank statement is included with the billing material each month. Students are permitted to make a withdrawal up to the full amount of their account, or the amount of a check they wish to cash. There are no loans or advances permitted. Checks can be made payable to the student or to Scattergood Community Account, (with their name in the memo). It is important that it is clear that this is a check intended for their “spending account” and not to be applied toward an outstanding “charges” or “tuition” bill.

### ***How can I wire transfer funds to the school?***

Wiring funds involves a two-step process:

Step One: Wire Transfer to First Star Bank, ABA #073000545, 127 W. Main Street, West Branch, IA 52358

Step Two: Further credit to the account of Scattergood Friends School

1951 Delta Avenue, West Branch, IA 52358, Account # 8828002256

Contact Scattergood Friends School Business Office at 319-643-7612 or the First Star Bank at 319-643-5344 if you are experiencing difficulties.

### ***Is there a place where student valuables can be kept?***

There is a safe in the Main Office that is used to keep student passports, travel tickets, credit cards and other

valuable documents. Parents arranging travel can mail tickets to the school for safekeeping. Students can request access to items kept in the safe after lunch, Monday through Friday. Storage of other items can be arranged upon request. Student lockers are also available which can be secured with a small lock. Scattergood is not responsible for the loss or theft of any personal items belonging to students that is not deposited in the safe.

***What is my liability for damages to the school's property or the property of other students when the damage is caused by my son or daughter?***

Occasionally a student causes damage to the school's property or the property of another student that is more than normal wear through use. An estimate of the repair or replacement will be made and parents will be billed. When it is possible to save on the costs by having the student responsible undertake the work of repair, that option is offered.

## **Communications with the School**

### ***How can I reach my child in an emergency?***

During normal business hours (9:00 am to 4:30 pm), the Main Office can usually locate your child in the shortest amount of time. On evenings and weekends, the boys' or girls' dorm is the best place to call to reach your child quickly (see telephone list at the end of this packet). If you have exhausted these possibilities, a cellular phone is maintained for emergencies at (319) 430-6423. However, please note that this phone may not be located on campus, and may not be the quickest way to reach your child.

### ***What reports should I expect to receive from the school?***

Academic reports, in the form of a progress report (the class will be continuing) or a final grade report (the class has ended), are mailed soon after the end of each block. Along with a brief description of the class, there will be specific comments about the performance of the student. Community life reports are written by the advisor and focus on the non-academic, or the community life, of the student. Such reports typically review the student's dorm life, crew work, and his or her standing within the slip system, as well as other facets of their lives at Scattergood. These reports are normally prepared with the advisee's help and are meant to be an objective, yet supportive, statement of the quality of the student's community life. These reports are typically written in the odd numbered blocks (blocks 1, 3, 5, and 7), with a final end-of-the-year community life summary sent with the 8th block grade reports.

### ***Who should I contact if I have a question?***

Questions regarding the academic program can be directed to the Academic Coordinator. The Dean can help you with questions regarding community life. For billing and money matters, call the Business Office. General questions can be directed to the Main Office. While school is in session, any message you leave for a staff member should be returned within 72 hours.

### ***Who should I call to check up on how my child is doing?***

The person at the school who knows the most about your student from day to day is the student's advisor. The advisor will be meeting frequently with your student, and it is the advisor's responsibility to be aware of how things are going. Sometimes an advisor needs to be alerted by a parent when the parent has learned that the student is worried, unhappy, or in need of help. The advisor is the person who can answer your questions or get the answer and get back to you promptly.

### ***How does the mail work at Scattergood?***

Scattergood receives mail six days a week, except for holidays. The mail usually arrives mid-day, and is distributed to student mailboxes shortly after lunch. Students can place outgoing mail in the slot in the lobby of the main, which will be picked up around 9:00 am Monday through Friday. Students may purchase stamps at the student store. Scattergood reserves the right to confiscate any mail deemed inappropriate for students to receive.

