The Student and Parent Handbook 2019-2020
INTRODUCTION

_The Student and Parent Handbook_ is intended for all members of the Millbrook School community, especially students, parents or guardians, and members of the faculty and administration. We ask that you read it carefully, as the handbook provides a clear and comprehensive explanation of the rules and responsibilities that govern behavior for Millbrook students and to which we hold them accountable. A shared understanding and acceptance of these expectations make it possible for us to function as a safe, healthy, and dynamic community.

Millbrook’s rules and regulations are guided by our mission. Our expectations, therefore, directly support our goal of inspiring in each Millbrook student respect for all people, personal integrity, a sense of stewardship for the natural world, a readiness to serve others, and a healthy curiosity. Remember these five values; they are at the heart of a Millbrook education, and they represent the essence of the philosophy that inspires our standards for personal behavior.

We sincerely hope that the information in this handbook is helpful to you and is a source of ongoing support as you prepare for and experience the 2019-2020 academic year. If you have any questions, please ask. We and our faculty colleagues are eager to be of help.

Drew Casertano
Headmaster

Dan Skoglund
Dean of Students
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ACADEMICS

Requirements for the Diploma

English: four years including English III, IV, V, and VI (or the equivalent). Students take
English every year at Millbrook.
Math: three years, including Algebra II
Foreign Language: three years (in high school) of one language
Science: two laboratory courses, including Biology
History: three years, including U.S. History at Millbrook & submission of U.S. history
    term paper. IVth formers take 20th Century History, and IIIrd formers take Global
    Geography and Culture.
Arts: two years (one year for a student entering Millbrook as a Vth or VIth former)
Human Development: one year in the IVth form (or an equivalent Health class elsewhere)

Millbrook students are required to carry at least five academic courses each year and no more than
six. For a diploma, students must earn a minimum of twenty yearlong credits within a four-year sequence
and successfully complete their VIth form year.

Final Exams

Final exams are given in all semester and yearlong courses—with the exception of courses in the
arts—at the conclusion of the first and second semesters. For any given course, a final exam in December
may carry a weight of no more than 15% of the first-semester grade. For a yearlong course, a final exam—
administered at the year’s end—may carry a weight of no more than 15% of the final full-year grade for
the course.

Adding/Dropping Courses

Yearlong courses may be added within the first three weeks of the semester. At the beginning of
the year, students may add and drop courses within the first three weeks of the semester or by the close of
the interim period. Yearlong courses dropped within that period will not appear on the permanent
transcript. Any yearlong or semester course dropped after the specified add/drop period will appear on
the transcript and will carry the Withdrawal designation.

Recognition for Academic Achievement

High Honor Roll: At the end of each semester, a student may achieve this recognition by being in
the top 7% of students in his or her form, with an average of 86% or higher and no grade below 80%.
Honor Roll: At the end of each semester, a student may achieve this recognition by attaining at
least an 86% average with no grade below 80%.
Effort List: At the end of each marking period, a student may receive this recognition by attaining
all effort marks of either “1” or “2.”
Cum Laude Society: A national society of which Millbrook is a member school. Each year a
limited number of VIth formers, considered to have demonstrated excellent academic achievement and
intellectual generosity, are voted into membership.
**Standards:** Students may earn sign-out privileges during study hall to the library and other spaces by achieving a semester average of 84% with no grade below 74%. Sign-out privileges are as follows:

- IVth formers who achieve standards after the first semester may sign out to the library.
- Vth formers not on academic probation may sign out to the library. Vth formers who achieve standards in both the first semester and the first marking period of the second semester have VIth form sign-out privileges (excluding Schoolhouse lobby) after March vacation.
- VIth formers who are not on academic probation may sign out to the library, the lobby of Schoolhouse, the student center, or the math and science center. Students may not sign out to another dorm or outdoor space.

**Culminating Experience for Seniors (CES) Program**

CES is Millbrook’s capstone program; all students complete CES projects in their VIth form year. Program work is divided by semester. In the fall semester VIth formers reflect on their high school experiences and write a proposal for a project that culminates the central curiosities, strengths, and aspirations that have emerged over the past three years. These proposals usually fit into one of nine categories: essays, experiments, engineering, visual art, performing art, video, clinics, giving back to the community, and giving back to Millbrook. In the spring semester VIth formers work on their projects with guidance from faculty members. At the end of the academic year, students present their work to the school community at the CES festival.

All faculty attend the CES festival and support the program throughout the academic year. The core team reads and approves proposals, and nine team leaders mentor student projects, providing benchmarks for student progress. Individual students select faculty members to serve as on-campus experts for guidance in particular subject matter. Other faculty members serve as public speaking coaches in the weeks leading up to the festival or as public speaking judges during the festival.

**Post-Graduates**

Post-graduates at Millbrook matriculate for a certificate of attendance and will earn one at Commencement provided they finish the year in good academic standing. After December 1st, a post-graduate may request consideration to receive a Millbrook diploma if he/she meets the following criteria:

- Meets our graduation requirements for a diploma
- Takes a full slate of courses in the PG year and achieves good academic standing
- Receives approval for his/her CES proposal and presents a CES

**Absences**

Students are expected to meet all required school commitments. Failure to attend a class or other school obligation is taken seriously. Teachers may respond to an unexcused absence by withholding credit for classwork, participation, and/or any tests or quizzes given that day. All absences are recorded online. Advisors and the deans are notified of absences, and students should speak with them regarding meeting expectations and accountability. Students are expected not only to honor all academic commitments but to come to class prepared, ready to learn, and eager to support the learning of others. Inappropriate behavior that severely obstructs the educational experience may result in a teacher asking the student to
leave class and to report to the academic dean. The academic dean will determine the source of the problem and may place the student under academic restriction until the situation improves or may refer the matter to the dean of students for disciplinary action. Absences may not be given to a student who is sent away from class or for any other punitive reason.

**What is an absence?** An absence is a missed commitment. A commitment includes but is not limited to class, community service, athletics, an all-school required event, a work detail, dishwashing, etc. An absence is also accrued when a student misses ⅓ of a commitment. For example, if a commitment is 45 minutes long, a student receives an absence if they arrive more than 15 minutes late.

**What is a tardy?** A tardy occurs when a student is late to class. Each teacher must have a tardy policy that is clear to students in their course expectations. Tardies must be recorded by the teacher and entered into the attendance system simultaneously.

<table>
<thead>
<tr>
<th>Absence #</th>
<th>Consequence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Detention</td>
<td>• Student serves a detention and is gated* for the weekend</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Parents are informed</td>
</tr>
<tr>
<td>7</td>
<td>Gating</td>
<td>• Student serves a detention and is gated* for two weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Parents are informed</td>
</tr>
<tr>
<td>9</td>
<td>Censure</td>
<td>• Student serves a detention and a work detail on a Sunday afternoon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student is gated* for two weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A formal email is sent to parents by the academic dean</td>
</tr>
<tr>
<td>11</td>
<td>Academic Disciplinary Committee Hearing</td>
<td>A hearing with prefects, two adults on the disciplinary committee, academic dean, dean of students, the advisor and the student in question</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Consequences will vary depending upon the situation</td>
</tr>
<tr>
<td>14</td>
<td>Suspension</td>
<td>• Two days off campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must report the suspension during the college process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Letter sent home by the academic dean</td>
</tr>
</tbody>
</table>

Note: Total absences clear after each semester.
*For a definition of “gating,” please see the “Disciplinary Response Definitions” section of this handbook.

An absence may be excused by one of the following:
1. Health Center
2. Director of counseling
3. Dean of faculty, dean of students, or the academic dean
4. Director of college counseling (in advance)
5. Leave request or field trip
6. Prior arrangement with the teacher, coach, or community service advisor
7. Advisor (in advance)

Recording Procedure:
1. The absence week will run from Monday to Saturday at noon.
2. Absences are posted within the secure section of the website. It is the student’s responsibility to check for them online.
3. The detention list will be assembled and emailed to students and their advisors on Monday. A reminder email is sent and posted in the dorms on Friday.

Absences from Required Obligations

A special permission-to-leave form (“green sheet”) must be completed and signed by the academic dean if a student will be missing classes due to an off-campus appointment or obligation. Parents or guardians will need to clear such permissions ahead of time with the dean of faculty or the academic dean.

Missed Assignments

Any student whose absence is unexcused during a quiz, test, paper, final exam, or other assignment will not be permitted to complete that assignment and will receive a zero for it.

Extended Time for Completion of Assignments

It is understood that, in certain cases, students may require additional time for the completion of both in-class and out-of-class assignments. In either case students are encouraged to speak with their instructors about accommodations. For the completion of a test, quiz, or final exam, a student may be granted, with prior approval, up to one-and-one-half the amount of time regularly allotted for the completion of that assignment.

Academic Honesty

Academic honesty is essential to the teaching and learning that take place at Millbrook or any academic institution. Millbrook believes that two conditions are necessary for every student to learn and grow: 1) that he or she embarks on a process of independent discovery, and 2) that he or she develops
relationships based on trust and understanding with his or her teachers and peers. Dishonesty jeopardizes both of these.

Millbrook assumes that when a student puts his or her name on a paper, a test, or any type of assignment—from a lab report to an artistic response to a web-based project—all the contents and expression therein (except for passages, diagrams, or images given proper acknowledgment) represent the work of only that student.

Millbrook's teachers frequently encourage collaboration, for which they will establish clear guidelines. Collaboration beyond or outside of those guidelines constitutes a violation of academic honesty. When in doubt, students should ask their teacher for clarification before proceeding.

Improper assistance includes:

1. **Cheating** - The school encourages students to work together and to tutor one another. However, it is considered a violation of academic honesty for a student to do another’s work, provide answers, or accept answers from a fellow student. Such violations are considered cheating.

2. **Plagiarism** - Using the words of another student, author, paper purchased or downloaded from the Internet, or any other source, without quotation marks and the proper citation, is plagiarism. Even if the words are paraphrased, proper citation of another’s ideas is required to avoid plagiarism.

To discourage reliance on secondary sources, Millbrook prohibits the use of study guides other than those suggested by teachers. This prohibition is aimed directly at Spark Notes and Cliff Notes or their equivalents in any format including internet sites, commercial translation programs, or another student’s tests or papers from the current or previous year.

It is also a violation of Millbrook’s academic honesty policy for a student to turn in a paper or any other work that he or she had written for another class or in a previous year without the expressed permission of the teacher who assigned the work.

Finally, it is against the school’s academic honesty policy to violate the expectations of behavior during a test or exam. A student should not consult another’s paper nor his or her own notes. Nor should the student discuss or communicate the contents of a test or exam to another student before being given express permission to do so by the teacher.

Each semester, teachers will review the definitions of cheating and plagiarism. If a student is uncertain about what constitutes cheating or plagiarism, it is his or her responsibility to discuss the situation with his or her teacher in order to clarify the uncertainty.

**Consequences:**

A teacher who suspects or learns that a student has cheated or plagiarized will document the event and will discuss the matter with the student and with the academic dean. The academic dean will investigate the violation. The penalty for plagiarism or cheating is a grade of zero on the paper, test, or assignment in question. A student found to be cheating or plagiarizing may not be permitted to be on the Honor Roll or on the Effort List in that semester or at year's end. In addition, the student's parents will be notified. An incident of academic dishonesty that the academic dean and the teacher deem serious in intent or scope may result in suspension and probation. A student who violates academic honesty while
on probation will be referred to the Discipline Committee, with the most likely result being dismissal from school.

