



MARVELWOOD SCHOOL

STUDENT – PARENT HANDBOOK 2020-2021

The Marvelwood School, Inc.

v 7- 2/17/21

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WELCOME TO THE MARVELWOOD SCHOOL!

OUR MISSION STATEMENT

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

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

OUR PHILOSOPHY and CORE VALUES

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

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

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

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

Honesty • Respect • Responsibility • Service to Others

REVISION POLICY

Marvelwood regularly updates the Student-Parent Handbook. It is recommended that both students and parents review the book at the start of each term.

This Handbook does not in any way constitute a contract between the School, students and/or families.

COVID-19 ADDENDUM & THE MARVELWOOD COMPACT

In preparation for a safe reopening of school this fall, the COVID Planning & Compliance (CPC) Task Force and other subcommittees have worked hard to establish policies and address/identify needed changes or additions to what have become for many of us our "standard operating procedures."

It is our expectation that all students and families will sign the Marvelwood Compact and pay close attention to details about changes in procedure as these are disseminated by the CPC and other committees.

Sections of the Student-Parent Handbook in which additional or alternative information has been provided in a COVID Addendum are marked with an asterisk (*). The Addendum can be found at the end of this

Handbook. Addendum items are listed in the order in which they appear in the body of the Handbook.

CONTACTING THE SCHOOL

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

CONTACTING SCHOOL PERSONNEL

Title/Department	Name	Extension
Head of School	Blythe Everett P '14, '16	1002
Executive Assistant	Barbara D'Iorio P '10	1003
Assistant Head of School	Caitlin Lynch P '13	1030
Academic Dean	Heather Hunt	1016
Registrar	Shannon Nelson P '22	1007
Learning Support Coordinator	Sandy Singco	1040
Director of College Counseling	William Bingham	1014
Dean for Parents	Heather Hastings	1048
Dean of Students	Heather Hastings	1048
Dean of Faculty	Marie Gold	1008
Director of Residential Life	Misty Jordan	1019
Athletic Director	Zach Maizel '04	1009
Director of Community Service	Kimber Malinowski P '21	1051
Weekend Permissions	Heather Hastings	1048
Transportation Coordinator	Barbara D'Iorio P '10	1003
Health Services Director	Jayne Janecek P '06, '10, '13, '16	1022
Director of Counseling Services	John Kennedy P '14, '18, '22	1023
Director of Admission	Maureen Smith	1005
Director of Communications	Caitlin Lynch P '13	1030
Director of Advancement	Glenn Sanchez P '18, '19	1045
Chief Financial Officer	David Fiorillo	1026
Safety Coordinator	Brian Hunt	1034
Senior Advancement Associate	Karin Nappi P '13, '16	1013
Student Accounts & Billing	Betty Ann Haskell GP '21	1024

Marvelwood School does not discriminate on the basis of handicap, sex, sexual orientation, race, color or national or ethnic origin in the administration of its educational policies, personnel matters, scholarship and loan programs, or athletic or other programs. The Marvelwood School is an accredited member of the New England Association of Schools & Colleges (NEASC), the National Association of Independent Schools (NAIS) and the Connecticut Association of Independent Schools (CAIS). Marvelwood is also recognized as a state-approved nonpublic school by the State of Connecticut.

I: THE MARVELWOOD PROGRAM

BODKIN BLUE

Reflecting Conduct, Commitment and Connection

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

Approximately every two weeks, each student’s academic performance will be assessed by the faculty in direct supervision of the students in these arenas. By Thursday morning of these weeks, faculty will file a performance assessment and conduct assessment for each student they have in class. Assessments are recorded in one of three shades of blue, using the following criteria:

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

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

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

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

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

Teachers, coaches, dorm parents, advisers and administrators take an active role in guiding all students toward a full understanding of Marvelwood’s academic, behavioral and social expectations and an informed compliance with the School’s rule structure. Advisers have the primary responsibility of communicating with families about student

progress toward these goals on a regular basis, but all members of the adult community are available for consultation as necessary and as appropriate.

ACADEMICS

Basic Expectations

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

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

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

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

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

The Academic Honor Code

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

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

Plagiarism and other forms of academic dishonesty, including cheating, are considered major violations of the Academic Honor Code. Other violations include composing an essay or response using someone else's words, copying directly from the Internet, permitting others to do your homework or doing someone else's homework, collaborating without permission or without stating so, using another student's papers, tests or notes from a previous year, or otherwise benefiting unfairly through the efforts of others. Students in violation of the Academic Honor Code

first meet with the Academic Dean and are likely to be placed on probationary status; further and/or egregious violations incur more serious consequences through the Dean of Students' office. Violations of the Academic Honor Code may result in the loss of major prizes for events such as Prize Day, and Graduation.

Credits, Course Levels and Requirements

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

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

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

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

English	4 credits
Mathematics	4 credits (including Algebra II and Geometry); the 4 th credit may be waived for students with a diagnosed mathematics learning difference.
History	3-4 credits (including US History)
Science	3-4 credits (including 2 lab sciences)
World Languages	2-4 credits (waived in some cases)
Arts	Minimum of 3 credits
Athletics/Extracurriculars	Students are expected to earn a passing mark each term
Community Service	Students are expected to earn a passing mark each term
Inclusion, Diversity, Equity	
Action Seminar (IDEAS)	Students are expected to earn a passing mark each year

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

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

Grades, Grade Point Average, Marking Periods and Honor Rolls

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

At the conclusion of each of the six grading periods (midterm and end-of-term), students may be named to one of

two **Academic Honor Rolls**:

- The **Achievement Honor Roll** for those students who earn a minimum achievement grade of B+ (87) in each class; or
- The **High Honor Roll**, which is reserved for those students who maintain a minimum grade of A- (90) in each class.

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

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

Diplomas

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

- **High Honors recognition** requires a minimum of 24 credits including two years of a world language; four years of mathematics including Algebra 2 and Geometry; Chemistry, Physics or a comparable higher-level science course. A minimum overall GPA of 3.5 must be achieved, with no year-end grades below 87 in any yearlong class and no term-end grades below 87 in any term-long class.
- **Honors recognition** requires a minimum of 24 credits, a minimum overall GPA of 3.2, and no year-end grades below 83 and no term-end grades below an 83 in any term-long class.

Royal Club

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

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

Learning Support and Math Tutorial

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

English Language Placement Testing

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

Study Halls and Homework

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

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

Students who receive a Navy Bodkin Blue rating in any academic class, or a failing grade at midterm or end of term will be placed in Supervised Evening Study Hall (SESH). SESH takes place in the Calhoun Schoolhouse on Monday, Tuesday, Wednesday and Thursday evenings; an assignment to SESH means you must attend each evening that week. Study halls are obligations; if you are on the SESH list, your attendance and appropriate behavior are required. An unexcused absence from SESH, will be treated the same as a class cut. Placement in SESH will be re-evaluated at each Bodkin Blue rating period as well as at midterm and end of term in conjunction with the Missing Assignments spreadsheet (see below).

