

FAMILY HANDBOOK

2021-2022

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Disclaimer:

Morristown-Beard School reserves the right to make changes to the policies, procedures and other statements in this handbook. From time to time, MBS may unilaterally, in its discretion, amend, supplement, modify or eliminate one or more of the policies described in this handbook without prior notice.

STATEMENT OF PRINCIPLES

Mission Statement

Within a culture of support and collaboration, Morristown-Beard School students discover and develop their individual pathways to academic success and personal fulfillment while becoming enlightened, morally responsible citizens of the world.

Statement of Curricular Philosophy

Ensuring the growth and well-being of our students lies at the center of all our decisions at MBS. We maintain a balanced approach to rigorous academics, enriching co-curricular and extra-curricular activities, and an engaging family and community life. As students pursue their individual paths to academic success in our community of learners, they are guided by highly dedicated teachers who are fully versed in the latest educational research, with particular emphasis on the following key practices in all subject areas:

Critical Thinking facilitates greater understanding of complex topics and situations. Students learn to ask questions, identify problems, synthesize key concepts, and design creative solutions in pursuit of knowledge.

Risk-Taking is encouraged. Our educational program recognizes this as a valid learning modality, even when an investigation does not proceed as expected. Play and a sense of fun are key components in nurturing appropriate intellectual risk-taking.

Writing is a means of thinking and developing thoughts, not just a way to record pre-existing ideas. Analytic and reflective writing should not be the exclusive domain of the traditional text-based disciplines, but should be actively encouraged across the curriculum.

Quantitative Reasoning is valued as a means of logical processing both in and beyond the math classroom. Developing a sound quantitative mindset is crucial to understanding, critiquing, and drawing conclusions in our increasingly data-intensive culture.

Innovative Connections across disciplines inspires original approaches to solving problems and prepares students for life beyond the classroom.

Our Values

The bedrock of our curriculum is to provide rigorous academic preparation for college and beyond. Equally, we encourage all members of the MBS community to cultivate a life guided by moral principles. At MBS, we value:

Personal responsibility is the foundation of character. It requires integrity, personal accountability, and the highest moral standards in all communication, decision-making, and actions.

Awareness of Diverse Perspectives enhances all aspects of learning. The more students encounter, understand, and respect other points of view, the more deeply engaged they become, both academically and socially. Empathy is a powerful force in creating positive interactions.

Engagement in all aspects of school life encourages risk-taking, creates a more fulfilling educational experience, and enhances personal growth.

Tenacity is essential in overcoming obstacles as it redefines failures as necessary steps of the learning process.

Independence of Mind allows us to question trendy or conformist thinking, and helps us as individuals to examine critically our decisions and assumptions.

Humor and humility are central components of the resilience required to meet the inevitable challenges we encounter not only in school, but also in life. At MBS, we value the ability not to take ourselves too seriously, even when we are engaged in the most serious of endeavors.

GENERAL INFORMATION

Administration & Staff

Maintaining open lines of communication between teachers and parents is a valuable extension of the MBS Community. Parents are welcome to contact teachers at any time during the school day. However, parents should bear in mind that most teachers do not have phones in their classrooms; so incoming calls are directed to a voice mailbox. Likewise, teachers do not always have the opportunity to check their e-mail accounts more than once a day, so responses may not be possible on the same day. Faculty will respond to requests for communication (written, voice, e-mail) within 24 hours.

In general, if a parent urgently needs to speak directly with a School official, the quickest way to achieve this is by calling the Middle School Office, the Upper School Office, or the appropriate Grade Dean.

E-mail

To send an e-mail to a teacher or administrator, please use the Faculty/Staff Directory found on the MBS website in the Parent Portal under the Forms, Guides and Information tab.

Voicemail

To reach a teacher's or an administrator's voicemail, dial the main number (973) 539-3032 and the receptionist will direct your call. If it's after 3:30pm, and you know the last name of the person you want to contact, press 7.

Important Phone Numbers

Head of School's Office: Barbara Clark: (973) 539-3032, ext. 512

Associate Head of School's Office: Carol Wooldredge: (973) 539-3032, ext. 522

Middle School Office, Rose Borowsky: (973) 539-3032, ext. 520

Upper School Office, Denise Elliott: (973) 539-3032, ext. 543

Athletics Middle School, Mike Sturgeon: (973) 539-3032, ext. 531

Athletics Upper School, Joanne Dzama: (973) 539-3032, ext. 589

Bookstore, Michele Horgan & Janice Kaschak: (973) 539-3032, ext. 552

Business Office, Margaret Collins: (973) 539-3032, ext. 548

Center for Teaching and Learning, Jenna Sumner: (973) 539-3032, ext. 417
 College Counseling Office, Noreen Cassidy: (973) 539-3032, ext. 523
 Diversity, Equity, and Inclusion, Klarissa Karosen: (973) 539-3032 ext. 718
 Guidance and Wellness Program, Eddie Franz: (973) 539-3032, ext. 554
 iPad Support, Caitlin Skobo-Trought: (973) 539-3023, ext. 571
 Library, Erinn Salge: (973) 539-3032, ext. 529
 Office of Admission, Heather Everett: (973) 539-3032, ext. 516
 Office of Advancement, Cheryl Barlett: (973) 539-3032, ext. 517
 Performing Arts, David Gold: (973) 539-3032, ext. 679
 Reception, Kathy Hemmer: (973) 539-3032
 Registrar, Rocio Romero: (973) 539-3032, ext. 558
 School Nurse, Bridget Marcato: (973) 539-3032, ext. 530
 Special Events and Parent Association Liaison, Dianna Carroll: (973) 539-3032, ext. 525
 Website Manager, Michael Smith: (973) 539-3032, ext. 577

Alumni Association

The Alumni Board maintains and cultivates relationships with alumni in various forums, while keeping them connected with MBS. It also represents the voices of their alumni constituents, while helping to build a strong commitment that will help to sustain annual giving and capital campaigns.

For a list of current Alumni Board Members visit the Alumni section on the MBS website.

Board of Trustees (Academic Year 2021-22)

President – John F. Fay P '11, '14, '20
 Vice President – Paul R. Hawkins '85, P '18, '20
 Vice President - Lee Kellogg Sadrian '89, P '26, '28
 Vice President - Gail Kaltenbacher Kurz '86, P '17, '19
 Vice President - Carisa V. Strauss P '20, '22, '24
 Vice President - Scott J. Tannen '95, P '22, '25, '25
 Treasurer – Ravi Chopra '97
 Secretary – Pamela Nelson Davidson '90

Board Members

Elizabeth G. Morrison,
Head of School
 Dena Y. Baptiste P '14
 Ronald DePoalo P '10, '12, '14, '19
 Kelly MacMahon Ewing '91, P '24, '24, '24
 Lissa Jean Ferrell P '22
 Peter Fiverson P '25, '28
 Shanae M. Green P '27
 Paul Lombardi P '16, '18, '21
 David A. McManus P '21
 David T. Molowa P '05
 Ajay Nagpal P '19, '21
 Darnell T. Parker '00
 Bruce Sanford P '16, '20

Laurence H. Sherman P '20, '22, '26
 Penny Sokolowski P '18, '20, '25
 R. Cartwright Wallace '93
 Janine Webb P '24, '26
 Sherif Zakhary P '20, '22, '27

Honorary Trustees

Mary-Ellen Campbell P '72, '78
 David V.H. Hedley '64, P '87, '90, '97
 Allan P. Kirby, Jr. '49*, P '75, GP '01
 Michael W. Ranger P '10, '13
 Marlynn Scully P '87, '92, GP '20, '22

**Deceased*

The Board of Trustees is the governing body responsible for the School's well being. The School's Mission Statement is defined by the Board and serves as the guidepost for Board decision-making. The Board is governed by the Morristown-Beard School, Inc.'s Bylaws.

The Board functions by focusing on setting broad institutional policies that promote the School's mission and by delegating to the Head of School and administration the responsibility to implement those policies in the daily operation of the School. The Board ensures the School's wellbeing by overseeing finances and physical resources, by understanding and operating within legal parameters, and by enacting policies that minimize risk to the School.

Building Safety and Security

MBS takes the responsibility of safety and security of our students seriously. The buildings are open for use during all regularly scheduled school functions. The majority of the entrances are locked electronically at 5:00 p.m. As means of additional security, cameras monitor several of the entrances. All members of the community are asked to report the presence of any suspicious people or other security concerns to the administration.

The Security Desk can be reached at 973-532-7567 for any situations that may arise on campus during the hours of 7:00 a.m. to 10:00 p.m.

Visitors on Campus

Upon arrival, all visitors are to report to the Reception Desk, located on the first floor of Beard Hall. Visitors are to sign in with the Receptionist and to wear a visitor identification tag. When departing, visitors will be asked to sign out and return the tag.



Morristown-Beard
School

2021-2022 CALENDAR

SEPTEMBER 2021

- 6 School Closed: Labor Day
- 7 School Closed: Rosh Hashanah
- 8 No Classes: In-Service Day
- 9 Head of School Installation and Community Day
- 10 Classes Begin
- 16 School Closed: Yom Kippur

OCTOBER 2021

- 11 School Closed: Columbus Day/
Indigenous Peoples' Day

NOVEMBER 2021

- 22 No Classes: Parent/Advisor Conferences
- 23 No Classes: Faculty In-Service Day
- 24-26 School Closed: Thanksgiving Break
- 29 Classes Resume

DECEMBER 2021

- 17 Winter Break Begins at 3:00 PM
- 20-31 School Closed: Winter Break

JANUARY 2022

- 3 Classes Resume
- 17 School Closed: MLK Day
- 24 Second Semester Begins

FEBRUARY 2022

- 18 No Classes: In-Service Day
- 21 School Closed: Presidents' Day
- 22 School Closed

MARCH 2022

- 11 Spring Break Begins at 3:00 PM
- 14-25 School Closed: Spring Break
- 28 Classes Resume

APRIL 2022

- 4 No Classes: In-Service Day
- 15 School Closed: Good Friday
- 25-26 Delayed Openings

MAY 2022

- 30 School Closed: Memorial Day

JUNE 2022

- 7 Academic Classes End
- 10 Middle School Moving-Up Day
- 11 Commencement

Dates subject to change. Please check the website regularly for updates and the complete calendar.

Campus Map



1. Beard Hall

1st Floor: Admission, Head of School's Office & Associate Head of School's Office

2nd Floor: World Language Department

3rd Floor: College Counseling & Business Office
Terrace Level: Student Center (accessed through Grant Hall or Beard Hall)

2. Anderson Library

7800 print volumes, 48 Databases, Over 18,000 e-books, 400 DVDs, Printer, copier, and 20 Print newspapers and magazines

3. Grant Hall

1st Floor & 2nd Floor:

History & English Departments

1st Floor: The Center for Academic Writing, Intersection

4. Wilkie Hall

Technology classrooms & office, Classroom Technology Help Desk, Science On a Sphere®

5. South Wing

1st Floor: Visual Arts studios

Lower Level: Photography and Ceramics studio

2nd Floor: The Center for Teaching and Learning

6. New Math & Science Center

Math & Science Departments, Environmental Science Lab, Math Lab, DNA Lab, and Art Gallery

7. Dining Hall

8. CID - Center for Innovation & Design
Digital Studio, Post Production Studio, Audio Studio, Video Studio, Makerspace Studio, Industrial Design Studio, Commons Area, Control Rooms

9. Middle School

Lower Level: Middle School Commons and Sixth Grade
Upper Levels: Seventh and Eighth Grade

10. Founders Hall

Theater, Performing Arts Department, Dance Studio, Band, Strings/Orchestra and Choral classrooms

11. Billings Field

12. Simon Athletic Center and Rooke Pool
Two Gymnasiums, Fitness Center, Athletics Department, Drivers Education, Rock Climbing Wall, and Nurse's Office

13. Fessenden Field

14. Burke Field

15. Alumni House

Communications

Visit the MBS website and the Parent Portal regularly for all the important School information in the including, but not limited to, calendars, directories, business office statements, grades, forms, schedules, and of course all the latest news and photos.

- **MBS Monday** is our weekly eBulletin that lists need-to-know information for the week, such as announcements, upcoming events and more.
- **MBS Week in Review** is a Friday bulletin sent to you weekly via email. This review features all of the week's news stories.
- **Crimson** magazine is published in the fall and spring.

Follow us on **Facebook** (www.facebook.com/morristownbeard), **Instagram** (www.instagram.com/morristownbeard), and **Twitter** (www.twitter.com/morristownbeard) to get real-time updates on campus activities.

Download the **MBS Mobile App** for quick access to directories, news, calendars, events, athletic schedules, and more! You can download the app on your phone from the Apple App Store or the Google Play store.

Questions? Email communications@mbs.net for answers.

Daily Schedules

The Middle School and Upper School daily schedules may be found in the Parent Portal and Student Portal on the MBS website.

Emergency Procedures and School Closings

Emergency Procedures

In the case of a major emergency, the School will initiate the Crisis Management Plan, which is updated each year and addresses a myriad of situations.

The School has a Crisis Team in place that reviews school policies regarding emergency situations, as well as monitors world and national events as they may relate to the safety of our students.

In an effort to provide for the safety of our students and the security of our facilities, surveillance cameras are located throughout the campus.

School Closing Due to Weather

When School is delayed or suspended for the day, the School will use the School Messenger system. These alerts will also be posted on the MBS website.

New parents will be asked to sign up with the School Messenger system at the beginning of the school year. All returning families have already been signed up. Once a decision is made to close the School, families will receive any combination of phone messages, text, or an e-mail alerting them to the decision.

In addition, the School will run an alert on the MBS website and will provide a phone message on the main school number: (973) 539-3032.

If snowy or icy conditions exist and no phone message has been received, families should confirm that school is in session before leaving home by either calling or checking the website

Sometimes, instead of closing school completely, the School will declare a Delayed Opening. In this case, advisor meetings will be held at 9:40 a.m. and classes will begin at 9:50 a.m. Delayed opening schedules can be found in the Parent and Student Portals on the MBS website.

On rare occasions when a storm strikes after school has already started, an Early Dismissal will be declared. Students will be permitted to call home. Parents of student drivers or riders should discuss these procedures before the bad weather arrives.

School Closing due to Force Majeure

The School may close temporarily or operate in a limited manner in connection with events such as acts of God, war, governmental action, acts of terrorism, epidemic, pandemic or other events beyond the School's control ("Force Majeure Events"). These circumstances may cause a modification to the academic calendar including cancelation or rescheduling of school trips and extra-curricular activities. The School may also implement a distance learning program.

Library Services

The Anderson Library and media lab provide students with a quiet place in which students can seek information and ideas for their academic and leisure reading needs. The library serves students and faculty by providing a wide assortment of books, periodicals and databases and is the center for print and electronic research. The library is open during school days from 7:30 A.M. until 4:00 P.M.

In order to provide all students access to the materials available, it is important that students be responsible and return materials on a timely basis. Students will receive Overdue Notices from their Advisors. If the material is not returned, after **three** such notices have been issued, a detention may be issued. At this time the cost of the material will be charged to the student's account.

End-of-Year Procedure

All library material must be returned by the end of the academic year or the school must be reimbursed accordingly. A student's account will be charged for the replacement cost of any material not returned by the date of graduation.

Morristown-Beard School Brand/Protocol for use of School Logos

The MBS logos are the primary identifiers of our School. Proper use of the School name and logos is essential in order to continue to establish our School identity. To prevent unintentional misuse, any use of our School logos (institutional and athletic) must be reviewed and approved by the Office of Advancement. This includes logos to be used on all materials for display, sale, or distribution, inside or outside the School community. Examples include, but are not limited to, apparel, promotional items (e.g., decals, stickers, and water bottles), posters, banners and printed materials.