### ***What about the telephone?***

This is a subject where we have to ask you to have patience and some understanding. There are six phones on campus for use by students. Four of these are in the dorms. One is a pay phone in the main lobby and one is in the phone booth in the main downstairs hallway. There are times when the demand of 50-60 students makes it difficult for a student to return your call at exactly the time you might wish. Quickly locating a student when he or she has a call is also sometimes difficult. Leaving a message with other students may not reliably get to your child.

You can always leave a message with the Main Office for your student. During the day this will be passed along to the student or will be posted on the *Post* in the main building. Scattergood has a fax machine, which is monitored during business hours and messages may be delivered to students by that means. All students are

given an e-mail address through the school's server. Voice mail service is available through the local phone company and the business office has additional details. In order to make long-distance calls, students will need to obtain a calling card, prepaid phone card, or call collect. Prepaid phone cards can be purchased from the student store.

In response to pressure from some parents and students, Scattergood will begin a trial policy in the fall of '05 allowing students to use personal cell phones in the dormitories. This policy will be reviewed periodically and will start with the following provisions:

- Student cell phones must remain in the dormitories. Student phones found outside the dorms will be taken away, and the Dean's Advisory Committee will decide on the consequences for this infraction.
- If a student wishes to take the cell phone off campus (i.e. home for the weekend), the phone must be turned off between the dorm and the car.
- On a school-sponsored trip, the staff member in charge as well as other students present have the option of allowing a student cell phone to be used.
- The use of student cell phones at Scattergood follows all current Scattergood phone use policies. (Phones may not be used after "Lights Out" for all freshmen, sophomores and first semester juniors. Phone use in the dormitories is unrestricted from 6:00 am until "Lights Out".)

Except in cases of emergency, we ask that parents not call students on Monday to Thursday evenings between 7:30 and 9:00 PM central time. This is the study/quiet time for students, and we want to make sure that students learn to make use of this time for studying.

## **Academics**

### ***What happens if my child fails to pass a required course?***

If a required course is failed, the student must make up that credit in one of two ways. One option is to take the course over again at Scattergood. This is not always possible, however, due to the small staff and courses offered only one time per year. The other option is to have the student enroll in a summer course while they are at home. Most larger public school systems offer summer courses. If you have questions, contact the academic coordinator who can assist and make recommendations.

### ***Who do I call concerning my child's academic schedule?***

The Registrar or Academic Coordinator can help you with questions regarding academic matters. The Academic Coordinator oversees the scheduling of students and monitors student progress towards completing the academic program. Any questions regarding grades, instruction, or academic decisions can be directed to that office.

### ***I just received a letter saying my student is on Academic Alert. What does this mean?***

Academic Alert is an early-warning system designed to alert parents and students if the student is in danger of failing the class. If a student's grade is in jeopardy, the teacher is required to fill out an Academic Alert form by the third week of the block which is then given to the student, the parents, the Academic Coordinator, and the student's advisor. The student then has an opportunity to do the necessary work to pass the course with the support and help of the parents, advisor, and Academic Coordinator. While on Academic Alert, a student will be required to attend Structured Study Hall each evening and on Sunday afternoon.

### ***What's the difference between a progress report and a grade report?***

The time length of a Scattergood class may vary from one to eight blocks. A grade report comes when the student has finished the class in its entirety and is assessed with a final grade. A progress report comes at the end of each intervening block to indicate the student's ongoing progress in the class. Only grade report results are noted on the student's final transcript.

### ***My student received an "Incomplete" on the grade report. What can we do?***

An "Incomplete" is given on a student's grade report if he or she did not finish the work within the time frame of the class, possibly due to illness or family emergency. If a student receives an "Incomplete," the teacher and the Academic Coordinator will set a deadline for the student to complete the work for the class. If this deadline is not met, the student will receive a "No Pass" on the grade report.