Academic Probation

A student may be placed on academic probation by the academic dean at the end of each marking period if he or she is carrying an overall average below C-, two or more grades of F, three grades in the D-range, three or more effort marks of 4 or 5, or for failing to meet stated academic expectations. Probationary status may result in the suspension of senior privileges, required supervised study hall, suspension of sign-out privileges in the evening, suspension of weekend privileges, individual guidelines, and consequences set by the academic dean in consultation with teachers and the student’s advisor, or review of the student’s continuation at Millbrook. The academic dean and the faculty will review the status of any student who continues on academic probation for two consecutive marking periods, including mid-semester marking periods. The outcome of that review may include additional requirements or a recommendation of withdrawal or dismissal from school.

Academic Reporting

The academic year is divided into two semesters, each encompassing two marking periods. Academic marks are published online four times per year, at the end of each mid-semester period and at the end of each semester. Teachers prepare written comments that are sent home at the end of each semester. Additionally, advisors will write formal updates three times each year, in November, February, and June.

Effort marks accompany grades and reflect the quality of the student’s interest and attitude. This assessment indicates extraordinary effort, very good effort, satisfactory effort, need for improvement, or unsatisfactory effort.

Evening Study Hall and Dorms

Monday, Tuesday, Wednesday, Thursday, Friday and Sunday

IIIrd Form

7:45 – 7:55 p.m. Check-in
8:00 – 9:45 p.m. Study Hall
10:15 p.m. Rooms
10:30 p.m. Lights

IVth Form

7:45 – 7:55 p.m. Check-in
8:00 – 10:00 p.m. Study Hall
10:45 p.m. Rooms
11:00 p.m. Lights

• IVth formers who are on the Honor Roll after the first semester may sign out to the library.
Vth Form

7:45 – 7:55 p.m.    Check-in
8:00 – 10:00 p.m.   Study Hall
10:45 p.m.          Rooms
11:00 p.m.          Lights

- Vth formers may sign out to the library for study hall.
- Vth formers on the honor roll after the first semester have VIth form sign out privileges (excluding Schoolhouse lobby) after March vacation if they have demonstrated continued academic success in the beginning of the second semester.

VIth Form

7:45 – 7:55 p.m.    Check-in
10:00 p.m.          Dorms
11:00 p.m.          Rooms

- VIth formers not on academic probation do not have study hall.
- VIth formers may sign out to the library, the student center, the arts center, or the math and science center. Students may not sign out to another dorm or outdoor space. Initial instances of abuse of sign-out privileges in the dorm will be handled by the dorm faculty, who could recommend suspension of sign-out privileges for a specified time. Persistent abusers of the policy will be referred to the dean of students.

Extra Help

Nearly all of our teachers live on campus. They are readily available to offer extra help to students in need of such assistance. Students may also receive extra help during evening study hall with permission of the specific instructor.

Independent Study

A student may petition the academic dean for the privilege of independent study in an academic subject for a semester or for the full year. Such a petition must be presented in a written form and include a description of the course of study, materials to be used, identification of a faculty sponsor, and a statement of the proposed outcome. A formal presentation to interested members of the community and to the department sponsoring the study should take place upon completion. The proposal will require the approval of the advisor, department chairperson, and faculty sponsor and final approval by the dean of faculty.
Supervised Study

To help students learn how to organize and to use their out-of-class time well, varying levels of supervision are provided in a variety of study spaces during the evenings. Students may be assigned to these spaces at the discretion of the academic dean and in consultation with teachers and advisors.

ATHLETICS

Athletic spaces, across all levels, are considered classrooms and are an integral part of Millbrook’s mission. The athletic department teaches character development, integrity, physical fitness, sportsmanship, competitive drive, and teamwork while amplifying school spirit. To fulfill this mission, Millbrook’s athletic program intends to:

- Field highly competitive teams that strive to win.
- Teach students at every playing level to reach beyond their comfort zone in order to achieve their full potential as athletes.
- Encourage a continuous and healthy balance between academic and athletic pursuits.
- Cultivate a healthy appreciation for athletics across multiple sports with a variety of offerings.
- Require student participation in an athletic or theater option each season.
- Inspire in students a passion for individual and team improvement by providing the opportunity to develop new skills and enhance existing talents. We believe that the desire to improve is the foundation of success on the playing fields and beyond.

Athletic Requirements for Students

All students must participate on an athletic team or an athletic alternative (activity) during each season. All IIIrd and new IVth and Vth formers must participate in a team sport or equivalent during their first semester at Millbrook. Students can only choose to participate in an athletic alternative during one season of the year.

<table>
<thead>
<tr>
<th>Season</th>
<th>Athletic Teams or Equivalent (Must choose at least 2/3 seasons)</th>
<th>Athletic Alternatives (Can choose only 1/3 seasons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Cross Country, Field Hockey (Girls), Football, Soccer, Volleyball (Girls), Dance, Fall Play, Riding, Zoo Squad, Outdoor Skills</td>
<td>Returning Vth &amp; VIth formers, and new VIth formers: Athletic Communications, Racquet Sport Rec, Strength &amp; Conditioning</td>
</tr>
<tr>
<td>Winter</td>
<td>Spring</td>
<td>Athletic Communications (Vth &amp; VIth form priority)</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Basketball</td>
<td>Baseball (Boys)</td>
<td>Timers (Vth and VIth form priority)</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Tennis</td>
<td></td>
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<tr>
<td>Squash</td>
<td>Lacrosse</td>
<td></td>
</tr>
<tr>
<td>Winter Musical</td>
<td>Golf</td>
<td></td>
</tr>
<tr>
<td>Zoo Squad</td>
<td>Softball (Girls)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Track &amp; Field</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dance</td>
<td></td>
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<tr>
<td></td>
<td>Riding</td>
<td></td>
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<tr>
<td></td>
<td>Zoo Squad</td>
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<td></td>
<td>Farm Squad</td>
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</tbody>
</table>

**Athletic Attendance**

Students are expected to be on time for all practices and games. Coaches will make time expectations clear. These expectations of commitment also apply to athletic alternatives. Attendance at both practices and games falls under our general absence policy.

**Switching Sports:** Students are required to enroll in athletics or athletic alternatives prior to each season. If a student decides to switch sports, she/he must clear the change with the current coach, new coach, and the athletic director before the change is official. Students may not quit a team or activity, and switching is generally not permitted after the first week of each season.

**Guidelines for Student Behavior**

Players and spectators shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. As such, all students must live up to the following standards of conduct:

1. Treat officials and opponents honestly and respectfully.
2. Accept absolutely and without quarrel the decision of any official.
3. Do not instigate or join in any arguments or physical confrontations.
4. Behave properly and respectfully on the sidelines and in the locker room both before and after games. *Your behavior reflects not just you, but your teammates and your school.*

**Expulsion from Athletic Contests**

Players who are ejected from interscholastic games for “unsportsmanlike conduct” or other flagrant behavior will forfeit their eligibility to play in the next regularly scheduled interscholastic game or tournament game played in that sport. Millbrook also reserves the right to suspend a player for two games.
if the coach, after consulting with the athletic director, feels the player’s offense was beyond the bounds of appropriate sportsmanship. The student must meet with the athletic director before competition can continue.

Should a student continue to fail to achieve an acceptable standard of conduct, a meeting with the athletic director will occur and disciplinary action will be considered.

A student who has been suspended for violation of a major school rule has broken the trust with his teammates and coach. Upon return to school, the player will not participate for at least one game, and the coach reserves the right to extend the “benching” until the player has demonstrated his or her responsibility to the team.

School Transportation and Athletic Supervision

Teachers/coaches usually transport players to other schools for athletic events on a school-owned mini-bus. On some occasions a hired bus company will transport students and the teacher/coach(es). On rare occasions it is necessary for teams to stay off-campus overnight to compete in an athletic event. All policies in this handbook apply to these trips.

For home contests, Millbrook always has an athletic trainer and health center staff on hand to provide care for injury or illness. In the event of an injury or illness at another school, nearly all competing schools also provide on-site trainers and/or medical staff who can be called upon in their health centers. If, at an opposing school, there is an injury serious enough to warrant transportation to a hospital, then a teacher/coach will always accompany that student. The school will be notified, and all pertinent health insurance information will be made available to the hospital via the school’s online medical record system.

RESIDENTIAL LIFE

The dormitory is central to student life at Millbrook, and each student accepts responsibility for promoting the quality of residential life throughout his or her dormitory and the school. Learning to live together well is a daily challenge and opportunity. Students learn to develop respect for differences and sensitivity to issues of gender, class, and race. Through the cultivation of these attitudes, a student can develop a positive, individual lifestyle within a context of sharing and cooperating with others.

Dormitory faculty and faculty advisors have a central responsibility for fostering and maintaining this positive dorm experience. They work closely with students who are appointed as dorm leaders. Dorm leaders are tasked with:

- Acting as liaisons to dormitory faculty and other students in the dorm
- Remaining sensitive to the needs of each student and to the quality of interpersonal relationships within the dorm
- Ensuring proper maintenance of the building and grounds surrounding the dorm
- Fostering a sense of personal responsibility in each student

The dorm leaders and faculty meet from time to time to review, revise, and coordinate dormitory policies and procedures. Dorm leaders also meet weekly with the dean of students for mutual support and to focus the energies and abilities of this leadership group on matters of importance to the entire community.
Cellular Phones/Smart Phones

Students are expected to immerse themselves in the Millbrook community. There are times when the use of devices, such as smartphones, can detract from this objective. For that reason, there will be times when students will be asked to relinquish their phones during study hall, power them down in class or during school events, or restrict their use on the pathways of campus. Phones should not be used in class unless the teacher authorizes use. Lastly, the following places/events restrict cell phone use fully: Flagler Memorial Chapel, assembly, forums, and formal seated meals.

Dormitory Times

Sunday through Friday, all students are to be in their dorms by 10:00 p.m. Dorm leaders, peer counselors, and prefects may be given special privileges to sign out to the Barn from 10:00 to 11:00 p.m.

In the morning IIIrd and IVth formers may not leave the dorm until 6:30 a.m.; Vth and VIth formers may not leave until 5:30 a.m.

No student should be out of the dorm after 11:00 p.m. on Saturday evenings; all students are required to be in the dorms by 11:00 p.m. and in their rooms by 12 a.m.

Electrical Appliances

Because of fire safety considerations, students are not permitted to have electrical appliances at school. These include, but are not limited to, microwave ovens, refrigerators, toasters, hot plates, space heaters, irons, halogen lamps, air conditioners, sun lamps, TV sets, electric blankets, and the like. Students are not permitted to have video game systems or TVs in their rooms. If any such appliance is discovered, it will be confiscated for the duration of the year. Personal computers are permitted.

Inter-Dormitory Visitation

Visits by students to dormitories housing the opposite sex are permitted in dormitory lounges at the discretion of the dorm head and student leaders of each particular dorm. Same-sex relationships should follow a policy that gives them equal treatment as heterosexual relationships on campus.

No student is ever allowed in another’s room when the occupant is not present. A violation of this policy will be met with discipline.

Overnight Guests

Boarding students are generally not permitted to host a guest overnight. On the rare occasion this occurs, specific permission must be secured from the Dean of Students Office.

Pets

No pets or other animals are permitted in the dorms.
Dorm Rooms and Room Inspections

The dorm room is an important part of a student’s experience at Millbrook. It is a place where he or she can find peace and quiet from the busy activities of the day. The dorm room, however, remains the property of the school and, as such, must be treated with respect. The dorm head reserves the right to ask any student to remove pictures, posters, and/or objects that he or she finds inappropriate and/or offensive to other members of the community (e.g. pictures that objectify women or men or pictures of drugs and/or alcohol).