Please note that requests for apparel and merchandise from athletic teams and their parent support groups should be submitted to the team coach as well as Mike Sturgeon, Director of Middle School Athletics, and then forwarded to the Office of Advancement for approval. Requests for merchandise from Class Parents and the Parents Association must also be submitted to the Office of Advancement for approval.

The Office of Advancement is happy to assist the School community in producing MBS items that display School pride and adhere to the guidelines designed to help build a strong School brand. Please contact Janet Burdorf, Director of Marketing and Communications, at jburdorf@mbs.net for assistance.

All Morristown-Beard School logos are trademarked and copyrighted property of the School and cannot be used on merchandise for resale by privately owned businesses.

Nursing services and Health Forms

Nurse's Office

The Nurse's Office is located on the lower level of the Athletic Center. Students with daily appointments are expected to go to the Infirmary and get back to their regularly scheduled activity on time. For

instance, students who need to take medications during lunch are expected to do so after lunch and arrive at the following class period on time.

Students who need to visit the nurse because of illness or because of an emergency must inform a teacher or a classmate where they are going. Either a teacher or a classmate should accompany students in serious distress.

Health Forms

MBS has adopted a web-based management system called Magnus Health SMR (Student Medical Record). Parents and families will have continuous access to their child's health record as well as the ability to make updates when needed. Parents will also have the option to take the digital health file with them after their child graduates.

Parents will have access to their Magnus Health SMR account through the MBS Parent Portal. Access to Magnus Health will be via the button titled "Magnus Health SMR Portal" under the "Re- Enrollment and Forms" tab. We ask that parents enter the health information required within your Magnus Health SMR account for each child attending Morristown-Beard School no later than July 1st.

If you are having difficulty navigating the Magnus system, entering data online, or downloading the hard copy cover sheets and forms, or if you have any other questions, please contact customer support at Magnus Health SMR by phone at 877.461.6831 or by email at service@magnushealthportal.com.

Concussion Policy

If a student has been diagnosed with a concussion, MBS will implement a Graduated Reentry Plan for the student's academic, extracurricular, and athletic program. The student, parents, and primary care provider will work together with an MBS support team to create the Graduated Reentry Plan. The MBS support team will include all teachers, faculty and staff who work with the student. A copy of the plan will be kept in the student's medical record.

The injured student may be required to take a medical leave from school or be eligible for academic accommodations based on the student's condition. Each case is idiosyncratic. Because recovery time and symptoms vary, it is important to create an individualized protocol until the student can return to his or her normal workload. Due to subtle and variable concussion symptoms, a return to cognitive normalcy can only be determined by highly trained professionals using data supplied by the student and teachers.

Once the injured student resumes full workload, the family and the student's teachers will closely monitor the student's performance for 2 weeks. If concussion symptoms recur or if the student demonstrates uncharacteristic performance (e.g. reduced attention span, inability to take tests), the School will initiate a new Graduated Reentry Plan.

Substance Abuse Policy

The Morristown-Beard School is committed to the safety and well being of its students. Accordingly, the following points will outline our policies in respect to the use of alcohol and controlled substances, including improperly used prescription drugs, both on and off our campus. If a faculty member suspects a student of being under the influence of drugs or alcohol, he/she will immediately contact the Head of Upper School or the Director of Guidance who will escort the student to the Nurse. Once the student

arrives in the Nurse's Office a cursory evaluation will begin in an attempt to detect any overt signs of substance use. Members of the School's evaluation team will conduct this exam. The team may include the Head of Upper School, the Grade Dean, the Director of Guidance, and the School Nurse.

If the School's evaluation team has reasonable suspicion to believe that a student is under the influence of a controlled substance or alcohol, the student's parents will be called and the School will ask the student if he/she is under the influence of either drugs or alcohol. If the student answers, "no" the school will ask that the child be tested at the parent's expense. If the School is unable to reach the guardian or the emergency contact, the student will be transported by ambulance, to the Morristown Memorial Hospital emergency room accompanied by a school official. In either case, MBS will receive the official test results. If the test indicates that the student is impaired, he/she will face disciplinary sanctions, up to and including dismissal from school. If the student is permitted to return to school, he/she must provide a note from his/her doctor stating that the student may safely return to school. If a student refuses to take a drug or alcohol test or attempts to use a specimen that has been tampered with or is not their own, the School will consider this a positive test result.

If the School's evaluation team determines the student is not impaired, he/she will be allowed to return to class, and the parents will be contacted.

If reliable information reaches the school that a student was under the influence of either drugs or alcohol at an off campus event, or if school officials suspect a particular student's struggles in school are a result of a potential substance use problem, the Head of Upper School and the Director of Guidance will convene a meeting of that student's advisor, teachers, and coaches to gather pertinent behavioral data about the particular student. Members of the evaluation team may be invited to that meeting.

Depending upon the results of the conference and any additional information contained in the student's file, the School may ask for a meeting with the parents or guardian to discuss the issue. The School may require the student to undergo ongoing drug screening, counseling sessions and/or participate in a substance use program as a condition of maintaining the child's enrollment at Morristown-Beard. In turn, the School will require documentation thereof.

If a student reaches out to a teacher, administrator, or any staff member in an effort to seek out help for any of the aforementioned issues, the Head of Upper School and the Director of Guidance will be alerted and in cooperation with the parents or guardians will attempt to ascertain the depth of the problem and help the family get timely assistance for their child. These instances may not necessarily involve disciplinary action.

Child Abuse or Neglect

The State of New Jersey requires any person having reasonable cause to believe that a child has been subjected to neglect or acts of abuse to immediately report that neglect or abuse to the Division of Child Protection and Permanency. The School must abide by this law, and the School will cooperate with authorities in the identification and reporting of any reasonable suspicion of child abuse or neglect in accordance with law.

Diversity, Equity and Inclusion

The School embraces and supports students and families' differences in age, ethnicity, gender, gender identity or expression, language, nationality or national origin, family or marital status, physical, mental and development abilities, race, religion or belief, sexual orientation, skin color, social or economic class, education, work and behavioral styles, political affiliation, and other characteristics that make individuals unique. Our commitment to diversity and inclusion aligns with our values, and is reflected in our policies.

Communicable Disease

In furtherance of ensuring the health and safety of the community, the School aims to promote understanding and prevention relating to communicable diseases, ensure fair and non-discriminatory treatment, and monitor guidelines and data issued by the Center for Disease Control and Prevention, the State of New Jersey, and local authorities.

Some communicable diseases and viruses of a more serious nature may pose significant health and safety risks. In response to concerns about such risks, during a pandemic, epidemic, or declared emergency, the School requires that any student, staff member, vendor, visitor, or guest report immediately to administration any potentially communicable disease which the individual may have contracted or been exposed to. During an epidemic, pandemic or similar health crisis, the School further instructs any student that possesses symptoms of a communicable disease refrain from attending classes, field trips and extra-curricular activities until the student is fever and/or symptom free for a period of at least twenty-four (24) hours. If the School determines that a student presents a risk to the School community, the School may require that student to refrain from attending school, including classes, field trips and extra-curricular activities, for a designated period of time. The School will work with parents to make appropriate arrangements. In making such a determination, the school may consider: (a) documentation by a professional healthcare provider; (b) the symptoms possessed; (c) how long the person is infectious or has had symptoms; and (d) the severity of potential harm to third parties. Students may be required to provide documentation from a healthcare professional prior to returning to campus.

The School will follow all laws and guidance provided by authorities and expects students and families to do the same. The School may modify this policy or issue additional policies, statements and/or instructions, as necessary.

Acknowledgement of Risk

The School will follow all laws, orders, regulations and guidelines issued by Federal, State and local authorities pertaining to communicable diseases, pandemic, epidemics, and infection control practices. However, the School cannot eradicate all risks of infection or exposure to communicable diseases and viruses. By attending classes, extra-curricular events, and other school related programs and activities, students, parents/guardians, visitors, and guests understand and assume the inherent risk of exposure and infection. Students and parents/guardians acknowledge and agree that there are inherent risks that arise from entry onto the School's premises, use of the School's supplies and equipment, and by and through participation in the School's programs and activities. These risks include but are not limited to sickness, injury, harm, disability, and/or death. By participating in the School's programs and activities, students and parents/guardians accept and assume full responsibility of all such risks.

Parents Association

The Parents Association promotes the aims and ideals of the School. It establishes a sense of community among parents, students, faculty, staff, and friends of MBS; helps the Office of Institutional Advancement

raise funds, fosters a cooperative relationship between parents and the faculty; and helps maintain good public relations among the School and the community-at-large.

For up-to-date information, please visit the Parents Association page on the MBS website.

Parental Conduct

Parents and others entrusted with the care and wellbeing of students (collectively, “parents”) play an integral role in the promotion of the aims and ideals of Morristown- Beard School. Their continued understanding, support and cooperation is critical to the success of the School and the effectiveness of its educational mission. Conversely, the attitude or conduct of a parent, be it uncooperative, disruptive, disrespectful or abusive, may so diminish the effectiveness of the educational process as to lead the School to conclude that the continued involvement of the parent and the student with the School is no longer in the best interests of either the student or the School.

In the ordinary course of events, a student will not be deprived of an education at Morristown-Beard School because of the attitudes or actions of his or her parents. There, nevertheless, may exist circumstances of the kind described above and in these circumstances the School reserves the right to determine that the continued attendance of the student in the School is not in the best interests of either the student or the School and, on this basis, to dismiss the student and recommend his or her transfer to another school.

Student Government Association

The Student Government Association promotes a closer relationship among the students, faculty, and administration in matters pertinent to the general welfare of the School and the students. The SGA provides an experience in democratic process in school activities, gives a forum for student concerns, and encourages the student body to develop a spirit of cooperation for the betterment of the school community.

The SGA meetings are open to all students and meet on a monthly basis. In addition to the elected SGA and Class Officers, club leaders, and athletic captains are strongly urged to attend.

A full list of SGA officers can be found under the Student Life tab on the MBS website.

Leave of Absence

If a student needs to take a leave of absence for medical reasons they must have a letter from their doctor supporting leave and indicating the expected length of leave.

- Students must take leave if they expect to be absent for two consecutive weeks or more than 14 days in a four-week period.
- Absences while on leave will not count towards the allowed number of absences for the year. However, the school may require a student to attend summer school or repeat the school year if the medical leave is longer than four weeks.

Work missed while on medical leave must be made up. If a student is able to complete schoolwork while on medical leave, MBS teachers will provide work and syllabi, but will not provide tutoring. If a leave is

three weeks or less, and the student is unable to complete schoolwork while on leave, the work may be made up when the student returns to school.

If a student misses more than three consecutive weeks of school, MBS may require the student to work with a school-approved tutor or to attend summer school, depending on the time of year and the length of the absence. The school will not provide tutors.

If a student takes more than one medical leave in a school year the School reserves the right to require that the student repeat the school year. If the School determines that the student has missed too many school days to allow for successful re-entry, the School may cancel the student's enrollment agreement.

MBS families may also request a leave in order to take advantage of an opportunity that requires them to live away from the Morristown area for up to a year. MBS has a strong commitment to its current families and we will do our best to facilitate and support the students' return to MBS. We also recognize that special opportunities broaden our students' educational experience in ways that will benefit not only the family, but also the entire school community.

Procedure for a leave of absence:

- Families planning to take a one-year leave should inform the Admission Office no later than March 1st.
- Since the students must continue to make academic progress that will enable them to return to MBS without undue difficulty, the relevant division Head must approve the academic plans for the semester or year away. Re-admission will be dependent on the students' satisfactory performance in their pre-approved programs.
- For re-admission, students need to go through an abbreviated admission process, which includes applicable standardized testing, recommendations, transcript, and a questionnaire.
- Re-admission is possible only if the grade has an opening. Returning students are given preference for an opening, as long as they have satisfactorily completed their academic program. However, the School will not over-enroll a grade in order to allow a student to return to MBS.
- The re-admission commitment from MBS is one year only. If a family chooses to stay away for more than one year, the student will have to re-apply to MBS as a new applicant.
- The number of students on leave in a given year will be determined by the Director of Admission in collaboration with the Head of School. Leave of absence requests are honored on a first come, first serve basis through the Admission Office.

Transportation

Transportation services are provided through Belair Transport. Forms to secure these services (as well as reimbursement instructions and forms for these services) can be found on the website in the Parent Portal under the Enrollment and Forms section. Availability and usage of services varies from town to town and differs from family to family.

All families are required to complete and submit a B6T form (also found on the Parent Portal in the Enrollment and Forms section) even if you do not elect to use transportation services. Please contact Kathy Hemmer at 973-539-3032 or khemmer@mbs.net if you have any questions.

Updating Family Information Online

For detailed instructions on how to complete your family profile online, please visit the Parent Portal on the School website.

MBS Textbook Ordering Procedures

Beginning this year, MBS will no longer be providing a textbook ordering service through the School.

Books required for each student will either be distributed in class by the teacher or will be ordered by parents. In mid-August, you will receive an email letting you know that your child's course listing is available in the Parent Portal. Next to each course, it will indicate one of the following:

Textbook Required - These are books that you will need to purchase for your child. An ISBN will be listed for each required text. Amazon is often the quickest and lowest cost provider for these books, but please feel free to shop around. Just be sure to use the ISBN that is listed on your child's finalized course listing to make sure you are purchasing the correct edition. If you receive a financial aid package that includes textbooks, MBS will be ordering these books on behalf of your child.

Textbooks Provided - These are books that will be provided by the MBS Bookstore and distributed in class. You will be charged for these books via your child's tuition account. If you receive a financial aid package that includes textbooks, you will receive a credit for these books after you have been charged.

No Textbooks Required

For any textbooks ordered on your own or provided by the MBS Bookstore, we strongly recommend that you keep any plastic seals intact and do not write in the book until students have confirmed with teachers that they have the correct edition and that they plan to stay in the class. Once the plastic seal has been broken or there is writing in the book, textbooks are not returnable.

MIDDLE SCHOOL SECTION

Academics

The Middle School program responds to the unique developmental needs of young adolescents. Students participate in a variety of areas of study and activities that stress active engagement in learning. One of the major goals of the program is to create a climate where curiosity, integrity and creative expression are esteemed.

Middle School students are required to complete five core courses, as well as Arts electives and cycle classes in Art, Wellness, Physical Education or English workshop.

Students may also be eligible to participate in certain Upper School classes – typically in math or world languages.

The MBS Curriculum Guide contains a complete description of all of the courses offered by MBS.

Grades & Comments

The School uses letter grades ranging from A through F for core curriculum classes. Grades ranging between an A and C- are considered acceptable, while grades below a C- are of concern and may lead to a student being placed on Academic Probation.

MBS GRADING SYSTEM

<u>LETTER GRADE</u>	<u>GRADE POINT</u>
A+	4.0
A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

The School sends grades and comments home three times a year– typically about 10 days after the end of each quarter.

1st Quarter (Interim) grades and comments

1st Semester (Final) grades and comments
3rd Quarter (Interim) grades and comments
2nd Semester (Final) grades

In addition to regularly scheduled grades and comments, teachers often send Parent Communication Forms for either excellent or substandard performance. Students who need more frequent monitoring are sometimes placed on Progress Reports.

Homework Guidelines

Students are typically assigned an average of 1.5-2 hours of studying and/or homework per night. It is each student's responsibility to make sure they have all the materials and directives necessary to complete their assignments. Late, incomplete, or carelessly done homework will negatively affect a student's average. Parents will be notified of recurrent patterns of inconsistent homework submission.

Honor Roll & Head of School's List

The School has two honor rolls for academic achievement:

- Honor Roll – for students with a minimum GPA of 3.2 with one grade in the C range.
- Head of School's List – for students with a minimum GPA of 3.80 with no grade below B-. Both honor rolls are based on semester grades, not end of year grades.