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

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

*Library and Evening Passes **

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

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

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

Extra Help and Tutors

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

Term-End Reports

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

Senior Spring Term Exam Exemption Policy

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

Academic Procedures for Students on Suspension

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

Academic Procedures for Students Dismissed or Withdrawn from Marvelwood

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

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

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

CULTURAL AND SOCIAL AWARENESS

Marvelwood prides itself on treating all members of our community with dignity and respect. Marvelwood strives to create a diverse, equitable, and inclusive school climate. We strive to help everyone feel safe and comfortable to be who they are and to be supported by the overall community. Students are given the opportunity to make change by working with faculty in creating this environment through the Cultural and Social Awareness (CASA) community service group and the Diversity, Equity, and Inclusion (D.E.I) Board. CASA works to bring education and discussion to the wider school community through on-campus activism work. An extension of CASA, the D.E.I. Board is a student-led organization, supported by faculty, which acts as a liaison for the student body to the School administration. They strive to promote, through advocacy, a supportive, culturally aware, and inclusive school environment.

IDEAS: INCLUSION, DIVERSITY & EQUITY ACTION SEMINARS

As we reflect on the world's reaction to the spectre of pervasive and persistent racism that has been prevalent in the news and continues, largely unabated, around the globe, Marvelwood will be dedicating itself to the challenge of helping to break the tragic cycle of injustice and violence.

In a recent email responding to the crisis, Peter Upham, Executive Director of The Association of Boarding Schools (TABS), reminded us that “schools are fundamentally moral communities, anchored by norms and animated by patterns of behavior, that declare to their students, their faculties, their families, and the world: This is what we prize. This is what matters. Every day, your school...answers a profound question: ‘how are we to live?’ A school addresses the question in both word and deed; you and your school live out the answer in a particular style, under the charge of a particular mission. And how you do so, how you live and work together as a community, is the deepest and most lasting lesson you transmit to your students, and that they transmit to one another.”

Marvelwood School prides itself on being a community that values and celebrates diversity as essential to the experience of our students and staff, and where no form of racial or cultural discrimination is tolerated. We work to inspire and instill the important values of cooperation, courage, responsibility, empathy, self-control, and kindness. We embrace and respect differences as we prepare our students to become informed, empowered citizens of an increasingly diverse and challenging world. We also seek to build and support a school-wide effort to ensure that we are consistently reviewing and improving our school culture and community for all of our members. We must seize the opportunity to deepen the ways in which we educate our students to understand their role as leaders in making the world a safer, more accepting place, and develop concrete steps as a school to be a part of the solution.

We believe that a new initiative, which we are calling IDEAS -- Inclusion, Diversity & Equity Action Seminars -- will help us to answer that call. Students and faculty will dedicate the interim period between Thanksgiving and the winter break to interdisciplinary work, embracing this opportunity to demonstrate our commitment to these values and reaffirming Marvelwood's pledge to celebrate diversity and inclusion through education and action. Our intent is that IDEAS will become a permanent part of our annual curriculum. We have been eagerly building out this idea over the summer of 2020 and, more exciting, look forward to involving students in both planning and leading discussions and projects this fall.

COMMUNITY SERVICE*

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

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

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

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

ATHLETICS & AFTER-SCHOOL ACTIVITIES*

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

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

Attendance

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

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

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

Athletic Equipment

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

II: ATTENDANCE

Missed Obligation Policy

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

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

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

*Class Attendance and Lateness Policy**

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

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

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

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

Disciplinary Response to Absenteeism

Students with unexcused absences (whether from class, sports, Community Service, meals, student health obligations etc.) earn weekend detention, weekend work hours for a minimum of two weeks.

All students are expected to comply with disciplinary consequences earned as a result of missed obligations. Students who accrue weekend punishments over several weeks meet formally with the Dean of Students. Those whose absenteeism is excessive or who fail to comply with attendance-related discipline are typically placed on probation and may be referred to a Judicial Council (see p. 15) for further consequences, including possible suspension from school. Any student who continues to miss obligations while on attendance probation risks being placed on Absence Final

Warning, one step short of dismissal from school.

*Illness-Related Absences**

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

*Community Service and Athletics Attendance Policies**

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

III: THE DISCIPLINARY SYSTEM

Authority

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

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

Philosophy

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

By signing the enrollment contract, students and parents agree to abide by all school rules and policies. In order to best serve the needs of both the student and the community as a whole, **we expect that families have provided full disclosure of any and all information which might have a bearing on their child's experiences, or our ability to work effectively with that child, while the student is enrolled at Marvelwood. Failure to disclose all pertinent information may result in the immediate dismissal of your child.** Students and parents further acknowledge that the School has the right to hold or refuse further re-enrollment of the student beyond the current school year. -- OR -- Students and parents further acknowledge that the School is not obligated to make an offer of

re-enrollment of the student beyond the current school year, and/or may hold or suspend offers of re-enrollment if there are concerns about the student's appropriateness or compliance with the School's academic and behavioral expectations.

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

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

Fairness and Consistency

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

MAJOR SCHOOL RULES*

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

Students are forbidden to take part in the following activities:

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

school-sponsored off-campus trips.

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

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

ITEMS NOT PERMITTED AT SCHOOL

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

1. TVs.
2. Computer monitors over 24" (diagonal measurement).
3. Projection devices and/or screens.

4. Laser printers.
5. Chemicals, adhesives (rubber cement, super glue, etc.).
6. Aerosol containers of any kind (including hair spray, air fresheners and cleaning supplies).
7. Weapons of any sort (knives, bb/pellet/paintball guns, etc.).
8. Electrical devices and cooking appliances (electric blankets, heaters, televisions, coffee makers, microwave ovens, toasters, irons).
9. Hoverboards.
10. Drones. Special restrictions will apply if students intend to petition to use these for class-related activities.
11. Portable air conditioners or air coolers (fans are acceptable).
12. Tapestries or other cloth room decorations not tagged as “fire resistant” by the manufacturer.
13. Halogen lamps, black lights, or any non-LED decorative lighting.
14. Pets.
15. Cash in excess of \$100.
16. Expensive or irreplaceable personal possessions.
17. Sexually explicit or suggestive clothing, posters, photos, magazines, calendars, videos, tapes, etc..
18. Items that allude to alcohol, tobacco or drug use, violence or cruelty, or which demean another person or group (clothing, jewelry, posters, photos, etc.), sexually harassing posters, photos, magazines, calendars, videos, tapes, etc..
19. Inappropriate literature, recordings, posters or music.

THE DISCIPLINARY PROCESS

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

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

Dormitory Council: The Dormitory Head and the student’s group of dorm faculty and prefects handle minor dormitory rule violations and make disciplinary recommendations to the Dean of Students.

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

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

Explanation of Disciplinary Sanctions

Sanctions for rule violations may include, but are not limited to: letters home, campus work hours, written warnings

and contracts, letters of apology, assignment to Navy standing in the School's Bodkin Blue system, detention, camping, loss of dorm or weekend privileges, additional community service, projects assigned by the Judicial Council, placement on probation, suspension, or dismissal.