Students are responsible for maintaining the cleanliness and neatness of their individual rooms. Each student should arrange his or her room to allow for unobstructed vision into that room. Wall hangings are not to be affixed to the ceiling. Heating units and fire escape windows should remain unobstructed. Authorized personnel and all faculty members reserve the right to enter any dormitory room at any time and for any purpose.

Dormitory faculty, with the help of the dorm leaders, will inspect each room several times throughout the week based on a schedule shared with the dorm at the beginning of each semester. Each student is responsible for any damage to his or her room or to furnishings that occurs during the school year. The entire dorm may collectively be held responsible for dorm-wide damage at the end of the year.

General Searches and Room Searches

The school reserves the right to search rooms, book bags, laptops, lockers, automobiles, and clothing pockets in order to preserve the character, safety, and health of our community. In particular, we are obligated to see that illegal or contraband materials, stolen articles, or dangerous items are not kept in students’ rooms or lockers or elsewhere on campus. In the event that a room search is warranted, the following guidelines will be used in an effort to minimize disruption to the student’s life.

Room searches should take place for the following two reasons:

1. When there is evidence or faculty concern that a student is in possession of unauthorized objects or substances, including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, weapons, stolen goods, electrical appliances, etc.
2. When something has been stolen and the incident has been reported soon after the alleged theft. In the event of necessary room searches, and in recognition of students’ privacy, the following procedures will be followed:

1. No room search should ever be conducted unless the dean of students, headmaster, or his designee, has been consulted and has approved.
2. The student should be informed of the specific object of the search and allowed to turn it in along with any other contraband before the search begins. The school reserves the right to take non-disciplinary actions if such items are turned in voluntarily.
3. When possible, the student will be informed of the search and the search will take place with the student present in the room. Moreover, the search should be conducted by at least one faculty member and one administrator. Prefects or dorm leaders should also be available.
4. Room searches will take place with a minimum amount of disruption to the room. Concern for the process of returning the room to good order should be shown by the searchers. Anything
noticed of a personal nature not related to the search, or to school rules, will be held in confidence.

Study Conditions

Out of respect for all who live and study in dormitories, students are expected to maintain an atmosphere conducive to good study. During evening study hours, no student should be out of his or her room except when permitted by dorm faculty to sign out to an alternative study space on campus. A student’s door must remain open during study hall, and the student should be sitting at his or her desk. (Seniors, except those on academic probation, may use their evening study time as they wish, as long as they sign out of the dorm and are not disruptive to others.)

Under no circumstances are students from one dormitory to be in another dormitory during the evening study hours. Stereos, radios, computer stereo systems, and personal listening devices should not be played during the study hours. At all other times, audio should be played so that it is heard only by the residents of that room. Refusal to abide by these rules may result in confiscation by dormitory faculty.

DISCIPLINE

The disciplinary system at Millbrook, led by the dean of students, will be educational in nature and will work to support the mission of the school. This system must take into account both the personal development and best interest of an individual student as well as the welfare of the entire community. This delicate and important balance will remain at the forefront of all disciplinary cases.

In disciplinary matters (in particular, suspension, probation, and expulsion), recommendations are made by the dean of students to the headmaster or his designee for a final decision. Community expectations and rules are defined clearly, and students are asked regularly to reflect on the manner in which they make decisions, to consider the impact of their actions on others, and to take responsibility for themselves and for the people around them. To receive respect and support for upholding these expectations is essential for self-esteem and community morale. To be held accountable for inappropriate choices and/or behavior is equally important and is significant in the development of self-discipline, a sense of social responsibility, and personal growth.

The school recognizes that there are limits to its ability to assist an individual’s growth. While expulsion may result from one violation of Millbrook’s major school rules, we usually hope to use the occasion of a serious disciplinary problem as an opportunity for teaching and learning. In situations where a student has violated a major school rule, the Discipline Committee may be called upon to review the situation and to recommend consequences through the dean of students to the headmaster. If the headmaster believes, based on the recommendation of the Discipline Committee, that dismissal is a just and logical consequence, then that student will be required to withdraw permanently from Millbrook.

In most instances when a student admits to a first violation of a major school rule in a given year, the resources of the school and family are mobilized to hold the student accountable and to afford him or her the opportunity to learn from his or her mistake. In all cases the discipline system is intended to be a process of accountability, reflection, reparation, and change.
Major School Rules

Above all else, it is our expectation that Millbrook students will conduct themselves in a way that is consistent with the character, values, and mission of the school. Conduct that we determine to be detrimental to the school or conduct unbecoming a Millbrook student will be met with serious consequences.

The following rules, therefore, are not all-inclusive and serve only as the foundation for conduct in the Millbrook community.

Prior to the school year, each enrolled student signs a document acknowledging that he or she has read the Student and Parent Handbook, understands its contents, and, most importantly, agrees to live under these rules. The school's jurisdiction, under which these major school rules apply, extends to students on school-sponsored trips, such as athletic contests or activities, and to students signing off-campus during the day or evening when they are not in the company of their parents or guardians, or persons designated by their parents or guardians, to assume the responsibility for the actions of those students.

1. Each Millbrook student agrees to uphold the principle of honesty in all facets of school life.
2. Each Millbrook student agrees he/she will not act in any way that might cause harm, danger, deprivation, or embarrassment to any other person.
3. Each Millbrook student agrees to respect the property of others and the school by not engaging in theft, vandalism, or intentional destruction of property.
4. Each Millbrook student agrees not to possess, use, sell, purchase, distribute, or be in the presence of alcohol, marijuana, cocaine, ecstasy, heroin, LSD, acid, mushrooms, or any other illegal substance or narcotic, or any drug paraphernalia, including e-cigarettes and vaporizers, or to be under the influence of these substances.
5. Each Millbrook student agrees not to improperly or illegally possess, use, sell, purchase, or distribute legal prescription or over-the-counter drugs including, but not limited to, Ritalin, Oxycontin, or sleeping pills.
6. Each Millbrook student agrees not to harass, intimidate, bully, or demean another person based on, but not limited to, the following factors: disability, gender, race, ethnicity, religion or religious affiliation, culture, sexual orientation, gender identity, or socioeconomic background. This inappropriate behavior includes physical, verbal, written, or any electronic formats.
7. Weapons, firearms, or ammunition of any sort are not permitted on campus or in a student's possession when under school jurisdiction.

A student who is knowingly in the presence of a major school rule violation may be held responsible and will share in any disciplinary consequences. A student who is on probation and commits a major school rule violation will be sent to the Disciplinary Committee with the probable result of dismissal. A student in violation of any major school rule for a second time will be sent to the Disciplinary Committee for review with the probable result being dismissal. Rules being violated as evidenced through social media, whether or not school is in session and whether on or off-campus, may result in disciplinary consequences if the photos/videos or text are behaviors unbecoming of a Millbrook student.
Distribution and/or sale of drugs or alcohol will result in immediate referral to the Disciplinary Committee and the recommendation to the headmaster will likely be dismissal, especially when dealing with significant quantities, intent to profit from distribution, or when the distribution harms members of the community.

Any time a major school rule is broken, the student(s) may go before the Disciplinary Committee. The school reserves the right in cases of serious offenses to require withdrawal after a first offense.

General School Rules

The following rules also represent the guidelines under which every Millbrook student is expected to live. Violations of these standards will be treated in a serious manner. Consequences may range from, but not be limited to, off-standing, probation, suspension, or referral to the Disciplinary Committee.

1. No student should be out of dorms after 11:00 p.m. unless given specific permission by the dean of students.
2. No student should ever be in another student’s room unless that student or his or her roommate is also there.
3. Incendiary devices, matches, lighters, lighter fluid, or firecrackers are not permitted on campus or in a student’s possession when under school jurisdiction.
4. Tampering with or playing with any fire equipment, including fire-extinguishers, is never permitted.
5. Possessing school keys or entering locked or private areas is prohibited.
6. No student should utilize another person’s network password.
7. No student should consistently accumulate a variety of smaller infractions that pertain to general school life. Such small infractions include, but are not limited to, class absences, lateness or absences to required events, disrespectful or inconsiderate behavior, being in an unauthorized place during study hall, being off-campus without proper sign-out, or repeated dress code violations.
8. Students may have in their possession only those medications permitted under the school’s medication policy, as described in the “Medications” section of this handbook.
9. Use, possession, and distribution of tobacco and/or nicotine products are not permitted anywhere on campus.
10. Students may not use or ride in any vehicle without permission. This includes a boarding student bringing a car back to campus without prior permission from the dean of students or a boarding student riding in a day student’s car without proper permission.

Alcohol and Marijuana

Alcohol and marijuana are in a unique category of major school rule violations. A student violating the major school rule regarding alcohol or marijuana for the first time, depending on the particulars of the case, may not automatically go before the Disciplinary Committee. For example, in a situation where the sale, distribution, or purchase is not involved and the student’s infraction is solely usage, the consequences listed below may automatically be applied by the dean of students.
For a 1st offense violation involving solely the use of alcohol or marijuana, the student may be suspended for three days, be placed on probation for a year, or be required to attend probation group meetings. Additional consequences, such as drug testing, a substance abuse evaluation, or a required program of counseling, may also be added.

A student, depending on the circumstances, may be required to go before the Disciplinary Committee for the use of alcohol or marijuana.

**E-cigarettes and Vaporizers**

These devices can be used as cigarettes or utilized to ingest marijuana/THC. Therefore, the use of e-cigarettes and vaporizers is not permitted under any circumstances. Possession or use of an e-cigarette or vaporizer is considered a violation of the drug and alcohol policy and therefore the student may be suspended for three days, be placed on probation for a year, or be required to attend probation group meetings.

**Tobacco and Smoking**

Use, possession, and distribution of tobacco and/or tobacco products are not permitted on campus. Millbrook School is a smoke and tobacco-free campus. This applies to school employees, students, parents, vendors, and visitors. Pursuant to New York State Law, smoking and the use of e-cigarettes, or other substances and devices containing tobacco, are prohibited on school grounds. This includes any buildings, structures, and surrounding outdoor grounds, as well as entrances or exits and within 100 feet of entrances, exits, and outdoor areas. There is no exception for using prohibited products in one’s personal vehicle or in or around school-owned housing. Any employee or student who violates this policy will be subject to discipline up to and including termination of employment/expulsion from the school. Violations of this policy by non-employees should be reported to the Business Office.

**Consequences for students found using tobacco and/or nicotine products are as follows:**

1. Smoking in a building
   a. 1st offense: 48-hour suspension, probation, required parent conference
   b. 2nd offense: referral to the Discipline Committee (The likely recommendation would be dismissal.)
2. Smoking outdoors
   a. 1st offense: three weeks off-standing, letter home
   b. 2nd offense: three weeks off-standing, two Saturdays of detention, three-hour weekend work detail, probation, letter home, referral to the health center for consultation
   c. 3rd offense: referral to the Discipline Committee (The likely recommendation would be dismissal.)

**Sexual Intimacy**

Millbrook School believes that most teenagers, regardless of sexual orientation, are not fully prepared to make informed decisions about sexual intimacy and to accept the responsibilities required of physically intimate relationships. The decision to become sexually intimate with another person is an
inherently private matter. However, at boarding school, where we live as a community, where many of our students are under the age of 17, and where faculty and staff serve in loco parentis, this decision can raise a variety of issues and problems.

Millbrook considers sexual intimacy to be inappropriate in the open and public community that characterizes the school and may choose to respond to certain behaviors. Factors that would warrant a possible disciplinary response from the school include, but are not limited to, age, location, and the nature of the observed sexual intimacy.

Student(s) may be referred to an appropriate adult (e.g. advisor, school counselor, health staff member, dean of students) for discussion or possible disciplinary action. While this position can be a challenging one for the school, we accept this responsibility in partnership with parents with the goal of educating students about the responsibilities of sexually intimate relationships.