The National Junior Honor Society recognizes students in grades seven and eight who have demonstrated outstanding scholarship, leadership, service, character, and citizenship. Students must have demonstrated academic excellence; generally, only the top 5% of students in a class are eligible for consideration for induction.

Educational Accommodations

The Morristown-Beard School seeks to meet the learning needs of its students. Most of the time, groups and individual instruction in the classroom and in extra-help settings is sufficient. Creative, thoughtful instruction is the best response to diverse learning styles. When adjustments must be made to meet individual needs, the school offers the following accommodations:

- Preferential seating
- Use of a tape recorder for note taking
- Use of a computer for in-class evaluations and note taking
- Extended time (time and a half)
- Alternate testing location

All students requesting accommodations must have a current psycho-educational evaluation (completed within the past three years) that provides an assessment of the student's learning and behavior profiles and individualized recommendations for teachers. The evaluation will be kept on file in the Center for Teaching and Learning.

The School has Learning Specialists to assist students with documented learning disabilities. These services are scheduled through the Director of the Center for Teaching and Learning.

Exams

Students in the 7th and 8th grades may take exams or cumulative projects in all subjects at the end of the 2nd semester. The exams can count as much as 20% of that semester's grade.

Academic Honesty

The School maintains an environment and pace of learning that contributes to the personal growth of its students. Students are expected to do their own work and to let their classmates do their own work without assistance or interference. See the Academic Honesty Guide (Appendix I) for a complete description of Morristown-Beard's expectations on academic honesty.

Students may not hand in work that includes material taken directly from another source – such as a reference book or an Internet site – without referencing that source properly. Improper referencing of a source constitutes plagiarism and may result in an F on the assignment and disciplinary action.

At times, teachers may give students permission to receive assistance on homework assignments, but such occurrences must be clearly noted on the assignment. Failure to note such assistance may result in an F on the assignment and/or disciplinary action.

Academic Probation

Academic Probation is based upon a faculty review of student records and takes into consideration attitude, aptitude, effort, and achievement. The conditions set forth in the probation relate specifically to GPA, but also allow for subjective evaluations of attitude and deportment.

After each semester, students who fail a course, have two or more unsatisfactory grades (D or below), or have an average of C- or below (GPA of 1.67) will automatically be placed on Academic Probation. The School also reserves the right to place students on Academic Probation who are deemed to be working "well below their ability level" even though their GPA is above the minimum standard.

Whenever a student is placed upon Academic Probation, the Head of Middle School will hold a conference with the parents and student. Subsequently, a letter confirming the conditions of the probation will be placed in the student's permanent file.

Soon after the end of the first semester, the School will review the first semester grades, attitude, and effort of all students and will specifically review the status of those already on probation. For students who remain on Academic Probation and for those who are placed on it, the Head of Middle School will contact parents and hold conferences with parents and students in serious academic jeopardy. A student's re-enrollment depends upon his or her successful completion of the year and a review conducted at year's end by the faculty. In order for students on Academic Probation to re-enroll at Morristown-Beard, successful completion of a summer school may be required.

Re-enrollment Agreements for students on probation will be delayed until a full faculty review in early June.

Failure of a Course

A student who fails a core course for the year must make up that course in an acceptable summer school program. A student who fails more than one course will not be promoted to the next grade, unless other factors are present that alter the application of these consequences.

Progress Reports

A student requiring additional monitoring of their academic progress may be placed on Progress Reports for one or more of their courses. Likewise, a teacher, in consultation with the MS Guidance Coordinator, may place a student on Progress Reports if that student has earned a C- or below as a quarterly grade.

Activities/Programs

After-School Hours

Students are required to be picked up at the end of the School Day at 3:25 p.m.

Students who ride the bus must wait by the MS Building or in the Commons Room until the buses arrive. The school day for students who take the bus does not end at 3:25 p.m. — it ends after the student has been dropped off at his or her stop. Accordingly, the School's rules are in effect until that time. However, there are two exceptions to this guideline:

- Students may purchase food and beverages from the vending machines after their dismissal from the Sports Period.
- Students may be out of dress code after the end of Sports Period.

After 3:25 p.m., students must wait in the Commons Room in the Middle School Building. Students are expected to behave in a quiet and respectful manner until they are picked up. Students may not leave campus prior to getting on the bus or being picked up by their parents.

The School offers the following activities:

After-School Program

Students are encouraged to attend our social gatherings. There are typically two dances each year, Friday night gym and pool nights, ski club, and scheduled grade-level movie nights. Activities are scheduled over the course of the year.

Community Service

All Middle School students participate in our community service program. As a school, students work to fundraise and bring awareness to organizations such as Toys for Tots and the Morris County Food Pantry. Each grade collaborates on a specific project; the sixth grade works on math problems for St. Jude's Hospital, participate in Middle School recycling project, and visits the Seeing Eye, the seventh grade works with Morristown Neighborhood House throughout the school year, and the eighth grade visits the Interfaith Food Pantry of Morristown twice per year in advisory groups. As part of our After-School Program, students are encouraged to visit Matheny School.

In School Clubs

The Middle School offers a club rotation three times per year to coincide with the sports calendar. Clubs meet every Friday after recess. Examples of club offerings include: Yearbook, MS MBS, Open Art Studio, Nature Walks, Finance/Investing, Yoga, Invention, Coding, Fantasy Football, and March Madness.

Performing Arts

Students can participate in dance recitals, choral performances, and instrumental recitals, and the Middle School musical.

*Student-Pay Activities**

Students are invited to join the MS Rock Climbing Club during the fall and Ski & Snowboard Club (Shawnee Mt.) during the winter months.

**MBS does not want to prohibit any student from participating. If cost is a concern, please contact Meg Ahern, Director of Admission and Financial Aid, at mahern@mbs.net for more information.*

Tutoring

Parents seeking a tutor should call the MS Guidance Coordinator. MBS teachers may tutor on campus after school, but not during the school day. The School does not allow non-MBS employees as tutors on campus.

The School does not allow teachers to tutor students that they have in class. Whenever a student has an arrangement with an outside tutor, the subject teacher, the advisor, and the MS Guidance Coordinator should be informed.

Parents and tutors arrange fees independently of the School.

Advisory & Guidance Program

Advisors monitor the academic, social, and personal progress of their advisees. They also serve as a liaison between the School and the home.

The school day starts at 8:00 a.m. with advisor meetings, which are held in the advisors' classrooms. These meetings allow students a regular opportunity to talk with their advisor. Students end the school in advisory. This gives them a chance to pack up and get ready for home. In addition to beginning and end-of-day advisory, students see their advisor during advisory on Monday and Collaborative Period on Tuesday and Thursday. While advisors are not certified guidance counselors, they can act as sounding boards for advisees confronted with a variety of issues.

The School provides two dates in November and April for parents to meet with advisors, but parents may also call or e-mail at any time.

In addition to the advisor, students may seek additional individual guidance by contacting Dr. Sam Tuttle, the MS Guidance Coordinator. Dr. Tuttle is a certified school counselor and psychologist, qualified to assist students in exploring options that may best address personal difficulties. He handles issues that are very personal and complex for the advisor to handle.

A parent with questions about the advising process should contact Dr. Tuttle at 973-539-3030, extension 545. The MS Guidance Coordinator acts as a resource person for advisors and families and a liaison between teachers and outside professionals. The Coordinator oversees the programs of students with learning differences and orchestrates their sessions with the MS Learning Specialist. The MS Guidance Coordinator also meets in an individual or group setting with students.

Attendance

Absences

A student who is absent from 18 classes of a year-long course may be denied credit for that course.

A student who has been absent from school is required to check in with the teachers of the classes they missed during their absence before the start of classes.

Attendance

Students are required to arrive at school in time for the start of classes in the morning (8:00 a.m.).

Likewise, students are expected to attend school every day that the School is in session.

Parents of children who are planning to arrive late or depart early are expected to notify the School by 7:55 a.m. Students who arrive late on campus must check-in at the Middle School Office as soon as they arrive. Students planning to leave school early for any reason must be signed out by a parent or guardian in the Middle School Office. However, students who leave early for medical reasons may check out in the Nurse's Office. The school day starts at 8:00 a.m. and ends at 3:25 p.m.

As a general guideline, students who miss a day of school due to illness will have a day to make up the work. For illnesses that last more than one day, generally the student will work with the teacher to make a plan to deal with the circumstances.

Students who miss school for an unplanned absence (for example, because of illness or a family emergency) are responsible for arranging to complete their assignments.

Late to Class Policy

Students are responsible for arriving at their classes on time – students who are legitimately delayed by a late dismissal must get passes from their teachers. Students are responsible at all times for keeping track of the time and for making sure that they arrive at their classes on time. Students who arrive late to class repeatedly may be issued a detention.

Planned Absence Policy

The School recognizes that parents may sometimes decide to take their child out of school for family vacations or other personal reasons.

Regardless of the reason, the School asks that parents understand the academic risks inherent in allowing a child to miss class time. Such absences can be very disruptive, especially for students who miss large blocks of time or who miss school repeatedly.

Parents are reminded of the clause in the Attendance Policy, which stipulates that “Students who are absent for 18 classes of a year-long course may be denied credit for that course.”

It is not the School's policy to make special accommodations for students who miss school for a planned absence. Insofar as it is possible for students to hand in work before they leave, they must do so. Other assignments, such as quizzes and tests must be made up within two days of returning to school.

All planned absences must be reported in writing by using the Planned Absence Form available in the MS Office one week prior to the beginning of the absence. Students must notify and obtain the signatures of all their teachers in advance of their planned absence. The completed Planned Absence Form must be submitted to the Middle School Office. Students who fail to deliver such notification risk being denied credit on their academic assignments.

Tardiness to School

A student who is late to School seven times in one Semester may be issued a Detention. (Each subsequent lateness will earn additional Detentions.)

Comportment and Discipline

Citizenship

Students are expected to contribute to the sense of community and belonging by showing respect for faculty, staff, peers, and school property and by behaving in a safe and responsible manner. All members of the school community are expected to adhere to our school's values.

Student Conduct

All Middle School students are expected to contribute to the well being of the Community by showing respect for faculty and staff, fellow students, school visitors and school property and by behaving in a safe and responsible manner at all times.

When students represent the School in academic, athletic, or other extra-curricular activities, the School expects that students will demonstrate scholarship, sportsmanship, and citizenship in accordance with the Core Values of MBS: Personal Responsibility, Awareness of Diverse Perspectives, Engagement, Tenacity, Independence of Mind, and Humor and Humility.

Students are expected to adhere to all school rules both on campus, as well as at off-campus school-related events, regardless of timing and/or location. Students that do not adhere to these rules and MBS Values of the School may face disciplinary action, be placed on disciplinary warning, suspended or expelled from School.

The School does not tolerate ethnic or racial slurs, profane language, disrespectful comments or gestures, or any form of harassment. Similarly, the School does not tolerate any form of physical or emotional intimidation, verbal or written threats, hazing or bullying, or any other behavior that violates another student's well being. (See [Student and Sexual Harassment Policy page 33](#).)

A student may not "borrow" another student's belongings without that student's expressed permission. A student may not intentionally damage any property – whether belonging to the School or to another student – at any time.

The School does not tolerate cheating, lying, or plagiarism. Students are expected to know that neglecting to cite a source – or neglecting to cite a source properly – may result in disciplinary action for plagiarism or academic dishonesty.

Students are expected to behave in a safe and responsible manner at all times while under the care of the School and to obey all laws. Students are not allowed to bring dangerous items, controlled substances, and

drug paraphernalia on campus or to any off-campus school events. The Middle School Head or Middle School Dean may inspect students' lockers, book bags, equipment bags, or other personal items when there is a perceived need to do so.

Students are not allowed to leave campus at any time during the school day without the School's permission. They must remain in explicitly designated areas of the campus where there is supervision, and they may not remain on campus after dismissal unless they are there for a school-sponsored activity.

This above list is not intended to be all-inclusive. Appropriate behavior is expected and required at all times. A student, whose conduct is considered to be injurious to the life of the School, or an individual in the School, may be dismissed at any time.

Detentions

The School uses a detention system as a disciplinary tool for supporting the School's rules. Teachers, advisors, the Dean of Students, the Guidance Coordinator and coaches usually attempt to solve a problem internally without resorting to issuing a detention. The Dean of Students and teachers generally give a warning before resorting to a detention. In the case of repeated infractions of the School's rules, or an egregious violation of the School's rules, a teacher may elect to issue a detention. Alternatively, a teacher may elect to refer the matter directly to the Middle School Dean for appropriate discipline.

In the case of a major rule violation or continued minor rule violations, the Dean of Students may upgrade a normal Detention to a Reverse Suspension. Whereas a normal Detention is served during the sports period or recess, a Reverse Suspension is served during a day when there are no classes (such as on the first day of a vacation break or during a Parent/Teacher Conference Day) and lasts for four (or more) hours.

The Dean of Students discusses each Detention with the student recipient and gives guidance on how the student can avoid repeating the original mistake. The Dean will also try to match the severity of a detention with the severity of the rule infraction. Students must serve Detentions in a timely manner as determined by the Dean of Students.

Detentions & Loss of Privileges

Students who have earned Detentions but have not served them may not participate in any dress-down privileges.

Students who have earned an excessive number of Detentions (or a Reverse Suspension) may be prohibited from participating in certain activities, trips, and co-curricular events.

Disciplinary Warning

The School reserves the right to place students on Disciplinary Warning and withhold re-enrollment contracts for students with a significant disciplinary record. Students who violate the School's rules while on Disciplinary Warning will likely face suspension or possible expulsion.

Food and Drink Policy

Students may not eat food or drink beverages outside of the Dining Hall, or take food out of the Dining Hall for later consumption.

Students who bring food to school must have prior permission from their advisor. Students may not drink coffee or soda on campus at any time prior to 3:30 p.m. except during Advisory parties.

Reverse Detentions

Prior to a major vacation (Thanksgiving Break, Winter Break, Spring Break, and Summer Vacation), the Dean of Students may require a student who has amassed multiple detentions come to school on the first day of vacation in order to serve the detentions consecutively. A Reverse Detention lasts a minimum of four hours, regardless of the number of unserved detentions outstanding.

Serving Detentions

The Dean of Students maintains a record of each student's Detentions, and may meet with parents of students who earn three or more detentions during the course of a semester. The purpose of this meeting is to discuss the School's concern about the student's ability to follow the School's rules. The Middle School Dean may also send home a letter that becomes a part of the student's file during his or her Middle School years.

Students who have earned an excessive number of Detentions (or a Reverse Suspension) may be prohibited from participating in certain activities, trips, and co-curricular events.

Suspensions

An in-school suspension or an at-home suspension is applied when the normal disciplinary procedures have not resulted in the behavioral changes that are anticipated.

Dress Code/General Appearance

The Dress Code also contains guidelines for general appearance and neatness, in addition to clothing.

- Students must be clean and well-groomed.
- Clothes may not be ripped, frayed, or otherwise slovenly.
- Clothes must be worn appropriately (such as pants must be pulled up and shirts/blouses must be buttoned).
- Students must be clean-shaven and hair must be neatly groomed.
- No visible body piercing jewelry is allowed, with the exception of earrings.
- No visible tattoos are allowed.
- The School reserves the right to determine if a student is in violation of the Dress Code in any way.

All-School Dress Code

Students are expected to dress appropriately for School. The following dress code policy is intended to provide the community with guidelines for appropriate School attire. However, it is entirely within the discretion of the School faculty and administration to determine whether a student is dressed within the spirit of these guidelines.

Pants

Students may wear corduroys, khakis or other dress slacks. Pants may not be ripped or “distressed.” Leggings may be worn, but they must be a solid color. Jeans, cargo pants, sweatpants, and other athletic pants/tights are prohibited.