Campusing: This means a student is confined to campus. The Dean or Head of School may assign a boarding or day student to campus for a stated period of time. The details of this camping will be arranged by the Dean's Office.

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

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

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

Suspension: A suspension is a temporary physical separation of the student from the School. During the suspension, it is essential that the student discuss the situation with the student's family and determine how important it is to remain at Marvelwood. Most suspensions range from a few days to two weeks depending on the severity of the offense. However, in some cases, suspensions will continue until certain criteria, as expressed by the Head of School, are met. Suspended students should familiarize themselves with the academic procedures for students on suspension, located on page 10.

Withdrawal: Parents may choose to withdraw a student from school or the School may recommend or require withdrawal because of behavior, health or other matters of concern to the School or the family. The family may initiate a withdrawal by writing a letter to the Head of School or the Admissions Office or in some other formal manner, indicating an intent to withdraw the student, including the reasons for withdrawal. Students or their parents considering withdrawal should consult the academic procedures for students withdrawn from Marvelwood, located on page 10.

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

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

If a student is dismissed, the student must leave campus by a deadline designated by the administration. The dismissed student will not be provided with any subsequent academic support or assistance, and may not

return to campus at any future time without the permission of the Head of School.

OTHER IMPORTANT INFORMATION

Tobacco Use

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

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

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

Drug and Alcohol Testing

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

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

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

Cars on Campus

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

Dorm and Locker Searches

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

Law Enforcement Officials

Should law enforcement personnel become involved in any on- or off-campus events concerning the School, Marvelwood follows a list of procedures compiled by the School's attorney. The Head of School will discuss

procedures with a parent whose child is involved in any law enforcement situation. There are certain rule infractions and misbehaviors that the School is required to report to outside authorities (e.g., see Major School Rule #10).

Disclosure Policy

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

IV: THE DRESS CODE*

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

Classroom Dress

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

Classroom dress expectations **for all students** are:

- **Neat and tidy** for the overall expectation
- Cloth face covering, with no inappropriate references; **Note: bandanas and gators may not be used for face coverings**
- **All students should dress for outdoor activities, and in layers**
- Collared shirt, polo, or blouse on top
- Optional: tie, blazer, cardigan, vest, or quarter-zip
- Marvelwood gear (t-shirt, crew sweatshirt, or quarter zip) may be worn **on top** in place of dress code; **no hoodies permitted during the class day**
- Classic style or tailored pants, skirt, or shorts on the bottom
- No jeans or sweatpants
- Skirts or dresses shorter than 2" above the knee must be worn with spandex shorts or leggings
- A belt is suggested but not required
- No graphic tees, large logos (other than Marvelwood!), or inappropriate references - drugs, violence, etc.
- Hair coloring may be allowed with permission
- No distracting facial piercings, uncovered tattoos, or extreme hair coloring or style.
- Students are required to bring one outfit suitable for formal occasions

Laboratory Dress Code

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

The following is acceptable lab wear:

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

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

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

Formal Dress

Formal dress is required for some dinners, ceremonies and other special events. Acceptable formal attire for students is skirts, dresses, dress pants, suit coats/sport coats, collared button-down shirts and ties, and dress shoes or dress sandals.

Casual Dress

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

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

Notes for All Students

1. Hair should be clean and well-kempt.
2. Boys must be clean-shaven. Seniors or students 18 years or older may maintain appropriate and well-kempt facial hair at the discretion of the Dean.
3. No hats may be worn during the academic day, or in the schoolhouse or dining hall at any time; this includes knit hats, berets, baseball caps, bandanas and athletic-style headbands.
4. Sunglasses are not to be worn indoors during the academic day or at meals.
5. Distracting facial or body piercing of any kind is not permitted.
6. No spiked jewelry or chains are allowed.
7. No tattoos may be visible. Every attempt should be made to keep tattoos covered at all times.

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

V: STUDENT LIFE AT MARVELWOOD

RESIDENTIAL LIFE

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

*General Dormitory Guidelines**

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

1. There is no rough-housing, shouting, foul language, or noisy conduct allowed in or near the dormitories at any time. speakers and sound equipment are permitted, but should be played only during free time, and not loudly. These buildings are shared with other students, faculty, and faculty children.
2. You are responsible for your room and its furnishings, and should take care of this space and the furniture. Rooms will be inspected regularly (before study hall begins each night), and students will be charged for breakage and damage. Students are not permitted to dismantle or alter the furniture in any way.
3. You are expected to keep your room neat and clean at all times. Belongings should be orderly, floors free of clothes and debris, trash emptied or recycled. Administrators may check each dorm room several days a week, and faculty and/or prefects inspect rooms at 7:45 each evening to make sure they are clean. The privilege of free time before bed and any other evening incentives depends on passing these daily room inspections.
4. Except in the case of a true emergency, no calls on cell phones are permitted during study halls or after bedtime. Cell phones may be confiscated if used inappropriately.
5. No medication (including any type of over-the-counter medications, vitamins, athletic supplements, etc.) may be kept in the dorm unless cleared by the school nurse.
6. We do not encourage students to bring TVs or video game systems to campus. TVs or computer monitors over 24" (diagonal measurement) and projection devices are not permitted. Faculty have the discretion to confiscate systems from those students who are using them at inappropriate times, or whose use of these systems is having an adverse effect on their academic standing.
7. Students are advised not to keep more than \$100 in cash on campus, and to keep all cash and other valuables safely locked in a sturdy portable safe or in the small, lockable drawer in their dorm room.
8. For safety and security reasons, window screens must remain on windows at all times. Students may be charged for their replacement.
9. Furniture configurations may not block visibility into the room from the door. Beds may not be pushed together and must remain at least 36" apart in case emergency medical care is required. No student beds shall be raised to rest on any other furniture.
10. The Dorm Head has the authority to determine whether room décor or other furnishings are inappropriate.
11. By order of the Fire Marshal, no students may keep a microwave oven, hot plate, rice cooker, or any other cooking devices in their rooms. Microwave ovens are available in the kitchenette of each dormitory.

12. Due to the very real threat of fire, it is important that the following regulations be taken seriously:
 - a. Electric circuits cannot be overloaded.
 - b. Decorative lamps or lighting must be LED.
 - c. Halogen lamps are not permitted.
 - d. State fire laws strictly prohibit the use of tapestries and cloth decorations on room walls unless they are tagged “fire resistant” by the manufacturer.
 - e. Furniture cannot be moved into or out of a room without specific permission from the Dorm Head. Students who receive this permission will be required to move the original furniture back into the room at the end of the year.
13. Rooms must be left vacuumed at the end of the year, with all original furnishings back in place. Students may be charged for breakage and/or for leaving their room in an inappropriate condition.
14. Consult the summer information packet and page 14 of this Handbook for a complete list of which items to bring to school and what to leave at home.
15. While it is easy to send and receive items via e-commerce sites such as Amazon, please be respectful and aware of limited space for both deliveries and storage. Items will be sent back if a student’s dorm room becomes too full.
16. Marvelwood’s policy and practice is to house transgender students in the dorm in which they feel most comfortable. Please direct concerns or questions to an administrator.