Unwelcome sexual contact of any type constitutes a violation of a major school rule. Millbrook will not tolerate sexual misconduct in any form. All students have an obligation to act responsibly in matters of sexuality and to recognize, challenge, and report any sexual misconduct. Unwelcome sexual conduct means any sexual contact that is made without active, affirmative consent. Consent is not the absence of resistance, and it cannot be obtained through coercion, intimidation, or force.

Consequences for sexual intimacy in dormitories and other public spaces:
1. 1st offense: a conversation with the dean of students, communication with parents by the dean of students
2. 2nd offense: one Saturday detention, gated for one month, the possibility of probation, communication with parents by the dean of students
3. 3rd offense: referral to the Disciplinary Committee per conduct unbecoming of a Millbrook student

Student Harassment and Bullying Policy

Millbrook School is enriched by the diversity of its members. The school recognizes and respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. To provide an environment of respect and sensitivity, it is important that every member of the community recognize that behavior, either verbal or physical, that disregards or demeans the self-esteem of others is unacceptable. Such behaviors are never tolerated regardless of how they are communicated. Any incidents of such inappropriate behavior should be reported to the dean of students.

A student who is present when harassment occurs may be held responsible and may share in any disciplinary response. Students have the right to feel safe and respected and to work and learn in an environment that is free from harassment and bullying, including sexual and other types of harassment/bullying. This policy applies to harassment/bullying between students and between adults (teachers, administrators, and staff) and students. No student shall be subjected to harassment/bullying by employees or students on school property or at a school function. The school prohibits all forms of harassment/bullying as defined herein.

Definition of Harassment/Bullying: Harassment/bullying is the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably
and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation, or abuse includes, but is not limited to, conduct, verbal threats, intimidation, or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any category protected by law. Prohibited conduct includes, but is not limited to, epithets, slurs, quips, or negative stereotyping that relate to any of the categories above. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute harassment/bullying.

**Definition of Sexual Harassment**: Sexual harassment is a type of harassment/bullying. It may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of the type of behavior that may constitute sexual harassment include demands for sexual activity; sexual flirtations, advances, or propositions; sexual innuendoes or suggestive jokes; comments of a sexual nature to describe an individual or an individual’s body; unwelcome physical contact such as touching, pinching, or brushing the body; any type of coerced sexual activity; displays of sexually suggestive objects or pictures; and obscene gestures or materials. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute sexual harassment. Romantic or sexual relationships between adults (teachers, administrators, or staff) and students are expressly prohibited.

**General Procedures for Reporting Complaints**: The school encourages all members of the school to report all incidents of harassment/bullying, regardless of who the offender may be. The school will take prompt, reasonable action to prevent, investigate, and remedy harassment/bullying. If a student feels comfortable speaking to the offender directly and requesting that the harassment/bullying stop, the school encourages the student to do so. If the student is not comfortable speaking directly to the offender, or if the harassment/bullying does not cease, the harassment/bullying should be reported to the assistant head of school or the dean of students. Any student or parent who believes that he or she (or his or her child) has been or is being harassed or bullied by a student or by an adult should report to the dean of students. The school recognizes that false accusations of harassment/bullying can cause serious harm to innocent persons. Although the school encourages complaints made in good faith, if an investigation reveals that a student knowingly or maliciously accused another person falsely of harassment/bullying, the school will take all appropriate action.

**Investigations**: The school will take prompt, reasonable action to prevent, investigate, and remedy all allegations of harassment/bullying. The investigation may include interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The school will attempt to protect the privacy of the individuals involved in an investigation but cannot guarantee confidentiality.

**Discipline**: If the school determines that the school’s policy prohibiting harassment/bullying has been violated, the school will take disciplinary action against the offender. Discipline may include, but is not limited to, suspension or expulsion for students, and probation, suspension, or termination of employment for school staff.
Retaliation: The school prohibits retaliation against anyone who reports harassment/bullying or participates in an inquiry of such report. Any person who retaliates against a student for reporting any perceived acts of harassment/bullying will be subject to disciplinary action. Any questions about this policy should be directed to the assistant head of school.

Disciplinary Response Definitions

Work Detail: A task assigned by the Dean of Students Office or a faculty member for the failure to meet an obligation. Work details can also be assigned as part of a larger disciplinary action administered by the dean of students in response to serious rule infractions. Work details are usually two hours and are supervised by a faculty or staff member. Failure to complete an assigned work detail and/or comply with work detail expectations will result in a Saturday detention. Very rarely will students be given a second opportunity to complete a missed work detail.

Suspension of Dormitory Privileges: Dormitory privileges may be suspended for violations. Either dorm work or suspension of privileges may be assigned by a dorm leader or by a dorm faculty member after he or she has explained the problem and the nature of the punishment.

Gating: The loss of good standing in the community due to failure to meet a serious responsibility will be assigned by the dean of students, the Discipline Committee, the headmaster, the academic dean, or the dean of faculty. Boarding students are restricted to campus except for academic appointments or for participation in athletic events. They are allowed to sign off-campus for a short period of time, typically a meal, only with their parents or guardian. Exceptions to and postponement of off-standing restrictions are unlikely to be honored. Determinations on whether a student should be allowed to leave campus while on off-standing will be made by the dean of students and/or the dean of faculty. Day students lose their overnight privileges. They must leave campus after their last required commitment. They will not be allowed to host a boarding student. If a day student is found to have hosted a boarder, disciplinary consequences will be applied.

Probation: This status may be assigned to a student for a violation of one or more of Millbrook’s standards of personal responsibility, for a repeated number of minor infractions, or for a violation of a general/major school rule. While on probation, a violation of a major school rule, a violation of certain general school rules, and an accumulation of minor infractions will lead to a referral to the Discipline Committee or required dismissal. Parents or guardians will be notified of their child’s probationary status. Students on probation will meet with their advisors on a weekly basis for continued discussion and reflection, and evening sign-out privileges may be revoked for a predetermined period of time. If the student has violated our alcohol and drug policy, he/she must also attend weekly probation group meetings. Students on probation may not apply for leadership positions such as dorm leader or peer counselor. At the final faculty meeting, members of the faculty may be asked to recommend to the headmaster whether or not any of the year’s probationary students should return the following year. Typically, for a violation of a major school rule, the probationary period will last for one year.
**Suspension:** The dean of students and the headmaster, or his designee, may suspend a student for a defined period of time whenever he or she deems it necessary, either for the benefit of the student or the school.

When a student has violated school rules to the point where he or she has been suspended, that student has acted in a way that jeopardizes every aspect of his or her daily Millbrook experience, including academic progress. While on suspension, it is the responsibility of the student to complete his or her academic work without the aid and guidance of the individual teachers.

When a student returns from a suspension, missed assignments are due in class the following day, or if the class does not meet, to the teacher within 24 hours of the student’s return. The teacher will communicate how this material should be provided.

When a student is suspended, it is the responsibility of the parents or guardians to immediately pick up their child from school. The period of suspension will begin the next academic day that the student departs. In situations where distance is a prohibitive factor, parents are asked to find reasonable accommodations for the student at an alternative location.

If the suspension period includes part of the first or second semester exam weeks, or if the infraction occurs during these exam weeks, alternative arrangements may be made at the discretion of the dean of students or headmaster. Such alternative arrangements may include, but are not limited to, in-house suspension and/or work detail for boarders. Day students may be suspended and allowed to come to school only to take their exams. They would not be allowed to come to school for extra help or study sessions.

Regardless of the arrangements, the documentation surrounding the consequence will be labeled suspension for future reference. Students may be required to alert colleges to which they have applied or been admitted of any such suspensions or changes in their community standing, depending on individual college stipulations.

For a variety of mitigating circumstances, a student may be given work details in lieu of suspension or as a consequence in and of itself. The dean of students will coordinate this program with the student, his or her advisor, and his or her parents.

**Expulsion/Withdrawal:** Any student who violates the school’s standards of personal responsibility may be expelled or asked to withdraw from school. Such a violation may be defined as an excessive number of minor infractions or a violation of rules or failure to meet responsibilities while on probation. The headmaster, or his designee, makes the final decision regarding expulsion/withdrawal. A student who is dismissed or withdraws from Millbrook for disciplinary reasons will not be awarded a Millbrook diploma. In rare cases, a student may be permitted to petition for a Millbrook diploma at a later time.

**The Discipline Committee**

Serious disciplinary cases, as well as cases involving on-going, repetitive infractions, will be referred to the Discipline Committee by the dean of students, who will call the committee into session. After the committee has met, a recommendation of specific consequences may be given to the headmaster or his designee, who will then make a final decision. The committee will operate under the following guidelines:
The dean of students chairs the Discipline Committee in most cases. However, the academic dean(s) may chair the committee for cases involving academic dishonesty, absences, or other academic matters. In addition, it is comprised of two faculty members and two school prefects who are elected by their peers.

The committee may convene as long as a majority of its members is present. In the event that a majority is not available, the dean of students or headmaster may call upon individuals who have served as members of the committee in the past. The committee will meet at the dean of student’s or headmaster’s request to consider major school rule violations of the school’s standards of personal responsibility, excessive accumulation of minor violations, violations of imposed punishments (such as failure to attend a work detail), and failure to meet responsibilities while on probation.

The meeting of the committee consists of two parts:

1. The charges, the student’s written statement, and any relevant circumstances will be read. The student involved may respond to them and invite other people (maximum of two) from the school community to speak to the committee concerning the charges, the circumstances, or any other matter relevant to the meeting.

2. The second half of the meeting will consist of the private deliberations of the committee. In those cases when probation, suspension, or expulsion is determined by the committee to be a suitable punishment, the committee will forward a recommendation, through the dean of students, to the headmaster, along with the minutes of the meeting.

The Discipline Committee functions during the school’s academic year. It will not convene during three periods in the academic year:

1. The first semester exam period. Cases referred to the Disciplinary Committee will be postponed until the start of the second semester.

2. Week before spring break. Discipline Committee meetings will take place upon return in March.

3. The Discipline Committee will meet until the last day of classes.

Following the last day of classes, infractions warranting Discipline Committee review will be presented to a relevant group of faculty for discussion. A recommendation will then be prepared by the Enrollment Management Team to be presented to the headmaster or his designee for a final decision.

At these or any times when the committee is unable to convene, the school reserves the right to exercise disciplinary responses, such as suspension, prior to the resolution of the issue.

Disclosure of information following a disciplinary incident: All disciplinary incidents involving probation, suspension, withdrawal, or dismissal may be discussed in dorm meetings following the incident. Millbrook is a community that values trust and open communication, and discussing disciplinary issues is one mechanism by which students understand the impact of choices on a community, understand that choices can have consequences, and learn how to rebuild relationships after a mistake. Dorm disclosures are discretionary and thus determined per case by the discipline committee. The student prefects, dean of students, and the dorm faculty will lead these discussions.
Substance Abuse Policy

Counseling: If a student requests substance abuse counseling and is under the care of the director of counseling, information shared while in counseling will be confidential, and a disciplinary response will be deemed inappropriate. If, however, the student is caught using alcohol or other drugs on campus while in counseling, it will be treated as a disciplinary matter and referred to the dean of students.

Alcohol and Drug Testing Policy

When the dean of students, a dorm parent, or other faculty member believes that a student may be under the influence of drugs or alcohol and the student denies use, the student may be tested for alcohol or drug use. If such testing reveals use of a substance or substances prohibited by this handbook, or if the student refuses the test, the discipline processes described herein will take effect. A refused drug and alcohol test will be considered a positive test.

