



# QUICK FAQs

WARING SCHOOL QUICK REFERENCE GUIDE  
FOR PARENTS





### Directions From Route 128

Take Exit 47 (Rte 22)

Turn left off of ramp, .33 mi

At the Mobil Station, turn right onto Groce St.

Take a right onto Standley St, .5 mi

Waring School is on the left

### Directions From Beverly/Salem

Drive N on Cabot St. from Beverly/Salem Bridge

At stoplight, bear right onto Rt 22, 3 mi

At the Rt 128 overpass, follow directions above.

# Waring School

35 Standley Street, Beverly MA 01915  
978-927-8793

① **SCHOOL**  
Main Office  
Grande Salle  
Old Biology Lab  
Old Physics Lab

③ **FORUM**  
Polygon  
Seminar Rooms 1-3  
Science Labs  
Project Room

⑤ **HOUSE**  
Salon  
Bureau  
French Library  
Art Library  
Green Couch Room  
Soiree Room  
Fireplace Room  
VH Room  
La Cave  
Dark Room

⑥ **BARN**  
Library  
Pottery Studio  
Front & Back Court  
Literary Room  
History Room

② **GYM**

④ **THEATER**  
Atelier  
Theater  
Green Room





An aerial photograph of a school campus. In the center is a large, modern building with a flat roof. To the left is a smaller building with a gabled roof. To the right is a parking lot with several cars and a white van. The campus is surrounded by trees, some of which are bare, suggesting a cooler season. The text "WELCOME | BIENVENUE" is overlaid in large, white, sans-serif capital letters across the top of the image.

# WELCOME | BIENVENUE

## WARING SCHOOL'S MISSION

TO CREATE AND SUSTAIN A COMMUNITY OF LIFELONG  
LEARNERS WHO ARE WORKING TOGETHER FOR THE  
INDIVIDUAL AND COMMON GOOD.



# FAQS

## Where can I find more detailed answers to my questions on school policy?

Waring's Family Handbook has detailed policies beyond this FAQ sheet, including policies required by federal or state law. The Family Handbook is updated each year and published as PDF on the Waring website and printed with the Roster for Convocation.

## What supplies does my child need for school?

Core students are provided with a list of what they will need (see the school website for details).

Students in Grades 8-12 do not need special supplies at school beyond notebooks and pencils and pens (and appropriate books for classes). The Math Department informs students on which calculators they need for a given level of math.

## How do I get a message to my child during the school day?

Parents who need to reach their child at school may call the Main Office and a message will be put in the student's mailbox. For emergencies, the student may be retrieved from class. Students may request permission at the Main Office to make a phone call in the Main Office if necessary. Because Waring prohibits cell phone use by students except for emergencies and teacher-sponsored programming, parents are asked not to call or text their student's cell phone during the school day.

## What is the school's policy on student cell phone use?

**We strongly discourage students from bringing cell phones to school.**

If students do bring cell phones or smartphones to school, they must be switched off and stowed away, unseen and unheard, in the student's backpack (not in pockets) during school hours.

Cell phone use is prohibited at all times during all Waring activities, including the regular school day, Camping Trip, athletic events, van rides, travel, etc., except in the case of serious emergencies (not matters of convenience) or for teacher-sanctioned activities.

- Cell phones are not permitted to be stowed in student cubbies.
- Cell phones are not permitted in restrooms or locker rooms.
- Parents must not text or call students on their cell phones during the school day, Camping Trip, or during Waring travel.
- Students should not text with their computers or other devices on campus.

## What do I do if my child is having trouble in a class or I want to contact teachers or staff over sensitive issues?

For a question about a specific class or assignment, parents can get in touch with their child's teacher directly. If a class is led by a TA (for example, Core or Group 1 Writing), parents should contact the supervising teacher, especially for non-academic issues that may be sensitive in nature.

The Tutor is the primary contact for a student's overall progress in the program. In cases of concern about social or learning issues, parents can contact the Tutor and/







or Dean of Students, who may refer the matter to the Learning Skills Coordinator, the Social Worker or the Associate Head of School. Teachers and staff are generally expected to return emails within (1) business day. During weekends, off-days and vacations, we ask teachers to respond as they are reasonably able and we ask parents to respect off-time as the school respects their family time. For sensitive topics, we strongly recommend using the phone (or meeting in person) instead of emailing.