Keys

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

*Student Safety**

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

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

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

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

Campus and Dorm Jobs

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

*Advisers**

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

Student Government

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

*Dining Hall Guidelines**

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

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

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

Marvelwood and the Kent Community

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

Walking/Riding on Public Roads Around Campus

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

1. The only way students may travel to downtown Kent is via approved car or bus.
2. **Skateboarders** should not venture beyond the Skiff Mountain Road faculty housing, the Kent School Horse Stables, or beyond the School's maintenance driveway. Dolldorf Road (the turn-off at Kent School Cemetery) is completely off limits to skateboards. Skateboarders must wear helmets. Skateboards are not permitted in school vehicles unless students are traveling to a school-sanctioned skate activity.
3. Students traveling on **foot** or by **bicycle** may travel the Fuller Mt. Road Loop (Dolldorf Road to Fuller Mountain Road to Skiff Mountain Road to campus); to Peck Pond Preserve (north); and/or a reasonable distance to the east past the School's maintenance driveway. Bicyclists must wear helmets.
4. Students may depart campus (by means other than car) only after obtaining in-person permission from a Dean, weekend head, or the Administrator on Duty, and shall provide both a general idea of their intended direction and distance of travel and an agreed-upon method of checking back in upon their return to campus. Students must ask this faculty member in person to log them off and then back on to campus using Boardingware.
5. Students may not travel on public roads with both earphones in and, as a matter of respect and safety, should stay to the side of the roads and move out of the way of passing vehicles.

Wildlife and Wildlife Encounters on Campus

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

Some guidelines for dealing with wildlife encounters include:

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

*Religious Services**

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

POLICY FOR ALUMNI VISITORS*

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

School policy prohibits alumni, former students, and friends or family members of current students from spending the night in dormitory rooms. Alumni are welcome to spend one night in a faculty member's home or apartment as part of their visit, but should make definitive arrangements well in advance and limit their visit to one overnight. We hope all alumni will join us for a lengthier visit as part of the annual Alumni Weekend festivities.

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

DAY STUDENT POLICIES*

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

Day students are asked to log themselves in and out through Boardingware. Day students are required to attend all classes, school meetings, sports and after-school obligations, and Wednesday community service. School rules for day students at Marvelwood are the same as those that apply to boarding students.

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

Day students may leave campus for the day after the completion of their sports requirement in the afternoons, but may elect to remain on campus for dinner, study hall, evening programs or special events, or other activities that occur in the evenings (play practice, review sessions, SAT Prep, choir rehearsal, etc.). In order to facilitate our efforts to accurately account for all students in our care at all times, day students need to be sure to log off campus in Boardingware.

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

*Rooms**

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

*Study Halls**

While day students are permitted to leave campus after sports, we encourage you to stay on campus for study hall, to

work with teachers or classmates, have easy access to extra help, and to benefit from the structure of our study environment. Teachers or administrators may occasionally request or recommend that a day student remain on campus for evening study hall.

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

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

Meals

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

Evening and Weekend Activities and Overnights

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

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

If there is some reason a student cannot go home on a particular night, the student must check in with dorm faculty at 7:45 pm and remain logged into campus on Boardingware. **If the student is prescribed a medication, the health office must be notified in advance and the medication should be administered through that office, not to be kept by the student themselves.** Whatever the circumstances, the appropriate faculty must know if your child is here overnight.

Day students who desire to take a long weekend off-campus (missing classes on Friday and/or Saturday) must follow the standard procedure for requesting a weekend (see page 35) and are required to attend any weekend detentions or work hours to which they may be assigned.

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

Rules Regarding Day Student Travel To and From School

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

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

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

1. Day students must have permission from the Dean's office to bring a car on campus. If permission is granted, the car is to be parked in a predetermined spot, designated by the Dean. The car may not be driven except for morning arrival and evening departure (i.e., no off-campus trips during the day).
2. Day students may not ride to or from campus with an unauthorized driver. See the Dean for clarification of this rule.
3. Day students are permitted to leave campus after their sports obligation but may choose to remain on campus until 10:15 p.m. on weeknights, or 11:00 p.m. on Saturdays.
4. Under no circumstances is a day student permitted to drive another student in a vehicle without advance permission from a Dean and the parents.

Inclement Weather

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

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

STUDENT SERVICES

E-Mail

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

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

Google Classroom

Many classes will utilize Google Classroom in conjunction with StudentConnect to organize and communicate class materials. Students will receive an invite to individual classrooms and are expected to refer to these classrooms for up to date information on materials, assignments, and assessments.

Textbooks

Marvelwood will provide all required textbooks. Families will be charged a nominal rental fee for each book. At the end of the year, or term if a book is required for an elective, students are required to hand in all rented books. If a student does not return rented books, the full cost of the book will be billed home. Some classes may require the purchase of online material or software. Parents will be responsible for obtaining and paying for these materials.

Student/ParentConnect

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

*Mail and Package Services**

The delivery of student mail is coordinated by the Student Leadership Team.

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

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

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

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

School Store and Snack Bar

New for 2020-2021, the School Store will be organized and operated by the Student Government. Some school supplies and other items will be available, and can be special-ordered on an individual basis. Food and drink will be sold as a fundraiser for Student Government and Student Activities. Parents will be able to set up School Store/ Snack Bar accounts for their students.

*Food Delivery**

Students may order food from School-approved local restaurants and grocery stores for delivery to campus **before 6:30 p.m.** Food may be delivered only to the front of the dining hall; such deliveries may not interfere with classes, sports, community service, study hall, parietal hours, or your attendance at required meals.

*Laundry Services**

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

*Allowance**

Parents are encouraged to look at alternatives to cash allowance for their students. Debit cards, which enable parents to monitor spending and replenish as needed, can be used for food delivery services and the vending machine on campus. In addition, Venmo is a money exchange app that's very popular among students.

By special request, parents may set-up a weekly cash allowance for their students. Parents may designate any amount between \$5.00 and \$60.00, in increments of \$5.00, which is billed home on monthly statements. Allowance is distributed at the Business Office on Fridays for one hour following the last class of the day. Students who don't pick up their allowance cannot roll it over to the following week.

Parents may request extra money for travel before school breaks. Requests should be submitted at least 14 days prior to travel.

Summer Storage

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

Valuables

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

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

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

COMMUNICATIONS

It is our goal to keep families as informed and up-to-date as possible. The website is your source for events, school calendar, news, athletics and athletic news, academics and links to ParentConnect, StudentConnect, social media, photo galleries, etc. Newsletters and informational emails are sent every one to two weeks when school is in session. An archive of these communications is in the Parent section of the website.

Social Media

Look for news and updates about everyday life at the School on our social media channels: Facebook, Instagram, Twitter, YouTube, and LinkedIn. Photos are stored and shared with families via Google Photos and SmugMug. We do our best to maintain a positive and respectful social media presence, and encourage our community to do the same. Any questions about social media can be directed to the Director of Communications.