For any student who has violated our alcohol and drug policy or has a prior history of drug or alcohol use, the dean of students or the Discipline Committee may require the student to be randomly tested for alcohol and/or drugs.

The school reserves the right to choose the particular test and determine how the test is administered. A positive test will likely result in the student being required to withdraw from school. All drug and alcohol testing will be billed to the student.

MILLER BROWN HEALTH CENTER

The Miller Brown Health Center is a six-bed facility open Monday through Saturday from 7:00 a.m. to 8:00 p.m. and Sunday from 10:30 a.m. to 8:00 p.m.; the on-call registered nurse is continuously available after hours.

The director of health services is a board-certified medical doctor and assesses and treats students during daily clinic hours. The school physician is available for consults and case review. The health center is located 15 minutes from Sharon Hospital and 35 minutes from two medical centers in Poughkeepsie, both of which are level 2 trauma centers. The health center staff have excellent relationships with area specialists to whom students may be referred for evaluation and treatment as needed.

Student health records are maintained electronically and include the required annual physical exam, immunization record, medical history, and the various permissions and consents needed for student care. Among these forms is the Healthcare Information Acknowledgment, which describes the use and limits of disclosure of students’ private healthcare information. While both Federal and New York State laws clearly delineate areas in which students, including minors, are entitled to complete privacy when seeking certain medical and counseling services, it is our policy to encourage communication and discussion with family whenever possible, within the limits of applicable laws.

Also, among the consent forms is a Medication Policy and Agreement. With parental permission students may have small amounts of a select list of OTC (over-the-counter) medications in the dorm.

Select prescription medications may also be kept in rooms, but only by explicit prior permission from the health center. For further details, please see the section on medication policy below. Please note
that students may never share any medication, OTC or prescription, with another student; doing so is a violation of a major school rule and may be met with disciplinary action.

Most ongoing medical treatments such as physical therapy, recurrent lab work, etc., can be arranged through the health center. Allergy desensitization treatments are not administered.

Admission to the Health Center

After a medical assessment by the director of health services, a boarding student may be admitted to the health center if they have a medical condition that can be safely managed at school, but may require closer observation or for issues related to exposure of others to illness. There is a fee per 24-hour period, charged to the student’s incidental account. Parents or guardians will be notified of the admission.

**Day students:** If a day student becomes ill while at school, he or she must go to the health center for assessment prior to leaving. The nurse will contact parents/guardians so the student can be picked up in a timely fashion.

Medical Absence

If a student is going to be late for, or absent from, classes due to illness, his or her parent or guardian must call the health center between 7:15 a.m. and 8:00 a.m. at 845-677-5612. This policy allows teachers to be notified of the student’s status for the day. Do not call the health center for any non-medical absence.

Medical Appointments for Boarding Students

When a medical appointment is necessary, health center staff will schedule it, and students will be notified via email. If a medical appointment cannot be kept, the student must notify the health center immediately, so the appointment can be cancelled. It is the policy of many physicians and dentists to bill for the appointment when it is not cancelled 24 hours before the assigned time. If a student does not cancel or does not come for the appointment and the driver comes to take the student, the charge will still be added to the incidental bill.

All medical fees will be the responsibility of the parent or guardian and will be billed to the parent or guardian unless a student arranges otherwise at the time of the appointment.

Medical Appointments for Day Students

Medical appointments for day students must be phoned in 48 hours before the appointment so the information can be shared with faculty. All the same responsibilities apply as for boarding students going to medical appointments.

It is the responsibility of the student to turn in homework and papers. When quizzes or tests are missed while away at the medical appointment, they must be taken as soon as possible. The appointment does not excuse the student from these responsibilities, only from the class period(s) that were missed.
Medical Insurance

Millbrook School is not responsible for any medical expenses, including but not limited to those arising from illness, accident, or athletic injury. In order to ensure that the student’s medical needs are met and that the family’s financial well-being is protected, we strongly recommend that all students be covered by a comprehensive health insurance plan. The school makes such a plan available through the Business Office. The plan is designed especially for secondary schools and is offered by United Health Care. Coverage is available to all students; international students are automatically enrolled. Please contact the Business Office for details.

Transportation

Transportation to medical appointments is arranged by the health center. For appointments which last thirty minutes or less, the driver will remain at the medical office until the appointment is finished and then bring the student back to the health center at school. The student’s incidental bill will be charged for transportation and wait time.

Athletic Trainer

The school has a full-time athletic trainer who works with students each afternoon in the Mills Athletic Center. Appointments are made by the trainer or through the health center. It is the responsibility of the student to keep scheduled appointments.

Sports and Participation

Sports participation is an integral part of the curriculum of the school; therefore, participation is required, and each student is expected to be affiliated with his or her sport for the entire season.

When a student sustains an injury, he or she must notify the nurse on duty and/or the athletic trainer. After an initial assessment is made, the student will be directed toward continued and appropriate care. The level of sports participation is thus established by the health care provider and may need to be adjusted for a period of time. The following levels of play will be established by the outcome of an evaluation:

- **Off-Ex**: the student cannot participate in his or her sport until the nurse, athletic trainer, or physician does a second evaluation; however, the student is required to observe the practice or game.
- **Rehab**: the student is following a regimen set up by the evaluator. The student is responsible for attending all appointments and for observing practices and games after the appointments have been met.
- **Partial Participation**: the student continues the regimen as prescribed by the evaluator and may participate in sports as instructed by the evaluator.

Concussion Policy

All coaches, nurses, and certified athletic trainers at Millbrook School are trained to recognize the symptoms of a concussion and to seek proper medical treatment for students with such injuries. Millbrook School’s policy, in conformity with NY State law, provides that any student who has suffered a concussion, or who is even suspected of having done so, is immediately removed from athletic activities.
They are not permitted to resume athletic activity until they have been evaluated by a medical provider. This provision, and other treatment protocols, will be observed whether or not the injury has occurred at school.

When a concussion has been diagnosed, students will require varying degrees of cognitive and physical rest. At our discretion, we may send students home so as to insure the appropriate level of cognitive and physical rest. When symptom-free without medication for a minimum of two days, or longer at our discretion, students will be allowed to return to athletic activities by accomplishing a graduated return-to-activity protocol. This protocol requires six days, minimum, but may require considerably more time if symptoms develop at any stage in the process.

It is important to note that best evidence suggests that children and adolescents are at increased risk of protracted recovery and severe, potentially permanent, disability (e.g. early dementia also known as chronic traumatic encephalopathy) or even death if they sustain another concussion before fully recovering from the first. Therefore, it is imperative that a student be fully recovered before resuming activities that may result in another concussion. Best practices and Millbrook School policy require that, whenever there is a question of safety, we err on the side of caution and hold the athlete out for more games, the remainder of the season, or even a full year, at our discretion.

**Medications**

Millbrook has a comprehensive policy regarding the handling and administration of both prescription and nonprescription medications. Please note the distinction between medications that are allowed in the dorm/student’s possession and those that are not. Noncompliance with this medication policy will be a violation of school rules and is subject to disciplinary action.

**Medication Dispensing Times**

- 7:00 a.m. - 10:00 a.m. for morning medication (10:30 a.m. - 12:00 p.m. on Sundays)
- 12:15 p.m. - 1:00 p.m. for afternoon medication
- 6:30 p.m. - 7:45 p.m. for evening medication

**Medication Compliance**

Millbrook students are expected to be capable of, and responsible for, taking medications as prescribed. Students who fail to take prescribed doses receive reminders from the nursing staff. Students who fail to take medications when missed doses may pose a safety issue (e.g. with antibiotics or antidepressants) may, in some cases, be sent home to ensure compliance or to be safely re-established on their medication. Medication compliance is generally not reported to families, except when such safety issues are involved.

**Medications Allowed in the Dormitory/Student’s Possession:**

With prior permission from the health center, certain medications may be kept in the student’s dorm room and may be self-administered by the student. In order to obtain this permission, students are required to furnish a list of all over-the-counter and prescription medications they wish to maintain in
their rooms. This list is submitted during the registration process. The health center must be notified any time changes in this list are contemplated.

The goal is to ensure the safety of all students while providing necessary access to needed medications. Students who have an action plan completed by their physician for allergic reactions, asthma, diabetes or seizures, will often need to have medications on their person and in their dorm rooms. Additionally, certain medications may be kept in monthly quantities to facilitate student compliance such as birth control, acne medications (excluding acutane), asthma or allergy medications like flonase and non-sedating antihistamines like zyrtec, antacids, over-the-counter analgesics (Advil, Aleve), and daily vitamins. Medications must be in their original containers with labels indicating strength, dose, time, and duration of administration. Over-the-counter medications should be in limited quantities, and large-size containers with sixty or more tablets or capsules are prohibited. We would rather that students have smaller quantities of medications in their possession and are happy to order more for them from our local pharmacy. This policy provides several benefits and allows the school to:

- Track medications that students are taking
- Ensure students are taking medications properly
- Monitor students for adverse effects to the medication
- Ensure students do not have an underlying condition that may need to be further assessed/addressed.

Medications Not Allowed in the Dormitory/Student’s Possession:

Controlled substances are never allowed in a student’s dorm room and must always be dispensed in the health center. These include stimulants used to treat ADD/ADHD such as Ritalin, Concerta, Vyvanse, and Adderall, anxiolytics/benzodiazepines such as Xanax, Ativan, and Valium, and narcotic pain medications. Additionally, alcohol-containing medications are never permitted. It is our preference that cough and cold medications are not self administered. Many of these medications contain multiple ingredients with varied side effect profiles that may interact with other medications students are taking. We stock these medications in the health center in individual doses. Aspirin-containing medications are not permitted. If a student needs to take tylenol, they may get that from the health center. Muscle-building supplements such as (but not limited to) those containing creatine, DHEA, and L-arginine are not permitted.

If there are any questions about a medication, it is the responsibility of the student/parent/prescribing physician to inquire at the health center about the requirements for the handling of that medication. The majority of students who take antidepressants and/or antianxiety medications receive them on a daily basis in the health center to ensure compliance. Students who have demonstrated compliance and responsibility around taking their medications and have not had any recent changes to a medication or dose may be given a weekly supply of that medication to have in their room if they have met with the director of health services and it is deemed safe. As mentioned above, controlled substances are never allowed to be in a student’s possession or dorm room.

For students taking prescription medications administered by the Health Center:

- Do not send pills from home
• All New York State providers must, by law, prescribe electronically, and e-prescriptions should be submitted directly to McCarthy’s Pharmacy in Stanfordville, NY, (845) 868-1010. **Prescribers should note that they are prescribing for a Millbrook student which will ensure the medication gets delivered to the health center.**

• Out of state providers may continue to send written prescriptions to the Health Center. As a safety measure, and to avoid medication errors, McCarthy’s dispenses all prescription medications in standard blister packs. On a limited basis, medications for short course treatment may be brought directly from home, but again, only in standard 6x9 inch blister packs prepared by your pharmacy. Except in urgent situations, medications in pill bottles will not be accepted.

• It is the responsibility of the parent or prescribing physician to ensure that the health center is continuously supplied with an adequate number of prescription refills.

**Health Resources**

A student at Millbrook will deal with many issues that affect his or her health and well-being. There may be times when a student will want to discuss issues of concern. The nurses, the director of health services, and the director of counseling are all available for such conversations, and students should feel free to discuss any issue with them.

