



*The Marvelwood School, Inc.*

# **STUDENT – PARENT HANDBOOK**

**2018 – 2019**

*Revised August 2018*

**STUDENT-PARENT HANDBOOK  
2018-2019**

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## **WELCOME TO THE MARVELWOOD SCHOOL!**

### **OUR MISSION STATEMENT**

The Marvelwood School provides an affirmative environment in which students develop strong core values, empathy, a respect for diversity, and an appreciation for the value of service to others.

A Marvelwood education empowers graduates to become creative, resilient, mindful, and confident young adults ready to meet the challenges of higher learning, the workplace, and a rapidly-changing world.

### **OUR PHILOSOPHY & CORE VALUES**

While you're in our school, you'll hear much said about our "community" and how the concept of a supportive, nurturing, and caring environment lies at the heart of everything we do here. Each student and adult at Marvelwood takes it upon themselves to live and act for the benefit of others. As long as we all recognize our obligations and responsibilities to each other – the individuals and the group – we know that everyone will thrive here.

At Marvelwood, our sole purpose is to provide you with the elements required for you to learn, to grow and be healthy, and to find success in all aspects of your life.

One of the responsibilities of living in our community is that the good of the community as a whole needs to be considered before the desires and impulses of individuals. For that reason, we have established a set of rules, standards, expectations, values and traditions which guide individual decision-making.

This Handbook outlines and explains the most important of Marvelwood's guidelines. By following these, you should be able to make appropriate decisions and live comfortably in our community. You will not go wrong if you base your actions on what we consider to be the **core values** of our community:

- **Honesty;**
- **Respect for oneself and one's community;**
- **Responsibility;**
- **Service to others.**

## CONTACTING THE SCHOOL

Main Switchboard	(860) 927-0047
Main Office Fax	(860) 927-5325
Website	www.marvelwood.org
Emergency/ After Hours & Weekends	203-788-4985

## CONTACTING SCHOOL PERSONNEL

<u>Title/Department</u>	<u>Name</u>	<u>Extension</u>
Interim Head of School	Blythe Everett P '14, '16	1002
Executive Assistant	Barbara D'Iorio P '11	1003
Assistant Head of School	Caitlin Lynch P '13	1030
Senior Dean for Academics	Blythe Everett P '14, '16	1002
Registrar	Shannon Nelson P '22	1007
Learning Support Coordinators	J. Goodearl/S. Singco	1040
Director of College Guidance	William Bingham	1014
Dean for Parents	Heather Hastings	1048
Dean of Students	Heather Hastings	1048
Dean of Faculty	William Bingham	1014
Director of Residential Life	Misty Jordan	1019
Athletic Director	Zach Maizel '04	1009
Director of Community Service	John Russell '88	1051
Weekend Permissions	Heather Hastings	1048
Transportation Coordinator	Barbara D'Iorio P '11	1003
Health Services Director	Jayne Janecek P '06, '10, '13, '16	1022
Director of Counseling Services	John Kennedy P '14, '18, '22	1023
Director of Admission	Katherine Almquist	1004
Assoc. Director of Admission	Maureen Smith	1005
Director of Communications	Caitlin Lynch P '13	1030
Ass't. Head of School for Advancement	Paul J. Tines	1016
Annual Fund/Alumni Relations	Glenn Sanchez P '18, '19	1045
Development Associate	Karin Nappi P '13, '16	1013
Chief Financial Officer	Richard Becker	1026
Student Accounts & Billing	Betty Ann Haskell GP '21	1024
Buildings & Grounds	Michael Gabriel-Deveau P '19, '20	1034

Marvelwood School does not discriminate on the basis of handicap, sex, sexual orientation, race, color or national or ethnic origin in the administration of its educational policies, personnel matters, scholarship and loan programs, or athletic or other programs.

Marvelwood School is an accredited member of the New England Association of Schools & Colleges (NEASC), the National Association of Independent Schools (NAIS) and the Connecticut Association of Independent Schools (CAIS). Marvelwood is also recognized as a state-approved nonpublic school by the State of Connecticut.

## I: THE MARVELWOOD PROGRAM

### BODKIN BLUE

*Reflecting Conduct, Commitment and Connection*

“Bodkin Blue” is a Marvelwood initiative designed to enhance our approach to all facets of overseeing and communicating student conduct and achievement. Bodkin Blue is named for Marvelwood’s founding Head of School, Robert Bodkin, and embraces the power of the School’s core values of honesty, respect, responsibility and service as guiding principles in assessing and rewarding student growth and progress. The Bodkin Blue system strives to provide for all members of the community a simple and clear message about expectations, along with patient and proactive methods for attaining goals. Students will be encouraged to demonstrate an awareness and acceptance of the School’s core values in all areas of their life and work here, and faculty will partner with them to actively support and guide them in this endeavor. The Bodkin Blue system embodies Marvelwood’s ongoing commitment to nurturing the highest potential in students and to timely, effective communication among all constituencies.

About every two weeks, each student’s academic, athletic, residential, service, and behavioral performance will be assessed by the faculty in direct supervision of the students in these arenas. By Thursday morning of these weeks, faculty will file a performance assessment and a conduct assessment for each student they have in class or athletics. The Dean of Students, the director of Community Service and the Dorm Heads will also file assessments for each student. Assessments are recorded in one of three shades of blue, using the following criteria:

**Royal** – This means that a student is fully connected to the spirit of the School’s core values. He or she consistently meets expectations, listens, participates, follows established rules, completes assigned work, demonstrates kindness, and is respectful of others. As an academic or class conduct performance indicator, an assessment of Royal translates to B+ or better.

**Sky** – This means that a student is in the process of connecting with the spirit of the School’s core values. He or she may meet many of the same criteria as Royal, but needs more prompting, guidance or encouragement to do so. As an academic or class conduct performance indicator, an assessment of Sky translates to B to C-.

**Navy** – This means that a student requires intervention or redirection toward connecting with the School’s core values. He or she needs regular guidance toward meeting the criteria established for Royal and Sky. A student receiving an academic or class conduct assessment of Navy is performing at a D+ level or lower.

On Friday, faculty advisers review the assessments given to their advisees and clarify any issues with other teachers. A determination of a student’s overall standing is made and recorded on the school’s database. These color determinations (All Royal, Royal/Sky, All Sky, Some Navy) indicate a student’s overall standing in the community and may award or limit privileges until the next two-week assessment period. The Academic Office also compiles an honor roll based on effort and conduct, as reflected through the Bodkin Blue system.

In any of three regularly-scheduled weekly meetings, advisers and their advisees review their color determinations in each area, along with any other matters. Bi-weekly Bodkin Blue ratings as well as the term-end reports are made available to families through the Parent Portal, accessed through Marvelwood’s website.

Teachers, coaches, dorm parents, advisers and administrators take an active role in guiding all students toward a full understanding of Marvelwood’s academic, behavioral and social expectations and an informed compliance with the School’s rule structure. Advisers have the primary responsibility of communicating with families about student progress toward these goals on a bi-weekly basis, but all members of the adult community are available for consultation as necessary and as appropriate.

## **ACADEMICS**

### *Basic Expectations*

All students are expected to check their Marvelwood email account and student portal every day. Important information, reminders, and announcements of a time-sensitive nature (assignments, missing work alerts, attendance, review sessions, weekend activities, trips and other opportunities, etc.) are communicated electronically, and students must train themselves to check these resources frequently, but at least once a day. We suggest taking a minute at the start of each evening's study hall to log in and review your accounts.

Marvelwood uses a cell phone alert system to communicate urgent messages (weather-related schedule changes, important reminders, safety alerts, etc.). Students are expected to register their personal cell phone numbers with the Dean's Office for this purpose. The alert system is used primarily outside of the academic day - afternoons, evenings, and weekends.

Students must arrive at class in proper dress. Students in improper dress will be marked out of dress code. Repeated violations will be referred to the Dean's Office.

Students must also arrive to class with all appropriate class materials: plan book, texts, paper, pens, notebooks, etc. Students can expect to be sent back to retrieve necessary materials, and late minutes will be assessed.

Cell phones and other personal electronic devices have no place in the classroom and can disrupt student learning as well as meetings and other organized student activities. At the start of each class period, students are expected to turn off and put away their cell phones. Cell phones may not be used during classes or at school meetings and must be used discreetly at all times in public places. Headphones are not permitted in the school building, dining hall, or during school meetings and presentations. Inappropriate use or refusal to turn in a cell phone if misused during class time will result in confiscation and/or a referral to the Dean's Office. The School is not responsible for any interruption of communication that results from misuse of cell phones or other personal electronic devices.

### *The Academic Honor Code*

At Marvelwood, we believe that honesty is a primary requisite of character and the foundation of a healthy community. Each student must take responsibility for honest and honorable conduct as a conscious way of life. Marvelwood's Academic Honor Code reflects our core values and our expectation that each student pledges honesty in the completion of all academic work.

At the beginning of each school year, after reviewing the policy with a faculty member, all students are required to sign the Academic Honor Code pledge. Students may be required to reaffirm this pledge at each exam period and for other major assignments throughout the year. Whether or not a student is specifically asked to reaffirm the pledge on any given assignment, it is understood that he or she is still beholden to its obligations and responsibilities.

Plagiarism and other forms of academic dishonesty, including cheating, are considered major violations of the Academic Honor Code. Other violations include composing an essay or response using someone else's words, copying directly from the Internet, permitting others to do your homework or doing someone else's homework, collaborating without permission or without stating so, using another student's papers, tests or notes from a previous year, or otherwise benefiting unfairly through the efforts of others. Students in violation of the Academic Honor Code first meet with the Academic Dean and are likely to be placed on probationary status; further and/or egregious violations incur more serious consequences through the Dean of Students' office.

### *Credits, Course Levels and Requirements*

Every student at Marvelwood takes six to seven (6-7) classes, in a combination consisting of required, year-long core courses, and academic and non-academic electives. Typically, the academic electives are year-long courses worth one credit; non-academic electives are term-long classes, earning 1/3 credit. Students are expected to carry a minimum of four (4) academic classes each term.

Marvelwood's faculty are adept at challenging all students at an appropriate level, and are able to accommodate students of all abilities in mainstream classes, including students transitioning from ESL courses. As such, course leveling does not apply at Marvelwood. Honors-level curriculum is offered in 10th, 11th and 12th-grade courses. In some other junior and senior courses, honors credit may be awarded to individual students who excel in the classwork; this credit is awarded at the discretion of the instructor and the Academic Dean.

A minimum of twenty-four (24) academic credits is required for graduation. In addition, students are expected to earn a passing mark in Community Service (not considered an academic credit) for each term they attend Marvelwood.

The courses of study and credits necessary for graduation are as follows:

English	4 credits
Mathematics	4 credits (including Algebra II and Geometry); the 4 <sup>th</sup> credit may be waived for students with a diagnosed mathematics learning difference)
History	3-4 credits (including US History)
Science	3-4 credits (including 2 lab sciences)
World Languages	2-4 credits (waived in some cases)
Arts	a minimum of 3 credits
Athletics/Extracurriculars	Students are expected to earn a passing mark each term
Community Service	Students are expected to earn a passing mark each term

In addition to these graduation requirements, students are expected to faithfully attend an organized athletic or extracurricular program each afternoon.

Failing a required course or not earning Community Service credit in *any* term may jeopardize a senior's graduation status.

Summer school classes taken to make up failing credit in any required subject will be accepted for credit on the Marvelwood transcript. Courses taken for enrichment purposes are typically not accepted for credit, but are listed as academic enrichment activities on a student's transcript.

### *Grades, Grade Point Average, Marking Periods and Honor Rolls*

There are six marking periods during the year (mid-term and end-of-term). Grade Point Average (GPA) is determined by a weighted point-value system, with standard courses weighted 1.00, and Honors and AP courses weighted 1.10. GPA is calculated at the end of each term, not at mid-terms. All academic and elective classes are calculated into the GPA unless they are graded Pass/Fail. GPAs are calculated for juniors and seniors only and reflect only those grades earned while a student has been enrolled at Marvelwood School.