Skirts & Dresses

Skirts and dresses are permissible provided they are not more than 4 inches above the knee. Necklines must be modest and appropriate for school.

Shirts

Students may wear collared shirts, either short-sleeved “polo” shirts or long sleeved button down shirts. Other appropriate dressy shirts may be worn. Shirts without sleeves need to be worn with a cardigan sweater. Shirt length must meet the hip. Necklines must be modest and appropriate for school.

Outerwear

Half-zip pullovers and sweaters may be worn. Sweatshirts are prohibited.

Footwear

Students may wear shoes, boots, sneakers or sandals provided that they are in good condition (no holes and relatively clean). Flip-flops and other beach, pool or shower shoes are prohibited.

Hats

Hats may not be worn indoors (with the exception of head coverings worn in religious observance.)

Dress-Up Days

A full list of dress-up days will be published at the beginning of each year. On designated dress-up days, students will be expected to wear more formal attire. Students may wear a jacket and tie (knotted properly to cover the top button). Dress slacks/pants or an appropriate dress or skirt can be worn. Dresses, skirts and necklines must be modest and appropriate for school. Dress shoes are required.

Dress-Down Days

Most Fridays are designated dress-down days. On designated dress-down days, casual attire is permitted. Clothing may not display any writing or images that are offensive to others, or that advertise drugs, tobacco or alcohol. Shorts, skirts and necklines must be modest and appropriate for school.

Fitness Class Dress Code

For gym class, students are required to change into suitable MBS gym clothes in the gym locker rooms.

The School store sells a variety of t-shirts, gym shorts, and sweatshirts (and sweatpants) that may be worn during gym class. Students must also have suitable footwear — specifically sneakers worn with socks.

Students must lock their gym lockers at all times — the safety of their belongings is each student’s responsibility. Valuable items should not be left in the lockers overnight.

Sports Period Dress Code

For the sports period, students playing a team sport are required to change into suitable sports clothing for their particular sport in the locker room. The coach determines the expected practice clothing and game uniform. Students are expected to care for their game uniforms and to return them to the Athletics Department at the end of each season. Students who do not participate in a team sport are required to remain in Dress Code until the end of the school day.

Students who do not return their uniforms will not be issued a uniform for the following season. Students who damage or lose their uniforms will be required to pay for their replacement.

Interscholastic Athletic Program

The purposes of the Middle School interscholastic athletic program are to encourage participation in athletics, teach and refine athletic skills, develop specific game strategy, encourage sportsmanship, and promote commitment to a team.

Students may join any of the athletic teams offered by the Middle School. Practices are held during the sports period at the end of the school day. Regularly scheduled interscholastic games begin after school, but in some cases students may be dismissed early and miss part of the final teaching period of the day. The emphasis at this level is mainly instructional. If there is enough interest in a particular sport, the School will try to accommodate the large numbers of students by adding a second team that will have its own schedule.

The School offers the following teams:

Fall

Coed Cross-Country, Boys Soccer A&B, Girls Field Hockey, Girls Soccer
Girls Tennis

Winter

Coed Ice Hockey A&B, Coed Swimming
Boys Basketball A&B, Girls Basketball A&B

Spring

Boys Baseball
Boys Lacrosse A&B, Boys Tennis
Girls Lacrosse A&B, Girls Softball, Track & Field

Team members are required to attend all games scheduled for their teams, unless they have given their coach notice before the day of the game, or unless the coach has informed them that they will not be on the roster for that particular game.

Team members are required to attend all practices. If they cannot participate in the practice for a medical reason, they must have a note from the nurse, trainer or doctor. Moreover, they must report to practice and sit on the sideline. Students may be held out of practice to serve a detention.

The athletics daily schedule and calendar link is available at www.mbs.net (click rSchool link of the front page of our website.)

Students who do not wish to participate in a team sports will be assigned to Fitness Class.

Parent Information

Parent Communication Forms (PCFs)

Teachers use Parent Communication Forms—often referred to as “Commendations” and “Warnings”—to report an exceptionally good or bad performance in class.

Parental Conduct

Parents—and others entrusted with the care and well-being of students—play an integral role in the promotion of the aims and ideals of the School. Their continued understanding, support, and cooperation is critical to the success of the School and the effectiveness of its educational mission. Conversely, the attitude or conduct of a parent, be it uncooperative, disruptive, disrespectful or abusive, may so diminish the effectiveness of the educational process as to lead the School to conclude that the continued involvement of the parent and the student with the School is no longer in the best interests of either the student or the School.

In the ordinary course of events, a student will not be deprived of an education at the School because of the attitudes or actions of his or her parents. There, nevertheless, may exist circumstances of the kind described above and in these circumstances the School reserves the right to determine that the continued attendance of the student in the School is not in the best interests of either the student or the School and, on this basis, to dismiss the student and recommend his or her transfer to another school.

Parent/Advisor Conferences

Parent/Advisor Conferences are student led and scheduled in November and April each academic year. The student is required to attend a portion of the conference. Please check the school’s master calendar for specific dates.

Personal Property

The School reserves the right to search a student’s advisory locker, gym locker, book-bag, and other personal items at any time.

If a school administrator considers that there is reasonable suspicion that a student has broken a major school rule, a search of the student, his or her locker, or his or her personal property may be done. Student property may be confiscated and need not be returned if its use would violate School regulations. Searches made at the discretion of the School do not require prior notification of parents. Immediately following a School search, the MS Head will notify the parents about the reasons for and results of the search.

If the School is requested by a law enforcement official to conduct a search, it will attempt to notify the parents before such a search takes place. Such searches will be performed by the law enforcement official with the MS Head (or other School official) present.

Lost & Found

Students who lose something should check the lost and found receptacles as soon as possible. They should also report the loss to their advisor and to the MS Dean.

Racial Harassment Policy

Although all acts of harassment are prohibited (See Student Harassment Policy), Morristown-Beard School explicitly prohibits any form of racial harassment. The School is committed to creating an inclusive and anti-racist community and will not tolerate any actions or comments that create an intimidating, hostile, or offensive learning environment. We believe that every student has the right to feel safe and respected in the school community.

The School will investigate all complaints of racial harassment as set forth below.

Racial Harassment Defined:

Racial harassment is a form of racial discrimination. It is defined as any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that are directed towards someone because of race, color, ethnicity, religion, ancestry, or national origin. This includes any actions, behaviors, or words, whether direct or indirect, which marginalize, exclude, and/or discriminate against a person or group of people.

Examples of racial harassment include, but are not limited to:

- Intimidating gestures, violent behavior, or threats of physical harm.
- Using racial slurs or derogatory language.
- Racist jokes or singing songs with offensive lyrics.
- Posting, texting, or displaying racially inflammatory images or videos.

Reporting/Investigating Reports of Racial Harassment:

Students are encouraged to immediately report any incidents of harassment. Any student who believes that he or she has been subject to racial harassment, or who has witnessed an incident of racial harassment should take the following steps:

- Report the incident to a faculty or staff member with whom the student is comfortable (such individual will then be required to notify the Head of Upper School, Director of Student Conduct, Grade Dean, or Director of Diversity and Inclusion); or
- Report the incident directly to the Head of Upper School or Head of Middle School, Director of Student Conduct, Grade Dean, or Director of Diversity and Inclusion.

The Director of Student Conduct and the Grade Dean are responsible for investigating harassment complaints with coordination and direction provided by the Head of Upper School or Head of Middle School and Director of Diversity, Equity and Inclusion. All incidents will be dealt with in a decisive, timely, and accurate manner.

The investigation will include interviewing the individuals involved and notifying their parents. It may also require viewing related emails, text messages, and social media pages. The steps taken and the outcome of the investigation will be documented by the Director of Student Conduct and the Grade Dean.

Racial Harassment Disciplinary Consequences:

Any violation of this policy is considered a major offense and the student should expect to face disciplinary action, including but not limited to, disciplinary warning, suspension, final warning, or expulsion (See Conduct and Disciplinary System).

The Head of Upper School or Head of Middle School, in consultation with the Director of Student Conduct, the Director of DEI, and the Grade Dean, will determine the appropriate disciplinary response.

The Director of Diversity, Equity and Inclusion will be notified of all cases involving racial harassment. Following any disciplinary action, a student may be required to attend at least three sessions with the DEI Director and if needed, a school counselor. This will provide an opportunity for the student to reflect on their behavior and any consequences surrounding their actions. If appropriate, restorative practices with the individual(s) involved will also be facilitated in this setting. At the completion of the sessions, the counselors, DEI Director, and Dean will make any further recommendations.

Schedule

Collaborative Period - “Extra Help”

There is collaborative time built into the schedule. Every Tuesday, Thursday and Friday afternoon, students can meet with teachers, work with classmates or quietly work on homework and school projects. Students who need one-on-one assistance, or who need to make up missed assignments, are expected to seek their teachers out during this time. Students can also meet with their teachers before and after school hours – after making arrangements ahead of time to do so.

Course Selection & Recommendations

The Head of Middle School, in consultation with the registrar, teachers and advisors, creates class sections. Math classes are grouped based on ability and achievement records. All other classes are organized on a mixed-ability basis with as much flexibility as possible built into the grouping system.

At the end of the 1st Semester, the faculty makes recommendations for the placement of returning students for the following year. The advisors discuss these recommendations at the Spring Parent/Advisor Conferences.

In the spring, current students select and prioritize arts electives for the following year. The Middle School does not have an add/drop period.

Student and Sexual harassment policy

Sexual Harassment Policy

Morristown-Beard School believes that students have the right to be free from sexual harassment and it is the policy of this School to maintain a learning environment free from such conduct. Actions or comments by students or adults that result in unlawful sexual harassment of any member of the school

community will not be tolerated. It is a violation of this policy for any student, employee, staff member, or volunteer to harass a student through conduct or communication of a harassing nature. The school will investigate all complaints of sexually harassing conduct as set forth below.

Sexual harassment is sexual conduct, or conduct directed at someone because of his or her gender, that creates an intimidating, hostile or offensive learning environment, or that makes the recipient feel embarrassed, uncomfortable or unduly interferes with a student's ability to receive an education. Sexual harassment can be between those of the same sex or the opposite sex, and can be verbal or physical.

Examples of sexually harassing conduct include, but are not limited to:

- Unwelcome sexual flirtations, advances, and propositions;
- Sexually-degrading words used in reference to an individual;
- Comments on the speaker's own sexual abilities or those of other students;
- Display of offensive pictures or objects such as posters or calendars which are of a sexual nature;
- Unwelcome remarks of a sexual nature;
- Unwelcome questions about sexual conduct;
- Pressure for sexual favors; and
- Other harassment of a non-sexual nature that is engaged in due to the gender of the individual.

It is specifically prohibited for any School employee or volunteer, under any circumstance, to engage in physical intimacy with a student, to pursue a student for purposes of physical intimacy, or to act in such a manner as to cause a student to believe that he or she is the object of such a pursuit.

Morristown-Beard School strictly forbids the sexual harassment of students. Any student found to have engaged in sexually harassing conduct is subject to discipline, up to and including expulsion from the School. Any student who has been exposed to sexual harassment by another should tell the harasser to stop the conduct immediately. This may resolve the problem. The School emphasizes, however, that it is never necessary for a student to talk directly to an offender if that individual feels uncomfortable doing so.

Students who believe that they have been subject to harassment or have witnessed harassment should promptly report their concerns to a teacher, administrator or the Head of the Upper or Middle School. A teacher or administrator who learns of an allegation of harassment shall promptly notify the Head of the Upper or Middle School. Reporting is necessary so that steps can be taken to stop harassment. The Head of the Upper or Middle School shall promptly commence an investigation, make factual findings regarding the circumstances surrounding the alleged harassment, assess the merits of the complaint, and determine any disciplinary action or penalty, if warranted, even if a student does not wish to file a formal complaint. If the complaint of sexual harassment involves the Head of the Upper or Middle School, the matter may be directed to the Head of the School. The School's goal in investigating and taking any follow-up action shall be to stop any continued harassment.

Every effort will be made to ensure that complaints of sexual harassment be kept as confidential as possible. No retaliation or adverse consequences shall be taken against any student who complains of sexual harassment, and any student who believes they have been subject to such conduct for the filing of a complaint shall immediately notify a teacher or administrator.

The School shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying.

Policy Development and Review

The School shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions.

Publication, Dissemination and Implementation

The School shall take the following steps to publicize this policy:

- A. Provide a link to this policy in a prominent place on the School website;
- B. Distribute this policy annually to all staff, students and parents/guardians; and
- C. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of conduct, such as the Family and Faculty Handbooks.

Technology

MBS Responsible Technology Use Policy

All members of the Morristown-Beard community are required to sign the Responsible Technology Use Policy statement before receiving permission to use the School's network.

Students have no right to privacy in connection with any documents stored on School systems. Also, the School may discontinue access privileges and may discipline the child if the student violates the terms of the Responsible Technology Use Policy. MBS may actively monitor all files and e-mail messages at any time.

Students are not allowed to send harassing e-mail or instant messages to other students. If a student is being harassed by another student on-line (at school or at home) he/she should inform his/her parents, as well as the Middle School Dean. The primary goal of the School will be to get the harassment to stop. The secondary goal will be to determine if disciplinary action is needed.

Students are not allowed to use the School's computers to view or spread inappropriate materials. Likewise, the School's computers may not be used to check web sites or personal e-mail that are not related to a specific school assignment.

Photographs and videos taken on campus may not be published or posted to any website without the permission of the School.

Morristown-Beard School provides computer equipment and computer and network services to the School community as tools to support our common educational mission. The foremost purpose behind this policy is to install a sense of ethics and responsibility as you navigate the increasingly complex and open online world resulting in a productive and safe online environment for all members of the community.

In this vein, therefore, please do:

- Respect the property and rights, physical and intellectual, of others. Only use those devices or services which are, in fact, yours or which you have been explicitly invited to use or borrow. If you did not make it or buy it, you have no assumed right to it. Use your real name for all electronic communication. If you are unwilling to take ownership of an opinion, perhaps that opinion is best kept private. It is your responsibility to maintain an awareness of all copyright and ownership laws.
- Use all electronic services and equipment, whether School provided or not, in a manner consistent with the educational mission of MBS. We are all here in a communal environment for the purpose of learning. You should take it as your direct and personal responsibility to enhance that environment at all times. If you can not clearly identify the academic value of what you are doing, perhaps you ought not to be doing it.
- Maintain an awareness that much of this equipment is expensive and fragile and must always be used and stored in a responsible manner. You, as the user, have the primary responsibility for the appropriateness of your use.
- Maintain a safe and secure approach to all your online activities. If you become aware of a potential security problem, inform a School administrator. Immediately disclose any message you receive that makes you feel uncomfortable or is inappropriate to an adult you trust. Develop and protect good passwords. Keep personal information about yourself and others private.

Social Media

Social Media is defined as any form of online posting or sharing that allows interactive communication, including, but not limited to social networks (Snapchat, Instagram, TikTok, Twitter, Facebook, YouTube, etc.), blogs, forums, websites, and wikis.

Electronic Communication is defined as any form of communication (text messages, group chats, emails, etc.) that are transmitted by means of an electronic device, including, but not limited to a cell phone or computer.

Morristown-Beard School subscribes to a “do-no-harm” policy of social media and electronic communication use with “harm” broadly defined as a misuse of social media or electronic communication towards any individual at large, members of the MBS community, the School and its reputation, no matter where or when such behavior occurs.

The School expects all students to use social media responsibly and communicate in a way that promotes an inclusive and supportive learning environment. As such, any form of electronic communication (pictures, videos, and comments, etc.) that are considered inappropriate, demeaning, threatening, or offensive will not be tolerated.