If a student approaches an adult on campus about a possible pregnancy or any reproductive health matter, the adult may offer initial emotional and informational support. The student will be directed to the health center or counseling office. The school’s policy on informing parents or guardians is consistent with New York State law, which does not require parental consent and prohibits parental notification in matters of reproductive health without the consent of the patient. Nonetheless, in the interest of open communication, the school will do all it can to encourage the student to involve his or her parents or guardians in such issues. It is our hope that this policy will foster communication in families while at the same time providing an atmosphere of confidentiality, which will encourage the student to seek emotional and medical help.

**SUPPORT SERVICES**

**Counseling**

A student’s personal growth is aided by a variety of people on campus: advisors, dorm faculty, teachers, coaches, peer counselors, dorm leaders, and friends. The director of counseling (a full-time member of the faculty) is available to provide additional emotional support to students.

Students seek out the director to discuss any pressures or problems related to school, friends, or family. Conversations with the director of counseling are held in strict confidence unless there is a clear imminent risk to the student or to the community. If necessary or requested, the director of counseling arranges appropriate referrals to outside professionals to adequately address the social and emotional needs of that student.
Assistance and Support for Students

Every Millbrook student has a faculty advisor who assists him or her with academic and social needs. Students are encouraged to confer with their advisors at any time, and advisors are expected to have frequent contact with their advisees and their advisees’ parents and to hold periodic conferences during the year. Parents or guardians are invited to contact advisors at any time.

Peer Counselors

The director of counseling supervises a team of peer counselors who have been carefully and methodically chosen from the Vth and VIth forms. These students are trained in very basic counseling skills by the director of counseling and meet with her weekly for supervision. The peer counselors are not a substitute for professional counseling but rather serve as an aid in reaching students who might go to a peer to discuss a problem before going to an adult.

MENTAL HEALTH & MEDICAL LEAVES

Students sometimes experience emotional and/or physical difficulties that significantly impede their ability to fully participate in the overall expectations of the school program. In such cases either the parents or the school may request that the student take a medical or mental health leave. The school has the right to request that a student take a leave at any time and employs a director of counseling and director of health services who may be called upon to assist in making such an assessment. Please find definitions for both medical and mental health leaves below.

In these instances the director of counseling and the director of health services collaborate to thoroughly assess the nature of the reason for such a leave. The dean of students is then consulted as to the parameters of the leave and makes a recommendation to the headmaster. The headmaster will grant or deny the leave.

Mental Health Leaves

Mental health leaves occur when a student demonstrates a clinically significant inability to adequately function within the school community. Reasons for such a leave include, but are not limited to, the following:

- A student’s negative emotional well-being is impacting his/her overall functionality to the extent that it becomes debilitating in nature
- A student verbalizes statements or engages in behavior that has the potential to compromise his/her own safety or the safety of others
- A student has problems related to substance abuse
- Lack of disclosure of a marked previous psychiatric history. To ensure the overall safety of the school community, a subsequent lack of disclosure of such history may result in an immediate leave as determined by the director of counseling in collaboration with the director of health services.
Goal of Medical & Mental Health Leaves

The primary goal of a leave is to give the student an opportunity to regain optimal health and, thereby, function successfully, consistently, productively, and safely at Millbrook School and in all other areas of the student’s life.

Timeframe of Leaves

If a student must leave campus due to a mental health or medical reason, that period should not exceed seventy-two-hours before it is converted to a formal medical leave and enacted as such. Mental health and medical leaves that are granted normally do not exceed twenty-one days from the date the leave commences.

Maintaining Good Academic Standing

When a student is on a mental health or medical leave, it is the responsibility of that student to gather information necessary for completing academic assignments. The school’s ability to provide academic support during the twenty-one-day period will be decided on a case-by-case basis in collaboration with the academic dean. Parents must engage in regular communication with the school during the entirety of the student’s leave. Regular communication is a required condition of a mental health or medical leave. Failure to communicate with the school will undermine the student’s ability to successfully rejoin the Millbrook community and could result in dismissal.

While full academic support can be provided for short periods, Millbrook cannot normally support a student whose leave extends beyond twenty-one days. At this point, the leave will be reassessed to determine whether it is possible for the student on leave to earn academic credit or to earn a diploma. In some instances the student may be eligible to reapply to the school for the following year. When a student chooses to reapply, the headmaster, in collaboration with the director of counseling, the director of health services, the dean of students, and the director of admissions, decides if the student will be readmitted.

Returning to School & Communication Expectations

During a leave the school requires that the student be in ongoing treatment for the problem(s) precipitating the leave. Releases will be required to obtain and facilitate verbal and written communication between the director of counseling and director of health services as needed with outside providers, who are also asked to document care received during the leave.

Following satisfactory communication and collaboration between the outside providers, together with the director of counseling, the director of health services, and the academic dean, a thorough assessment is made to determine the readiness for return from a mental health or medical leave. After this determination, a recommendation will be made to the dean of students and subsequently the headmaster. With the approval of the headmaster, the director of counseling and the director of health services will provide the student and his/her family with a detailed letter clearly outlining the expectations governing return to school. Return to school after a second medical leave for the same presenting issue within the course of a student’s academic career is rarely granted.
**Eating Disorders/Substance Abuse**

Certain mental health and medical challenges that students might face, specifically eating and substance abuse disorders, require specialization of treatment in their respective areas. For this reason Millbrook School has specific policies and procedures in regard to helping students overcome these challenges.

**For a suspected eating disorder:**

If a student is exhibiting behaviors suspected of an eating disorder or a substance abuse disorder, the following action steps will be taken:

1. The student will meet with the director of health services and/or director of counseling
2. The student may be required to participate in a regular weigh-in at the health center (frequency will be determined by the director of health services)
3. The student’s parent(s)/guardian(s) will consult with the director of health services and/or director of counseling

If concern persists, the student will be required to return home for evaluation. Because of their intractable nature, diagnosed eating disorders will be best treated at home or in a therapeutic setting. Intense specialized therapy is often required with weekly visits to a nutritionist, psychotherapist, and other clinicians. For this reason, and to avoid the stress and distraction of attempting to attend school and meet academic requirements while in treatment, students with eating disorders will in almost all cases be placed on a medical/mental health leave.

**For a suspected substance abuse disorder:**

1. Students who have issues related to substance abuse and dependency need treatment. When a student or parent initiates the need for treatment of either a suspected or apparent substance abuse issue, there will be no punitive action made by the school. Rather, we will insist upon the student seeking active treatment for their substance abuse from an outside source.
2. If a student presents with a strongly suspected presentation consistent with substance abuse, the school reserves the right to conduct a random drug screen. Student failure to participate in the screening (or failure to pass such screening) will compromise the student’s ability to continue to attend school.
3. If a student has experienced a prior substance abuse dependency issue prior to attending Millbrook (and has successfully completed treatment), the school may be able to adequately support that student. Documentation of successful completion of treatment will be required to be submitted to the director of counseling and/or the director of health services. Furthermore, the student and the student’s parent(s)/guardian(s) are required to meet with the director of counseling and/or director of health services within 30 days of the need for treatment being activated if it is a new condition or within 30 days of the start of the academic year for a pre-existing condition.
Community Concerns

From time to time a community may be sufficiently challenged by the behavior of one of its members to elicit broad concern. Such behavior may include signs of drug or alcohol abuse, self-harming behaviors, eating disorders, depression, extreme anger or anxiety, etc. Community Concerns provides support, structure, and assistance in a non-disciplinary way by combining guidance with self-actualization. Community Concerns members are tasked with intervening on behalf of individuals who have expressed concern about the behavior of a community member. If appropriate, they will assist in helping that individual set a course for change and will outline the consequences should that behavior persist. This ongoing process is evaluated annually. Community Concerns exists out of the recognition that the collective energy of a community is dependent upon the behavior of any one member.

Procedures for Community Concerns:

Concerns must be based upon observations of specific behavior and not on speculation. Concerns are expressed on a form that must be signed but that will remain confidential. Community Concerns members will collect concerns for review. Should Community Concerns receive two or more forms on any one individual, it will respond immediately.

Should the nature of a single concern, or more concerns, warrant immediate attention by the Dean of Students Office, either because the concerns are about a situation in which a student intends to harm himself/herself or others or because they are about the selling and distribution of drugs and alcohol, the committee will inform the dean’s office. In all other cases, the Community Concerns process works independently of the disciplinary system.

In cases of concerns regarding eating disorders, the process will be somewhat different due to the potential health issues that can arise. If Community Concerns receives two concerns about a possible eating disorder, a committee member will verify the concerns with the people who submitted them. If these concerns are determined to be valid, the concerns will go directly to the director of counseling who will make an assessment and may turn the issue over to the director of health services. At this point the parents will be notified, and the director of health services, in collaboration with the director of counseling, will determine the best course of action.

If a student has been in the community concerns process for an eating disorder, he or she will stay at Level II for the rest of his or her Millbrook career. This means that if another concern is submitted, the individual will be placed at Level III.

Level I

The committee will discuss the concern(s) with the student’s advisor, and a member will approach the student one-on-one. In the student’s best interest, this may include a second individual, whether it be the advisor or someone considered close to the student. This discussion will include the following:

- Community resources will be outlined as support mechanisms for the student to think about the cause of the behavior and to take steps to alter that behavior. Community Concerns members will review consequences should the behavior continue and other concerns come forward.
- The student will be strongly encouraged to notify his or her parents or guardians.
- If the concern is about substance abuse, the student may be required to attend a specified number of meetings of the substance abuse education group.
• An additional concern would warrant moving to Level II.

Level II
A second conversation will occur between Community Concerns and the student. The student’s advisor will be notified and his or her parents or guardians will be contacted and notified of the concern, action, and conversation leading up to this stage, be apprised of the resources available to the student for support and assistance, and be informed of the consequences should the behavior continue (parents or guardians may be asked or encouraged to assist at this point). The student will be required to attend counseling. If the concern is about substance abuse, the student may be required to attend a specified number of meetings of the substance abuse education group. Drug testing may be mandated. A positive test result and/or an additional concern would warrant moving to Level III.

Level III
The student’s advisor will be consulted and asked to assist in communicating with parents or guardians. A mandatory parent conference will occur, and a professional evaluation will be required. Students and parents or guardians will need to comply with recommendations resulting from the professional evaluation.

Note: If recommendations are not followed, this may result in a medical leave of absence from the school and would constitute entry into Level IV.

Level IV
Based upon the conditions of Level III, a medical leave of absence may have occurred. A student’s return to school is contingent upon the core health team’s assessment of progress and compliance by the student.

Mandatory Reporting of Child Abuse and Neglect
All Millbrook School employees are mandated reporters and must comply with the Child Abuse and Neglect Reporting Law of the State of New York. If an administrator, faculty, or staff member has reasonable cause to suspect that a child under the age of eighteen is being abused or neglected, they are required by law to make a report to the New York State Central Register and then notify the dean of students, the director of counseling, or the head nurse that a report has been made. Abuse, as defined by the law, includes physical abuse, physical neglect, sexual abuse, emotional abuse, and emotional neglect. After the report has been made, the director of counseling will be responsible for all “subsequent internal administration necessitated by the report.”

COMMUNITY SERVICE

The community service program represents a fundamental element in the school’s philosophy, an expression of one of our basic values. The school’s motto, Non Sibi Sed Cunctis (“Not for oneself, but for all”), reflects our strong belief that, as members of a community, each of us must share in the functioning
and the well-being of the whole. A sense of social responsibility, the capacity to provide leadership, and a respect and concern for others through collaboration are all integral to the concept of community service.

It is through the community service program that much of the daily functioning of the school is shared by students working with faculty and other members of the staff. As an extension of the concept, students are urged to participate in off-campus volunteer activities, both during the school year and during vacation periods.