Remind App

Marvelwood uses Remind, an-based communication tool. Remind is free to use, enabling students and faculty to get and send messages on any device—including text messages from their phone. After enrolling at Marvelwood, the student will receive an email or text message from Remind to set up their account.

Alerts and Urgent Messages

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

THE MARVELWOOD PARENTS ASSOCIATION

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

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

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

VI: THE MARVELWOOD NETWORK

COMPUTERS ON CAMPUS*

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

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

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

Software

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

All personally-owned computers **must** have anti-virus protection installed. Anti-virus software protects both the student and the school by stemming the introduction of potentially destructive computer viruses on the school's

network. Contact the IT Department for information about installing antivirus software. The Marvelwood School does not provide this software.

Support

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

Security

Marvelwood School is not responsible for any student equipment on the campus. It is expected that students will take good care of their possessions and will see to proper storage and security. The student should have means of showing the identification of the equipment owner. The school also highly recommends the use of a computer lock.

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

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

ACCEPTABLE USE POLICY

The Marvelwood School Acceptable Use Policy applies to all technology resources including, but not limited to: personal laptop computers, school computers, cell/smart phones, video and audio equipment and information storage devices. Marvelwood students are expected to use school resources in a considerate, ethical, moral and legal manner and in accordance with the core Marvelwood School principles. Access to The Marvelwood Schoolnetwork (either through a hard-wired device or through the wireless network), publicly accessible computers, and any related technologies is a privilege and should be treated as such by all students.

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

Electronic Devices

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

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

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

1. **Appropriate Use:** Student use of the Marvelwood computer network must be consistent with the philosophy of The Marvelwood School and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of The Marvelwood School including, but not limited to, messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.
2. **Vandalism/Hacking:** Students will not use their Marvelwood network access or other Internet access to interfere with or disrupt network users, services, school data or data of another student, or equipment, either locally or off campus.
3. **Unauthorized Entry:** Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
4. **Inappropriate Messages:** Students will not use their Marvelwood network access to transmit threatening, obscene or harassing materials, including but not limited to chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
5. **Inappropriate Material:** The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their Marvelwood network access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
6. **Private Use:** Students will not provide their Marvelwood network access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet as anyone else.
7. **Personal Privacy:** Students should **NEVER** communicate their address, phone number or other personal information to any person or company on the Internet or through email.
8. **Unauthorized Programs or Computers:** Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel.
9. **Unauthorized Network Access Technology:** Students may not use any unauthorized technology for the purpose of bypassing established network security systems, including internet filtering. This includes the use of Virtual Private Networks, ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

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

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

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

VII: WEEKENDS AND VACATIONS

WEEKEND POLICIES*

*Weekends on Campus**

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

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

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

*Off-Campus Weekend Policy **

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

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

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

Procedure for Obtaining a Weekend Off-Campus

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

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

1. Once a student logs a request for an off-campus weekend, a parental approval request is generated through the Boardingware system; parents must log in to Boardingware to give permission for an off-campus weekend.

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

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

Rules Governing Off-Campus Weekends

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

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

*Weekend Transportation**

The School will make **one** trip to take students to the Metro-North train at Tenmile River station - departure from campus at 3:45 p.m. Friday or 4:19 p.m. Saturday - times may vary but will be announced. These trips are arranged by the on-duty faculty. (For scheduled stops along the way, please see the Metro-North Railroad schedule on the MTA website www.mta.nyc.ny.us or telephone 1-800 METRO INFO.)

On Sundays, the School makes **one trip** to pick up students at the Tenmile River station, at **approximately 5:50pm**. That train leaves New York City at approximately 3:45 p.m.. Please refer to the Metro-North website for train times

(<http://www.mta.info/mnr>). **Students arriving on other trains must provide their own transportation to campus.** There are three local services available: Pawling Taxi (845-855-9800), Taxi Man (845-789-1242), and Delango Taxi (845-877-9000), and suggest making arrangements before leaving New York City. It is recommended that students have a cell phone when traveling by train, and should be aware that service is unreliable at the Ten Mile train station.

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

*College Visits**

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

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

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

*Religious Holidays**

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

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

VACATIONS AND TRANSPORTATION FOR VACATIONS*

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

Scheduled vacation periods and travel days are posted on the website calendar.

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

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

Travel Planning and Notifying the School

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

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

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

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

All transportation costs are billed home.

Traveling by Air/Airport Transportation

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

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

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

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

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

*Traveling by Train**

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

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

*Long Weekend Breaks**

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

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

End-of-Year Departure

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

VIII: STUDENT HEALTH SERVICES

*Physical Health Screening and Immunizations**

All students entering The Marvelwood School must present written evidence of a complete health assessment, performed by a licensed physician. Marvelwood will provide parents with a written medical form to be completed in connection with this assessment. **We must be in possession of all required medical forms in order for students to stay on campus. No student will be permitted to register or to remain on campus without all completed medical forms, as required by the State of Connecticut Department of Public Health.** Students who do not have required immunizations will be sent to our school doctor for any missing immunizations

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

immunized, the school will not be held liable in any way. The student will be sent home, as per State of Connecticut Department of Health guidelines.

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

*Illnesses and Accidents**

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

If you think you are too ill to attend classes, exams, after-school activities or Community Service, you must personally check in with the school nurse by 8:00 a.m. The Health Office will not accept emails, text messages, or phone calls from students wishing to be excused. Students who are unable to attend class and afternoon activities due to illness will remain in the observation room; students may not be left unattended in the dorms during this time. Typically, students excused from classes and/or athletic obligations during the day are expected to remain in their dorm room during free time.

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

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

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

*Communicable Disease Outbreak Protocol**

Marvelwood has a written protocol to address any communicable disease outbreak on campus; a copy of this protocol is available from the Health Office upon request.

Medications

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

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

Generally, students are not allowed to carry medications (their own from home, or ours in blister packs) to or from school unless a permission slip to transport medications has been signed by a parent or guardian. Students are not allowed to carry large amounts of medication to or from school. A few days worth will be allowed for travel home, college visits, or weekends if a 'Permission to Travel' form is signed by parent or guardian.

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

Health Workshop Series and Freshman Academy

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

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

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

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

Medical Leave

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

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

Counseling Support Services

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

Policy Regarding Student Sexual Activity on Campus

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

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

Specific policies are available from the Health Office.

AIDS Policy

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

Asbestos Management Plan

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

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

IX: ADMINISTRATION, FACULTY, AND STAFF

'90	Blythe Everett P'14,'16 Head of School	Trinity College, B.A. University of Pennsylvania, M.S.Ed.
'18	Hayley Ahouse CASA Coordinator Spanish, Volleyball, Softball	St. Lawrence University, B.A.
'16	Briana Bertram Associate College Counselor Standardized Testing Coordinator AP Coordinator, TOEFL Coordinator	Post University, B.S.
'01	William Bingham, Jr. Director of College Counseling English, Screenwriting, Songwriting, Golf	Williams College, B.A.
'10	Rosemarie Brown, R.N. Health Services	Dutchess Community College, A.S.