All reports of online bullying and harassment are taken very seriously (See Student and Sexual Harassment Policy). Reported instances of alleged abuse will be examined by the appropriate administrative personnel, who will determine if abuse has occurred and if disciplinary action is warranted.

Students may not create any social media accounts that use the Morristown-Beard School name or logo without the authorization of the Head of Upper School or Head of Middle School. Photos or videos taken during the school day of faculty, staff, or students may not be posted without proper consent.

Any violation of this policy is considered a major offense and the student should expect to face disciplinary action, including but not limited to, disciplinary warning, suspension, final warning, or expulsion (See Conduct and Disciplinary System).

General Technology Guidelines

- Understanding these guidelines are not exhaustive, but merely illustrative, the following guidelines are provided as examples of how the policy should be followed:
- Do not display personal information about yourself or others online, and never agree to meet with someone you have met online.
- Treat all other's electronic communications with the same level of respect and privacy you would wish to receive.
- Do not attempt to gain unauthorized access to the Morristown-Beard School Network or to any other systems through the MBS network or attempt to log in with another person's User ID and Password, even with that person's expressed permission.
- Do not allow someone else, within the School community or outside, to use your login information to access the school's online resources.
- Be extremely wary and sensitive to the threat of downloading and spreading viruses or malware.
- Avoid any activities that may disrupt the proper operation of the MBS network. Online gaming or video streaming would be examples of activities that frequently disrupt the operation of the MBS network. The network is not here for watching last night's TIVO or streaming from Netflix (Offenders may find their network access limited.)
- Remain civil and polite in all your electronic communications at all times and use only your real name. Offensiveness is in poor taste. Anonymous offensiveness is abhorrent and cowardly.
- No one likes receiving junk mail so it is best not to partake in sending it.
- Downloading copyrighted digital content such as movies, music, games or software for which you are not the lawful user and uploading copyrighted digital content for the use of others is a crime.

iPad/laptop Use Guidelines

1. Students will use iPads/laptops for academic purposes at School.
2. Bring your fully charged iPad to School each day with the required apps installed.
3. Students will take the necessary precautions to protect and care for their digital devices.
 - A. iPads/laptops are for the student's personal use and should not be loaned to others.
 - B. Install "Find My iPhone" app onto your iPad.
 - C. Enable a passcode to lock your iPad/laptop.
 - D. Encase iPad in a hard, protective cover.
 - E. Backup data on a weekly basis.
 - F. It is recommended that iPads/laptops be kept in locked lockers when not in use and that they are not left on campus overnight.
4. Students may use the iPad's camera, video, and recording functions with a teacher's permission. Students may not post any digital photos, videos, or recordings to a public site.
5. Gaming and other forms of digital entertainment are prohibited during class.
6. Wallpapers must display appropriate material.

Electronic Device Policy

Students are not allowed to use electronic devices on campus except for laptops and calculators.

Students may bring cell phones, iPods, MP3 players to school only insofar as they may be used responsibly on the buses to and from school. If students wish to use these devices on campus, they must have permission from a faculty member. They may also be used on busses to and from School-sponsored events with the teachers' or coaches' explicit permission. Students who bring electronic devices and other valuable articles to school are solely responsible for their personal devices.

Students who use electronic devices on campus without permission will have the devices confiscated. (The Middle School Dean will return the devices at the end of the day.) Students who repeatedly violate this expectation may face additional disciplinary action. Students may get permission from the Middle School Guidance Coordinator to use a personal laptop as a learning resource, but they may not use them frivolously during free time.

Students are not allowed to bring laser pointers or any other potentially dangerous electronic devices to school.

Photographs and videos taken on campus may not be published or posted on any website without the permission of the School.

Cell Phone Policy

Students are allowed to bring cell phones to school, but they may use them only with the explicit permission of a teacher. During the school day, students may not use their cell phones to play games or to send or receive text messages. **All cell phones should be stowed in the student's locker.**

Students who need to contact their parents because of a last minute change in the School's schedule may ask permission to use the telephone in the Middle School Office. Parents who need to contact their children during the day should call the Middle School Office.

Students who participate in after-school sports or in other after-school activities may wish to bring cell phones with them in order to coordinate pick-up times with their parents.

The School is not responsible for lost or damaged cell phones.

Transportation Policy

When riding in a School-sponsored vehicle, students are expected to cooperate with the driver of the vehicle at all times. This applies for any public or private vehicle that is used in any connection with the School.

Students using one of the School's transportation sub-contractors must wait for their buses at the designated point of pick up. (Exceptions may be made in inclement weather.) The drivers of the buses are obliged to report any violations of proper conduct to their supervisors and the MS Dean. The appropriate disciplinary action will take place when any violation of proper conduct occurs.

Carpool students are dropped off at the designated MS drop-off area. Each student then reports to his or her advisor's classroom.

Visitors Policy

Students may invite friends and relatives to see the campus.

Students are required to check with the Middle School Head and Admission Office before inviting a friend or relative to visit. All visitors must check in with the MS Office upon arriving on campus.

Appendix

Academic Honesty Guide

Introduction:

Academic honesty and integrity lie at the heart of the School's commitment to teaching and learning.

The teachers at MBS have confidence in their students' minds and abilities. When a student completes homework, takes a test, presents a project, or writes a paper, teachers expect to see that student's work, not that of someone else. Faculty members want to see that each student has understood the concepts and has been able to make the material his or her own. They want to know what each pupil is thinking about the work, as well as how the student can apply the ideas to novel situations. The student's work is what

teachers want to see and evaluate in order to help the child learn. We all learn from the mistakes we make, but plagiarism robs students of this opportunity to learn.

Unfortunately, students sometimes take short cuts and plagiarize. Students leave their work until the last minute, and then they copy someone else's. Or they may lift material from the Internet or out of a book. This is plagiarism, a serious form of academic dishonesty.

Quite simply, plagiarism is passing off someone else's work as your own. That someone else may be a friend, a tutor, a parent, an Internet site, or an outside author. It does not matter who the source is – if the work is not truly and completely the work of the student whose name is on the paper – it is plagiarism. The MBS **Honor Code** defines cheating as, “the willful obtaining, giving, or receiving of any unauthorized, unfair, dishonest, or unscrupulous advantage in academic work or any attempt to do the above.”

Cheating or committing plagiarism violates the **MBS Values** as well as the School's rules on honesty. Teachers at MBS have a duty to respond to all aspects of plagiarism they encounter; it is not a choice but a requirement of the School.

Yet, sometimes the line between a student's own work, background research, and legitimate help can get confusing. This guide is designed to help students understand the ins and outs of plagiarism and avoid the problem altogether. Students should discuss the guide with each of their teachers and be sure they understand each teacher's guidelines on each assignment. It is the student's responsibility to know what is acceptable and what is not.

Academic Honesty in the Arts

Most work in Art, Music, and Theatre is done in class. In addition, by its very nature, much of what students complete in the arts is collaborative – peers help critique each other's work and sometimes work is completed in groups. Many times students use an artist's work as the model for their own work. Yet, passing off someone else's art as one's own clearly is plagiarism. If a student uses another's work as a model, it needs to be noted and explained that the work is not original. Having someone else (a parent or peer, for instance) draw, compose, or write all or part of an artistic submission is also plagiarism and the teacher will view it as so.

Academic Honesty in English

English teachers encourage students to take on challenges and think independently. Students are free to develop ideas arising from a class or group discussion or a conference with a teacher. Such discussions can help students to develop their own ideas and not merely restate the ideas of others.

English emphasizes the close reading and analysis of original texts, and students typically should not consult secondary sources (in print, online, or as e-texts) unless given permission by their teacher. As good thinkers and writers, students may occasionally draw on other sources (in the Junior Essay, for example) to support an argument or establish a connection with their own work. If a student quotes or paraphrases from a secondary source, the reference needs to be cited appropriately. Use of words, phrases, sentences, or paraphrases without appropriate citation is plagiarism.

Students sometimes work with tutors, peers, parents, or other persons to help with the creation and revision of written or other work. Direct use of text provided by tutors or other persons is not permitted. All work submitted by students should reflect their own effort to present concepts critically with technical precision. The voice of the student in her written work should always be transparently the student's own, and help with mechanics should never be so thorough as to prevent the student from mastering fundamental skills or to mask student challenges. All work submitted by students is judged as their own, and instances of "over-tutoring," no matter who it was who rendered the assistance, may be addressed as plagiarism. The responsibility for work submitted by students remains that of the student, and he or she will be held individually accountable for all questions of academic honesty that may arise with respect to the work in question.

Full departmental policy on Academic Honesty is stated in the Style Guide. Teachers review this policy with students at the beginning of the year and periodically as the need arises. Students are bound by the full policy as stated in the Style Guide.

Academic Honesty in History

Students generally understand what cheating on a quiz or test involves, and that "borrowing" or "providing" homework is wrong, and that plagiarism is a very serious offense that will result in academic and disciplinary consequences. But some students may not understand that plagiarism is more than the direct, word-for-word lifting of information from a published source without attribution (i.e. a footnote). Students also plagiarize when they paraphrase or change some of the words from a source but not the basic meaning. Ideas, theories, data, and interpretations from authors need to be footnoted, even if the student puts them in their own words. The Internet works just like any other source and students need to footnote it appropriately too. If possible, students should print out the entire site (or a portion, if lengthy) to show the teacher.

It is often difficult to know when something needs to be footnoted. The rule is: when in doubt, cite the source. Students will not lose points for excessive citation—but students will lose points (and more) when they do not cite material they use on assignments.

The general expectation—except for designated group projects and in-class collaboration—is that a student's work is to be completed solely by the student submitting the work.

Extra help comes best from the teacher. When parents or others assist a student, the teacher should be notified. The work—the ideas and the words or project—should be the student's. If a tutor has been of assistance, the teacher should be informed.

Academic Honesty in Math

In any math class, all of the following will be considered acts of academic dishonesty.

- Copying and submitting another student's homework or notebook content as his or her own.
- Obtaining or giving information about quizzes, tests, exams and projects to another student.
- Submitting work that has been completed by another person—including tutors, teachers, peers, or family members—as his or her own.
- Using note cards, "crib sheets," the memory of a calculator, or other technological device to surreptitiously store information to be used without the teacher's permission on quizzes, tests, and exams.

- Cooperating with another student to complete an assignment is allowed unless the teacher specifically states that the students are to complete the assignment individually. If one student allows another student to copy homework, both students have violated the School rules on honesty.

Academic Honesty in Science

Much of the work in science is collaborative. Teachers encourage students to work together to discuss ideas, theories, and lab results to enhance everyone's learning. However, even if students work together, the final written analysis and conclusions should be each individual student's work. Simply rewording or paraphrasing another student's work is the same as copying and is considered plagiarism.

In any science class, all of the following will be considered acts of academic dishonesty:

- Copying homework answers from a textbook.
- Homework showing only answers and no work.
- Quoting material, but not citing the source.
- Including pictures, graphs, and charts in a student's work that are not cited. (These can be from books, magazines, the Internet, etc.)
- Stating information as a "fact" without the necessary support from sources, cited properly.
- Basing generalizations and conclusions on the data of others (another lab group, for instance) and not a student's own data.

Academic Honesty in World Language

The language department abides by the following general definition of academic dishonesty: It is unacceptable for a student to submit, as his or her own, work in any form that does not represent the student's current level of understanding or ability. For example, a perfect score on a recent homework assignment should not yield dramatically flawed results on a similar task carried out in class, whether this task is a quiz, pop-quiz or informal evaluation of a student's contribution to the day's classroom activities.

Language classes often work collaboratively. The distinction between group work and individual work is usually very clear. If a student is unsure about the level of collaboration allowed for a given assignment, the student should seek clarification from the teacher. We encourage student interaction in the form of sharing knowledge. The line is not always perfectly clear, but sharing knowledge is distinct from plagiarism and/or mindless copying. The latter will be treated as forms of academic dishonesty.

Concerning the use of electronic media: Unless advised otherwise by the classroom teacher, use of an online dictionary to understand or find the meaning of isolated words or expressions is both acceptable and encouraged. This is the "traditional" form of dictionary use prior to existence of the internet. Use of an online translator to gather the meaning of a sentence or more is cheating. Entering a sentence or more of English into an online translator/dictionary is also cheating. In keeping with our definition of academic dishonesty, the student should make sure work is representative of the student's current ability.

In addition to general MBS policies, any violation of any policy concerning academic honesty within the language department will result in academic sanctions concerning the blameworthy assignment. The usual policy is to assign a non-passing grade for the assignment: typically, a zero. Although not obliged to do so, a teacher may offer a "make- up" assignment, the nature of which should assess the same or similar understanding and abilities as the original assignment.

UPPER SCHOOL SECTION

Academic Reporting and Policies

Academic Guidelines and Requirements

The school year consists of two semesters of approximately sixteen weeks each. Students are required to take a minimum of six classes each semester. Seniors must pass all of their classes to graduate.

Exceptions to any of the academic requirements listed below must be approved by the Head of Upper School.

English	Four years
Math	Three years of Integrated Math.
History	Three years
Science	Three years of laboratory science, with no course repeats
World Language	Three consecutive years of the same language in the Upper School
Arts	One-year requirement Beginning with the Class of 2020, the art requirement will be fulfilled through the Studio and Performing Arts program (formerly the Performing Arts department). Please note that courses in the Design Arts and Sciences program (formerly the Visual and Digital Arts department) do not fulfill the arts requirements.
Wellness	Wellness 9 (one year), Wellness 10 (one semester), Drivers Ed (one semester), Wellness 11 (one semester)

The standard number of graduation credits is 24. Please see the Curriculum Guide for details. Students are highly encouraged to exceed these minimum requirements in pursuit of their academic interests.

MBS GRADING SYSTEM

<u>LETTER GRADE</u>	<u>GRADE POINT</u>
A+	4.0
A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Academic Probation

Academic Probation is based upon a faculty review of student records, and takes into consideration attitude, aptitude, effort, and achievement. The conditions set forth in the probation relate specifically to GPA, but also allow for subjective evaluations of attitude and deportment.

After each semester, students who fail a course, have an unsatisfactory grade (D or below), or have an average of C- or below (GPA of 1.67) will automatically be placed on Academic Probation. The School also reserves the right to place on Academic Probation students who are working well below their ability level even though their GPA is above the minimum standard.

Whenever a student is placed on Academic Probation, the Head of Upper School will hold a conference with the parents and student. Subsequently, a letter confirming the conditions of the probation will be placed in the student's permanent file.

A student's re-enrollment depends upon his or her successful completion of the year and a review conducted at year's end by the faculty. Summer school may be required in order for those students on Academic Probation to re-enroll at Morristown-Beard.

Re-enrollment Agreements for students on Academic Probation will be delayed until a full faculty review in early June.

Honor Roll & Head of School's List

The School has two honor rolls for academic achievement.

- Honor Roll – for a student with a minimum GPA of 3.2 with no more than one grade in the C range.
- Head of School's List – for students with a minimum GPA of 3.8

Both honor rolls are based on semester grades, not end of year grades.

Honor Societies

The School is a member of several honors societies: the Cum Laude Society, the French and Spanish Honors Society and the Mu Alpha Theta math honors society. The criteria for entry into the discipline specific honor societies can be found through the departments.

The School's chapter of the Cum Laude Society inducts juniors and seniors who have demonstrated extraordinary academic excellence. Founded in 1906, the Cum Laude Society grants charters only to schools with strong academic programs. These are reviewed every ten years. In accordance with Society rules, faculty members of the Cum Laude Society may induct "not more than 20% of the senior class who have demonstrated academic excellence" in a rigorous curricular program. Chapters elect members who demonstrate good character, honor, and integrity; however, scholarship and a demonstrated passion for learning are the primary considerations.