A student group, the Community Service Council, and a faculty coordinator, who is responsible to the dean of students, manage the community service program at Millbrook. Returning students sign up at the end of the academic year, and new upper form students (IVth-VIth form) sign up over the summer. We take into account, to the extent possible, individual student preferences. However, it is important to understand that the needs of each service and the community service program overall drive service assignments. Service assignments for returning students are for the entire school year; service assignments for new students include one semester at the zoo and one semester in another service in which they have indicated an interest. All IIIrd form students are assigned to three community services—zoo, recycling, and the farm—and these assignments rotate through the academic year.

In addition to participating in the work of one community service group, it is possible for a student to work with another group on a volunteer basis, with the permission of the Community Service Council. Similarly, under special conditions, it is occasionally possible for a student to carry leadership positions in two services. A student head and a faculty advisor share leadership in each of the more than thirty services.

Students are required to attend their community service, both during scheduled times and at times called for by the service’s student head and faculty advisor. Attendance at community service is as important as attendance in classes and all other school appointments. Service absences are treated as a formal absence.

In addition to ongoing community service responsibilities and involvements, students provide shared community support in other ways. Dining hall duties—dishwashing and serving—are rotated among IIIrd, IVth, and Vth form students; dormitory upkeep is shared between students and the custodial and maintenance staff; and, at varying times each year, the entire community comes together for special work periods.

**DRESS CODE**

Why do we need a dress code?

A dress code reflects and reinforces the culture of the school. What we wear, when we wear it, and how we wear it, is deliberate. Establishing a dress code provides an opportunity to create guidelines for functional attire that sets a respectful tone within the community and to illustrate the expectations for dress within a variety of settings that students will encounter when they leave Millbrook.

Respecting the sensibilities of others while fostering a sense of appropriate attire for a variety of school activities is an important consideration underlying our dress code. Faculty and student leaders make all judgments about the dress code, including its enforcement. When being “dress-coded” a student will be made aware of the article of clothing that is out of dress code, why it is out of dress code, and why the faculty member/student leader believes that they should go change. When possible, an effort should
be made to miss as little class time as possible when a student is asked to change. (In other words, faculty and student leaders should try to “dress code” before or after classes, or in between academic commitments.)

At the beginning of the year, prefects will share with students examples of appropriate outfits that are within dress code. Whenever a student is “dress-coded,” faculty and student leaders should remain sensitive to factors prohibiting a student from being in dress code.

Class dress extends throughout the duration of the academic day. On half-days, students are expected to stay in class dress through lunch.

Formal dress extends throughout the duration of formal events on campus, the most common of which are Thursday evenings (Chapel Talks and Formal Dinner). Other formal events might include Convocation or Commencement; students will always be notified prior to the event if they are expected to wear formal dress.
**For Class Dress:**

- **Shirts** should have a collar or a turtleneck.*

- **Shorts** should be worn no more than five inches above the knee.

- **Skirts** should be worn no more than five inches above the knee.

- **Dresses** should be worn no more than five inches above the knee, and should have straps at least the width of two fingers wide.

- **Belts** should be worn with shirts with a classic hem (where the tails are longer than the sides of the shirt). Belts need not be worn with shirts that have a straight hem (where the hem is even all the way around).

- **Shoes** should be functional for the academic day.

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**For Formal Dress:**

- **Shirts** should have a collar, turtle neck, or be a blouse.

- **Blazers** should be worn with all shirts.

- **Ties** should be worn with any shirt having a collar and classic hem.

- **Shorts** should be worn no more than five inches above the knee.

- **Skirts** should be worn no more than five inches above the knee.

- **Dresses** should be worn no more than five inches above the knee, and should have straps at least the width of two fingers wide.

- **Belts** should be worn with all shirts, no matter the hem, including turtle necks.

- **Shoes** should be formal. Sneakers or athletic shoes should not be worn.

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*between Thanksgiving Vacation and March Break long-sleeved crewneck sweaters of a solid color or simple pattern (without writing or graphics) may be worn in lieu of a collared shirt or a turtleneck. These sweaters should not be made of sweatshirt material.
General Rules:

- Shorts and open-toed shoes should only be worn before Thanksgiving vacation and after March break.
- Students should not have facial hair.
- Any non-religious headwear should be removed while inside.
- Denim should not be worn (denim jackets are permitted).
- Hooded sweatshirts should not be worn (zippered hoodies and coats with hoods are permitted).
- Earphones should not be worn during the academic day without the permission of a teacher. Earphones should never be worn outside during the academic day.
- All articles of clothing should be in good repair, without excessive rips or profane/disrespectful graphics.

OFF-CAMPUS PROCEDURES

Sign-Out Procedure and Times

Each student is required to sign out with the master of the day (MOD) whenever he or she leaves campus for any reason. When students return to campus, they are to sign in with the MOD. Before 3:30 on weekdays, the MOD is the assistant to the dean of students. After 3:30, a designated faculty member takes over MOD duties. Failure to sign out or to check in will result in a disciplinary response. Students leaving campus for medical appointments will check out and in with the health center staff.

Provided that both parties have the necessary permissions, a boarding student may sign-out with a day student during the following times:

<table>
<thead>
<tr>
<th>Day</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>12:00 p.m. - 8:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:00 a.m. - 7:00 p.m.</td>
</tr>
</tbody>
</table>

Please note: The MOD reserves the right to deny requests by students wishing to drive off campus if proper permissions are not in place.

Cars

It is assumed that students have permission to drive with school faculty members or drivers hired by the school for the purpose of transportation to athletic events, field trips, or activities. This includes permission to use public transportation for getting to and from weekends.

No boarding student may have access to or drive a car while he or she is at school, either by having it on campus, storing it nearby, or borrowing one from a day student. Exceptions to this policy must be cleared by the dean of students.

Boarding students are not to drive back to campus during the course of a weekend off campus, unless given permission by the dean of students. If a boarding student is granted permission to drive a car onto campus, he or she must hand in their keys to the MOD within an hour of arrival.
Day students with permission to use family cars should understand that the school allows these vehicles to be used almost exclusively for round-trip transportation to and from school. When day students arrive on campus in the morning, they must drop off their keys with the assistant to the dean of students. Keys must be clearly labeled with the student’s name. If a day student will not be driving on a given day or will be arriving to campus late, it is his or her responsibility to alert the Dean of Students Office (mhaas@millbrook.org) that their keys will be late. When day students sign out or leave for the day, they should pick up their keys from the dean's office or from the MOD after 3:30 PM. The cars, when on campus, are to remain parked in the Mills Athletic Center parking lot.

A day student’s car is not to be used until the return trip home after the student’s final obligation, unless his or her parents or guardians and the dean of students have granted specific permission (permission form) for the student to use the car to drive other students off-campus.

All trips must be in accordance with the school’s rules and expectations. Violations shall result in the loss of driving privileges. The driver is responsible for making sure that all passengers have signed out with the MOD.

Since there may be occasions when students request permission to ride with other students or friends (e.g. on weekends), every student should be familiar with his or her parents' and guardians' preference regarding these permissions. In any special instance, the school requires parental permission via email to MOD@millbrook.org.

Student Driver Key Policy & Consequences

<table>
<thead>
<tr>
<th># of Missed Key Turn-ins</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Weekend work detail</td>
</tr>
<tr>
<td>10</td>
<td>Loss of driving privileges for 1 week</td>
</tr>
</tbody>
</table>

Please note: If it is found that a student has brought a car on campus without the required permissions and without notifying the dean of students, the student will immediately lose driving privileges until further review by the dean of students.

Airport Transportation Information

Millbrook School has joined many of our peer schools in offering chartered buses to transport students to and from campus to the following local airports:

- Bradley International (BDL)
- LaGuardia (LGA)
- John F. Kennedy (JFK)

Busing services will be available for Thanksgiving, winter break, spring break, and the end of the school year. Busing will not be available for opening days, and, therefore, students and their families should coordinate their own travel to campus for the start of school.
For students who sign up for busing, a flat fee will be charged to their My Millbrook Spending account in the amount of $100 for a one-way ticket, or $200 for a round trip. To access the schedule for chartered buses and to book a seat on one of these buses, visit the transportation page on the Millbrook website: www.millbrook.org/transportation.

Families will need to plan flights around the bus schedule posted online. Students arriving at airports at any other times will need to secure their own transportation.

Families are always welcome to make their own travel arrangements separate from Millbrook School. Livery services we recommend are listed below:

1. Millbrook Car Service LLC
   Millbrook, NY
   845-264-5401
   Kevin.burr@yahoo.com

2. Morning Star Car Service
   Amenia, NY
   845-832-7933
   www.morningstarcarservice.com

3. Anna’s Airport & Limousine Service., Inc.
   Brewster, NY
   845-279-2377
   www.annaslimo.com

General Transportation Information

Taxis
Students planning on booking a taxi service to/from school should be aware of the permissions that must be in place. In each instance a student would like to use a taxi service, a parent or guardian must email the Dean of Students Office (mhaas@millbrook.org) or the MOD (MOD@millbrook.org) to provide permission. Millbrook does not specifically endorse any local taxi company, nor does a recommendation constitute an endorsement or warranty by the school. Students and parents are encouraged to investigate all of their transportation options and to choose the option that is best for them. Students must pay the driver at the time of the drive.

Trains
The closest train station for service to New York City is Wassaic, New York (Metro-North Harlem Line). Train tickets can be purchased at the station with cash or credit card. The station is 15 minutes from campus. The school provides free transportation to/from the train station on these occasions:

1. Before and after school breaks
2. Before and after long weekends
3. On open weekends
Before/After Breaks and Long Weekends:

- The Activity Bus will leave after school is dismissed for the holiday or long weekend. Departure times vary and will be posted. Students must sign up on the Activities Board in Schoolhouse.
  
  - If a student does not sign up in advance, a seat on the bus cannot be guaranteed.

- The Activity Bus will pick up students from the train station at a prearranged time. (Non-scheduled departure times will require students to make their own arrangements at their own cost.)
  
  - If a student does not sign up in advance, a seat on the bus cannot be guaranteed.

Open Weekends (No transportation provided on closed weekends)

- Saturday Trip 1: The Activity Bus will leave campus for the train station promptly at 2:00 p.m. (for the 2:25 p.m. train*)

- Saturday Trip 2: The Activity Bus will leave campus for the train station promptly at 6:00 p.m. (for 6:21 p.m. train*)

- Sunday: The Activity Bus will pick up students at the train station at approximately 7:30 p.m.* (Train leaves NYC Grand Central at approximately 5:22 p.m.*)

*Times vary slightly depending on season.

Students must sign up for a seat on each bus on the Activities Board in Schoolhouse. No transportation to/from the Wassaic station will be set up by the school at any other times than the ones listed above. (For personal off-campus trips during school, students may call a taxi only if they have parental permission.)

Please note: If students don’t sign up and ride or sign up and don’t show up, there will be a $25 charge to the student’s spending account. To avoid a charge, please email MOD@millbrook.org if plans change.

Remember, students must have parental permission to leave and must sign out with MOD before leaving.

Metro-North Railway
Train Schedule at www.mta.com.

Amtrak

Amtrak services Poughkeepsie, NY (POU), with connecting service north and south. It is 50-minute trip from the school to the station. Students traveling to/from the Poughkeepsie station should plan on arranging their own ride. Millbrook does not schedule bus trips to the Poughkeepsie station. The AMTRAK tickets must be purchased by the student (online or at the station). For schedules, tickets, and information: www.amtrak.com.
Weekends

All boarding students in good standing may take a leave on any weekend that is not a “closed weekend,” provided that they do not miss required appointments. However, students on academic probation must get approval from the dean of faculty or academic dean.