## **Student Health**

Scattergood requires all students be covered by health insurance. So as not to jeopardize the school's relationship with the local medical providers, we ask that parents arrange payment directly with the providers for any medical expenses a student might incur. Scattergood will not pay for medical intervention in anticipation of receiving reimbursement later from parents. Funds for anticipated medical expenses can be held in reserve in your student's bank account.

### ***What are all these forms I'm supposed to sign?***

When students enroll at Scattergood, they are required to provide information on their medical history (including immunizations) and undergo a physical examination. This information remains in the student's file during her or his tenure at Scattergood. In addition, parents must annually fill out a Tools Permission form, a Designation of Representative form, and a Health Insurance form. The Tools Permission form allows us to know which tools you would or would not like your child to be able to use, such as band saws, drills, or lawn mowers. The Designation of Rep allows Scattergood staff members to make decisions for your student regarding medical care in an emergency. The Health Insurance form gives us necessary billing information if there are charges for your student's medical care. There is also an optional Horseback Riding Waiver, which can be requested if your child has an interest in riding horses on the farm.

### ***What do I do about doctor or dental appointments?***

Appointments with doctors or dentists are arranged by the health coordinator. If your child needs medical attention, you will be called by the health coordinator in advance of the appointment unless emergency care is needed. Someone from the school will accompany your student to the appointment unless we judge that the student does not need staff oversight. In emergency situations, the health coordinator, or another representative from the school, will attempt to contact you either prior to arriving at the emergency room, or shortly after arriving.

### ***I believe my child could use some short-term counseling. How is this arranged?***

There may be times when either the parent or the student requests counseling services. In these situations, the parent may work with the health coordinator or the dean of students to make the initial arrangements. While we may provide a list of counselors, we prefer that contact take place between parents and the counselor's office. This is especially important in the beginning when there are insurance and billing questions which need to be discussed. Scattergood will be glad to provide transportation and to arrange appointments once the preliminary work has been established. There will be transportation charges assessed.

There may also be occasions when the school determines that a student could benefit from counseling services. In these situations, the parents will be apprised of this by the dean of students, the health coordinator, or the advisor. This will come in the form of a recommendation. Again, Scattergood will assist the parents in making the initial contact, provide transportation, and set up follow-up sessions.

### ***How can I be assured my child takes the medication he or she is prescribed?***

The handling of prescription medications is an important issue at a boarding high school. School policy (printed in its entirety below) does not permit a student to keep prescription medications in his or her dorm room, particularly antidepressants, ADD/ADHD drugs, or antibiotics. The dispensing of these medications is arranged through the health office. While the school will initially assist a student with establishing a schedule for taking his or her medicine, the school expects the student will eventually be responsible for honoring the agreed upon times. If the student is not able to assume that level of personal responsibility, and in so-doing puts him or herself or the school at risk, then other options will need to be considered.

- A. Parents are responsible for notifying the Health Coordinator of any medications prescribed for their child. All medications must be brought to

the Health Office upon students' arrival at school, where they will remain for dispensing. Upon returning from vacation, students must promptly return all prescriptions to the Health Office.

- B. Parents are responsible for providing either prescription or non-prescription medication in its original container. Prescription medication must have on the label the following:
  - 1. Student's name
  - 2. Date of prescription
  - 3. Name and telephone number of pharmacy
  - 4. Name of medication
  - 5. Dosage and frequency of administration
  - 6. Name of physician
- C. Long-term prescription medication may be given by the Health Coordinator (or a designated Scattergood staff member) only when a physician's written statement includes the following:
  - 1. Diagnosis
  - 2. Type of medication
  - 3. Dosage
  - 4. Instructions for administering
  - 5. Potential side effects
- D. Parents/Guardians are responsible for supplying the labeled medication and the physician's written statement.