Study Halls

Ninth- and tenth-grade students are scheduled for study hall during free periods, unless they earn a GPA of 3.0 or higher. Juniors and seniors who earn below a 2.75 will be placed in study hall. All students on

Academic Probation are scheduled for study hall, and the Grade Deans may assign any student to study hall if they believe it is in the student's best interest.

Transcripts

Requests for a current official student transcript should be made through the Associate Head of School office. The required Transcript Request Form must be completed, signed and returned to the School.

Forms may be picked up in the Associate Head of School Office or the Upper School Office.

Academic scheduling

In February of each school year, students begin the process of requesting the following year's courses with the help of their teachers and advisors.

Students who wish to take honors or advanced placement courses must have the recommendation of the department involved. Parents have the opportunity to review their child's course requests at the April advisor conference. Each student's schedule is finalized following faculty review in June and registrar approval in July. For a complete description of courses offered, please refer to the Curriculum Guide which can be found under the academics tab on the MBS website.

Add Drop Period

Students may drop or add a yearlong or a first semester course only during the first two full weeks of the first semester. For second semester courses, the drop period is in effect during the first two weeks of the second semester.

Teacher-initiated course changes

If a teacher feels that a student has been placed incorrectly in a course, the course can be dropped at any time during the year. However, teachers only advocate such action if the circumstances are compelling.

Student-initiated course changes

Students may initiate a level change or adding or dropping a course. Nothing is noted on the transcript when this type of a drop occurs. Students must use the Drop/Add Form (available in the Upper School Office), which requires the signature of the teacher, department chair, registrar, Upper School Head, advisor, college counselor (for juniors, 2nd semester and seniors), and the parent. Students who enroll in yearlong courses are required to remain in the course for the entire year. After the first two weeks of school, students will only be allowed to drop a full year course in the most exceptional cases.

If a student drops a course entirely after the two-week add/drop period, the transcript will note a "W" for withdrawal from the course.

Activity Program

Because extracurricular activities are an integral part of a student's education, many such activities are available. Each fall students learn about campus clubs at the Activities Fair.

Students may organize a new club if there is sufficient student interest, a faculty member willing to serve as advisor, and the Activities Coordinator and the Head of Upper School approve the club.

A list of current clubs and activities can be seen under the Beyond the Classroom tab on the MBS website.

Athletic Program

Interscholastic athletics are encouraged but not required. Most practices are held after school and on some weekends. MBS offers the following sports:

Fall

Coed Cross-Country
Boys Football
Boys Soccer
Girls Field Hockey
Girls Soccer
Girls Tennis
Girls Volleyball

Winter

Coed Skiing
Girls & Boys Swimming
Boys Basketball
Boys Ice Hockey
Girls Basketball
Girls Ice Hockey
Coed Winter Track

Spring

Boys Golf
Girls Golf
Coed Track & Field
Boys Baseball
Boys Lacrosse
Boys Tennis
Girls Lacrosse
Girls Softball

At times a student may need to be dismissed from class early for an away game or other athletic event. It is the responsibility of each student to make sure that he or she has handed in any assignments and make arrangements with teachers to make up work before leaving early. Please reference the attendance policy in regard to the absentee limit for each course. **Students must arrive at school by 11:10 am to be eligible to participate in after school practices and contests, unless they have prior permission from the Head of Upper School.**

Further information about Upper School athletics and daily information about the athletics calendar can be obtained on the MBS website under the athletics tab.

**Note regarding athletic “spirit wear:” All MBS authorized merchandise is available through the bookstore or ordered through a vendor designated by the School. A link to the vendor’s website will be posted on the MBS website. Check the Parent Portal for notices on when seasonal merchandise is available.*

Attendance

It is extremely important that students be in school every day. If a student knows in advance that they will be absent, they should complete a Planned Absence Form, which is available and returned once completed with faculty signatures to the Upper School Office. Unless prior notification has been given, parents are expected to call the School by 8:00 a.m. if a student will be absent, arriving late, or departing early. The School requests that parents schedule doctors’ appointments after school hours, so that students do not miss class. Additionally, families are asked not to request extra vacation days.

Students leaving school early for any reason must check out in the Upper School Office. However, if they must leave early for medical reasons, they may check out from the Nurse’s Office.

Students are considered late for school if they arrive in advisory after 8:00 a.m. Students who are late to school must report to the Upper School Office to sign in for the day. Failure to sign in may result in a detention.

School policy does not distinguish between "excused" and "unexcused" lateness. Students may be late to school up to 7 times in a semester. Beyond that, every late arrival may result in a detention.

If students come to school late, or leave early, and miss an assessment (a test or quiz) they must complete that assessment before leaving school that day, unless they make clear and explicit alternative arrangements with their classroom teachers. Failure to do so may result in earning an F on that assessment.

Participation in all after-school activities (including sports practices and games) is contingent upon the successful completion of all academic responsibilities scheduled for that day.

Students who are over the acceptable threshold of lateness may be placed into study hall, held out of extra-curricular activities (including sports) or be placed on disciplinary warning.

Parent phone calls excusing a student for absences, early dismissals or late arrivals must be received prior to the student's absence, early departure, or late arrival. Students may face disciplinary action if they arrive late or leave early without permission.

Our classes, activities, and athletic programs are all designed to encourage maximum involvement. It is, therefore, important that every student be here every school day. The following are guidelines for students and parents:

- It is the responsibility of the late-arriving students to check in at the Upper School Office immediately upon arrival. Failure to sign in upon arrival to school will result in disciplinary action.
- Students who arrive at school after 11:10 a.m. on a regular school day, or 9:30 am on a half-day must get clearance from the Head of Upper School before they may participate in any extracurricular school activity.
- Students who leave school prior to 11:10 a.m., and don't return before the academic day is completed must get clearance from the Head of Upper School before they may participate in any extracurricular school activities.
- A student who misses more than one-third (1/3) of a single class will be considered absent from that class.
- **A student who misses more than five classes of a quarter course, ten classes of a semester course, or twenty classes of a yearlong course shall receive no credit for that course.**

It is the obligation of the student to make arrangements with the teacher to make up assignments missed because of absences. If no arrangements are made, the teacher may give a zero for the missing assignments. When a student has a planned absence due to a field trip, early athletic dismissal, or other foreseeable event, the student must communicate with all his or her teachers prior to the absence to make arrangements for missed work. Assignments, tests, quizzes, in-class essays, etc. missed because of an unplanned absence must be made up in accordance with department policies.

Leaving Campus without Permission

Students may not leave campus without parent permission during the school day without signing out in the Upper School office. If students are observed leaving campus without following the proper procedures, they will receive two Saturday detentions. Juniors and seniors may also have their parking privileges suspended. Students who repeatedly violate School rules may have their parking privileges revoked and may face additional disciplinary consequences.

Center for Teaching and Learning

The Morristown Beard School Center for Teaching and Learning provides academic assistance for all students grades 6 through 12. Staffed by dedicated specialists, we provide support that helps each student reach his/her potential while becoming engaged, self-reliant learners. These goals are accomplished by using students' course content to enhance skills in reading comprehension, written expression, studying, test taking, math and executive functioning skills.

Students in the Center for Teaching and Learning may work individually or in small groups. Those with educational testing identified educational weaknesses and/or academic probation are scheduled with a specialist three times a week in small groups. Any student may schedule an individual appointment to assess specific skills or class assignments.

Educational Accommodations

The School seeks to meet the learning needs of its students. In most cases, group and individual instruction in the classroom and in extra-help settings is sufficient. Creative, thoughtful instruction is the best response to diverse learning styles. When adjustments must be made to meet individual needs, the School offers the following accommodations:

- Preferential seating
- Use of a tape recorder for note taking
- Use of a computer for in-class evaluations and note taking
- Extended time (time and a half)
- Alternate testing location

All students requesting accommodations must have a current psycho-educational evaluation (completed within the past three years) that provides an assessment of the student's learning and behavior profiles and individualized recommendations for teachers. The evaluation will be kept on file in the Center for Teaching and Learning.

The Director of the Center for Teaching and Learning will review all requests for accommodations and determine an appropriate academic plan for each student.

Extra Help

Extra help is an important part of the learning process at Morristown-Beard. Students are expected to seek out teachers when having trouble. Teachers are available at scheduled times to assist students. Students may seek extra help during study halls, free periods, collaborative period and before and after school.

Tutoring

When classroom work and extra help are not enough to assure success, or when a student has missed a significant amount of work because of an extended illness, tutoring may be necessary. The School does not accommodate non-MBS employees as tutors on campus. Whenever a student has an arrangement with a tutor, the subject teacher and advisor should be informed. The School believes that tutoring is always more effective when the tutor and the teacher are in communication with one another. The tutor must contact the teacher so that the teacher can provide guidelines for appropriate support of the student.

If a Morristown-Beard teacher is engaged as a tutor, such communication takes place naturally. Parents seeking a tutor should call the appropriate department chair. Morristown-Beard teachers may tutor on campus after school or on weekends, but not during the school day.

Parents and tutors arrange fees independently of the School.

Conduct and Disciplinary System

Student Conduct

All Upper School students are expected to contribute to the well being of the community by showing respect for faculty and staff, fellow students, school visitors and school property and by behaving in a safe and responsible manner at all times.

When Morristown-Beard students represent the School on or off campus in academic, athletic, artistic and other extra-curricular activities, the School expects that students will demonstrate scholarship, sportsmanship, professionalism, and citizenship and live by our Values.

The School does not tolerate ethnic or racial slurs, profane language, disrespectful comments or gestures, or any form of harassment or bullying. Similarly, the School does not tolerate any form of physical or emotional intimidation, verbal or written threats, hazing or bullying, or any other behavior that violates another student's well being.

The Upper School discipline policy falls into two categories, major and minor. Students found guilty of violating major School rules are subject to immediate and significant disciplinary action, up to and including expulsion. See Disciplinary System for further information.

The School's rules are in effect during normal school hours and during any school-sponsored activity. Certain infractions occurring outside of school, especially ones involving online harassment and police matters, may also result in discipline up to and including expulsion. If the School receives information from outside sources (i.e. parents, police authorities, officials from other schools) that a student has violated the law, or a school rule off-campus, the School is obliged to investigate the incident. If the information is substantiated, the School will notify the parents of the student. The School also reserves the right to take appropriate disciplinary action whenever it receives information regarding the breaking of a school rule regardless of the date or location of the infraction.

This list is not intended to be all-inclusive. Appropriate behavior is expected and required. A student whose conduct is considered to be injurious to the life of the School, or an individual in the School, may be dismissed at any time. **The School reserves the right to discipline and/or to expel any student**

whose behavior reflects in a negative way on the School, no matter where or when such behavior occurs.

It is the School's policy that we will not report disciplinary action to colleges or other academic institutions except in cases that result in suspension or expulsion.

Disciplinary System

The Discipline System is explained to each grade at class meetings early in the school year. All faculty members endeavor to solve discipline problems in and out of their classrooms without resorting to detentions. However, repeated disruptions or disregard for School and classroom rules or significant infractions will result in detentions or more significant consequences as outlined below.

Major Offenses

Students found guilty of the following offenses should expect to be dismissed from the School. If dismissal does not occur, students should expect other serious penalties, including but not limited to, suspension, disciplinary warning, final warning, extended disciplinary restrictions, or any combination of the above.

- Possessing, purchasing, providing or using illicit drugs, synthetic versions of illegal drugs, alcohol, tobacco, prescription medications or any drug paraphernalia (See Substance Abuse Policy).
- Possessing, purchasing, or using firearms, explosives, or any object that may be used as a weapon.
- Physical, written or verbal intimidation, harassment, bullying or hazing of any kind; fighting, acts of bigotry, sexual abuse, taunting, any intolerant act; threats; obscene and/or sexually explicit behavior; using or threatening to use personal protective devices.
- Academic dishonesty including cheating and plagiarism; lying; unauthorized assistance on academic assignments may also be considered academic dishonesty. Students who either do not cite a source, or cite a source improperly, may face disciplinary action for plagiarism. (See Appendix I: Academic Honesty Guide.)
- Dishonest behavior including stealing; possessing, purchasing or using false identification; possessing or using unauthorized keys; gaining unauthorized use of computers; falsifying information.
- Destroying, stealing or defacing School property or the property of others;
- Repeatedly breaking minor school rules. This includes being late or absent an excessive number of times or numerous violations of the dress code.
- Conduct at school or online that is unbecoming of a Morristown-Beard student.

Detentions

Daily (7:30 – 8:00 a.m. and 3:30 – 4:00 p.m., Wednesday and Thursday) or Saturday (9:00 – 11:00 a.m.). Detentions are issued in response to inappropriate behavior. A student is required to serve a daily detention within one week; a Saturday detention is to be served within two weeks. If a daily detention is not served in time, it immediately will become a Saturday Detention. Failure to serve a daily or Saturday detention on time is cause for additional disciplinary action. Any requests for reconsideration or delay in serving the detention must be made to the appropriate Grade Dean before the detention is to be

served. Students are expected to be in dress code when serving any detention. Please note that Saturday detentions are not held on long or holiday weekends. Transportation is not provided after detention. Periodically students are slow to serve detentions. In these cases, the Grade Deans will require students to serve their detention(s) during free periods. If students do not serve their detentions by the indicated date, they may be placed on Disciplinary Warning. Seniors who do not serve all their detentions will not be allowed to participate in graduation.

Disciplinary Warning

Disciplinary Warning places a student on notice that any further violations of School rules will likely result in being placed on Final Warning, suspension, or possible expulsion. Please note suspensions are reportable to colleges. Students on Disciplinary Warning may not run for a school office nor hold an official position of leadership on a club or team for one calendar year without permission from the Head of Upper School and the appropriate grade dean.

Final Warning

Final Warning places a student on notice that any further violations of School rules will likely result in suspension or expulsion from school. **Any multi-day suspension from School is reportable to colleges.** Any student on Final Warning may not run for a school office nor hold an official position of leadership on a club or team.

This warning status will be in place for the students remaining time at MBS.

For both Disciplinary Warning and Final Warning, student leaders and those who participate in sports and significant extra-curricular activities are seen by the school community as role models and must understand violations of the School's major rules will put their leadership positions and participation in jeopardy. Additionally, seniors may lose privileges.

Academic Honesty

Students are expected to be honest at all times. The School maintains a climate of support for learning and anticipates that all learning activities contribute to the personal growth of its students. In principle, this means that—unless instructed otherwise—students are expected to do their own work and to let their classmates do their own work without assistance or interference.

The Academic Honesty Guide provides a complete description of Morristown-Beard School's expectations on academic honesty in each discipline, as well as the Honor Code. For further information please refer to the Academic Honesty Guide found in the Appendix.

Suspension

The School reserves the right to suspend any student off-campus when deemed necessary. In all cases of suspension, the student and parents must meet with the Head of Upper School before being readmitted to the School. Students may not participate in after-school activities while suspended. **Please note that multi-day suspensions from school are reportable to colleges.**

Community Service Program

The Community Service Program is an integral part of the MBS curriculum. Each semester, Upper School students are required to perform a minimum of eight hours of community service and to write reflections about their experiences. Failure to successfully complete a semester component by the deadline results in a failing grade for that term, which will remain permanently on the transcript. The student will, however, still be required to complete eight hours of service successfully for that semester. Once a student has completed all 16 hours of service, along with the reflections, he or she will receive a Pass grade for the final year-end grade.

In order to graduate, seniors must successfully complete their Community Service program. A full description of the program is outlined in the Appendix.

Each experience requires a separate completed reflection. All reflections will be entered online. Students will log on to their account on the MBS website and locate the “My Service” link on the left. There, students will enter hours, detail on the type of service completed, supervisor’s contact name and phone number and a brief reflection about the service experience. Advisors will monitor the student’s account in order to help keep track of deadlines throughout the year.