### What is Tutorial and how does it work?

The Tutorial is at the heart of the Waring School experience. In this unique program, every student is assigned to a group, which includes students from all seven grades. The “Tutor,” Waring’s term for the group leader, serves as a facilitator for the discussions among its members, as well as being an adviser to each individual. Tutorials meet twice each week, (Tuesday lunch period and Friday sixth period), and may also gather for special events or projects during the year. Tutors are available to meet individually with their “Tutees” to discuss matters concerning academic or social issues.

The Tutor is responsible for monitoring each student’s overall academic progress and helping the student to function effectively as a productive citizen in the Waring community. Tutors arrange conferences on the student’s work with the student and the student’s parents twice per year, and may also schedule additional conferences if necessary. Over the school year, the Tutor serves as a parent’s primary point of contact for academic issues that arise at school. When more sensitive issues arise, the Dean of Students, Social Worker or Learning Skills Coordinator may also be involved.

### What about absence and sickness?

Student wellness is key to healthy living in and outside of Waring. We ask that parents/guardians as primary caregivers help our efforts at Waring in fostering healthy living, a healthy diet, and healthy sleeping habits in their children.

Please report any absence - foreseen or last minute - to the Main Office (978-927-8793) along with the reason for the absence. Students who do not arrive by the start of 3rd period may not be allowed to participate in afternoon events such as athletics, theater and electives. If a student must leave campus for medical or other reasons, the Main Office must be informed by a parent or legal guardian and the student must sign out before being picked up. The student must also sign back in upon return. Any student with a fever of 100 degrees or higher should stay home until their temperature has returned to normal for 24 hours without the assistance of temperature-lowering medications. Students diagnosed with a communicable disease are excused from school according to the guidelines of the Massachusetts Department of Public Health. If a student should feel unwell during the school day, the student may visit the Health Office to be assessed by the school nurse or in her absence the athletic trainer who, in communication with the family, will determine whether the student should rest or go home. If the student needs to go home, the family will be contacted by the school regarding transportation plans (cell phone use is not permitted). Students who drive themselves must contact their family before leaving campus and the family must give verbal consent to the front office. Students must check out at the main desk.

### What is the tardy policy?

Students should arrive on campus no later than five minutes before first period in order to be ready to start the day on time with their teachers and classmates. While unexpected events, illness, and injury may occur (see Family Handbook section on Illness and Injuries for guidelines as to when a student should stay home), students are expected to attend all classes, meetings, lessons, practices, and other obligations (Special School Events) punctually. Tardies and absences are recorded, and will be reported on



the student's semester evaluations.

Repeated tardiness or absences may require a meeting with the Dean of Students. If a student misses more than 20% of the meetings of any class during a semester, the student may receive a No Credit or Incomplete for the course (including Endterm). If a student misses more than 10% of the meetings of any class during a semester, the student may not be eligible to receive Honors. An absence from class due to Waring-related responsibilities (music lesson, field trips/school travel, sports, debate, etc.) will not count towards this percentage. Students are always responsible for any missed material and work during an absence.

#### **When are absences unexcused?**

When students miss school for any reason that does not constitute an excused absence (including but not limited to: extra vacation time taken by family, unapproved college visits, etc.) the student's record will reflect the Unexcused Absence. Multiple Unexcused Absences may result in a meeting with the Dean of Students and the student's Tutor and escalate to further disciplinary and academic sanctions.

#### **What is the Student Support Team?**

The Team (with contacts in Waring's roster and on the website) is comprised of the Nurse, Athletic Trainer/Health Department Chair, Dean of Students, Social Worker, Learning Skills Coordinator and Associate Head of School. The group collaborates and works with the faculty and Tutors to support the health and wellness of students. The Health Chair publishes a periodical "Student Wellness Newsletter" with helpful information from this Team.

#### **What are the school's policies on behavioral and disciplinary issues?**

Waring's behavioral code is comprised in the School's Ethic (see [website](#)). Behavioral issues are outlined in the Family Handbook. Minor disciplinary issues are handled by the Tutor, classroom Teachers and Dean of Students. More serious disciplinary issues involve the Discipline Committee, Dean of Students, Associate Head of School and Head of School. Please refer to the Family Handbook for more information on important topics such as: bullying, cyberbullying, abusive behavior, hazing and academic dishonesty.

#### **What is the school policy on behavior outside school?**

Waring seeks to teach the whole student in the pursuit of lifelong learning and skill-building. Ultimately, Waring students must be responsible for their actions on and off campus; and parents/guardians are the primary caregivers for their children -- especially in life outside of school. When the actions of a Waring student off-campus, off-hours, or by electronic means are 1. public knowledge, or 2. compromise the safety of those in the community, or 3. infringe on other students' rights and safety, the school may take appropriate action as it would for other school matters.