At the conclusion of each of the six grading periods (midterm and end-of-term), students may be named to one of two **Academic Honor Rolls**:

- The **Achievement Honor Roll** for those students who earn a minimum achievement grade of B+ (87) in

each class; or

- The **High Honor Roll**, which is reserved for those students who maintain a minimum grade of A- (90) in each class.

A separate **Year Honor Roll** is based on final, year-end grades.

In addition to these academic honor rolls, the Academic Office compiles a separate term-end and year-end honor roll based on effort and conduct, as reflected through the Bodkin Blue system.

### *Diplomas*

Students having satisfactorily completed all graduation requirements are awarded a diploma. Students may earn recognition for graduating with High Honors or with Honors, as follows:

- **High Honors recognition** requires a minimum of 24 credits including two years of a world language; four years of mathematics including Algebra 2 and Geometry; Chemistry, Physics or a comparable higher-level science course. A minimum overall GPA of 3.0 must be achieved, with no year-end grades below 87.
- **Honors recognition** requires a minimum of 24 credits, a minimum overall GPA of 3.0, and no year-end grades below 83.

### *Royal Club*

Each spring, Marvelwood's administration considers junior and senior students for induction into the Royal Club. To be eligible for consideration, a student must:

- Have attended Marvelwood for at least one full year;
- Have a minimum GPA of 3.2; and
- Demonstrate leadership, service, and character to an exemplary degree.

### *Learning Support and Math Tutorial*

We may sometimes recommend the Learning Support Program's Strategies or Math Tutorial class to students not previously enrolled in these programs. These courses provide an opportunity to improve in basic math, reading, writing, organizational and/or social skills and are offered for academic credit on a Pass/Fail basis. Strategies and Math Tutorial classes meet daily as part of the regular class schedule. There is an extra charge for these courses.

### *English Language Placement Testing*

A second-language English proficiency test is administered to all international students at the beginning of the year and again at various intervals throughout the year. Students are placed in courses and/or levels according to this testing, prior testing, and the previous year's performance.

### *Study Halls and Homework*

Mandatory study halls for all students last for two hours and take place every night of the week except Saturday, from 8:00 – 10:00. Students work in their own rooms unless they have been placed in SESH (see below) or received a pass from their teacher or adviser before the study hall begins.

The study hall period is usually sufficient time for students complete all work assigned for the next day's classes and to work on longer-term projects. On some days, students may need to spend additional time completing academic work, and can do so in the blocks of free time before and after evening study halls and/or on weekends. By effectively using their planbooks, prioritizing assignments, spending some time each night on long-term assignments, studying in advance, being as productive as possible during study periods, and using free time when necessary, students are able to manage their workloads and achieve academic success. Students who find themselves regularly unable to balance the workload associated with their class schedule should review their course load with the Academic Dean.

Students having difficulty using study hall time effectively will be placed in Supervised Evening Study Hall (SESH). SESH takes place in the library and the dorm common rooms on Monday, Tuesday, Wednesday and Thursday evenings; an assignment to SESH means you must attend each evening that week. Study halls are obligations; if you are on the SESH list, your attendance and appropriate behavior are required. An unexcused absence from SESH, whether in the library or common room, will be treated the same as a class cut.

Homework is due on the established due date. Teachers may grant an extension for full or partial credit at their discretion. Work turned in late but within a week of the due date receives partial credit; once an assignment is a week overdue, it will typically not be accepted for credit.

Students who have fallen behind in their work appear on a Missing Assignments spreadsheet, generated weekly by the Academic Office and distributed electronically to all students, teachers and advisers. All missing assignments also appear on each student's Portal page. Students are expected to check their Marvelwood email and Student Portal at least once a day. Those appearing on the Missing Assignments list are encouraged to prioritize missing work so that they complete it while there is still time to receive credit. The Missing Assignments spreadsheet is one more element in the School's attempt to encourage academic responsibility, prioritization, and effective time management among our students.

#### *Library and Evening Passes*

The Bodkin Library is open from 8:20 a.m.-3:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays; from 7:30-10:00 p.m. on Monday through Thursday evenings; and from 9:00 a.m.-12:00 noon on Wednesdays and Saturdays. To go to the library during the evening, you must have a pass from your subject teacher or adviser, and you are expected to remain for the entire study hall period.

We encourage you to go to a faculty member for extra help during study hall. You must show the dorm supervisor a pass from the faculty member you are scheduled to meet.

All of these arrangements, including library use, should be made before study hall begins at 8:00 p.m.

#### *Extra Help and Tutors*

You are encouraged to ask your teachers or any other faculty for extra help when needed. You need only show the teacher that you have made a good attempt to do the work on your own first. If extra help isn't enough and you want a regular tutor, there are peer tutors (free) and adults who are usually available for an additional fee. See or contact the Academic Dean.

#### *Term-End Reports*

At the end of each term, each student's teachers, coach and adviser write a detailed progress report to accompany the term grades. These reports are made available to students through the school's database and to families through the Parent Portal system, accessible via Marvelwood's website.

### *Senior Spring Term Exam Exemption Policy*

Seniors who meet the criteria (an A- average with no grade lower than a B+ **in each of the five grading periods up to the exam period**) may request an exemption from the spring term exam. Teachers and/or the Academic Dean maintain the absolute right to refuse the exemption and require students to take the final.

### *Academic Procedures for Students on Suspension*

The student is responsible for collecting all of his/her books, assignments, and other materials before leaving on a suspension. Advisers and/or Learning Support teachers, in conjunction with the Academic Dean, will assist in collecting and forwarding assignments to suspended students, but, it is primarily the student's responsibility to get assignments and to keep up with all work. Using the Gmail email system to contact teachers directly and consulting course syllabi on the school's database greatly facilitates this process. Upon his/her return, the student must make up missed work in a timely fashion. Faculty are not responsible or required to provide tutoring for students on material missed due to suspension.

### *Academic Procedures for Students Dismissed or Withdrawn from Marvelwood*

Students who have been dismissed will receive credit for work done while in attendance at Marvelwood up to the last marking period before dismissal. No subsequent work will be forwarded or credited. It is not the responsibility of Marvelwood faculty or administration to provide tutoring, academic support or materials to dismissed or withdrawn students.

Transcripts, grade reports or other school records (attendance, medical, etc.) will only be released if Marvelwood has on file a signed release from the parent or legal guardian, or in the case of a court order by a legal or other regulatory agency. The School does not release or provide academic records, transcripts, etc. directly to the student, parent or guardian.

Students who have been dismissed may not return to campus during the year or attend commencement as a guest.

## **COMMUNITY SERVICE**

The founders of Marvelwood believed strongly that our students and faculty, on a regular basis, should give time and energy in volunteer service to others. This belief is one of the cornerstones of every student's education and experience at Marvelwood. Community service begins at home, within the Marvelwood community and the town of Kent. From there, it branches out to many different locations in surrounding towns and cities.

Each Wednesday morning most students leave campus for a volunteer job. Our students can be found working in nearby hospitals, day care centers, nursing homes, nature conservancies, veterinary hospitals, animal shelters, soup kitchens, and assisting the elderly and disabled residents of our region. Some will do community service here, working on our campus, for the School paper, or other activities.

As a senior, one of your requirements will be to participate in the Senior Service Trip at the end of the year. Our seniors repeatedly cite this as a valuable part of their Marvelwood experience. Participation in this trip is mandatory and a requirement for graduation.

### *Attendance*

Participation in weekly Community Service is required, and attendance at your assignment placement is mandatory. Students may be excused only by reporting to the nurse before Community Service begins. Unexcused absences are reported to the Dean of Students and addressed according to the attendance policy (see “Attendance” section of this Handbook). **Two or more unexcused absences in a term will jeopardize credit being awarded for that term.** Because a full passing credit in Community Service is required each year, students with insufficient credit are required to make up that credit during free time at school or during school vacations. The type of service work performed to make up credit must be pre-approved by the Director of Community Service.

## **ATHLETICS & AFTER-SCHOOL ACTIVITIES**

All students are required to participate in a physical activity, structured exercise program, organized sport or arts activity after classes every term. Realizing that different individuals have different needs, abilities, and levels of experience, we offer the widest variety of programs that we can. Students are encouraged to participate in a team sport at least once per year. Many athletes will opt to play team sports all three terms, but are encouraged to consider an arts option. Similarly, non-athletes are encouraged to try a sport for a term.

Our interscholastic games are usually played on Wednesday and Saturday afternoons, although scheduling conflicts sometime require us to make use of other afternoons. Marvelwood teams with winning records sometimes make it to playoff tournaments such as the HVALs or the New England tournament. These tournaments usually take place just prior to the School’s vacation periods. It is expected that all team members will be flexible enough in their schedules to participate.

### *Attendance*

Practice/meeting time for all sports and afternoon activities is held Monday through Saturday; no matter your assignment, you are expected to be on time and ready to participate. If you are ill, you must be excused by the school nurse during scheduled dispensary hours. If you think that you have a physical injury or ailment which might be aggravated by practicing or playing in a game, see the nurses after classes. Your coach or supervisor is not permitted to excuse you from practice or from athletic contests.

Attendance at your afternoon commitment, even when injured, is mandatory. Absences must be excused by either the Health Services Department or the Dean’s Office. Failure to meet this daily requirement is considered a missed commitment, and will be addressed according to the guidelines of this policy (see the “Attendance” section- pg 12- of this Handbook for details). In addition, students who cut afternoon practices, meetings or games will be assigned a weeknight detention and may risk loss of weekend privileges.

Furthermore, participation in afternoon athletics or extracurriculars is reflected with a Pass/Fail mark on term-end report cards and on the student’s transcript. **Failure to attend 15% of your after-school commitment for any term means that you will receive a failing mark for the term.**

### *Athletic Equipment*

Team uniforms are supplied by the School. Equipment which can be reused by another student in another season (lacrosse helmets, bats, balls, nets, etc.) will be furnished to you at no cost. If not returned at the end of the season, this equipment will be charged to you. You are responsible for purchasing any personal equipment which, through use, becomes your own (softball gloves, lacrosse sticks and gloves, sweat socks, cleats, athletic supporters, sports bras, etc.). Athletic apparel and other sports equipment may be found or ordered at the School Store.

## II: ATTENDANCE

### *Missed Obligation Policy*

Students are expected to honor and be on time for all obligations. This includes classes, study hall, term exams, athletic practices and games, community service, medication compliance, breakfasts and other required meals, adviser meetings, school meetings and other required all-school events.

Your attendance at required obligations is important for your success, both at Marvelwood and beyond. Students are expected to take these responsibilities seriously; failure to do so will result in consequences assigned through the Dean of Students' Office (see below) and the Bodkin Blue System (see pages 2-3).

All absences and latenesses, excused or unexcused, are reported to the Dean of Students through Marvelwood's electronic database. Various offices on campus make an effort to enter excused absence information (medical appointments, admissions tours, college visits, etc.) in a timely manner. Students are responsible for logging into their student portals to check the report of their daily attendance. If an absence or lateness was legitimate and should be excused, the student must communicate with the person who can clear it (a coach, teacher, nurse, etc.) and ask them to sign off with the Dean, who will then clear any excused absences or latenesses from the system.

### *Class Attendance and Lateness Policy*

Unexcused class absences count towards a student's Missed Obligation total and poor Bodkin Blue rating. Unexcused late minutes are added up over the course of a term; accrual of 20 late minutes for any class in one week counts as an unexcused absence from that class.

Students who miss or arrive late to class without a legitimate excuse on the day a test or quiz is being given, or who skip or arrive late to a final exam or other term-end assessment without a legitimate excuse, will not be permitted to stay late, reschedule, and/or make up any portions of the assessment they missed. Timeliness to all academic obligations should be a major priority for all students.

Students who miss school days because of vacation travel before or after a school travel day (established well in advance of the school year and published on the school's calendar) will not be permitted to make up any missed homework assignments, tests or quizzes.