Dress Code

Students are expected to dress appropriately for School. Students should wear clothing that respects their desire to be a part of a college preparatory environment, and demonstrates respect for themselves, their peers, and the School as a whole. The following dress code policy is intended to provide the community with guidelines for appropriate School attire. However, it is entirely within the discretion of the School faculty and administration to determine whether a student is dressed within the spirit of these guidelines.

Pants: Students may wear corduroys, khakis or other dress slacks. Pants may not be ripped or “distressed.” Leggings may be worn, but they must be a solid color. Jeans, cargo pants, sweatpants, and other athletic pants/tights are prohibited.

Skirts and dresses: Skirts and dresses are permissible provided they are not too tight fitting, and are not more than 4 inches above the knee. Necklines must be modest and appropriate for school.

Shirts: Students may wear collared shirts, either short-sleeved “polo” shirts or long sleeved button down shirts. Other appropriate dressy shirts may be worn. Shirts without sleeves need to be worn with a cardigan sweater. Necklines must be modest and appropriate for school.

Outerwear: Half-zip pullovers and sweaters may be worn. Sweatshirts are prohibited.

Footwear: Students may wear shoes, boots, sneakers or sandals provided that they are in good condition (no holes and relatively clean). Flip-flops and other beach, pool or shower shoes are prohibited.

Hats: Hats may not be worn indoors (with the exception of head coverings worn in religious observance.)

Dress-Up Days: A full list of dress-up days will be published at the beginning of each year. On designated dress-up days, students will be expected to wear more formal attire. Students may wear a

jacket and tie (knotted properly to cover the top button). Dress slacks/pants or an appropriate dress or skirt can be worn. Dresses, skirts and necklines must be modest and appropriate for school. Dress shoes are required.

Dress-Down Days: Most Fridays are designated dress-down days. On designated dress-down days, casual attire is permitted. Clothing may not display any writing or images that are offensive to others, or that advertise drugs, tobacco or alcohol. Shorts, skirts and necklines must be modest and appropriate for school. Clothing must fit properly (not too loose or too tight).

Lost & Found

Any article that has been found should be brought to the Upper School Office. Most items will be placed in a container in the Student Center. Valuables such as cell phones; wallets, watches and keys will be retained in the Upper School Office.

Grading System

Exams

Final exams are given in some courses at the end of the second semester. These exams count for no more than twenty percent of the second semester grade.

Failure of a Course

If a student fails a required course, that student must make up that course in an acceptable summer school or repeat it the following year. If the student passed a required sequential course (i.e. math or world language), but earned a low grade in it, he or she may be required to attend summer school or receive tutoring in order to prepare for future success. In addition, students who are on Academic Probation and who have not met all the terms of the probation may be invited to return contingent upon enrolling in and successfully completing an approved summer school program. Seniors must pass all their classes in order to graduate.

Grade Computing

Within the first semester: If a student changes from one level to another in the same course (i.e. from Honors to Regular), the grade he or she earns in the second course will be used for the semester grade. However, the student's average before the switch may be factored into the semester grade after the course change. If the transfer happens so late in the semester that the new teacher cannot arrive at a fair grade for the student, the two teachers involved will meet in order to agree on a grade, taking into account the number of weeks in each course.

Grades & Comments

Teachers consider many factors in compiling grades. (Faculty members may include a combination of the following student attributes when calculating grades; motivation, effort, participation, completion of projects, consistency and quality of homework, test and quiz averages, and contribution to the learning atmosphere.) All students have their own learning style; accurate assessment addresses the differences as thoroughly as possible.

Students receive letter grades ranging from A through F for their core curriculum and arts courses. Grades ranging between a C- to A are considered acceptable, whereas grades in the D range are of concern and may lead to a student being placed on Academic Probation as described above. An F indicates a failing mark.

Students receive four sets of reports: interim progress reports at the end of the 1st and 3rd quarters and semester grades and comments at the end of the 2nd and 4th quarters. Comments at the end of the 4th quarter will be provided for students enrolled in semester-long courses or for those whose grade has changed by a full letter grade. Reports will be posted to the website as soon as possible following the end of the grading period. In addition, teachers often post online Parent Communication Forms for either excellent or sub-standard performance. Only the semester grades appear on the student's permanent transcript.

Incomplete Grades

Students who fall behind in their work should meet with their teachers as soon as possible to establish a plan and a deadline for the completion of the work. If the work is still outstanding near the end of a semester, it must be completed within one week of the semester's end.

Guidance and Counseling

Advising

Advisors are responsible for monitoring the academic, social, and personal progress of their advisees, as well as serving as a liaison between the School and the home. Every school day starts at 8:00 a.m. with advisor meetings. These meetings allow students a regular opportunity to talk with their advisor.

While advisors are not certified guidance counselors, they can act as sounding boards for advisees confronted with a variety of issues. Issues too personal or complex for the advisor to handle are referred to the Director of Guidance.

Two opportunities are provided for parents to meet with advisors, the third week in November and two delayed opening dates in April, but parents may also call or e-mail at any time. Parents are welcome to contact their children's advisors directly on any issue. If the question involves a specific class, the parent should contact the teacher of the course directly.

If parents have questions about the advising process, they should contact the Director of Guidance.

Guidance

In addition to the advisor, a student may seek additional individual guidance through our guidance program by contacting the Director of Guidance, Eddie Franz, and or his two associates, Jenna Sumner and Sam Tuttle. All three are experienced school counselors.

There are a series of available guidance programs that will help students reach their potential. The most productive work with students always comes with the cooperation of parents. While we try to keep parents abreast of student progress, information parents provide to the school may help complete the

picture. Parents and students should not hesitate to seek help from teachers, advisors, Grade Deans, the Director of Guidance, or the Head of Upper School.

Upper School Group Guidance Programs are typically held during activity periods. Attendance is mandatory for the New Student Workshops, Junior Career Testing, and grade level transitions programs. Suggestions for group or individual programs should be directed to the Director of Guidance.

College Counseling

The college counseling process begins unofficially as students enter MBS. Through guidance and advice about academic and extra-curricular choices from teachers, advisors, and administrators, the School strives to prepare students for both applying to and attending college. As students progress into their final high school years, the small student- counselor ratio allows our staff to individualize the college process for each student. The college counselors work with teachers, advisors, and coaches to coordinate the college advising process, and are able to give personal attention to each junior and senior.

Officially, the college counseling process begins junior year. Through group workshops, Junior College Night, and individual meetings with students and parents, the college counselors work with each family to identify suitable colleges, and to educate students about the college search process. Individual meetings continue through senior year to assist students as they apply to and choose a college.

During the second semester of junior year and throughout the senior year, students may wish to visit college campuses. The School urges students to make plans for such visits during vacations or long weekends to minimize classes missed during school.

In the fall, more than 100 colleges send representatives to Morristown-Beard School to meet with students. Seniors wishing to see a representative should sign up with the college counseling office, the complete list is on the college counseling website, juniors are welcome to sit on based on their schedule of availability.

As part of the college application process, students ask two teachers for letters of recommendation. The College Counseling Office collects these letters and submits them along with the transcript, school profile and required counselor letter of recommendation. These letters are confidential between the counselor/teacher and the colleges, and therefore are not shared with the students or their parents before or after they are sent.

Standardized testing (PSAT, SAT, ACT, ASPIRE) also comes under the umbrella of the College Counseling Office. Juniors are automatically registered for and expected to take the PSAT in the fall. Sophomores also have the option of taking the PSAT and are automatically registered for and expected to take the ASPIRE in the spring. Students must register themselves for the SAT and ACT exams, typically beginning in the spring of junior year.

Students who wish to request college tests in a non-standard administration (i.e. large print, cassette player, extended time) must apply for accommodations through the Center for Teaching and Learning. In order to be eligible, a student must have a disability that requires testing accommodations, have current documentation on file at school (psycho-educational evaluation completed within the last three years),

and must receive the requested accommodations on school based tests and in the classroom. More information regarding testing for students with disabilities is available in the Center for Teaching and Learning and the College Counseling Office.

Racial Harassment Policy

Although all acts of harassment are prohibited (See Student Harassment Policy), Morristown-Beard School explicitly prohibits any form of racial harassment. The School is committed to creating an inclusive and anti-racist community and will not tolerate any actions or comments that create an intimidating, hostile, or offensive learning environment. We believe that every student has the right to feel safe and respected in the school community.

The School will investigate all complaints of racial harassment as set forth below.

Racial Harassment Defined

Racial harassment is a form of racial discrimination. It is defined as any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that are directed towards someone because of race, color, ethnicity, religion, ancestry, or national origin. This includes any actions, behaviors, or words, whether direct or indirect, which marginalize, exclude, and/or discriminate against a person or group of people.

Examples of racial harassment include, but are not limited to:

- Intimidating gestures, violent behavior, or threats of physical harm.
- Using racial slurs or derogatory language.
- Racist jokes or singing songs with offensive lyrics.
- Posting, texting, or displaying racially inflammatory images or videos.

Reporting/Investigating Reports of Racial Harassment

Students are encouraged to immediately report any incidents of harassment. Any student who believes that he or she has been subject to racial harassment, or who has witnessed an incident of racial harassment should take the following steps:

- Report the incident to a faculty or staff member with whom the student is comfortable (such individual will then be required to notify the Head of Upper School, Director of Student Conduct, Grade Dean, or Director of Diversity and Inclusion); or
- Report the incident directly to the Head of Upper School, Director of Student Conduct, Grade Dean, or Director of Diversity and Inclusion.

The Director of Student Conduct and the Grade Dean are responsible for investigating harassment complaints with coordination and direction provided by the Head of Upper School or Head of Middle School and Director of Diversity and Inclusion. All incidents will be dealt with in a decisive, timely, and accurate manner.

The investigation will include interviewing the individuals involved and notifying their parents. It may also require viewing related emails, text messages, and social media pages. The steps taken and the outcome of the investigation will be documented by the Director of Student Conduct and the Grade Dean.

Racial Harassment Disciplinary Consequences

Any violation of this policy is considered a major offense and the student should expect to face disciplinary action, including but not limited to, disciplinary warning, suspension, final warning, or expulsion (See Conduct and Disciplinary System).

The Head of Upper School or Head of Middle School, in consultation with the Director of Student Conduct, the Director of DEI, and the Grade Dean, will determine the appropriate disciplinary response.

The Director of Diversity, Equity and Inclusion will be notified of all cases involving racial harassment. Following any disciplinary action, a student may be required to attend at least three sessions with the DEI Director and if needed, a school counselor. This will provide an opportunity for the student to reflect on their behavior and any consequences surrounding their actions. If appropriate, restorative practices with the individual(s) involved will also be facilitated in this setting. At the completion of the sessions, the counselors, DEI Director, and Dean will make any further recommendations.

Search & Seizure Policy

If a School administrator considers that there is reasonable suspicion that a student has broken a major school rule, a search of the student, and his/her personal property including his/her car, storage areas provided by the school will be done. Searches will be carried out in the presence of a second adult in a setting that protects the privacy of the student to the greatest degree possible.

Students must understand that they have no expectation of privacy in storage areas provided by the School. These areas may be searched at any time with or without reasonable suspicion that a school rule or law is being broken.

If a teacher or administrator has reasonable suspicion that a student has violated the law or school rules, the Head of Upper School and the Director of Guidance may search the student or his/her property, including cell phones, book bags, and emails, to discover evidence of a violation of the law or school rules. A person of the student's gender will do searches of a student or their intimate personal belongings.

Immediately following a School search of a student or his/her property, parents will be informed of the reasons for and results of the search.

Student and Sexual Harassment Policy

Student Harassment Policy Statement

The School prohibits acts of harassment or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the policies in this Family Handbook which establishes standards, policies and procedures for positive student development and student behavioral expectations.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably

perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental or physical disability, that substantially disrupts or interferes with the orderly operation of the School or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone or computer.

Sexual Harassment Policy

Morristown-Beard School believes that students have the right to be free from sexual harassment and it is the policy of this School to maintain a learning environment free from such conduct. Actions or comments by students or adults that result in unlawful sexual harassment of any member of the school community will not be tolerated. It is a violation of this policy for any student, employee, staff member, or volunteer to harass a student through conduct or communication of a harassing nature. The school will investigate all complaints of sexually harassing conduct as set forth below.

Sexual harassment is sexual conduct, or conduct directed at someone because of his or her gender, that creates an intimidating, hostile or offensive learning environment, or that makes the recipient feel embarrassed, uncomfortable or unduly interferes with a student's ability to receive an education. Sexual harassment can be between those of the same sex or the opposite sex, and can be verbal or physical.

Examples of sexually harassing conduct include, but are not limited to:

- Unwelcome sexual flirtations, advances, and propositions;
- Sexually-degrading words used in reference to an individual;
- Comments on the speaker's own sexual abilities or those of other students;
- Display of offensive pictures or objects such as posters or calendars which are of a sexual nature;
- Unwelcome remarks of a sexual nature;
- Unwelcome questions about sexual conduct;
- Pressure for sexual favors; and
- Other harassment of a non-sexual nature that is engaged in due to the gender of the individual.

It is specifically prohibited for any School employee or volunteer, under any circumstance, to engage in physical intimacy with a student, to pursue a student for purposes of physical intimacy, or to act in such a manner as to cause a student to believe that he or she is the object of such a pursuit.

Morristown-Beard School strictly forbids the sexual harassment of students. Any student found to have engaged in sexually harassing conduct is subject to discipline, up to and including expulsion from the School. Any student who has been exposed to sexual harassment by another should tell the harasser to stop the conduct immediately. This may resolve the problem. The School emphasizes, however, that it is never necessary for a student to talk directly to an offender if that individual feels uncomfortable doing so.

Reporting

Students who believe that they have been subject to harassment or have witnessed harassment, including sexual harassment, should promptly report their concerns to a teacher, administrator or the Head of the Upper or Middle School. A teacher or administrator who learns of an allegation of harassment shall promptly notify the Head of the Upper or Middle School. Reporting is necessary so that steps can be taken to stop harassment. The report shall be documented. The Head of the Upper or Middle School shall promptly commence an investigation, make factual findings regarding the circumstances surrounding the alleged harassment, assess the merits of the complaint, and determine any disciplinary action or penalty, if warranted, even if a student does not wish to file a formal complaint. If the complaint of sexual harassment involves the Head of the Upper or Middle School, the matter may be directed to the Head of the School. The School's goal in investigating and taking any follow-up action shall be to stop any continued harassment.

Every effort will be made to ensure that complaints of sexual harassment be kept as confidential as possible.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences and remedial measures shall be designed to: Correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying. Such consequences and appropriate remedial actions may range from positive behavioral interventions up to and including short and long-term suspension or expulsion.

Retaliation, Reprisal and False Accusations Prohibited

Any act of retaliation or reprisal against any person who reports an act of harassment, intimidation or bullying, as well as any act of false accusation against another, shall not be tolerated. Any student who engages in an act of retaliation or reprisal, or who falsely accuses another, shall be subject to appropriate disciplinary action. The School shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying.

Study Abroad Program/Global Studies

Periodically, current MBS students may request to take advantage of a study abroad opportunity. MBS has a strong commitment to its current students and we will do our best to facilitate and support the students' return to MBS. We also recognize that study abroad opportunities broaden our students' educational experience in ways that will benefit not only the student, but also the entire school community.

MBS has a robust global studies program.

To be granted a leave for a study abroad program:

- Students planning to participate in either a one-semester or a one-year study abroad program should inform the Admission Office no later than March 1 of the preceding academic year.
- Since the students must continue to make academic progress that will enable them to return to MBS without undue difficulty, the Head of Upper School must approve the academic plans for the semester or year away. Re-admission will be dependent on students' satisfactory performance in their pre-approved programs. The number of study abroad opportunities available will be limited to four semester slots. Slots will be offered on a first come, first serve basis through the Director of Global Studies.