'05	Barbara D'Iorio P'10 Executive Assistant	
'21	Amanda DeMaria Learning Support, Spanish Cross Country Skiing, Softball	Stony Brook University, B.A.
'87	Laurie K. Doss Science Department Chair Science	Lake Forest College, B.A. University of Hartford, MS.Sp.Ed.
'09	Valentin Dumitrascu P'19 History Department Chair Lake Dorm Head History, World Language, Boys' Varsity Soccer, Boys' Varsity Basketball	University of Iasi, Romania, B.A. University of Connecticut, M.A.
'96	Richard Michael Everett P'14,16 Mathematics, Boys' Varsity Soccer	University of Connecticut, B.A. University of New Haven, M.S.Ed.
'20	Maggie Everett '16 Faculty Intern	Roger Williams University, B.A.
'07	Heni Foote Mathematics Department Chair Mathematics, Economics	Gadjah Mada Univ., Indonesia, B.A. Xavier University, MBA
'18	Joshua S. Gladstone French, Learning Support, Boys' JV Basketball, Boys' Tennis	University of Rochester, BA Michigan State University College of Law, JD
'04	Marie Gold Dean of Faculty ESL Department Chair Interim World Language Department Chair ESL, International Student Coordinator	Univ. for Teacher Education, Sweden
'16	Joshua J. Hansen Mathematics, Science, Wrestling, Baseball	Simpson College, B.A.
'18	Katherine Marissa Hansen Science, Learning Support, Girls' Tennis	Simpson College, B.A.
'97	Betty Ann Haskell GP'21 Student Billing, Notary Public	
'06	Heather Brand Hastings CPC Task Force Coordinator Dean for Parents Dean of Students	

Library Director

'20	Lisa Hoadley, LMSW Health Services School Counselor	University of Arizona, B.A. Fordham University Graduate School of Social Service, M.S.
'07	Heather Hunt, Ed.D. Academic Dean, Science	Marist College, B.S. Concordia University, M.Ed. Capella University, Ed.D.
'01	Jayne Janecek, L.P.N. P '06, '10, '13, '16 Director of Health Services	University of the State of New York, L.P.N.
'06	Misty Dawn Jordan Director of Residential Life Performing Arts Department Chair Summit Dorm Head, Theater	University of Maine, B.A. University of Maine, M.A.
'20	Jamie Kay Film, Photography	Rensselaer Polytechnic Institute, B.S. School of the Museum of Fine Arts at Tufts, M.F.A. Tufts University, Certificate in Museum Studies Education
'16	Kelly Limbos L.P.N. Health Services	University of the State of New York
'11	Grace Lin, Ph.D. P'20 Physics, Mathematics Chinese Family Liaison	Nankai University, China, B.S. Purdue University, M.S. Purdue University, PhD.
'06	Wendi Mahan Love Director of Student Activities Freshman Academy Coordinator ESL, English, Learning Support	Emmanuel College, B.A.
'92	Caitlin Lynch P'13 Assistant Head of School for Institutional Advancement Director of Communications Round Square Rep.	Denison University, B.A. Western Connecticut State Univ., M.A.
'13	Liza Maizel Associate Dean of Students Assistant Athletic Director Spanish, Mathematics, Learning Support Girls' Varsity Soccer, Lacrosse	University of Rochester, B.A. The Graduate Institute, M.A.
'09	Zachary H. Maizel '04 Director of Athletics Boys' JV Soccer, Wrestling	

'16	Kimber Malinowski P'21 Director of Community Service Mathematics, Learning Support, Volleyball	West Chester University, B.S.Ed.
'14	Stephen Malinowski P'21 Institutional Advancement Associate Tech Support Specialist Sterling Dorm Head Boys' Varsity Basketball, Baseball	
'20	Paige Naclerio, MSW Health Services School Counselor	Providence College, B.A. Carver School of Social Work at Campbellsville University, M.S.
'05	Karin Nappi P'13,'16 Senior Advancement Associate Events Coordinator PCR Database Co-Manager	
'09	Shannon Nelson P'22 Assistant to the Academic Dean, Registrar Communications Associate, PCR Database Co-Manager	
'20	Jesse Ofgang Music	Western Connecticut State University, B.A. Royal Conservatoire of Scotland, M.A.
'20	Karl Oppenheimer Director, Camp Dunnabeck	
'14	Micky Pratt P'15 Social and Communication Skills Program	Albertus Magnus College, B.A. St. Joseph College, M.A. CT Elementary Education Teaching Certificate
'11	Toni Presti English Department Chair English, Learning Support, Skiing	SUNY New Paltz, B.A. New York University, M.A.
'20	Kathleen Loftus Director, Kildonan Teacher Training Institute	
'90	Glenn Sanchez P'18,'19 Director of Advancement and Alumni Relations History, Lacrosse	Yale University, B.A. Wesleyan University, M.A.L.S.
'10	Carola I. Schmidt Controller, Human Resources	Pace University, B.B.A. Pace University, M.B.A.
'14	Sandra Singco Learning Support Department Chair	Southern Connecticut State University, B.S.

Learning Support, Outdoor Adventures, Skiing

'09	Maureen Smith Senior Associate Director of Admission Director of Financial Aid	Albertus Magnus College, B.A.
'12	Timothy C. Smith Director of Information Technology Computer Science	Western Connecticut State University, B.A. Western Connecticut State University, M.S.
'16	Joanna Tucker P'19 Star Dorm Head Learning Support, English, Gardening	Emerson College, B.F.A.
'92	Pamela West Visual Arts Department Chair Theatre Scene Design Ceramics, After-School Art	Fort Wright Coll. of Holy Names, BFA Western Washington University, M.A.
'06	Dennis White History, Robotics, 3D Art Theatre Tech	University of Maine, B.A.
'16	Ben Willis Filmmaking	College of Santa Fe, B.A. State of Connecticut's Film Industry Training Program
'16	Alicia Winter P'17,'19 Marvelwood Garden Manager Organic Gardening	University of Colorado, B.A.
'12	Joy Wood, L.P.N. Health Services	University of the State of New York, LPN,
'18	Joanie Yahn Learning Support	University of Southern Maine, B.A.

FACILITIES

'20	Paul Duncan
'20	Brian Hunt Safety Coordinator
'12	John Wheeler
'11	Russell Wheeler Foreman

SAGE DINING SERVICE

Paul Zilinek, Manager

X. COVID ADDENDUM & THE MARVELWOOD COMPACT

COVID-19 ADDENDUM

In preparation for a safe reopening of school this fall, the COVID Planning & Compliance (CPC) Task Force and other subcommittees have worked hard to establish policies and address/identify needed changes or additions to what has become for many of us our “standard operating procedures.”

It is our expectation that all students and families will sign The Marvelwood Compact and pay close attention to details about changes in procedure as these are disseminated by the CPC and other committees.