***Any student who misses more than a quarter (25%) of his or her classes in a specific course may not receive credit for that course for the term.*** For instance, missing ten or more classes during a forty-class term may result in a loss of credit. Any and all class absences, whether due to illness, routine medical or dental appointments, class cuts (either deliberate or as a result of oversleeping), accumulated lateness to class, suspensions from school, late returns after school vacations, college visits, religious holidays, or family trips and obligations, count toward this total, regardless of whether the absences are in or beyond the student's control or whether they have been sanctioned by the School.

### *Disciplinary Response to Absenteeism*

Students with unexcused absences (whether from class, sports, Community Service, meals, student health obligations etc.) earn weekend detention, weekend work hours, and/or typically a Bodkin Blue distinction of "Some Navy" for a minimum of two weeks.

All students are expected to comply with disciplinary consequences earned as a result of missed obligations. Students who accrue weekend punishments over several weeks meet formally with the Dean of Students. Those whose absenteeism is excessive or who fail to comply with attendance-related discipline are typically placed on probation and may be referred to a Judicial Council (see p. 13) for further consequences, including possible suspension from school. Any student who continues to miss obligations while on attendance probation risks being placed on Absence Final Warning, one step short of dismissal from school.

#### *Illness-Related Absences*

If you think you are too ill to attend classes, exams, after-school activities or Community Service, you must personally check in with the school nurse by 8:00 a.m. The Health Office will not accept emails, text messages or phone calls from students wishing to be excused. Parents of day students too ill to attend these obligations should also notify the Health Office by 8:00 a.m. Failure to obtain the nurses' permission to miss required obligations will result in unexcused absences, with accompanying penalties for missed commitments.

#### *Community Service and Athletics Attendance Policies*

Attendance for all sports practices and games, other after-school commitments and for all Community Service placements is also mandatory. Failure to attend these obligations is consequenced through the school's Bodkin Blue and Missed Obligation Policies (see above). In addition, **repeated absences will result in a student's failure to receive athletic or community service credit each term.** Please consult the Athletics and Community Service sections of this Handbook for more information.

### **III: THE DISCIPLINARY SYSTEM**

#### *Authority*

The Board of Trustees and the Bylaws of The Marvelwood School delegate complete responsibility for the discipline of students to the Head of School. Traditionally, he/she has delegated most of that responsibility to the Faculty, Academic, Dorm, and Health Councils. They may, however, preempt any procedure or conduct any disciplinary hearing they deem appropriate.

The School reserves the right to deny or discontinue enrollment to any student at any time of year if, in the informed judgment of the school, there is a medical, psychiatric, emotional or other physical or mental condition that the school cannot effectively support or supervise.

#### *Philosophy*

The purpose of rules and their fair, equitable enforcement is to enable the School to carry out its mission effectively and to function as a safe, happy, healthy community. Central to this purpose is the health and safety of all those who attend and work at the School. This means that the School has a moral and legal obligation to enforce the laws of the State of Connecticut. Marvelwood has the right to expect all people who enter the community to abide by the rules and regulations that best serve the interests of the School. At the discretion of the Head of School, a student who violates the law, whether under the school's jurisdiction or not, may be subject to disciplinary action, including dismissal.

By signing the enrollment contract, students and parents agree to abide by all school rules and policies. In order to best serve the needs of both each student and the community as a whole, **we expect that families have provided full disclosure of any and all information which might have a bearing on their child's experiences, or our**

**ability to work effectively with that child, while he or she is enrolled at Marvelwood. Failure to disclose all pertinent information may result in the immediate dismissal of your child.**

Marvelwood students are expected to demonstrate good behavior at all times. Any behavior that compromises the good name of The Marvelwood School is unacceptable, whether school is in session or on vacation. In addition, students must recognize that they are responsible for what takes place in their presence, and we expect them to take reasonable action against school rule violations. Students should try to discourage others from breaking a school rule. The School expects students to avoid the scene of rule violations. **Students who are present during a rule violation may be subject to disciplinary consequences.**

The School reserves the right to suspend or dismiss any student whose progress or conduct is unsatisfactory to the Head of School. **Although we have tried to be thorough, no rule book can cover every situation.** Students are expected to exercise common sense and common courtesy in determining what constitutes acceptable behavior.

#### *Fairness and Consistency*

In all disciplinary situations, Marvelwood strives to be fair and consistent. This means we make every effort to abide by the letter and spirit of the rules and processes presented here. Students at Marvelwood receive fair treatment in attitude and method, but, by their very nature, individual circumstances may produce differences in the disposition of cases. The application of the rules must accommodate these differences and thus preclude absolute consistency.

#### *Major School Rules*

It is vital that both students and parents are cognizant of these major school rules.

Students are forbidden to take part in the following activities:

1. Acts of dishonesty, including lying, stealing, cheating and plagiarism.
2. Endangering the health, welfare or safety of the student or others.
3. Hazing, bullying, grossly disrespectful behavior, threatening, discrimination or harassment of any kind, including sexual harassment. This includes conduct online and for the duration of your enrollment as a member of the Marvelwood community.
4. Vandalism or other deliberate destruction of property, whether owned by the student, faculty, staff, the School, or town residents.
5. Possession of firearms, weapons or ammunition.
6. Burning materials inside the dormitories, including but not limited to the use of lighters, matches, cigarettes, incense or candles.
7. The use or possession of drugs or alcohol or any related paraphernalia. Being in the presence of drugs or alcohol may be considered possession.
8. Bringing drugs or alcohol to campus, or providing these substances to others.
9. Possession of tobacco in any form, including e-cigarettes and vaporizers, either on campus or on school-sponsored off-campus trips. It is important to note that Marvelwood maintains a strict

two-strike policy with regard to smoking in any building on campus.

10. Sexual activity is inappropriate on campus. Be aware of the law, and know that, under certain conditions (e.g., age discrepancy), the School is required to report sexual contact or abuse to the authorities. Very serious consequences beyond our control will ensue.
11. Violation of the parietal rule: being in a dormitory room with a non-family member of the opposite sex.
12. Violation of the curfew rule: leaving the dormitory after evening check-in or before 6:30 a.m. without faculty permission.
13. Violation of the motor vehicle rules: having or using a motor vehicle at school without prior permission from the Dean; keeping a car off campus; riding in a motor vehicle driven by another student or an unauthorized driver. See the Dean for further clarification of this rule.
14. Leaving campus without permission.
15. Unsanctioned visitation with non-members of the Marvelwood community during off-campus trips without permission of the Dean.
16. Trespassing on private property.
17. Gambling.
18. Students are not permitted to dye/color their hair on campus.
19. Tattooing. Tattoos are not to be obtained while a student is under School jurisdiction.
20. Unauthorized use of or access to school facilities, vehicles or equipment, including possession of master keys.
21. Violating the *Acceptable Use* policy which governs use of the School's computers, systems and network.
22. Pulling a fire alarm or calling 9-1-1 in a non-emergency situation.

Any student whose actions damage the reputation of the School or who violates civil or criminal law at any time, on or off campus, will be subject to disciplinary action, including possible dismissal.

*Items Not Permitted at School*

For a variety of reasons including space restrictions, fire code and personal safety, **the following items are to be left at home** and will be confiscated if brought to campus:

1. TV / computer monitors over 24".
2. Projection devices and/or screens.
3. Laser printers.
4. Chemicals, adhesives (rubber cement, super glue, etc.).
5. Aerosol containers of any kind (including hair spray, air fresheners and cleaning supplies).

6. Weapons of any sort (knives, bb/pellet/paintball guns, etc.).
7. Electrical devices and cooking appliances (electric blankets, heaters, televisions, coffee makers, microwave ovens, toasters, irons).
8. Hoverboards.
9. Portable air conditioners or air coolers (fans are acceptable).
10. Tapestries or other cloth room decorations not tagged as “fire resistant” by the manufacturer.
11. Halogen lamps, black lights, or any non-LED decorative lighting.
12. Pets.
13. Cash in excess of \$100.
14. Expensive or irreplaceable personal possessions.
15. Sexually explicit or suggestive clothing, posters, photos, magazines, calendars, videos, tapes, etc..
16. Items that allude to alcohol, tobacco or drug use, violence or cruelty, or which demean another person or group (clothing, jewelry, posters, photos, etc.), sexually harassing posters, photos, magazines, calendars, videos, tapes, etc..
17. Inappropriate literature, recordings, posters or music.

### *The Disciplinary Process*

The nature of the rule violation will determine which group will respond to the infraction, and the nature of the sanctions for that violation. The Dean of Students has the discretion to refer the situation to the appropriate group. In some cases, a student may be spoken to by an administrator instead of being immediately referred to a Council. In other instances, some rule infractions or behavior may be considered so egregious that dismissal is immediate and not preceded by disciplinary procedure.

**Judicial Council:** Response to most major rule violations, or to repeated violations of minor school rules, comes from the Judicial Council. This group is comprised of veteran faculty members and an elected member of the senior class, and is chaired by the Dean of Students. The student involved, his or her adviser, and sometimes a trusted dorm prefect, are also invited to be present. The members of the Council hear all evidence, meet with all parties involved, and then make a disciplinary recommendation to the Head of School, who makes the final decision.

**Dormitory Council:** The Dormitory Head and his or her group of dorm faculty and prefects handle minor dormitory rule violations and make disciplinary recommendations to the Dean of Students.

**Academic Council:** The Academic Dean works with the Dean of Students regarding all violations of an academic nature, such as inappropriate class behavior, failure to follow classroom rules, and plagiarism. Along with the Dean of Students, the Academic Dean meets with students to address academic attendance issues.

**Health Council:** The Director of Health Services or Director of Counseling Services may convene a health council to address issues regarding health, hygiene, or medication compliance.

### *Explanation of Disciplinary Sanctions*

Sanctions for rule violations may include, but are not limited to: letters home, campus work hours, written warnings and contracts, letters of apology, assignment to Navy standing in the School’s Bodkin Blue system, detention, camping, loss of dorm or weekend privileges, additional community service, projects assigned by the Judicial Council, placement on probation, suspension, or dismissal.

**Camping:** This means a student is confined to campus. The Dean or Head of School may assign a boarding or day student to campus for a stated period of time. The details of this

campusing will be arranged by the Dean's Office.

**Rescinding of Privileges:** Privileges such as off-campus weekends, dorm visitation, prefectship, or leadership roles in school government or athletics may be rescinded. The Dean, Academic Dean or Head of School may also revoke a student's permission to attend designated school functions, including graduation.

**Detention:** At some levels of discipline, and for missed obligations, a student may be assigned to serve detention hours after dinner or on a Sunday afternoon. Detention is designed to be served during the free time of a student and can naturally result in missing other scheduled activities. Attendance and proper behavior are required; no electronics are permitted.

**In-School Suspension:** During an in-school suspension (ISS), the student remains on campus but is isolated from the community for most of the day, has little free time, and does not attend classes or athletics. The Dean of Students will give the student a schedule of obligations for the day(s), which may include but is not limited to completing academic assignments in a separate room or office in the school building. Most in-school suspensions range from one to three days, depending on the severity of the offense. Failure to follow the ISS schedule makes a student liable for more severe consequences or possibly dismissal.

**Suspension:** A suspension is a temporary physical separation of the student from the School. During the suspension, it is essential that the student discuss the situation with his or her family and determine how important it is to remain at Marvelwood. Most suspensions range from a few days to two weeks depending on the severity of the offense. However, in some cases, suspensions will continue until certain criteria, as expressed by the Head of School, are met. Suspended students should familiarize themselves with the academic procedures for students on suspension, located on page 7.

**Withdrawal:** Parents may choose to withdraw a student from school or the School may recommend or require withdrawal because of behavior, health or other matters of concern to the School or the family. The family may initiate a withdrawal by writing a letter to the Head of School or the Admissions Office or in some other formal manner, indicating an intent to withdraw the student, including the reasons for withdrawal. Students or their parents considering withdrawal should consult the academic procedures for students withdrawn from Marvelwood, located on page 7.

**Dismissal:** The dismissal of a student is typically at the discretion of the Head of School. If he finds that the student has committed an offense which risks dismissal, he, the Assistant Head of School, or the Dean of Students will so inform the student's parents. Parents may be offered the option of withdrawing their child.