## **Discipline**

Discipline at Scattergood is designed to help the student in the process of exchanging external control on behavior for habits of self-discipline. This does not happen all at once, but is brought about by steady application of standards of conduct and reminders when the standards are not met. In most cases there is a gradual escalation of consequences if there are difficulties in getting the student's attention. In some cases severe consequences are imposed if the infraction indicates that the student is not meeting his or her commitment to fundamental community values. We do our best to keep parents informed when serious disciplinary problems arise so we can work together to help the student achieve the needed growth of character.

Continued attendance at Scattergood is based on a yearly determination of the student's performance. Students may or may not be invited to return to Scattergood for the following year, even if they are in good academic standing.

### ***What happens to my child if a minor rule is broken?***

There are many aspects of a student's performance that are tracked on an ongoing basis. These include a) absence and tardiness from classes, work assignments, meals or required activities; b) improperly signing out; c) misbehavior or inappropriate language; d) not turning in homework assignments; e) rules of community living — for example, inappropriate dress and playing music in a restricted area. (For a more detailed listing of minor rules see the student handbook.) A minor rule infraction usually results in a "slip" being written and submitted to the main office. If the slip is an academic slip, the student will be required to attend Structured Study Hall the evening of the infraction. If the slip is a behavioral slip, there will be a talk with the Dean of Students if two or three of these slips occur in one week. On Friday and Saturday, a slip will result in early dorm time. Depending upon the number of slips a student receives in a block, he or she may either move up in status or fall in status. One has either greater or fewer privileges depending upon their status. Parents will be notified by letter if a student falls in status. References to these infractions are also likely to be made in community life reports sent to parents several times a year.

Persistent minor rules infractions will be treated more seriously. Minor rules infractions in large numbers will be regarded as a major rules violation, which can lead to probation or suspension for the student. Minor rules violations are also one of the factors staff consider at the end of the school year when staff discuss which students are to be given invitations to return for the coming school year. It is important that parents help staff convince students of the importance of meeting the performance standards the minor rules address.

### ***I didn't read anything about dorm rules. Are those also on the "slip" system?***

The dorm is not on the "slip" system because we wanted to make the evening environment more relaxed and informal. However, this does not mean there are no dorm rules. In fact, it may be more important to establish codes of conduct in the dorm than in the classroom since a majority of the most intense experiences result from dorm living. Typical dorm rules exist to promote quiet time, lights out, clean rooms, and punctuality. Students who consistently violate dorm rules will be placed under the slip system.

### ***What happens when a major rule is broken?***

Major rules address the fundamental values underlying the Scattergood community. These rules speak to issues such as honesty, safety, and respect for others. They are separately listed in the student handbook and are made a part of student orientation.

Major rules violations are recorded by staff in incident reports that go to the dean of students, who then meets with both the staff member who discovered the violation as well as the student involved in the violation. Then the dean calls into session a special advisory group (the Dean's Advisory Committee) made up of both students and staff members. This committee reviews the particulars of the incident and comes to consensus on a consequence for the student that addresses both the needs of the community and the student. (The "needs" of

the student may be the need to learn more acceptable behavior.) Final approval for a major rule consequence rests with the dean of students and the director. Parents will be notified within 24 hours of a major rule infraction, if possible. The Dean's Advisory Committee does not convene in cases where expulsion is possible. This is to remove students from participating in the possible removal of a peer.

The following is a list of major rules violations:

1. Any dishonest, deceitful, or untruthful act. This includes plagiarism, cheating, lying or violations of the Responsible Use Policy.
2. Theft, attempted theft, shoplifting, and possession of stolen property.
3. Destruction of property, including vandalism, graffiti, and damage caused by anger, frustration, or loss of self-control.
4. The use or possession of tobacco, alcohol, or illegal drugs; the possession of drug paraphernalia; the supplying or delivery of these substances; and the intentional misuse of prescription or non-prescription drugs, or the sharing of any medications with other students.
5. Unauthorized use of matches, candles, lighters, or incense inside any school building or on the prairie; tampering with fire equipment; and the possession of firearms, weapons, or explosives, including fire works.
6. Hitchhiking, running away from the school, and improper sign out (from forgery, misrepresentation, use of wrong sign out process, or providing inadequate or incomplete information).
7. Being in the dormitory of the opposite sex (except during Open Dorms), being in a staff home, car, or office without staff permission, being in the staff lounge or work room without staff permission, being in the kitchen pantry or walk-in without staff permission, being out of the dorm between dorm time and 5:30 AM without staff permission, being in places off campus that are proscribed by staff while the student is under staff jurisdiction, and in general being where one is not supposed to be.
8. Threats, acts of violence, or physical and/or emotional harassment.
9. Failure of a student to comply with a legitimate staff request, refusal to comply with school expectations, insubordination, and accumulation of "slips" even after camping. In general, a persistent unwillingness to abide by the rules of the community or demonstrations of disdain for the school's staff or the values of the school, including inappropriate behavior.
10. *Sexual Relations*-Sexual activity between students, either sexual intercourse or other behavior involving genital contact, is not permitted in a school community which primarily consists of minors.

### ***What does it mean if my child is placed on probation?***

Probation is the period of time a student has to reestablish him or herself in the community. During this period he or she will be under greater scrutiny and will be held to even greater expectations. It is a time of opportunity for the student to demonstrate he or she wants to be at Scattergood and is willing to live within the expectations. Parents can play a vital role in helping the student who has violated a major rule and has been placed on probation. It is vital that parents reinforce the message that the student is in a serious and precarious position. It is also helpful if the parent discusses with their student the terms of the student's contract and the student's plan for meeting those terms. Parents often can help by discussing with staff ways the staff can work best with a student.

### ***What are my parental responsibilities with a suspension or an expulsion of my child?***

Though Scattergood goes to great lengths to avoid asking a student to leave the campus, situations arise when such a decision must be made. This is usually a time of great stress for students, staff, and parents. It is important that parents and staff work closely to facilitate this process.

Parents will often be told of the student's suspension or expulsion by phone before the student is notified. This is because the school has learned that it is important for the student to be told exactly what the plans are before his or her departure. These plans depend on the arrangements only parents can make. Once the school and the parents have decided on a departure time and means, the student is notified. Usually the student's advisor is present and then goes with the student to make the needed preparations.

After the decision has been made, it is important that the student leave the school promptly. Remaining in the limbo of waiting to leave can be agony for the student and difficult for the rest of the community. We have found it is best if parents or a close family member can pick the student up personally. In some cases it is not possible to pick up all of the student's possessions immediately, and in this case they can be stored for collection at a more convenient time. Someone on staff will meet parents when they arrive to retrieve the student and answer other questions. A full written account of the cause of suspension or expulsion will be mailed to parents.

An expulsion is final. The only exception is one that is granted by the director at the time of the expulsion. This exception can only come in the form of a permission to reapply for a future school year. Such a permission is not a guarantee of readmission.

Trying to keep a suspended student current with schoolwork is logistically difficult if not impossible. For example, it places a considerable burden upon the teacher's time as it requires having to create a separate curriculum for the suspended student since the student cannot participate in the experiential learning of a classroom. Having to mail and receive books, assignments, readings, and homework is costly in time and resources. Therefore, one of the unfortunate facts of being suspended is that it has a serious effect upon the student's academics. Occasionally, it is possible to have the student complete and receive credit for the work he or she has accomplished prior to the suspension or expulsion. Much depends upon the nature of the class and the point at which the suspension occurred. However, these questions are best addressed by the academic coordinator.

## **Visits to Campus**

### ***What should I consider before visiting the school?***

Parents are always welcome to visit. We ask that arrangements be made in advance for Berquist house reservations. There are certain times that may be better to visit than others, however. Scattergood Day is a nice time to visit, although lodging reservations may be harder to make. An example of a less desirable time includes any finals week. If you would like to visit over a weekend, your attendance at the planned activity is encouraged. The Main Office can help you plan a good time to come.