Sections of the Student/Parent Handbook in which additional or alternative information has been provided in this Addendum are marked with an asterisk (*). Addendum items are listed in the order in which they appear in the body of the Handbook.

THE MARVELWOOD PROGRAM

Library and Evening Passes

It is likely that during the academic day, the library will be used as a classroom space to some degree. Should you need access to resources in the library during the academic day and there is a class happening, please check in with the Academic Office for help in securing what you may need.

In terms of evening passes, there will be no interdorm visitation for the first few weeks of school. Students may request assistance from the teacher(s) on duty in their own dorms or in the library each evening, but will not be permitted to go to other dorms to work with faculty for extra help. Teachers will make themselves available to all of their students via scheduled virtual office hours on an off-duty night.

Community Service

For at least the fall term, Community Service will take place primarily on campus on Saturday mornings. Attendance is mandatory.

Athletics & After-School Activities

There will be no interscholastic athletics for at least the fall term. Students will still be required to actively engage during the scheduled sports times. Details will be communicated by the Athletic Director during prior to student registration and during orientation activities.

Due to the relaxed nature of the athletics program during the fall, some students may occasionally be excused to take part in other structured activities (supplemental time for AP classes or science labs, field work, community service, counseling appointments, etc.). Teachers will clear these absences with coaches ahead of time.

ATTENDANCE

Class Attendance and Lateness Policy

Attendance-related accommodations for those learning remotely will be made and communicated by the Academic Office or the Dean's Office.

Illness-Related Absences

If you are feeling too ill to attend classes, you must check in with the nurses. Please use the illness-related entry to the left of the Health Office, which is separate from the well-related entry doors on the right. Doors will be clearly marked.

Students who need to be quarantined or isolated will be able to access their classes via live or pre-recorded Zoom videos.

Community Service and Athletics Attendance Policies

Attendance at both Community Service and your after-school commitment is mandatory, as always. Allowances may be made for students not on campus due to illness or travel. We anticipate that students learning remotely will still be able to participate in these programs.

THE DISCIPLINARY SYSTEM

Major School Rules

The school reserves the right to initiate disciplinary action and/or to separate a student from campus if they blatantly ignore or repeatedly fail to follow health- and safety-related protocols related to COVID. Please see "The Marvelwood Compact." above.

THE DRESS CODE

Classroom Dress

Marvelwood will encourage classes to meet outside, where more-than-appropriate social distancing can be maintained and opportunities to remove masks granted. We have identified several covered spaces around campus for this purpose, and our acreage affords many other inspiring locations for "learning in the sun." Some spots will have seating; others may involve sitting on the ground. Students should plan to wear layers in order to be able to be comfortable in both indoor and outdoor learning spaces. Teachers will make an effort to let students know in advance when they plan to take a class outside.

STUDENT LIFE AT MARVELWOOD

General Dormitory Guidelines

The following information supplements the guidelines and expectations for dormitory living that appear in the body of the Handbook:

- Students are considered to be a “cohort group” in the dormitories and hallways in which they reside. For this reason, no visitation between dorms will be permitted, at least for the opening weeks of school.
- Only a limited number of students are permitted to gather in their common room. Furniture has been reconfigured to ensure social distancing, and should not be moved. Occupancy limits will be posted, and masks must be worn.
- All dorm residents must wear masks in common areas, hallways, when visiting others’ rooms within the dorm, and in the bathrooms when not showering, washing your face or brushing your teeth.
- Masks may be removed in your own room as long as you are alone or with your roommate.
- Bathroom occupancy will be limited. Sinks that can be used will be clearly marked. Paper towel dispensers have replaced air hand dryers. Students are responsible for wiping down countertops and stall locks after use.
- Guest bathrooms (located in the entry foyers) are for faculty only.
- Students will be expected to participate in wiping down surfaces in common rooms, bathrooms, the kitchenette, and door handles as part of our expanded cleaning protocol. Additionally, there will be a heavier emphasis on room cleanliness.

Student Safety

In addition to annual safety protocols such as fire drills, we will spend time teaching students about personal behavior, hygiene requirements, and cleaning protocols to protect themselves and all members of the community from COVID-19. Expectations and guidelines will be clearly communicated to all students at the beginning of the year, and reviewed periodically.

For more about our expectations about student behavior to safeguard the wellness of our community, please review the Addendum section entitled “The Marvelwood Compact.” This pledge should be signed by each student and family prior to their return to school in September.

Advisers

Advisory meetings will take place during the period between lunches, in person and via Zoom, at least once a week. Our 4:1 student/advisor ratio suggests that advisers will be able to meet safely in person with their students.

Dining Hall Guidelines

Seating at tables will be reduced and traffic patterns through the dining hall will be adjusted and regulated to achieve safe social distancing. Faculty and students are expected to wear masks until seated. Marvelwood plans to make regular use of the dining hall terrace to increase seating capacity while maintaining appropriate social distancing. Used dishes will be placed on racks located in the dining room to eliminate traffic in and out of the dishroom area.

Faculty will not be taking students off-campus for meals in the fall term.

Religious Services

For the fall term, students will not be transported to religious services. We are looking into the availability of joining religious services via Zoom.

Policy for Alumni Visitors

Alumni visitation to campus is currently restricted.

Day Student Policies

Day students will be required to complete and submit a personal health form (via Boardingware) before leaving home each day. Upon arrival to campus, they must check in at the Health Office for a follow-up screening each day. **The Health Office must be the first stop for all day students every day**, before they proceed to their dorm, the dining hall, the classrooms, or any other building on campus. Day students are being assigned to their own dormitory. This should be the **pick-up location** at the end of each day. Parents are not permitted to enter the dormitory.

No inter-dorm visitation is being permitted across the entire campus. For at least the first several weeks of school, day students may not spend the night on campus.

Day students who wish to board on campus for the fall term should contact the Admission Office to discuss these arrangements.

Rooms (Day Students)

Day students will be assigned to their own dorm and there will be no interdorm visitation. At least for the first several weeks of the year, day students may not spend the night on campus.

Study Halls (Day Students)

Students may only work with faculty on duty in their dorm. There will be virtual office hours for all students to meet with faculty for extra help.

Evening and Weekend Activities and Overnights (Day Students)

Day students may remain on campus through the end of study hall at 10pm, and will be welcome to participate in any “live” small-group activities that may be held in “public” unrestricted spaces (i.e., not in dorms) on campus during the evenings or on weekends. No off-campus evening or weekend activities will be offered for at least the first several weeks of school. Additionally, day students will not be permitted to stay overnight on campus during this time.

Mail and Package Services

We may or may not place mail in student mailboxes; gloves will be worn. We may also choose a different delivery method to reduce student traffic around the mailboxes. In some cases and areas, COVID has slowed mail and package delivery. We will appreciate your patience.

Food Delivery

While we anticipate that we will continue to allow students to order food from off-campus establishments, this policy is subject to change based on local health guidelines.

Laundry Services

All students will be provided with a laundry card (free of charge, and with some credit already applied) at the start of the year. The laundry service can professionally clean 2-ply face masks. Additionally students may exchange used masks for clean ones in the health office.