Depending on the seriousness of the offense, the administration of the school may deem it necessary for the student to leave campus immediately. These types of decisions are made at the School's discretion, to ensure the safety and well-being of the entire school community.

If a student is dismissed, he or she must leave campus by a deadline designated by the administration. The dismissed student will not be provided with any subsequent academic support or assistance, and may not return to campus at any future time without the permission of the Head of School.

#### *Tobacco Use*

Marvelwood School recognizes the serious health issues surrounding tobacco and e-cigarette use and therefore has established a policy which deters its use and promotes healthy choices. Students are not permitted to use or possess tobacco products, including e-cigarettes of any type or brand, while under the School's jurisdiction.

Students who find themselves struggling with any type of substance craving are encouraged to speak with a Dean or a school nurse. Remember that it is always better to seek support before being found with substances.

Marvelwood is fully committed to being a smoke-free environment. **Any student who is found in possession of any form of tobacco or e-cigarette product faces suspension; a second violation can result in immediate dismissal from the School.**

#### *Cars on Campus*

As a general rule, students are not permitted to have or use a motor vehicle at school (see Major School Rule #13). On certain occasions, the Dean of Students may allow seniors or post-graduate students in excellent standing to keep a car on campus. If this privilege is granted, both the student and his/her parent(s) will be asked to sign a contract. Students will be given a specific place to park on campus and a permit to display in their car. This privilege can be revoked by the Dean at any time, even if it jeopardizes the student's ability to travel to/from campus.

#### *Drug and Alcohol Testing*

Marvelwood is committed to a drug- and alcohol-free environment and will involve students, parents, law enforcement authorities and social service agencies in our effort to stop drug and alcohol use on campus. The School reserves the absolute right to test students for suspected drug or alcohol use at any time.

Students found to have drugs or alcohol in their system or in their possession are subject to immediate disciplinary consequences, which may include dismissal from school. A subsequent violation (testing positive for a second time, or test results higher than a previous screen) will be cause for automatic dismissal without the need for formal disciplinary procedure.

Contact the Director of Counseling, the Dean of Students or the Head of School with questions or concerns regarding the School's drug and alcohol policies.

#### *Dorm and Locker Searches*

The school reserves the right to search persons, rooms, lockers, lock boxes, and any other personal property at school at any time. We may also sometimes require students to open packages in the presence of a Dean. Any items prohibited by law or by school rules will be confiscated. The person possessing such items will be subject to disciplinary action.

#### *Law Enforcement Officials*

Should law enforcement personnel become involved in any on- or off-campus events concerning the School, Marvelwood follows a list of procedures compiled by the School's attorney. The Head of School will discuss procedures with a parent whose child is involved in any law enforcement situation. There are certain rule infractions and misbehaviors that the School is required to report to outside authorities (e.g., see, for example, Major School Rule #10).

#### *Disclosure Policy*

In the case of transfer to another school and/or in the college admissions process, the School is obligated to disclose a student's disciplinary history if it is requested.

## IV: THE DRESS CODE

Marvelwood's dress code is based on a simple philosophy: school is your job, and your clothes should reflect that. Since no written dress code can predict in every detail either fashion trends or the creativity of teenagers; therefore, the administration maintains the absolute discretion to send students back to the dorm to change when a student's dress is deemed to be inappropriate.

### *Classroom Dress*

Classroom dress must be worn in all public areas of the School from breakfast until the end of the class day on any day on which classes are held. It is worn for all field trips, some off-campus Community Service placements, and visits to other schools.

Classroom dress expectations for all students are:

1. Button-down collared dress shirt worn with one of three options:
  - a. neckwear (tie or scarf, etc.)
  - b. sweater/cardigan/sweater vest
  - c. blazer
2. Classic style pants or skirt - no jeans, sweat pants, etc.
3. If leggings or tights are worn, they must be covered by a skirt.
4. If a skirt shorter than 2" above the knee is worn, spandex shorts or leggings must be worn with it.
5. Belts must be worn with pants.
6. Shoes should be in good condition with no more than a 2" heel. Slippers and flip-flop-style shoes are not considered classroom dress.
7. No hoodies or athletic-type sweatshirts.

### *Laboratory Dress Code*

On some occasions, teachers may excuse students from classroom dress code when necessary (science lab work in the field, photo trip into the woods, etc.). Students must look neat and appropriate even when out of dress code at these times.

The following is acceptable lab wear:

1. Jeans or long pants
2. Closed-toed boots, sneakers or shoes
3. T-shirts, long-sleeved t-shirts or sweatshirts
4. Hats and/or sunglasses (worn outside only)

Pajamas, open-toed sandals, flip flops, and clothing that is too revealing or that has inappropriate logos/pictures are not acceptable lab clothing.

Students are expected to use lunchtime to change into or out of lab wear, based on what time of day their lab period meets.

### *Formal Dress*

Formal dress is required for some dinners, ceremonies and other special events. Acceptable formal attire for students

is skirts, dresses, dress pants, suit coats/sport coats, collared button-down shirts and ties, and dress shoes or dress sandals.

### *Casual Dress*

Casual, informal dress may be worn after the end of the class day, and on Sundays. Casual dress must be clean, dry, in good repair, and in good taste. Pajamas, bedroom slippers, bare midriffs and bare feet are not permitted outside the dormitories at any time.

It should be understood that students represent the school at all times, during free time, on Sunday trips to Kent, and on the train going home for a weekend. While your dress and appearance may be casual at those times, it still needs to be in good taste.

### *Notes for All Students*

1. Hair should be clean and well-kempt, with no unnatural colors or extreme styles.
2. Boys must be clean-shaven. Seniors may maintain appropriate and well-kempt facial hair at the discretion of the Dean.
3. No hats may be worn during the academic day, or in the schoolhouse or dining hall at any time; this includes baseball caps, bandanas and athletic-style headbands.
4. Sunglasses are not to be worn indoors during the academic day or at meals.
5. Distracting facial or body piercing of any kind is not permitted.
6. No spiked jewelry or chains are allowed.
7. No tattoos may be visible. Every attempt should be made to keep tattoos covered at all times.

A good rule of thumb about dress and appearance is: If you have a question about the acceptability of what you are wearing, or how you look, it's probably not OK.

## **V: STUDENT LIFE AT MARVELWOOD**

### **RESIDENTIAL LIFE**

The dormitories are considered the “heart” of the School. This is where you spend most of your time while you are at School; it is your “home away from home.” It is important that you feel at ease and comfortable living here. If there are any issues that are troubling you about residential living, speak to your dorm faculty, your adviser, the Director of Residential Life, or one of the prefects, all of whom will welcome the chance to help.

### *General Dormitory Guidelines*

Group living requires special consideration by all. If you follow these guidelines, dormitories will be more comfortable, safe and attractive:

1. There is no rough-housing, shouting, foul language, or noisy conduct allowed in or near the dormitories at any time. Stereos and sound equipment are permitted, but should be played only during free time, and not loudly. These buildings are shared with other students, faculty, and faculty children.
2. You are responsible for your room and its furnishings, and should take care of this space and the

- furniture. Rooms will be inspected regularly (before study hall begins each night), and students will be charged for breakage and damage. Students are not permitted to dismantle or alter the furniture in any way.
3. You are expected to keep your room neat and clean at all times. Belongings should be orderly, floors free of clothes and debris, trash emptied or recycled. Administrators may check each dorm room several days a week, and faculty and/or prefects inspect rooms at 7:45 each evening to make sure they are clean. The privilege of free time before bed and any other evening incentives depends on passing these daily room inspections.
  4. Except in the case of a true emergency, no calls on dorm or cell phones are permitted during study halls or after bedtime. Cell phones may be confiscated if used inappropriately.
  5. No medication (including any type of over-the-counter medication, vitamins, athletic supplements, etc.) may be kept in the dorm unless cleared by the school nurse.
  6. We do not encourage students to bring TVs or video game systems to campus. TVs or computer monitors over 24” and projection devices are not permitted. Faculty have the discretion to confiscate systems from those students who are using them at inappropriate times, or whose use of these systems is having an adverse effect on their academic standing.
  7. Students are advised not to keep more than \$100 in cash on campus, and to keep all cash and other valuables safely locked in a sturdy portable safe or in the small, lockable drawer in their dorm room.
  8. For safety and security reasons, window screens must remain on windows at all times. Students may be charged for their replacement.
  9. Furniture configurations may not block visibility into the room from the door. Beds may not be pushed together and must remain at least 36” apart in case emergency medical care is required.
  10. The Dorm Head has the authority to determine whether room décor or other furnishings are inappropriate.
  11. By order of the Fire Marshal, no students may keep a microwave oven, hot plate, rice cooker, or any other cooking devices in their rooms. Microwave ovens are available in the common room of each dormitory.
  12. Due to the very real threat of fire, it is important that the following regulations be taken seriously:
    - a. Electric circuits cannot be overloaded.
    - b. Decorative lamps or lighting must be LED.
    - c. Halogen lamps are not permitted.
    - d. State fire laws strictly prohibit the use of tapestries and cloth decorations on room walls unless they are tagged “fire resistant” by the manufacturer.
    - e. Furniture cannot be moved into or out of a room without specific permission from the Dorm Head. Students who receive this permission will be required to move the original furniture back into the room at the end of the year.
  13. Rooms must be left broom-clean at the end of the year, with all original furnishings back in place. Students may be charged for breakage and/or for leaving their room in an inappropriate condition.

14. Consult the summer information packet and page 12 of this Handbook for a complete list of which items to bring to school and what to leave at home.
15. While it is easy to send and receive items via e-commerce sites such as Amazon, please be respectful and aware of limited space for both deliveries and storage. Items will be sent back if a student's dorm room becomes too full.

### *Keys*

You will be assigned a specific key to your own dorm room and will be responsible for holding onto it. Broken keys or locks must be reported to the Dorm Head. Broken keys will be replaced free of charge; lost keys incur a charge of \$50.00 for a replacement. If a key is not returned at the end of the year, or is reported lost or stolen, you will be required to pay the cost to rekey your lock.

### *Student Safety*

Marvelwood uses an alert system to distribute timely information about weather-related delays and closures, schedule changes, and emergency situations. Alerts are sent out via text and email to parents, students, faculty and staff. The phone and email information used for the alert system comes directly from our database. It is therefore incumbent upon parents to make sure that this information is correct and up-to-date so that they and their students receive and continue to receive these alerts throughout the school year.

Beginning in 2016, Marvelwood is using the Boardingware system as part of our continuing efforts to ensure the safety and to account for the whereabouts of all of the students in our care. Parents are required to use Boardingware for vacation travel planning, and students use the system to request an off-campus weekend, and/or to log themselves off campus for brief departures such as a bike ride, hike, or dinner in town with a family member.

The school conducts an ongoing schedule of safety-related drills and programming for all students (fire drills, tick-related education, wildlife awareness, lab safety, etc.) throughout the year.

Licensed security guards monitor our campus during the overnight hours.

Questions, concerns, or suggestions related to student safety or safety programming may be directed to the Dean of Students or the Director of Residential Life.

### *Campus and Dorm Jobs*

One of your chief responsibilities in the Marvelwood community is to take care of the space we live in. Cleaning dorm rooms, hallways, bathrooms, common rooms, pathways, lawns, dining room, classrooms, etc., is a responsibility which community members share each day. Members of the community are expected to spend some time every day with brooms, vacuums and mops, cleaning and maintaining our common areas — a visible sign of the pride we take in our School. All students also take part in a major dorm clean-up at 7:45 each Sunday evening.

### *Advisers*

You will be assigned a faculty adviser at the beginning of the year. Your adviser is there to give you guidance in all areas of School life, to help with your academic schedule, and to oversee your progress in all areas at Marvelwood. Your adviser is a good resource if you have questions or if you need to talk. You will have the opportunity to connect with your adviser at least twice a week, in regularly-scheduled lunch meetings. Advisers will be in contact with parents by telephone or e-mail on a regular basis.