### ***If I visit, can I bring my dog?***

As a general rule, parents can assume that a family pet is welcome to visit the school. We ask that your pet be appropriately secured and maintained while on campus, keeping in mind that Scattergood can be overwhelming to an animal, and not all people on campus may enjoy pets. Animals are generally not allowed in buildings, including the Berquist House, and owners are responsible for cleaning up after their pets. Since there is a wide range of family pets, we ask that you notify us as to the type of animal you would like to bring. A proper determination can be made at that time.

## **Glossary of Terms**

(Or “What does my child mean by that?”)

**Slips** - A slip is a form a staff member uses to record a minor rules violation. The slip is submitted to the Main Office for tabulation. The names of the individuals receiving slips are posted in the main lobby in the evening.

**The Circle** - This is the area of land bordered by the Main, Instruction building, Boy’s dorm, Science building, and Berquist house, available for games, Frisbee, and sun bathing. The **deck** is located in the Circle.

**Campused** - A student can be campused as a result of a major or minor rules violation. A campused student is restricted to the main campus, defined as the territory bounded by the gravel road on the east, the interstate fence on the south, the west end of the soccer field on the west, and the agricultural fields on the north. A campused student may leave campus only with his or her advisor, for medical appointments and emergencies, or for class field trips. Campusing normally lasts no longer than an academic block.

**Study/Quiet Time** - This refers to the period of time (usually Monday through Thursday from 7:30 PM until 8:55 PM) that is scheduled for study and/or quiet reflection. Although a student may decide not to use the time to study, the student is nonetheless expected to use the time in some quiet and solitary pursuit, such as reading, writing, or creating.

**Early Dorm Time** - A student may be asked to report to the dorm early for several reasons. On Fridays and Saturdays, a student that has broken a minor rule is expected to report to the dorm at 10:00 PM rather than 10:40 PM. A student may also be assigned early dorm time as a result of dorm violations.

**Collection** - Four mornings a week the community gathers in the Meeting House for 15 - 20 minutes of silent worship. People are free to speak from the silence if so moved. Attendance is required.

**Meeting for Worship** - One day a week the community gathers in the Meeting House for Meeting for Worship. This is a period of silent worship that lasts approximately 45 minutes and is required.

**Academic Alert** - When a student is having difficulty in one or more classes, the advisor, academic coordinator, or teacher can call an academic alert meeting. The purpose of the meeting is to discuss the academic problems with the intention of developing a realistic approach for overcoming those difficulties. Present at these meetings may be the student, the teacher(s), the advisor, and the academic coordinator. A contract may be developed at this meeting, which the student is expected to follow. A student on a contract is said to be on “academic alert.” Academic alert meetings may either be ongoing or else happen only one time, depending upon the academic issues. Students on academic alert may lose privileges such as town trips, later dorm time, optional activities, etc.

**Student Store** - The student store stocks basic school-related items such as calculators, dictionaries, envelopes, notebooks, binders, paper, pens, stamp, etc. The store is located in the business office. The store also sells Scattergood merchandise including sweatshirts, t-shirts, mugs, etc.

**Senior Store** - The senior store sells nutritious and not-so-nutritious snacks and drinks. The store is managed and operated by the senior class. They are responsible for the ordering, purchasing, pricing, and selling. Profits are used at the discretion of the class.

**Skip Day** - Traditionally, students have been allowed to select one day a year to take off from school. This day, typically occurring in the eighth block, is planned by seniors with the guidance of the school’s director.

**Mental Health Day** - A student meeting certain criteria can request to have a day off from his or her chores, duties, and obligations. This can be compared with a “personal day” some employees are entitled to have. There is a screening process involved. It is not available to those who would be missing academic assignments.