Allowance

This fall at least, allowances will not be distributed in the dining hall, as has previously been the case. Students receiving a cash allowance will obtain these from the business office at the end of the academic day on Friday.

THE MARVELWOOD NETWORK

Computers on Campus

Students will need laptops to engage in virtual learning during the winter interim, for outdoor classes, virtual meetings and community building activities on and off-campus, and possibly at other times during the year.

Marvelwood recommends the following specs for laptop computers:

- Intel's Core i5 or Core i7 CPUs, AMD's Ryzen 5 or Ryzen 7 CPU (or compatible)
- 16 GB RAM (8 GB will do, but the more memory will help overall performance)
- 256 GB (or more) hard drive
- Must have camera and microphone
- Recommended Models: Samsung Chromebook Plus V2, LG Gram, Lenovo Thinkpad X1 Carbon, any MacIntosh laptop

Please be mindful that access to school-owned machines (such as in the library) will be limited due to social distancing.

WEEKENDS AND VACATIONS

Weekends on Campus

Best practices in terms of protecting our community from COVID-19 dictate that we restrict off-campus travel on weekends. Boarding students will be required to remain on campus for at least the fall term, so no off-campus weekends will be permitted. The traditional fall term interscholastic athletic schedule has been discarded in favor of intramurals, training, and other on-campus activities, so our students will not be traveling to engage in sports competitions or interact with students at other schools. No off-campus weekend trips will be offered, for at least the first several weeks of the school year; this restriction may ease up somewhat as conditions in the town of Kent and surrounding area warrant.

All students will engage in weekly Community Service on Saturday mornings. The weekend teams will provide activities and supervision from Saturday afternoon through Sunday night.

The Residential Life team plans to offer an engaging slate of evening and weekend activities on campus. Student input will be solicited and welcomed.

Off-Campus Weekend Policy

All boarding students will be required to remain on campus for at least the fall term.

Boarding students will not be permitted to take weekends at the homes of day students. This policy may be relaxed as conditions warrant.

Weekend Transportation

As stated above, boarding students are being asked to remain on campus for the duration of the fall term. No off-campus weekend permissions will be granted.

Until further notice, Marvelwood will not be providing transportation to or from the Metro North train stations.

College Visits

Many colleges will be restricting on-campus tours during COVID. If students must visit colleges, approval will be granted on a case-by-case basis. Requests, including detailed travel plans, should be filed well in advance with the Director of College Counseling and the Dean of Students. A period of at-home quarantine and/or COVID testing will likely be required before a return to campus is permitted.

Religious Holidays

As per our stated travel restrictions during COVID, we urge all students to remain at school instead of traveling for religious holidays. Any requests for exceptions to this rule will be reviewed on a case-by-case basis; such requests, including detailed travel plans, should be filed well in advance with the Dean of Students. A period of at-home quarantine and/or COVID testing may be required before a return to campus is permitted.

Marvelwood will be arranging for religious holiday observances on campus.

Vacations and Transportation for Vacations

This year, there will be two scheduled vacations, from mid-November through early January, and a shorter-than-normal March break (dates yet to be determined).

Our willingness to put students on or pick them up from public transportation (Metro North, Amtrak, buses) will be affected by state and national travel guidelines in place in advance of all vacation periods throughout this school year. We request that families plan to personally pick their student up and return them by car at the start and end of vacation periods. Any students who cannot travel home, or for whom travel is restricted or not recommended due to nationwide COVID “hotspots,” will be permitted to stay on campus. These arrangements will be made in concert between families and the school; if you feel your child may need to stay on campus, please initiate a conversation with the Dean of Students at least two weeks before the start of these vacation periods.

Marvelwood will ask all students to observe a two-week quarantine at home before returning to campus from a vacation period. Required COVID testing will also be part of this protocol.

Traveling by Train

As previously stated, Marvelwood will not be providing transportation to or from the Metro North or Amtrak stations for the foreseeable future.

Long Weekend Breaks

Students will remain on campus for the long weekend break in October. “Down time” in the form of on-campus “mini-breaks” will provide an occasional respite from the weekly academic schedule.

At this time, it is unclear whether students will be permitted to leave campus for the traditional February long weekend break. Safety considerations will guide our planning in this regard. Details of the school calendar for the second half of the year will be provided in mid-November and may change as conditions warrant.

STUDENT HEALTH SERVICES

Physical Health Screening and Immunizations

In addition to the requirements appearing in the body of this Handbook, students will be required to monitor their temperatures daily, submit a daily health report via Boardingware, and to comply with the school’s stated expectations re: following “safer at home” quarantine procedures and a schedule of mandatory COVID testing.

Illnesses and Accidents

Marvelwood has created two separate areas in our Health Office. The **“traditional” entry to the right** is for routine visits (medications, Band-aids, etc.) or for nursing care/assessment **as long as the student feels otherwise well and is not presenting with any flu-like or viral symptoms.**

Any student with flu-like or viral symptoms must enter the Health Office through the **doors to the left of the office.** There, they will be assessed and can be isolated if necessary.

“Wellness” and “Illness” doors will be clearly marked.

Following usual practice, illness and accidents after Health Office hours should be reported to a dorm parent and/or the Administrator on Duty (AOD) at 860-788-4985. Nursing staff remain on call 24/7, whether on campus or off.

Communicable Disease Outbreak Protocol

Families have been and will continue to be updated with specifics about the school's response to COVID-19.

THE MARVELWOOD COMPACT

All members of the Marvelwood family must recognize and accept the importance of their active commitment to doing what they can to keep themselves and others in the school community safe and healthy. The Marvelwood Compact entails a promise to do our best in this endeavor by committing ourselves to the following set of goals:

- Quarantine at home (and/or ideally within driving distance of the school) for 14 days prior to traveling to campus in September;
- Avoid unnecessary travel and any events at which large crowds are present;
- Comply with the school’s daily health check requirement and with required COVID testing as determined by the Health Office;
- Follow best hygiene practices, including wearing a mask, frequent hand-washing, and social distancing on campus where required;

- Obey all guidelines regarding access to and movement in/through all school buildings, including the dormitories;
- Communicate promptly and honestly if I do not feel well, and comply with directives from Health Office staff;
- Seek out a trusted adult on campus if I feel anxious or challenged by my responsibility to do what I can to keep myself and others safe;
- Inform the school immediately if I suspect or learn that I have been in close contact with someone who has tested positive for COVID-19;
- Comply with any restrictions imposed as a result of either my assignment to quarantine or isolation; my exposure to someone who has been quarantined or isolated; or a case of quarantine or isolation on campus;
- Prepare a plan in case I/my child needs to isolate at home following a positive COVID-19 diagnosis;
- Support the efforts of the school through a spirit of both compliance and positivity.

All members of the community --students, parents, employees and their families -- are asked to sign the Compact as a reflection of their commitment. The Compact can be found in the [COVID section](#) of the Marvelwood website and should be signed and returned to campus before registration.