### *Student Government*

The Student Government at Marvelwood acts as an organizational body for student activities. One of the functions of the Student Government is to promote school and class unity by planning special events, fundraisers and weekend activities. The Student Government may make formal proposals to the administration on behalf of the student body, and also promotes the welfare and morale of the community at large by exercising positive peer leadership. Elections are held in the spring and fall. The Student Government has regular meetings; all students are welcome.

### *Dining Hall Guidelines*

Following is a set of basic guidelines designed to facilitate a peaceful, familial atmosphere in the dining room:

1. For purposes of safety and accountability, **all boarding students are required to check in at breakfast/brunch each day.**
2. All students sit with their advisers for lunch on Mondays and Thursday. At other meals, you may sit where you like.
3. On some occasions, the school may schedule a community dinner or formal meal. At these times, all students must attend the meal and sit in assigned seating if this is required.
4. Cell phones, iPods, earphones, headphones, CD players, etc. may not be used in the dining hall during meals.
5. Computer gaming is not permitted in the dining hall during meal times.

If you have dietary needs which you feel are not being met, or if you have a suggestion about recipes or food combinations, please submit them to the Director of Food Service or to a member of the Food Committee.

### *Marvelwood and the Kent Community*

Marvelwood's campus is a part of the village of Kent, Connecticut. We have worked hard creating and maintaining a strong, friendly relationship with the people who live in Kent. As you walk our roads, visit the town, ride your bikes, and take hikes, we expect you to be aware of where you are and how you are acting. It is imperative that your behavior reflect courtesy and consideration for the privacy, property, and lifestyles of those who live in our town.

### *Walking/Riding on Public Roads Around Campus*

Students who wish to enjoy the local area should make note of the following rules and guidelines:

1. The only way students may travel to downtown Kent is via approved car or bus.
2. **Skateboarders** should not venture beyond the Skiff Mountain Road faculty housing, the Kent School Horse Stables, or beyond the School's maintenance driveway. Dolldorf Road (the turn-off at Kent School Cemetery) is completely off limits to skateboards. Skateboarders must wear helmets. Skateboards are not permitted in school vehicles unless students are traveling to a school-sanctioned skate activity.
3. Students traveling on **foot** or by **bicycle** may travel the Fuller Mt. Road Loop (Dolldorf Road to Fuller Mountain Road to Skiff Mountain Road to campus); to Peck Pond Preserve (north); and/or a

- reasonable distance to the east past the School's maintenance driveway. Bicyclists must wear helmets.
4. Students may depart campus (by means other than car) only after obtaining in-person permission from a Dean, weekend head, or the Administrator on Duty, and shall provide both a general idea of their intended direction and distance of travel and an agreed-upon method of checking back in upon their return to campus. Students must ask this faculty member in person to log them off and then back on to campus using Boardingware.
  5. Students may not travel on public roads with both earphones in and, as a matter of respect and safety, should stay to the side of the roads and move out of the way of passing vehicles.

#### *Wildlife and Wildlife Encounters on Campus*

Marvelwood School shares its beautiful rural campus with a wide variety of indigenous wild creatures, including deer, foxes, skunks, porcupines, weasels, raccoons, opossums, coyotes, bobcats and black bears. All wildlife should be observed from a distance, and never approached. Animals can be unpredictable and may attack to defend their young, or if they feel cornered or threatened. Sightings of large, potentially dangerous animals, including rabid or potentially rabid animals, should be reported to a faculty member, the Administrator on Duty, or the school's Safety Coordinator, who can send out an alert to all members of the school community and/or determine other responses.

Some guidelines for dealing with wildlife encounters include:

1. Observe from a distance; do not approach.
2. Do not store trash or food outside, and do not to leave food lying around on campus.
3. Bears and other animals may be attracted to the smell of food on windowsills or even inside. Keep food in refrigerators or sealed containers. Do not leave dorm doors or windows open.
4. Make noise and remain alert when walking on trails or around campus. Most animals will avoid the sound of humans. In the case of a surprise encounter with a bear, do not run away or climb a tree; instead, back away slowly using a calm voice. If the bear approaches you, stand your ground, wave your arms, and yell in a loud, aggressive voice.

#### *Religious Services*

We hold no regular religious services at Marvelwood. However, we can transport you to services in Kent or in nearby towns. Simply let your wishes be known to the Director of Residential Life by Thursday, so that she can arrange for transportation.

#### *Policy for Alumni Visitors*

Alumni/ae and former students in good standing will be welcomed back to Marvelwood for a visit. A phone call a few days in advance of your visit is appreciated. Please make every attempt to time your visit so as not to disrupt classes or study halls.

Fire code and insurance stipulations prohibit alumni, former students, and friends or family members of current students from spending the night in underclassmen dormitory rooms. Alumni are welcome to spend one night in a faculty member's home or apartment as part of their visit, but should make definitive arrangements well in advance

and limit their visit to one overnight. We hope all alumni will join us for a lengthier visit as part of the annual Alumni Weekend festivities.

All visitors must follow school rules while visiting. This includes our request that alumni be accompanied by a faculty member when visiting the dormitories. The school reserves the absolute right to ask any visitor to leave campus at any time, for any reason.

## DAY STUDENT POLICIES

Day students are an integral part of the Marvelwood community. Your presence and involvement on campus and in the life of the School are encouraged and welcomed.

Day students are logged in and out by staff members through the Boardingware system. Day students are required to attend all classes, school meeting, sports and after-school obligations, and Wednesday community service. School rules for day students at Marvelwood are the same as those that apply to boarding students.

Parents of day students should call the nurses by 8:00 a.m. to report an illness or should call the Studies Office to report any difficulties leading to a late arrival or day of missed classes or missed Community Service.

Day students may leave campus for the day after the completion of their sports requirement in the afternoons, but may elect to remain on campus for dinner, study hall, evening programs or special events, or other activities that occur in the evenings (play practice, review sessions, SAT Prep, choir rehearsal, etc.). In order to facilitate our efforts to accurately account for all students in our care at all times, day students should make an effort to sign out with a faculty member, who can log them off campus in Boardingware.

Day students are required to return to campus on Sundays if they have been assigned to detention and/or a work crew as a result of missed obligations.

### *Rooms*

As a day student you are assigned a place in one of the dorms as a home base for books, clothes, and other belongings. This will also afford you a means of becoming more involved in the life of the School. You will be expected to accept the responsibilities of communal living, such as good study habits, room cleanliness, dorm maintenance, and constructive citizenship.

### *Study Halls*

While day students are permitted to leave campus after sports, we encourage you to stay on campus for study hall, to work with teachers or classmates, have easy access to extra help, and to benefit from the structure of our study environment. Teachers or administrators may occasionally request or recommend that a day student remain on campus for evening study hall.

If a day student's academic performance falls off noticeably, or if it is evident that work is not being completed with sufficient effort at home, faculty may recommend that a day student remain for the evening study hall for a period of time. Parents should always feel free to share concerns about their day student's study habits with advisers or administrators.

Day students who attend evening study halls should arrange to depart campus by 10:15 p.m.

### *Meals*

Day students are welcome to attend breakfast and lunch during the week and on Saturdays; they need no special arrangements to do so. They are also encouraged to remain on campus to attend dinner if they choose to do so.

### *Evening and Weekend Activities and Overnights*

Day students are encouraged to participate in evening and weekend activities.

On some occasions (such as early-morning field trips or special all-school evening activities), day students will be invited to remain overnight on campus free of charge. At these times, parents may expect an email from the Director of Residential Life.

If there is some reason a student cannot go home on a particular night, parents or students must log in to the Boardingware system to request an overnight stay. (Indicate the night the student is asking to stay on campus as the "Departure Date.") **Except in cases of emergency, this should happen 24 hours in advance.** If plans change and the student will not be staying over, please update this information in Boardingware so that faculty know not to expect the student in the dorm. Whatever the circumstances, the appropriate faculty must know if your child is here overnight.

Day students who desire to take a long weekend off-campus (missing classes on Friday and/or Saturday) must follow the standard procedure for requesting a weekend (see pages 29-30) and are required to attend any weekend detentions or work hours to which they may be assigned.

Day students are required to obtain prior permission from the weekend head if they would like to return to campus to participate in activities on Sundays. Day students should not plan to meet up with off-campus groups during weekends; Marvelwood is not responsible for day students or their behavior in these cases.

### *Rules Regarding Day Student Travel To and From School*

Day students are expected to arrange their daily travel needs with their parents and to communicate these arrangements to the Dean of Students.

Day students must receive the Dean's permission to drive themselves to school and to keep a car on campus during the day. Any emergency exceptions to this rule must be arranged with the Dean. The privilege of keeping a car on campus is contingent upon the day student's good standing at school and willingness to follow all rules regarding said vehicle. In the event that this privilege is revoked, parents will need to make arrangements for their child's alternative transportation to/from school.

The rules regarding day student travel to and from campus are:

1. Day students must have permission from the Dean's office to bring a car on campus. If permission is granted, the car is to be parked in a predetermined spot, designated by the Dean. The car may not be driven except for morning arrival and evening departure (i.e., no off-campus trips during the day).
2. Day students may not ride to or from campus with an unauthorized driver. See the Dean for clarification of this rule.
3. Day students are permitted to leave campus after their sports obligation but may choose to remain on campus until 10:15 p.m. on weeknights, or 11:00 p.m. on Saturdays.

4. Under no circumstances is a day student permitted to drive another student in a vehicle without advance permission from a Dean and the parents.

#### *Inclement Weather*

If classes, Community Service or athletic contests are delayed or canceled due to inclement weather, the school will notify all students and parents of this information via email and text generated by our alert system.

Even if our school schedule does not change, parents of day students are always advised to use their own best judgment before setting out to bring students to school or to collect them from campus in bad weather. Should you choose to keep your child home for all or part of a day because of inclement weather, or if you are unable to pick your child up from school due to hazardous road conditions, please contact the school office or the Administrator on Duty at your earliest possible convenience to inform us of your plans. In these cases, academic work may be made up without penalty, and no charge will be assessed for an overnight stay.

## **STUDENT SERVICES**

#### *E-Mail*

All students will be issued a Marvelwood email account upon their arrival on campus, with an e-mail address based on their names, generally [firstname.lastname@marvelwood.org](mailto:firstname.lastname@marvelwood.org). This is the primary email address that students are expected to use on campus.

Students are expected to check their Marvelwood e-mail at least once a day, as important information and reminders will frequently be sent school-wide, and students will be held responsible for information received via the School's internal email provider.

#### *School Database*

Grades, class syllabi and assignments, attendance, and progress reports are all kept on the school's database. Students will be instructed on how to log in to the database, how to check their grades and attendance, and how to access class assignments. It is expected that students will check the portal for missing work and attendance records on a frequent, if not daily, basis.

#### *Mail Services*

The delivery of student mail is the responsibility of the mailroom prefect. He or she collects student mail from the main office each weekday and delivers it via the student mailboxes, located in the dining hall building.

FedEx, UPS and other carrier services deliver packages for students to the Business Office. Students are emailed to pick up their packages during the Office's regular hours of operation (8am-4pm Monday through Friday). The School reserves the right to require that some packages be opened in the presence of a Dean.

Outgoing mail can be dropped off in the Business Office or in the outbox located in the faculty lounge.

The mailing of packages should be done through the Business Office. Fully packed and sealed boxes can be brought to the Business Office, where shipping will be arranged. The cost of shipping will be billed home.

While it is easy to send and receive items via e-commerce sites such as Amazon, please be respectful and aware of limited space for both deliveries and storage. Items will be sent back if a student's dorm room becomes too full.

#### *School Store*

The School Store is operated for the convenience of the students. Every effort is made to maintain a full stock of items needed by students, as well as to acquire items on special order when possible. The School Store is open as posted, Monday through Friday.

Parents may wish to set limits on store purchases, as all purchases are charged to the student's account. To do so, please contact the School Store manager at extension 1035.