Students planning to take a weekend leave must initiate the leave via Boardingware and obtain the appropriate permission from the Dean of Students Office as well as their family and/or host family. All weekend permissions must be confirmed with the Dean of Students Office (mhaas@millbrook.org) prior to 3 p.m. on Friday. Finally, and most importantly, before departing campus for a weekend leave, students must sign out with the MOD.

Weekends start with the student’s last commitment on Saturday and end at 7:45 p.m. on Sunday when all boarding students must be back on campus. Study hall on Sunday nights begins at 8:00 p.m.

If a student cannot return by the appointed time, he or she should call the MOD (845-677-8261 ext. 195). Failure to notify us of a late return may result in disciplinary action. Dishonesty regarding weekend whereabouts and/or return to school may result in disciplinary consequences.

Closed Weekends

The first weekend of the year, weekends that precede vacations and exam periods, and special weekends in a semester will be closed for boarding students only. Students may sign out to go to lunch or dinner but must spend the night on campus. The dates of closed weekends for the school year are listed on the school calendar.

Parents or guardians: please check the school calendar prior to making arrangements that would require your son or daughter to be away from school.

GENERAL INFORMATION

Faculty Room/Mail Room

Students are not permitted to be in any faculty office spaces on campus.

Social Media Sites

Students and faculty may not create any Millbrook branded social media site without the express permission of Millbrook’s Communications Office. A Millbrook branded site is any that portrays itself as being owned and operated by Millbrook School and may include our logo(s), word mark(s), the words “Millbrook School,” and/or the words “Mustangs,” “Stangs,” “Brook,” or “Milly.” We encourage students and faculty to first work with the Communication’s Office to post on Millbrook’s main social media sites, rather than creating multiple sites that dilute our existing social media brand. Requests for additional sites will be considered on a case-by-case basis. Any site approved will include members of Millbrook’s Communications Office as site administrators.

Students may not post content that includes faculty members or their children without verbal consent from that faculty member given prior to photos/video being taken.
Swimming

Swimming alone on campus is prohibited for safety reasons. Students must inform the MOD when they intend to go swimming. Violations will result in loss of swimming privileges.

Camping on School Property

The spirit behind camping on campus is to enjoy and respect the privilege of living in our beautiful setting and to do so with minimal impact on the land. In order to camp, students must have a faculty sponsor who will either camp with them or check on them during the night. Further, students must have the appropriate camping permissions from their parents in order to camp. All requests must go through the Dean of Students Office.

Senior Night Out

Each Friday, with permission from the dean of students, members of the VIth form may be out of their dormitories from 10:00 p.m. to 11:00 p.m. Those VIth formers who wish to use this privilege may go from their dormitory to the Barn. (Seniors using the Barn are responsible for clean up.) They must sign out in their dormitory. VIth formers are to appreciate the need for quiet and non-disruptive behavior during this time, and under no circumstances are they to visit dormitories other than their own. All school rules are in effect.

Bicycles/Rollerblades/Skateboards/Scooters

Students are allowed to have bicycles on campus but must have parental permission and must not ride alone when they ride beyond the area of the main campus, playing fields, zoo, and stables. Beyond that perimeter, students must wear a SNELL or ANSI approved helmet and sign out with the MOD or their activity supervisor. Further, all bikes must be in good operating condition; they should have, at the very least, brakes capable of “locking up” the rear wheel. Under no circumstances is a student allowed to use a bicycle that does not belong to him or her without the owner’s permission. Failure to comply will result in disciplinary consequences.

Students who skateboard must wear protective gear including a helmet and elbow and knee pads. Inline skaters must wear protective gear, which by law includes an approved helmet (ANSI, SNELL, or SATM) for all children under the age of 14. Scooters may not be ridden during the academic day.

Dining Hall

The dining hall, run by ARAMARK Food Service, provides three meals a day, except on Sunday when only brunch and dinner are served. Dining hall hours are posted in the dormitories. Early dinner for students is possible only if a faculty member has made arrangements in advance. During the winter sports season dinner is often served early for specific teams.

Most meals are served cafeteria-style with the exception of weekly sit-down dinners and lunches. The dress requirements for the dining hall are listed in the “Dress Code” section of this handbook. Students will be asked to leave the dining hall if not properly dressed.
While the atmosphere in the dining room is informal, it is expected that all students will be aware of others in the dining room. Rowdy or overly noisy behavior is neither appropriate nor acceptable. When meals are provided cafeteria-style, it is expected that all students will, at the completion of the meal, bring all dishes and trays to the dish room. When special buffets or formal meals are scheduled, students will be notified as to the method used to clear tables. A family-style sit-down meal is planned at least once each week and formal dress will be required for all boarding students. For further information see the dress code.

**Dishwashing**

A student staff, headed by student headwaiters, is responsible for the maintenance of the dining room and dishwashing/serving at both breakfast/brunch and dinner. Headwaiters are responsible for training students to use the dish machine, to serve, and to clean the dining room properly. The headwaiters are responsible to the lead headwaiter and are supported by faculty assigned to the dining hall. Headwaiters are entitled to early meals and are not assigned to dish room or serving-line duty.

All IIIrd and IVth formers are eligible for dishwashing, and Vth formers, *except* day students, are assigned as servers. Normally, dishwashers are rotated between breakfast and dinner assignments. Because of the special needs of some community service groups that work in the evening, some students may only be eligible to work breakfast meals. During the winter sports season there is a special schedule that takes into account practice schedules. These dining hall schedules normally cover a three-week period and are posted in advance in dormitories. When assigned, students are expected to be in the dining hall according to the schedule and to do the assigned work. Students are also expected to remain on duty until excused by the headwaiter. Swaps may be made as long as the dining hall is notified. The “sale” of duty is not permitted. Students can trade their dishwashing duty for another student’s dishwashing duty but may not substitute.

Dishwashers must have proper footwear (no flip-flops), their shoulders must be covered, and no shorts are allowed in the dish room (NYS Health Dept. regulations).

There are penalties, called “snags,” for not adhering to the rules set forth above. Receiving a snag makes the student “eligible” to be snagged for duty when asked by a headwaiter. Students with a snag must sign in with the MOD at 6:00 p.m.

**One snag will be given for**

- Being late for duty in the dish room or serving
- Dress code violation
- Leaving plates or a mess at your table
- Coming early to a meal when you don’t have permission to do so
- Unruly behavior in the dining hall
- Refusing to work off a snag when asked

**Failure to appear for dishwashing will result in the following:**

- First offense: two snags and Saturday detention
- Two times in the same week: two snags and a one-hour work detail
- Three times in the same week: two snags and a three-hour work detail
- Four times in the same week: referral to the dean of students. Failure to appear for lunch or dinner on Sunday will result in duty the following week.

**Food Deliveries**

Food deliveries will be limited to the following periods:

- Monday - Wednesday and Friday: 6:30 – 7:45 p.m.
- Saturday: Noon - 10:00 p.m.
- Sunday: Day time up to 7:45 p.m.

No deliveries are allowed Thursday evening due to our nightly schedule. All local food delivery services will receive a letter asking that they respect our delivery schedule.

**Student Banking**

An ATM is available and is supplied by the Bank of Millbrook. For non-bank customers there is a service charge of $3.00 per transaction.

**The School Store**

A community service staffed by students, the school store is open daily and sells school supplies, toiletries, and Millbrook School apparel and gifts. The school store is proud to support one of Millbrook’s core values of environmental stewardship, and the purchase of recycled materials and use of environmentally-conscious vendors is always considered when ordering new merchandise.

The store is open to all parents, alumni, and Millbrook friends and supporters. Students shopping at the school store can charge their purchases to their school incidental account, while other shoppers have the choice of paying by cash, check, or credit card. The school store also has an online presence that can be accessed through the school website.

**INFORMATION FOR DAY STUDENTS**

Day students are expected to arrive at school in time for their first obligation of the day and are to remain through the full academic day and until all other obligations, including athletics, have been met. If they remain on campus after their last obligation, we also expect them to participate in any events that boarding students are required to attend.

**Absences and Lateness**

If a day student is going to be late or absent from school, his or her parent must call the health center (845-677-5612) between 7:00 a.m. and 8:00 a.m. If a day student is going to miss school due to a medical or another off-campus appointment, it is necessary that parents notify the health center at least 48 hours in advance.
Check-In and Check-Out Procedures

At the beginning of the school year, parents must complete an online form that identifies the mode of transportation the student will use on a regular basis for arrival and departure from campus. Any regular change to that information should be submitted again electronically; parents should email the Dean of Students Office (mhaas@millbrook.org) to request a “resubmit” of that form. A day student who is arriving late on a regular school day must sign in at the health center.

A day student leaving earlier than the normal end of the school day must sign out in the Dean of Students Office. When remaining on campus after 6:00 p.m., a day student must check-in with the MOD at dinner and should check out with the MOD when leaving for home that evening. Any day student who visits campus during non-school hours (for example, on Sunday), must check in and out with the MOD. Day students spending the night on Saturday, who leave for home on Sunday, must check-in and out with the MOD.

Meal and Overnight Policy

Millbrook School provides space within its dormitories for day students so that each may have a place to use when on campus and for staying overnight.

While the school encourages all students to participate fully in everything that the school has to offer, it must be understood that to be a day student necessitates making some choices as to what to participate in, particularly since there is a fee attached to overnights at the school. The significant difference in the tuition charged to day students when compared to that of boarders takes into account the fact that day students do not spend the night, nor are they entitled to dinner or breakfast. While the school does make an effort to schedule events involving day students during a period of time when they are normally on campus, this is not always possible. It is expected that parents or guardians will pick up students when they must stay a bit later than usual or be willing to allow the students to stay and pay for an overnight. The overnight fee is $35.00.

Day students may spend the night at Millbrook without being charged the overnight fee only if that individual is required to be here after 8:00 p.m. on a week night for any one of the following reasons:

1. An activity required of the whole school (for example, a required Friday forum or any Chapel Talk and formal dinner that follows)
2. A required class activity (for example, a required help session for the whole class or required attendance when a speaker is on campus)
3. A performing arts activity as a participant in a rehearsal or performance
4. A late return when a participant is in an away athletic event
5. When the school requires a student to spend the night due to inclement weather
6. Weekend or weeknight dorm duty

So as to eliminate any misunderstandings, the following will not be sufficient reason for a free overnight:

1. An individual help session with a teacher
2. Use of the library, the darkroom, etc.
Students should plan their time so that a help session or necessary use of a campus space occurs before 8:00 p.m. Students are permitted to leave athletic practice fifteen minutes prior to the time their day bus leaves. If parents or guardians normally pick up a student or if a student has his or her own car, a late departure time is possible.

There is always the assumption that when a required event is announced for a weekend, it is required for all, including day students. However, when in doubt, a student should ask either the dean of students or the director of finance and operations before the event.

The Dean of Students Office should be notified if parents or guardians are planning on being away for a period of time requiring a day student to spend successive nights on campus.

If you have any questions concerning overnight charges, please contact the director of finance and operations.

Procedure for Overnight Stays

Any day student remaining overnight needs the permission of his or her dormitory faculty and parents or guardians. Day students are expected to attend study hall, as assigned, when spending the night. The following steps must be taken in advance of the overnight:

- Secure an overnight permission slip from the dorm faculty or dormitory leader.
- Secure the signature of the dormitory faculty and the faculty sponsor of the event.
  (Failure to obtain the latter signature will result in an automatic overnight charge.)
- Give the completed form to the dormitory leader who will bring it to the MOD.
- Remember to check in with the MOD at dinner.

MISSION

In a community where every student is known and needed, Millbrook prepares its graduates for college and lives of meaning and consequence by instilling the values of respect, integrity, stewardship, service, and curiosity.