#### **Where do I find Parent Group and Grade-Level Parent Rep information?**

You will find this year's list of Parent Group Co-Chairs, Grade level/Group Reps and New Families liaison at: <https://www.waringschool.org/parents>. On this page, you'll find other resources for parents and the many ways in which you can be involved and volunteer in a close-knit community.









# GLOSSARY OF WARING TERMS

**All-School Meeting:** (4) times each week, the entire school gathers for 30 minute topics, presentations and discussions led by faculty, students and members of the larger community.

**Camping Trip:** The School year begins with a Camping Trip at North Woods YMCA Camp in Wolfeboro, NH, typically during the week following Labor Day. This trip is an essential part of the Waring School experience, laying a foundation for the year, academically and as a community. The senior class takes on much leadership during Camping Trip and sets the tone for the year.

**Concours de poésie:** Annual French poetry recitation contest in which all students take part within their individual French classes (with finalists who recite for outside judges during All-School Meeting).

**Convocation:** All-School opening event in September including inscription ceremony for new students, student speakers, a parent speaker, and words from leadership.

**Core Night:** Performance in November by Core students including: music, dance, art, theater, science and story-telling.

**Endterm:** Endterm is a two and a half week intensive, experiential program at the end of the year, with approximately 10 offerings on cross-curricular topics of interest not covered elsewhere in the curriculum.

**Evaluations:** Waring does not have letter grades. Instead, teachers write narrative evaluations. Students may receive “credit”, “no credit” or “incomplete” at semester’s end, with “honors” available for 10th graders and above who work at a high level as benchmarked by departments and as assessed by the teacher.

**French skits:** During several All-School Meetings each year, the French department performs “French Skits”, class by class. These are topical, satirical (often roasting Faculty and Staff) and highlight skills and grammar specific to that level of class.

**Grade levels:** Core/Groups 1-5

“Core” refers to Grades 6 and 7

The upper grades use “Group” instead of “Grade.”

Group 1 =	Grade 8
Group 2=	Grade 9
Group 3 =	Grade 10
Group 4 =	Grade 11
Group 5 =	Grade 12

**Grand Concours:** National French Contest that takes place in the spring. All Waring students take part and Waring has posted high results, historically.

**Junior Trip:** During Endterm of Junior year, Junior Trip is a three week trip (usually to France and/or parts of Europe) and a transition period from Junior year to Senior year during which the class takes on more leadership.

**Magnus Health:** Waring’s portal for Student Medical Information.

**Notecard:** A short (one page or less) written reflection on a reading.



**Parent Group, Co-Chairs, Class Reps, New Families Liaison:** Parent volunteers who help coordinate events, answer good questions, seek parent input and assist in community-building. The returning/second year Co-Chair serves as *ex officio* member of the Board of Trustees.

**Program Night:** Early in October, all parents are invited to hear presentations by faculty of their child's program/curriculum, by grade and by subject (or level in French/Math).

**Romulus and Remus & the She-Wolf:** technically the corporate seal of the school; a longtime part of the School's iconography and once a logo used by the Waring family.

**SAC (Student Advisory Council):** Student leadership group comprised of representatives by Grade-level, coordinated by the Dean of Students.

**Science Fair:** Late in the Spring, seniors exhibit work from their science projects.

**Sketchbooks:** A ubiquitous part of any Waring student's back-pack. Students sketch at school, in art class, and on field trips and during longer travel. Many use their sketchbooks in tandem with their journals during the Angers Trip and Junior Trip.

**Special Day:** Typically, the day before Winter Break includes special programming and activities led in tandem by the senior class and teachers. There are often elements of community service on and off the campus.

**Soirées Musicales:** Soirées are performance events for students taking lessons at Waring or who wish to sing or play their musical instrument, solo or in ensembles. There are usually 5 Soirées each year.

**Summer Readings:** Includes an all-school book which the entire school reads over the summer and discusses on Camping Trip and during the school year; also includes readings by Grade/Group level for Humanities class.

**TA's/Teaching Assistants:** Juniors and Seniors may apply to TA classes such as Core/Group 1 Writing or take on other teaching responsibilities under supervision.