#### *Textbooks*

Families order all required textbooks through the school's online book provider, Follett.com. The online bookstore typically "opens" to families at the beginning of August; families will be notified via email. Books should be ordered as soon as possible to ensure their delivery by the opening of school. New books assigned during the school year may be ordered through the Studies Office or Business Office, and these are charged home. Please contact the Academic Office with questions.

#### *Food Delivery*

Students may order food from School-approved local restaurants and grocery stores for delivery to campus before 7:30 p.m. Food may be delivered only to the dormitories; such deliveries may not interfere with classes, sports, community service, study hall, parietal hours, or your attendance at required meals.

#### *Laundry Services*

For your convenience, card-operated washers and dryers are located in each dormitory. Laundry cards may be purchased and reloaded online. In addition, the school offers weekly laundry and dry cleaning service through E&R Laundry. E&R can also provide all necessary linens including sheets, pillowcases, blankets and towels. More information about laundry cards and E&R Laundry services, including fees, is provided on the Forms & Information page of the website, or can be obtained from the Business Office.

#### *Allowance*

A weekly allowance is issued for students' convenience. Your parents will determine the amount of money you will receive each week.

At any time during the school year, parents may call or fax the Business Office to change allowance amounts or to give permission for extra money for special activities. Allowance monies issued will be billed home on the regular monthly statement. Cash advances will not be provided unless all amounts owed to the School are current.

#### *Summer Storage*

Marvelwood offers summer storage alternatives; information is emailed home to parents in the spring. The School is not responsible for items left behind when you leave, or items left in dorm storage rooms.

### *Valuables*

The School cannot be held responsible for lost money or other valuable items, and does not carry insurance to reimburse you if valuable goods or money are lost or stolen. **DO NOT bring large sums of cash, valuables, jewelry or other irreplaceable personal items to school.** You are responsible for your own clothes, belongings, equipment, stereos, cash, etc. Be careful where you leave your things, **always lock your door**, and do not lend valuable items to others. Mark all clothing and equipment including electronic equipment, bicycles, athletic equipment, etc. with permanent identification.

We strongly discourage students from keeping large sums of money or credit cards in their rooms or on their persons; these may be left with a Dorm Head for safe-keeping. Students may also arrange to open and maintain a bank account and/or safety deposit box in town.

Passports, visas and airline tickets should be left with the Head of School's assistant in the main office.

## **THE MARVELWOOD PARENTS ASSOCIATION**

The Parent Association's mission is to provide the structure and the processes needed to attain mutual objectives and to maintain an open and collaborative relationship between parents and the school administration, the faculty, and the Board where appropriate. The Association works to be a value-added organization that has a positive impact on the current and future students of Marvelwood School.

The Parent Association communicates with families via email and in person at various functions on campus. The group facilitates campus activities that bring students, parents and faculty together in meaningful ways, sponsoring educational opportunities and workshops, fundraisers, and a variety of fun and engaging events on campus, with the help of a corps of dedicated, energetic parent volunteers.

There are many ways for parents to get involved on campus, and the Parent Association hopes that all families will join the cause.

Names and contact information for members of the Executive Committee of the Parent Association are listed on the final page of this Handbook.

## **VI: THE MARVELWOOD NETWORK**

### **COMPUTERS ON CAMPUS**

While Marvelwood does not require students to purchase their own computer, it is highly recommended that they do so, as the availability of school computers cannot always be guaranteed. There are computers available for student use in the Bodkin Library. Wireless internet access is also available throughout the school building and the dorms.

Because of the high distractibility factor, Marvelwood discourages the use of computers in class on a daily basis, and teachers may require students to stow away these devices when they are not necessary or helpful. Teachers will make all students aware of when a computer may be needed for an in-class activity or is otherwise permissible in class.

Students who have an academic accommodation to use a computer for all classroom activities may bring a laptop or iPad to class on a regular basis.

Personally-owned computers and laptops can be confiscated if students are found using them inappropriately during classes or study halls (e.g., checking e-mail or surfing the Internet during study hall) or after bedtime (e.g., late-night DVD watching or game playing). Computer gaming is not permitted in the dining hall during meal times.

### *Software*

Students are responsible for providing their own productivity software as well as any other applications they may wish to use. The School uses and supports the Microsoft Office suite and Google Apps for Education (GAfE). Other applications may be used successfully; however, they are not supported by the school and thus may require additional work and knowledge on the part of the student. The School will not provide operating system or productivity software for use on individual student's computers; students should bring their own copies of operating system and productivity software, along with appropriate product ID and license numbers, for support purposes.

All personally-owned computers must have the anti-virus protection installed. Antivirus software protects both the student and the school by stemming the introduction of potentially destructive computer viruses on the school's network. Contact the IT Department for information about installing antivirus software. The Marvelwood School does not provide this software.

### *Support*

Marvelwood has a full-time IT Department dedicated to supporting the computing needs of the school. The IT Department members are available and are happy to provide help in troubleshooting or in using any supported computer application. Should the need arise for repair work that is outside the scope of the school's IT Department, Marvelwood has made arrangements with a local computer repair facility. Students in need of this support should contact the IT Department and fill out the Computer Work Order form and make arrangements to drop off equipment for service. A fee for work done by the local repair facility will be billed back home. Contact the IT Director for more information about the facility and associated costs.

### *Security*

Marvelwood School is not responsible for any student equipment on the campus. It is expected that students will take good care of their possessions and will see to proper storage and security. Each piece of student equipment should be identifiable as his or hers. The school also highly recommends the use of a computer lock.

Marvelwood School suggests that parents consider purchasing computer insurance. Visit [www.safeware.com](http://www.safeware.com) to explore the benefits of insuring your child's laptop or other computer system.

The School strongly recommends that students not lend their own laptops to other students.

## **ACCEPTABLE USE POLICY**

The Marvelwood School Acceptable Use Policy applies to all technology resources including, but not limited to: personal laptop computers, school computers, cell/smart phones, video and audio equipment and information storage devices. Marvelwood students are expected to use school resources in a considerate, ethical, moral and legal manner and in accordance with the core Marvelwood School principles. Access to the Marvelwood School network network

(either through a hard-wired device or through the wireless network), publically accessible computers, and any related technologies is a privilege and should be treated as such by all students.

All Marvelwood technology systems and information stored on them are governed by school policies and are subject to school supervision and inspection whether they reside on school owned computers or computers or external drives brought on campus by students. Marvelwood reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, stored on laptops brought onto campus, or stored on its systems to law enforcement officials or others without prior notice. Any student who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

#### *Electronic Devices*

The privacy of all students is protected during the school day. All electronic devices shall be kept out of sight and turned off at all times until the school day is over. Personal items that can take and/or transmit electronic images including digital cameras, cell phones and video cameras cannot be used to take or transmit images at any time during the school day. The school reserves the right to confiscate and review information on any electronic device from students who violate this rule.

#### *Acceptable Use of Marvelwood's Network and for General Computer Use*

The Marvelwood School provides computer network access to students who use the access in accordance with the mission and philosophy of The Marvelwood School. Students agree to the following terms as a condition of having network access:

1. Appropriate Use: Student use of the Marvelwood computer network must be consistent with the philosophy of The Marvelwood School and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of The Marvelwood School including, but not limited to, messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.
2. Vandalism/Hacking: Students will not use their Marvelwood network access or other Internet access to interfere with or disrupt network users, services, school data or data of another student, or equipment, either locally or off campus.
3. Unauthorized Entry: Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
4. Inappropriate Messages: Students will not use their Marvelwood network access to transmit threatening, obscene or harassing materials, including but not limited to chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
5. Inappropriate Material: The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their Marvelwood network access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.

6. Private Use: Students will not provide their Marvelwood network access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet as anyone else.
7. Personal Privacy: Students should **NEVER** communicate their address, phone number or other personal information to any person or company on the Internet or through email.
8. Unauthorized Programs or Computers: Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel. Students may not use personal laptop computers without prior permission from the IT Director.
9. Unauthorized Network Access Technology: Students may not use any unauthorized technology for the purpose of bypassing established network security systems, including internet filtering. This includes the use of Virtual Private Networks, ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. Any consequences of service interruption or privacy violation, will lead to disciplinary action. Such action can include suspension and/or expulsion from The Marvelwood School.

**Those found using the network in an inappropriate manner, as deemed by the School community, may lose account privileges and are also subject to other disciplinary responses.** It is important for parents and students to recognize that improper use of the Internet can sometimes involve the police and/or the FBI and has consequences beyond the control of the School.

This Acceptable Use Policy is subject to review and revision at any time.

## VII: WEEKENDS AND VACATIONS

### WEEKEND POLICIES

#### *Weekends on Campus*

Because Marvelwood is a boarding school, a large number of our students remain on campus over weekends when school is in session. Classes are held Saturday mornings, followed by required attendance at athletic contests or practices. A team of faculty members supervises a variety of activities both on and off campus on Saturday evenings and Sundays. Students in good standing are encouraged to participate in all events and excursions of their choosing. Suggestions for weekend activities may be submitted to the Director of Residential Life.

During any off-campus trip, students continue to represent Marvelwood at all times, and are expected to behave appropriately.

No student should plan to meet up with family members, friends, or others outside of the school community while off-campus on a school-sponsored weekend trip unless parental permission has been communicated to the Dean by noon on Thursday. For safety reasons, violation of this rule may result in disciplinary consequences.

### *Off-Campus Weekend Policy*

Marvelwood allows students to take weekends away from campus. All students are permitted one long and unlimited short weekends each term. A long weekend begins Friday after classes, and a short weekend begins after a student's athletic commitments are concluded on Saturday. Students must fulfill their obligations to their team and coach, academic classes and dormitory before they leave School for a weekend.

**All weekends end at 6:00 p.m. on Sunday; all boarding students must be present on campus for Sunday dorm clean-up at 7:30, with study hall following at 8:00 p.m., in order to prepare for the class day on Monday. It is imperative that students or their parents call the school if the child will be late returning to campus after a weekend away. Repeated failure to return to campus on time may result in rescinding of a student's weekend privileges.**

**Students and parents must be mindful of the School's academic attendance policy (outlined on pages 9-10 of this Handbook); even approved absences from classes, such as long weekends, are counted toward each term's total absence percentage.**

#### *Procedure for Obtaining a Weekend Off Campus*

Marvelwood uses Boardingware to manage all travel and weekend requests. Families register for their student's Boardingware account; contact the Dean for Parents with any questions about how to manage this process.

Students may begin the process of obtaining an off-campus weekend by registering their request with the Dean of Students, using their Boardingware account, no later than Thursday.

1. Once a student logs a request for an off-campus weekend, a parental approval request is generated through the Boardingware system; parents must log in to Boardingware to give permission for an off-campus weekend.
2. **Students are only permitted to go to locations supervised by an adult who is present.**
3. Students who will miss classes, rehearsals, practices and/or athletic contests as a result of taking a weekend away from school are responsible for discussing these plans with their teachers and coaches well in advance. In some cases, the student's presence on campus may be required, and weekend plans may need to be amended.
4. Students with disciplinary consequences, missed obligations or academic concerns may have a weekend denied by the Dean of Students or the Academic Dean.
5. Students who are campused may not take a weekend or participate in off-campus activities.
6. If a student has not remedied the cause of why his or her weekend is denied, be it academic or disciplinary, by 10:30 a.m. the day of departure, he or she will remain on campus.
7. Students who leave campus for the weekend without permission will face disciplinary consequences.

Parents who choose to do so can give blanket permission for their children to go on day trips or short weekends with another student's parent or similar responsible adult. This permission must be communicated to the Dean of Students in writing.

### *Rules Governing Off-Campus Weekends*

- Transportation for your weekend must be carried out by public transportation, by responsible family members, or other adults approved by your parents and the Dean.
- Students are not permitted to be transported to or from campus by anyone under the age of 21.
- We trust that you are going where you say you will be on your weekend. Stopping en route at unauthorized destinations, or misrepresenting your actual destination, is considered an act of dishonesty and will be subject to disciplinary consequences.
- Students who have signed out for a weekend should not plan to meet up with or participate in school-sponsored off-campus excursions or activities. Exceptions to this rule must be cleared by the Dean of Students well in advance.
- Weekends and overnights are privileges and, as such, final approval from the Dean of Students may not be given if a student is not in good standing.