**Tutorial:** Student cohort (10-14 students of all ages) with a "Tutor" or Co-Tutors (see "Tutorial and how it works").

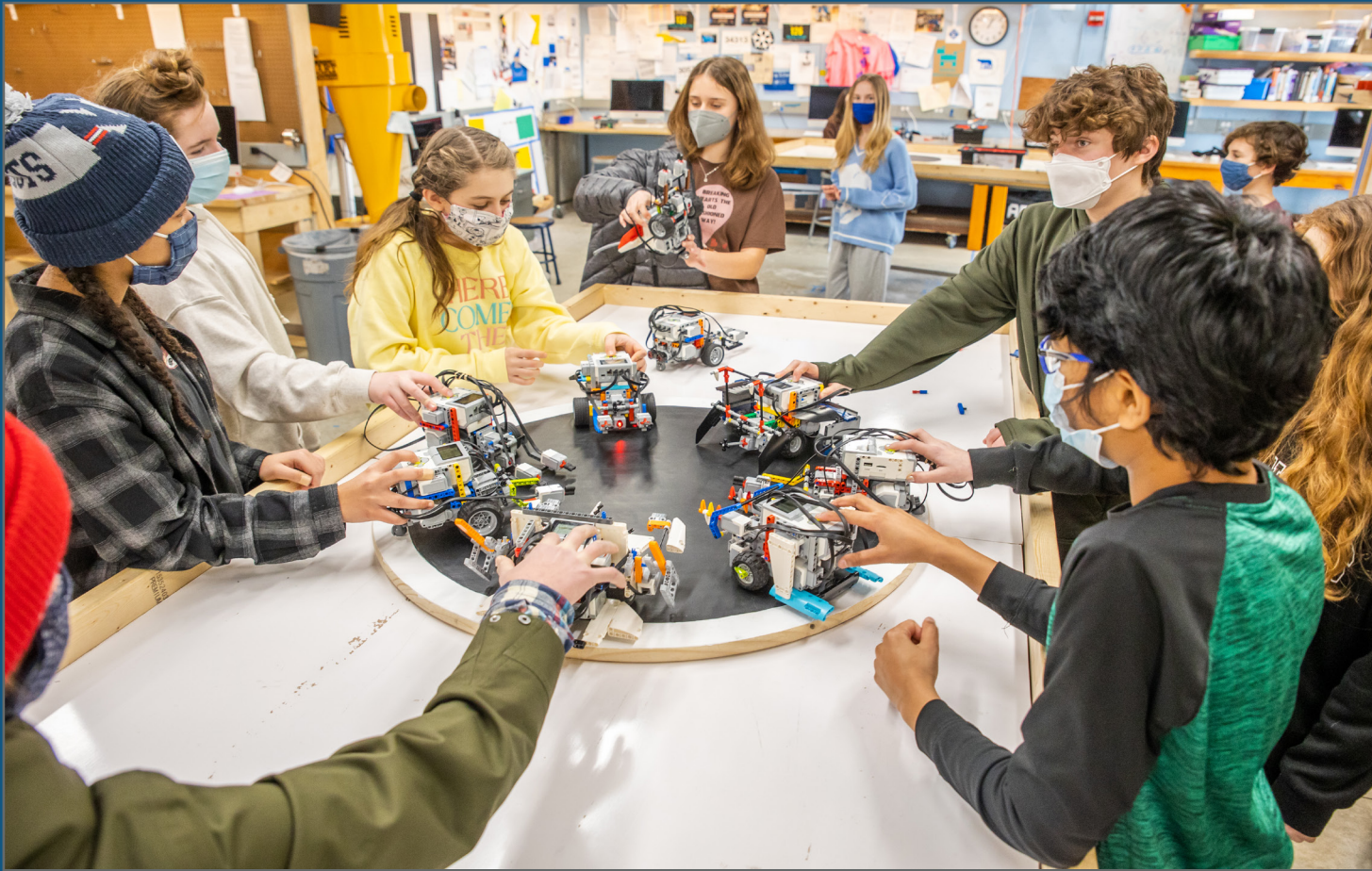
**The Waring Fund:** the school's annual giving program. Each year the Waring Fund plays a critical role, supplementing our tuition dollars to support faculty, meet emerging program needs, maintain Waring's beautiful campus, increase the diversity of our learning community through financial aid, and help strengthen our excellent academic program.

**WIP (Waring Industrial Park):** Waring's Makerspace located in the Forum building, constructed in 2017.

**Wolfpack:** Waring athletics' team name fashioned after Romulus and Remus.

**Whipple Hill:** Waring's student/family information system with a login located on the school's website.





# Waringschool

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35 Standley Street, Beverly, MA 01915 [www.waringschool.org](http://www.waringschool.org)