When you are away from campus on a weekend, you are expected to return by 6:00 p.m. Sunday evening. Late returns will result in possible loss of weekend privileges and restrictions to campus. In addition, academic obligations missed (i.e. tests, quizzes) may not be made up. If, due to an emergency, you are unable to return to campus on time after a weekend, your parents or host must telephone the Dean of Students. A missed bus or train is not an emergency.

### *Weekend Transportation*

The School will make one trip to take students to the Metro-North train at Ten Mile River station after classes on Friday at 3:45 p.m. and on Saturday at 11:45 a.m. These trips are arranged by the on-duty faculty. (For scheduled stops along the way, please see the Metro-North Railroad schedule on the MTA website [www.mta.nyc.ny.us](http://www.mta.nyc.ny.us) or telephone 1-800 METRO INFO.)

On Sundays, the School makes one trip to pick up students at the Ten Mile River station, at approximately 5:50pm. That train leaves New York City at approximately 3:45 p.m.. Please refer to the Metro North website for train times (<http://www.mta.info/mnr>). **Students arriving on other trains must provide their own transportation to campus.** We recommend three services: Pawling Taxi (845-855-9800), Taxi Man (845-789-1242), and Delango Taxi (845-877-9000), and suggest making arrangements before leaving New York City. It is recommended that students have a cell phone when traveling by train, and should be aware that service is unreliable at the Ten Mile train station.

Faculty are unable to abandon their obligations on campus in order to meet last-minute transportation needs. In situations where a student must leave or return to campus at an unusual time and a faculty member must drive, the faculty member is entitled to a fee commensurate with the price of a cab ride. This fee will be charged home.

### *College Visits*

We request that students do all their college visits over the summer preceding their return as a Marvelwood senior or during other vacation days. Seniors may take a limited number of weekdays or weekends to visit colleges, but these may be restricted by the Academic Dean or the Director of College Counseling. Christmas and spring vacations or one of the long weekends in October and February are good times to visit colleges.

Permission for any college visit must be pre arranged well ahead of time. Students should use the Boardingware system to request an off-campus college visit. This will alert the Dean of Students. Parents must also use Boardingware to give permission for the proposed trip. The student should also inform his/her teachers and coaches when absences from required activities will be involved.

Remember that any missed classes, even for approved college visits, count towards each student's term-end absence percentage (see pages 9-10); too many absences for college-related business may impair a student's ability to receive credit for the term.

### *Religious Holidays*

If you plan to observe religious holidays with your family, permission must be sought well in advance. Such trips home, if authorized by the School, do not count as one of your weekends, but you must follow sign-out procedures.

Remember that any missed classes, even for religious holidays when the absence has been cleared by the School, count towards each student's term-end absence percentage (see Academic section, starting on page 5); too many absences may impair a student's ability to receive credit for the term.

## VACATIONS AND TRANSPORTATION FOR VACATIONS

School-wide vacations begin *after academic obligations have been fulfilled*. Students may depart AFTER classes or exams at the beginning of each vacation and must return by 6:00 p.m. at the end of each vacation period.

Scheduled vacation periods for the 2018-2019 school year are:

October 13-16, 2018	Long Weekend Break
November 15-26*, 2018	Thanksgiving Vacation (Travel Day: November 16)
December 14, 2018 - January 6*, 2019	Winter Vacation (Travel Day: December 15)
February 1-5, 2019	Long Weekend Break
March 5-27*, 2019	Spring Vacation (Travel Day: March 6)

*\*Campus is closed during these breaks.*

No students should expect to be able to leave early or arrive late at vacation times without special permission from the Academic Dean or the Head of School. Exams are to be taken as scheduled; we will not reschedule exams to accommodate flight arrangements or a student's personal desire to leave school before the end of the exam period. Students who fly home may arrange for evening flights on the final day of the exam period provided that departing for the airport does not conflict with their ability to be present for the last exam of the day. Otherwise, students who fly should make arrangements to leave on the Travel Day (the day after the final day of exams), which has been scheduled as the final day of each term. Late returns from vacation periods will result in academic penalties. **Be sure to plan ahead and purchase airline tickets well in advance.**

During Thanksgiving vacation, the Winter Break, Spring Vacation and over the summer, Marvelwood's campus is closed, and no student may stay on campus during these vacation periods. Except in very exceptional circumstances, we cannot supervise, house, feed, or in any way be responsible for students wishing to stay on campus past a vacation Travel Day, students returning early from a schedule vacation period, or students arriving before the official school openings or remaining on campus after the close of school.

### *Travel Planning and Notifying the School*

Marvelwood must know how your child is getting to and from school during our vacations. It is very important to provide the school with your student's complete itinerary, including his/her cell phone number, travel arrangements from/to campus, and any flight information, at least three weeks before every school break.

Beginning in 2016, Marvelwood uses Boardingware, a new tool to manage vacation travel details. This system replaces the forms previously accessed through our website. Travel information for all school breaks must be input by parents, even if it is simply to inform the School that students are being picked up by car. Parents can access the Boardingware system via App or the web once their student's account is registered. When families receive the emailed invitation from Boardingware, they should follow the instructions to register their student's account. Contact the Dean for Parents with any Boardingware-related questions.

Parents of students not returning directly home on travel days must provide details and permission for students' interim plans to the Dean's Office at least one week prior to scheduled vacation periods.

All travel must be confirmed with the Head of School's assistant, Barbara D'Iorio, at least three (3) weeks prior to arrival/departure. Please call 860-927-0047, x1003 or email [barbara.diorio@marvelwood.org](mailto:barbara.diorio@marvelwood.org). Students may check in with Mrs. D'Iorio for the airport bus schedule, flight schedules, and train and bus schedules. Students will receive copies of their travel itineraries prior to each departure.

All transportation costs are billed home.

#### *Traveling by Air*

Students may choose to fly into/out of several area airports, including JFK, LaGuardia, Newark, Bradley, Stewart and Westchester.

A separate car will be needed to transport your student to/from campus. Families are responsible for making these arrangements and communicating details to the school, and are responsible for all associated costs. Marvelwood recommends the following car services:

Gateway Limousine:	1-800-942-8392
Kee Limousine:	1-800-455-3478
Lakeville Livery	1-860-435-8000

Remember, current airline restrictions require that students allow 2-3 hours for check-in.

Barbara D'Iorio ([barbara.diorio@marvelwood.org](mailto:barbara.diorio@marvelwood.org) / 860-927-0047, x1003) is available to assist families with arranging livery service to/from airports.

#### *Traveling by Train*

Students wishing to take the Metro North train line to or from New York City are transported to and from the Ten Mile River train station by a faculty driver. There is no charge for this service if your child departs and/or returns at the specific train times designated by the School.

Students leaving or arriving by train at times other than those designated by the School must arrange taxi service to or from the train station. We recommend three reliable services: Pawling Taxi (845-855-9800), Taxi Man (845-789-1242), and Delango Taxi (845-877-9000). Uber and Lyft not readily available in our area. Please convey any information about alternate departure or return times to Barbara D'Iorio (860-927-0047, x1003) or the Administrator on Duty (203-788-4985). It is recommended that students have a cell phone when traveling by train, but should be aware that service is unreliable at the Ten Mile train station. They should contact School, if necessary, prior to arriving at the station.

### *Long Weekend Breaks*

In addition to the regularly-scheduled vacations at the end of each term, Marvelwood builds a Long Weekend break into the fall and winter terms each year. While campus is closed during vacation periods, students who cannot go home or make other arrangements to leave school for the Long Weekends are permitted to remain on campus. Marvelwood provides brunch and dinner for these students, and a skeleton crew of faculty members provides dormitory supervision and chaperone off-campus trips and some other activities. Students must pay to take part in any off-campus trips or activities during these Long Weekend breaks. More information is available from the Director of Residential Life.

The school discourages parents from allowing minor children to stay alone off campus, unsupervised, during weekends or vacations. While in some cases this may be unavoidable (due to logistics, college visits, etc.), the School does reserve the right to deny permission for students under the age of 18 to depart campus without an appropriate travel or stay plan.

### *End-of-Year Departure*

At the conclusion of the school year, students are expected to return room keys to their Dorm Head. All furniture originally assigned to the room must be returned and left in its original location. Drawers and closets must be clear, and the floor left broom clean. Charges may be incurred for damages and/or failure to leave rooms in an acceptable condition. The School is not responsible for items left behind in rooms or in dormitory storage closets.

## **VIII: STUDENT HEALTH SERVICES**

### *Physical Health Screening & Immunizations*

All students entering The Marvelwood School must present written evidence of a complete health assessment, performed by a licensed physician. Marvelwood will provide parents with a written medical form to be completed in connection with this assessment. **We must be in possession of all required medical forms in order for you to stay on campus. No student will be permitted to register or to remain on campus without all completed medical forms. That is the law.**

All students must also be up to date with their immunizations, as required by the State of Connecticut Department of Public Health. Marvelwood highly recommends that all students be vaccinated. Those who are not must present an exemption form from their medical doctor (or church if it is for religious reasons). If a non-immunized student contracts a disease on campus for which they have not been immunized, the school will not be held liable in any way.

All health records are kept in a locked room, accessible only to the proper personnel. When a student leaves Marvelwood, the original health record may be returned to the student and a true copy retained.

### *Illnesses and Accidents*

A nurse is on regular daily duty at the dispensary during the day and early evening. If you feel sick, or need prescribed medication, you must report in person to the Health Office during dispensary hours.

If you think you are too ill to attend classes, exams, after-school activities or Community Service, you must personally check in with the school nurse by 8:00 a.m. The Health Office will not accept emails, text messages, or phone calls

from students wishing to be excused. Students who are unable to attend class and afternoon activities due to illness will remain in the observation room; students may not be left unattended in the dorms during this time. Typically, students excused from classes and/or athletic obligations during the day are expected to remain in their dorm room during free time.

Parents of day students too ill to attend classes, exams, after-school activities, or Community Service should also notify the Health Office by 8:00 a.m.

If the Health Office feels that you need to be examined by the school physician, an appointment will be made for you and transportation will be arranged, if necessary. In the unlikely event that your illness or injury requires sustained medical care or sophisticated facilities, you will be admitted to a nearby hospital or sent home to recover.

If you become ill or sustain an injury when the dispensary is not open, report your condition to your Dorm Head or the Administrator on Duty, who will locate the appropriate medical help.

### *Medications*

**It is the policy of The Marvelwood School that no student is to have any prescription or over-the-counter medications in his or her possession.** The only exceptions to this policy are asthma inhalers and topical acne medications. These may be kept in the dorms, but must first be registered with the nurse.

All student medications will be supplied and pre-packaged by our local pharmacy. Each medication a student takes will be delivered directly to the Health Office packed and sealed in a blister pack, and sorted according to day and time of administration. The nursing staff will dispense these medications according to their prescribed use. Participation in this program is mandatory and applies to any student taking daily or as-needed medication while on campus. Parents or guardians should complete the Kent Station Pharmacy registration packet (available on the school's website) at least one month prior to the start of school in order to set up this service.

**Generally, students are not allowed to carry medications (their own from home, or ours in blister packs) to or from school unless a permission slip to transport medications has been signed by a parent or guardian.**

**We expect that students who routinely take prescription medications will responsibly and reliably report to meals and/or to the dorm staff at times when their medication is to be taken. It is not the policy or practice of the School or its employees to seek out students who do not comply with this expectation.**

### *Health Workshop Series & Freshman Academy*

Marvelwood's Health Workshop Series presents a series of on-campus workshops addressing a comprehensive wellness curriculum, specifically focused on guiding teenagers toward making healthy physical, emotional and behavioral choices and preparing them for their lives beyond Marvelwood, as informed and responsible citizens of the world.

Workshops are scheduled during all-school meetings, after-school meetings, evening presentations, and small-group meetings in the dormitories.

Some workshops are open to all students; others are gender- or age-specific. Students are typically required to attend several workshops during each school year. In addition, 9<sup>th</sup> graders are encouraged to join Freshman Academy, an informal program of evening meetings for discussion of "hot topics" including relationships, drugs, drinking, eating healthy, and more.

Marvelwood also offers a variety of optional and mandatory programs on campus, CPR training, health/wellness/safety training for prefects, and presentations by professional health education groups.

#### *Medical Leave*

Students leaving school for medical reasons or returning to school after a medically-related absence must be cleared by the Health Center staff prior to departure and again upon returning. A written note from a physician must accompany, or in some cases precede, the student's return. The student must also see the nurse on duty immediately upon return to campus.

While academic work will usually be sent to a student during an approved medical leave, the maximum time the School can continue to support a student academically is three (3) weeks.

#### *Counseling Support Services*

Marvelwood is affiliated with several outside counselors who are available to see students both on and off campus. Therapists recommended by the Director of Counseling Services have varied backgrounds, training and credentials. Their fees vary accordingly. The school also uses an outside psychiatrist (MD) to conduct medication monitoring and evaluations as well as special educational and psychological testing. Please refer to the summer information packet or call the Director of Health Services (860-927-5321) for more information. You may also see or call the Director of Counseling Services (860-927-0047, ext. 1023) for assistance and advice about counseling, testing and evaluations.

#### *Policy Regarding Student Sexual Activity on Campus*

All Marvelwood students, regardless of age, are encouraged to abstain from sexual activity. The nurses in the Health Office are available to assist students when questions or concerns about sexuality arise, and will emphasize the importance of open communication with parents or guardians. The Health Office staff will make every effort to include parents/guardians in this process while respecting the confidentiality and privacy of students in accordance with the law.

Situations in which students are found to be engaging in sexual activity on campus are reviewed on a case-by-case basis. Sexual activity is inappropriate on campus and a violation of school rules. Any rule violation will be consequences following the disciplinary procedures outlined in this Handbook; additionally, students will be required to meet with an administrator for frank discussion and counseling on the subject of teenage sexuality. It is the school's policy to comply with all relevant state and federal laws, including those governing mandatory reporting in the case of abuse or neglect.

Specific policies are available from the Health Office.

#### *AIDS Policy*

Contact the School office if you would like a copy of this policy.

#### *Asbestos Management Plan*

In accordance with Section 19a-333-1 through 13 of the Regulations of Connecticut State Agencies, "Asbestos-Containing Materials in Schools," we are required to inform students and their families that asbestos-containing materials have been identified in various areas of the school. Much of the material has been removed; what remains is included in an Operations and Maintenance program, designed to prevent asbestos fiber

release through proper cleaning, maintenance and repair. The program will remain in effect until all asbestos-containing building material is removed from the buildings.

A complete, updated copy of the School's asbestos management plan is on file in Marvelwood's maintenance office. It is available for inspection during normal business hours. The designated contact for the asbestos management program is Facilities Coordinator Michael Gabriel-Deveau, who may be reached at 860-927-2065.

## ADMINISTRATION, FACULTY, AND STAFF

'90	Blythe Everett P'14,'16 Interim Head of School Senior Dean for Academics	Trinity College, B.A. University of Pennsylvania, M.S.Ed.
'18	Hayley Ahouse Spanish	St. Lawrence University, B.A.
'01	Katherine Almquist Director of Admission	College of St. Frances, B.A.
'13	Christian Becker English, Cross Country, Lacrosse	Eastern Connecticut State University, B.A.
'11	Richard Becker Chief Financial Officer	Vienna State Univ., Austria, M.B.A.
'16	Briana Bertram Associate College Counselor Standardized Testing Coordinator AP Coordinator, TOEFL Coordinator	Post University, B.S.
'01	William Bingham, Jr. Director of College Counseling Dean of Faculty English, Screenwriting, Songwriting, Golf	Williams College, B.A.
'17	Kiera Bisenius Learning Support, Science Volleyball, Girls Tennis	Keene State College, B.A.
'12	Michelle L. Borsavage Science, Mathematics Cross Country, Girls' Tennis	University of Vermont, B.S.
'10	Rosemarie Brown, R.N. Health Services	Dutchess Community College, A.S.
'04	Michael Cuff Science, History Girls' Varsity Basketball, Softball	St. Joseph's College, B.S.
'18	William Dennett Director of Enrollment Management	St. Lawrence University, B.A., M.Ed. University of Chicago, C.A.S.
'05	Barbara D'Iorio P'10 Executive Assistant	
'87	Laurie K. Doss Science Department Chair Science	Lake Forest College, B.A. University of Hartford, MS.Sp.Ed.
'09	Valentin Dumitrascu P'19 History Department Chair Lake Dorm Head History, World Language, Boys' Varsity Soccer, Boys' JV Basketball	University of Iasi, Romania, B.A. University of Connecticut, M.A.
'96	Richard Michael Everett P'14,16 Mathematics, Boys' Varsity Soccer, Fitness Center	University of Connecticut, B.A. University of New Haven, M.S.Ed.

'16	Adam Finestone '04 History, Boys' JV Basketball, Boys' Tennis	Hawaii Pacific University, B.A. Arcadia University, M.A.
'07	Heni Foote Mathematics Department Chair Mathematics, Economics	Gadjah Mada Univ., Indonesia, B.A. Xavier University, MBA
'17	Michael Gabriel-Deveau P'19,'20 Facilities Coordinator/ Purchasing Manager	
'18	Joshua S. Gladstone French	University of Rochester, BA Michigan State University College of Law, JD
'04	Marie Gold ESL Department Chair Interim World Language Department Chair ESL, International Student Coordinator	Univ. for Teacher Education, Sweden
'15	Jenna Goodearl Dean for Teaching and Learning Sterling Dorm Head Learning Support, English, Yoga	Harvard University, B.A. Boston University, M.Ed.
'16	Joshua J. Hansen Mathematics, Science, Wrestling, Ultimate Frisbee	Simpson College, B.A.
'18	Katherine Marissa Hansen Science	Simpson College, B.A.
'97	Betty Ann Haskell GP'21 Student Billing, Notary Public	
'06	Heather Brand Hastings Dean for Parents Dean of Students Library Director	
'01	Jayne Janecek, L.P.N. P '06, '10, '13, '16 Director of Health Services	University of the State of New York, L.P.N.
'06	Misty Dawn Jordan Director of Residential Life Performing Arts Department Chair Summit Dorm Head, Theater	University of Maine, B.A. University of Maine, M.A.
'99	John Kennedy P '14, '18, '22 Director of Counseling Services Boys' Varsity Soccer	Kalamazoo College, B.A. Lesley College, M.A. Walden University, Ed.D. Mass. School Guidance Certificate
'16	Thomas Libetti Art, Boys' JV Soccer, Baseball	Fashion Institute of Technology, B.F.A. Fashion Institute of Technology, M.F.A.
'16	Kelly Limbos L.P.N. Health Services	University of the State of New York
'11	Grace Lin P'20 Physics, Mathematics Chinese Family Liaison	Nankai University, China, B.S. Purdue University, M.S. Purdue University, PhD.
'06	Wendi Mahan Love Director of Student Activities Freshman Academy Coordinator ESL, English	Emmanuel College, B.A.

'92	Caitlin Lynch P'13 Assistant Head of School Director of Marketing and Communications Round Square Rep.	Denison University, B.A. Western Connecticut State Univ., M.A.
'13	Liza Maizel Assistant Dean of Students Peer Mediation Adviser, Spanish, Mathematics, Learning Support Girls' Varsity Soccer, Girls' Varsity Basketball	University of Rochester, B.A.
'09	Zachary H. Maizel '04 Director of Athletics Boys' JV Soccer, Wrestling	
'16	Kimber Malinowski P'21 Learning Support, Assistant Director of Community Service Mathematics, Volleyball	West Chester University, B.S.Ed.
'14	Stephen Malinowski P'21 School Store Manager, Tech Support Specialist Boys' Varsity Basketball, Softball	
'15	David Mogle '09 Advancement and Communications Associate Boys' Varsity Basketball, Baseball	West Virginia Wesleyan College, B.A.
'18	Jennifer Moros Music	Hartwick College, B.A., B.S. Gordon College, M.A.
'05	Karin Nappi P'13,'16 Senior Advancement Associate PCR Database Co-Manager	
'09	Shannon Nelson Assistant to the Academic Dean, Registrar Communications Associate, PCR Database Co-Manager	
'11	Amber Noe Admission Administrative Assistant	
'16	Levon Ofgang Music	
'14	Micky Pratt P'15 Social and Communication Skills Program	Albertus Magnus College, B.A. St. Joseph College, M.A. CT Elementary Education Teaching Certificate
'11	Toni Presti English Department Chair English, Skiing	SUNY New Paltz, B.A. New York University, M.A.
'97	John Russell '88 Director of Community Service Director of Outdoor Education Safety Coordinator History, Ultimate Frisbee, Round Square Rep	University of Vermont, B.S. Teachers College, Columbia Univ, M.A.
'90	Glenn Sanchez P'18,'19 Director of Annual Giving and Alumni Relations History, Lacrosse	Yale University, B.A. Wesleyan University, M.A.L.S.
'17	Joanne Santamorena-Craft L.P.N. Health Services	University of the State of New York

'10	Carola I. Schmidt Controller, Human Resources	Pace University, B.B.A. Pace University, M.B.A.
'14	Sandra Singco Learning Support Department Chair Learning Support, Outdoor Adventures, Skiing	Southern Connecticut State University, B.S.
'09	Maureen Smith Associate Director of Admission Director of Financial Aid	Albertus Magnus College, B.A.
'12	Timothy C. Smith Director of Information Technology Computer Science	Western Connecticut State University, B.A. Western Connecticut State University, M.S.
'14	Paul J. Tines Assistant Head of School for Advancement	Pacific Western University, B.A. Wesleyan University, Certificate of Advanced Study Johns Hopkins University, M.A.
'16	Joanna Tucker P'19 Learning Support, English Star Dorm Head Outdoor Adventures, Gardening	Emerson College, B.F.A.
'16	Ramona Weeks Administrative Assistant to Health Services	
'92	Pamela West Visual Arts Department Chair Summer Program Director Ceramics, After-School Art	Fort Wright Coll. of Holy Names, BFA Western Washington University, M.A.
'06	Dennis White History, Robotics, 3D Art Theatre Tech	University of Maine, B.A.
'16	Ben Willis Photography, Yearbook, Filmmaking Fitness Center, Boys' Tennis	College of Santa Fe, B.A. State of Connecticut's Film Industry Training Program
'16	Alicia Winter P'17,'19 Marvelwood Garden Manager Organic Gardening	University of Colorado, B.A.
'12	Joy Wood, L.P.N. Health Services	
'18	Joanie Yahn Learning Support	University of Southern Maine, B.A.

## FACILITIES

'17	Michael Gabriel-Deveau P'19,'20 Facilities Coordinator/ Purchasing Manager
'11	Dylan Weeks
'12	John Wheeler
'11	Russell Wheeler Foreman

## SAGE DINING SERVICE

Paul Zilinek, Manager

**THE MARVELWOOD PARENTS ASSOCIATION EXECUTIVE COMMITTEE**

President: Joanne Gersten P'17, P'20

Vice President & Treasurer: Christine Branson P'18

Day Student Parent Liaison: Betsy Renwick P'20

Theatre/Music Receptions: Sarah Marshall P'18, P'19 (chair)  
Joanne Gersten P'17, P'20

Events/ Flowers  
Parent-to-Parent Outreach Program: Betsy Renwick P'20 (chair)

Volunteers: Laura Driscoll '19  
Candie Fredritz P'21  
Danielle Giulian P'20 (flowers)  
Gretchen Hachmeister P'22  
Celia Landman P'21  
Kimber Malinowski P'21  
Carla Negrone '20  
Alec Pandaleon '19  
Elizabeth Pignataro P'18, '21  
Lois Rednick '19  
Elizabeth Reuter '21  
Donna Wilkins P'22