Global Studies

The School offers numerous cultural and curricular trips abroad each year, often incorporating community service opportunities into the excursion. In recent years, Morristown-Beard School has sponsored trips to Greece, Turkey, Spain, Peru, England, France, Costa Rica, Thailand and Japan. Students in good standing (no disciplinary record) are eligible to attend the trips. More information about upcoming trips can be found under the Global Studies tab on the School's web site and from our Global Studies Coordinator, Ms. Aline de la Torre.

Technology Policy

Responsible Use

Morristown-Beard School provides computer equipment as well as computer and network services to the school community as tools to support our common educational mission. Our goal is to provide all members of the community with a productive and safe online environment.

To support and promote such a sense of ethics and responsibility, the following set of policies are in effect governing the use of all school provided technology resources.

- Respect the property and rights, physical and intellectual, of others. Only use those devices or services which are, in fact, yours or which you have been explicitly invited to use or borrow.
- Use your real name for all electronic communication. It is your responsibility to maintain an awareness of all copyright and ownership laws.
- Use all electronic services and equipment, whether school provided or not, in a manner consistent with the educational mission of MBS. We are all here in a communal environment for the purpose of learning. You should take it as your direct and personal responsibility to enhance that environment at all times.
- Keep in mind that much of this equipment is expensive and fragile and must always be used and stored in a responsible manner. You, as the user, have the primary responsibility for the appropriateness of its use.

- Maintain a safe and secure approach to all your online activities. If you become aware of a potential security problem, inform a school administrator. Immediately disclose to an adult you trust, any message you receive that makes you feel uncomfortable or is inappropriate. The administration will work to bring the harassment to an end and will determine if disciplinary action is needed.

Requirements, Rights and Reservations

All MBS students are required to read the Morristown-Beard School Responsible Technology Use Policy and agree to follow it. The School's system administrators may discontinue access privileges if the student violates the terms of the Morristown-Beard School's Responsible Technology Use Policy.

Individuals violating Morristown-Beard School's Technology Responsible Use Policy shall be subject to appropriate discipline that includes but is not limited to:

- Supervision, suspension, and/or revocation of Morristown Beard School Network privileges.
- Detention, suspension or expulsion.

In providing access to computer and network resources, Morristown Beard School maintains the following rights and reservations:

- Morristown Beard School expects students to obey the ban on food and drink in computer rooms or around classroom computers.
- Morristown-Beard School reserves the right to inspect, monitor, and modify any and all hardware, software, computer files, communications (including e-mail messages), and any other information on school computers and servers.
- Morristown-Beard School is not responsible for information that may be lost due to system interruptions.
- Morristown Beard School is not responsible for the information found on outside networks' material that may be defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal - nor can it completely eliminate access to such information. It will, however, limit access to and forbid importing such information or material onto any school electronic device.

Social Media

Social Media is defined as any form of online posting or sharing that allows interactive communication, including, but not limited to social networks (Snapchat, Instagram, TikTok, Twitter, Facebook, YouTube, etc.), blogs, forums, websites, and wikis.

Electronic Communication is defined as any form of communication (text messages, group chats, emails, etc.) that are transmitted by means of an electronic device, including, but not limited to a cell phone or computer.

Morristown-Beard School subscribes to a "do-no-harm" policy of social media and electronic communication use with "harm" broadly defined as a misuse of social media or electronic communication towards any individual at large, members of the MBS community, the School and its reputation, no matter where or when such behavior occurs.

The School expects all students to use social media responsibly and communicate in a way that promotes an inclusive and supportive learning environment. As such, any form of electronic communication (pictures, videos, and comments, etc.) that are considered inappropriate, demeaning, threatening, or offensive will not be tolerated.

All reports of online bullying and harassment are taken very seriously (See Student and Sexual Harassment Policy). Reported instances of alleged abuse will be examined by the appropriate administrative personnel, who will determine if abuse has occurred and if disciplinary action is warranted.

Students may not create any social media accounts that use the Morristown-Beard School name or logo without the authorization of the Head of Upper School or Head of Middle School. Photos or videos taken during the school day of faculty, staff, or students may not be posted without proper consent.

Any violation of this policy is considered a major offense and the student should expect to face disciplinary action, including but not limited to, disciplinary warning, suspension, final warning, or expulsion (See Conduct and Disciplinary System).

Transportation Policy

Students are expected to cooperate with the driver of a vehicle at all times. This applies for any public or private vehicle that is used in any connection with the School.

Students using one of the School's transportation sub-contractors must wait for their buses at the designated point of pick up. (Exceptions may be made in inclement weather.) The drivers of the buses are obliged to report any violations of proper conduct to their supervisors and the School. The appropriate disciplinary action will take place when any violation of proper conduct occurs.

For students using a transportation sub-contractor:

- Arrangements for pick-up time must be coordinated with the transportation company. Once a pick up time is established, please be waiting for the van at the designated point of pick up.
- When you are a passenger, you are expected to follow all requests of the driver. The driver or conductor will report any violations of proper conduct to the School. Appropriate disciplinary action will be taken.
- Door-to-door service is not always possible. Centrally located points sometimes make van use more convenient for other riders, so you may have to walk a short distance.
- The cost of vandalism to a van will be borne equally by all the riders unless the School can ascertain who is responsible.
- If students have any questions about van, bus, or train transportation, please direct them to Kathy Hemmer (Front Desk) or to the Business Office.

Transportation costs are billed separately by the carrier and are determined by the distance from the School.

Drop off and Pick Up

Drop off and pick up for Upper School students should occur at Senior Circle or by the athletic center, and Middle School students behind the Middle School. Drivers who are dropping off or picking up students should not stop their vehicles in traffic lanes, by South Wing, behind the cafeteria or in handicapped parking spaces. Drivers should be mindful of other students being dropped off or picked up when merging back into traffic, as well as other vehicles.

Drivers are asked to follow all instructions from police officers and MBS security members.

Driving Privileges and Student Driving

Driving to and parking on campus is a privilege extended by the School to all licensed MBS seniors willing to abide by the following guidelines. Likewise, the School extends similar privileges to underclassmen, however they must park at the Westin Hotel. These privileges are not a right and they are not guaranteed to be available. Students must register their cars through the Upper School Office and must abide by the guidelines below and on the registration form. Failure to follow these guidelines will result in the suspension or termination of a student's parking privileges.

- The campus speed limit is 5 m.p.h.
- All students must receive permission to park on campus from the Grade Deans or the Upper School Office.
- Prudent, safe, and quiet operation of a vehicle is required at all times. This includes the volume of the stereo.
- MBS is not responsible for vandalism to, theft from, or accidents between vehicles on campus.
- MBS reserves the right to rescind the privilege of driving and/or parking on campus or at the Westin for any student who does not obey all the guidelines.
- All seniors must park in the assigned parking lot. Individual spots are not assigned. · Students may not park or be dropped off on side streets, at the County Library, or in the Arboretum.

Seniors may not leave campus at any time during the school day without prior permission of the Head of Upper School, the Grade Deans, or the Nurse, and his/her parents. Appropriate disciplinary action will be taken if a student leaves campus without permission and signing out in the Upper School Office.

The Grade Deans must be notified any time a car can't be parked in its assigned lot.

Any inappropriate driving, "horseplay," or noise by a student driver or passengers may result in loss of parking privileges.

Juniors are required to park at The Westin Hotel. The School provides a shuttle bus in the morning starting at 7:30 a.m. and running until 8:15 a.m., and again in the afternoon starting at 3:00 p.m. and running until 3:30 p.m.

Juniors who park at the Westin Hotel must abide by the guidelines set forth above, along with the following. Failure to follow these guidelines will result in the suspension or termination of a student's parking privileges.

- Late arrival (after the last van from the Westin) does not constitute permission to park on campus. Late arriving students must come to the Upper School Office and sign in with a reason for parking on campus. Only the Grade Deans can grant permission to park on campus. Parking on campus without permission will result, minimally, in a Saturday detention.
- Without submitting the proper permission forms student drivers should not provide another student with transportation to or from The Westin.
- All underclassmen student cars parked on campus or at the Westin must be registered. Registration can be completed through the Upper School Office. Parking tags should be placed on the dashboard of the car. Cars should not be parked on campus or at The Westin prior to completion.

Students who fail to adhere to the Driving and Parking Policy will have their driving and parking privileges suspended or revoked.

Appendix

Academic Honesty Guide

Introduction:

Academic honesty and integrity lie at the heart of the School's commitment to teaching and learning.

The teachers at MBS have confidence in their students' minds and abilities. When a student completes homework, takes a test, presents a project, or writes a paper, teachers expect to see that student's work, not that of someone else. Faculty members want to see that each student has understood the concepts and has been able to make the material his or her own. They want to know what each pupil is thinking about the work, as well as how the student can apply the ideas to novel situations. The student's work is what teachers want to see and evaluate in order to help the child learn. We all learn from the mistakes we make, but plagiarism robs students of this opportunity to learn.

Unfortunately, students sometimes take short cuts and plagiarize. Students leave their work until the last minute, and then they copy someone else's. Or they may lift material from the Internet or out of a book. This is plagiarism, a serious form of academic dishonesty.

Quite simply, plagiarism is passing off someone else's work as your own. That someone else may be a friend, a tutor, a parent, an Internet site, or an outside author. It does not matter who the source is – if the work is not truly and completely the work of the student whose name is on the paper – it is plagiarism. The MBS **Honor Code** defines cheating as, “the willful obtaining, giving, or receiving of any unauthorized, unfair, dishonest, or unscrupulous advantage in academic work or any attempt to do the above.”

Cheating or committing plagiarism violates the **MBS Values** as well as the School's rules on honesty. Teachers at MBS have a duty to respond to all aspects of plagiarism they encounter; it is not a choice but a requirement of the School.

Yet, sometimes the line between a student's own work, background research, and legitimate help can get confusing. This guide is designed to help students understand the ins and outs of plagiarism and avoid the

problem altogether. Students should discuss the guide with each of their teachers and be sure they understand each teacher's guidelines on each assignment. It is the student's responsibility to know what is acceptable and what is not.

Academic Honesty in the Arts

Most work in Art, Music, and Theatre is done in class. In addition, by its very nature, much of what students complete in the arts is collaborative – peers help critique each other's work and sometimes work is completed in groups. Many times students use an artist's work as the model for their own work. Yet, passing off someone else's art as one's own clearly is plagiarism. If a student uses another's work as a model, it needs to be noted and explained that the work is not original. Having someone else (a parent or peer, for instance) draw, compose, or write all or part of an artistic submission is also plagiarism and the teacher will view it as so.

Academic Honesty in English

English teachers encourage students to take on challenges and think independently. Students are free to develop ideas arising from a class or group discussion or a conference with a teacher. Such discussions can help students to develop their own ideas and not merely restate the ideas of others.

English emphasizes the close reading and analysis of original texts, and students typically should not consult secondary sources (in print, online, or as eTexts) unless given permission by their teacher. As good thinkers and writers, students may occasionally draw on other sources (in the Junior Essay, for example) to support an argument or establish a connection with their own work. If a student quotes or paraphrases from a secondary source, the reference needs to be cited appropriately. Use of words, phrases, sentences, or paraphrases without appropriate citation is plagiarism.

Students sometimes work with tutors, peers, parents, or other persons to help with the creation and revision of written or other work. Direct use of text provided by tutors or other persons is not permitted. All work submitted by students should reflect their own effort to present concepts critically with technical precision. The voice of the student in her written work should always be transparently the student's own, and help with mechanics should never be so thorough as to prevent the student from mastering fundamental skills or to mask student challenges. All work submitted by students is judged as their own, and instances of "over-tutoring," no matter who it was who rendered the assistance, may be addressed as plagiarism. The responsibility for work submitted by students remains that of the student, and he or she will be held individually accountable for all questions of academic honesty that may arise with respect to the work in question.

Full departmental policy on Academic Honesty is stated in the Style Guide. Teachers review this policy with students at the beginning of the year and periodically as the need arises. Students are bound by the full policy as stated in the Style Guide.

Academic Honesty in History

Students generally understand what cheating on a quiz or test involves, and that "borrowing" or "providing" homework is wrong, and that plagiarism is a very serious offense that will result in academic and disciplinary consequences. But some students may not understand that plagiarism is more than the direct, word-for-word lifting of information from a published source without attribution (i.e. a footnote).

Students also plagiarize when they paraphrase or change some of the words from a source but not the basic meaning. Ideas, theories, data, and interpretations from authors need to be footnoted, even if the student puts them in their own words. The Internet works just like any other source and students need to footnote it appropriately too. If possible, students should print out the entire site (or a portion, if lengthy) to show the teacher.

It is often difficult to know when something needs to be footnoted. The rule is: when in doubt, cite the source. Students will not lose points for excessive citation—but students will lose points (and more) when they do not cite material they use on assignments.

The general expectation—except for designated group projects and in-class collaboration—is that a student’s work is to be completed solely by the student submitting the work.

Extra help comes best from the teacher. When parents or others assist a student, the teacher should be notified. The work—the ideas and the words or project—should be the student’s. If a tutor has been of assistance, the teacher should be informed.

Academic Honesty in Math

In any math class, all of the following will be considered acts of academic dishonesty.

- Copying and submitting another student’s homework or notebook content as his or her own.
- Obtaining or giving information about quizzes, tests, exams and projects to another student.
- Submitting work that has been completed by another person—including tutors, teachers, peers, or family members—as his or her own.
- Using note cards, “crib sheets,” the memory of a calculator, or other technological device to surreptitiously store information to be used without the teacher’s permission on quizzes, tests, and exams.
- Copying and submitting a solution obtained by using Photomath or a similar software
- Cooperating with another student to complete an assignment is allowed unless the teacher specifically states that the students are to complete the assignment individually. If one student allows another student to copy homework, both students have violated the School rules on honesty.

Academic Honesty in Science

Much of the work in science is collaborative. Teachers encourage students to work together to discuss ideas, theories, and lab results to enhance everyone’s learning. However, even if students work together, the final written analysis and conclusions should be each individual student’s work. Simply rewording or paraphrasing another student’s work is the same as copying and is considered plagiarism.

In any science class, all of the following will be considered acts of academic dishonesty:

- Copying homework answers from a textbook.
- Homework showing only answers and no work.
- Quoting material, but not citing the source.
- Including pictures, graphs, and charts in a student’s work that are not cited. (These can be from books, magazines, the Internet, etc.)
- Stating information as a “fact” without the necessary support from sources, cited properly.

- Basing generalizations and conclusions on the data of others (another lab group, for instance) and not a student's own data.

Academic Honesty in World Language

The language department abides by the following general definition of academic dishonesty: It is unacceptable for a student to submit, as his or her own, work in any form that does not represent the student's current level of understanding or ability. For example, a perfect score on a recent homework assignment should not yield dramatically flawed results on a similar task carried out in class, whether this task is a quiz, pop-quiz or informal evaluation of a student's contribution to the day's classroom activities.

Language classes often work collaboratively. The distinction between group work and individual work is usually very clear. If a student is unsure about the level of collaboration allowed for a given assignment, the student should seek clarification from the teacher. We encourage student interaction in the form of sharing knowledge. The line is not always perfectly clear, but sharing knowledge is distinct from plagiarism and/or mindless copying. The latter will be treated as forms of academic dishonesty.

Concerning the use of electronic media: Unless advised otherwise by the classroom teacher, use of an online dictionary to understand or find the meaning of isolated words or expressions is both acceptable and encouraged. This is the "traditional" form of dictionary use prior to existence of the internet. Use of an online translator to gather the meaning of a sentence or more is cheating. Entering a sentence or more of English into an online translator/dictionary is also cheating. In keeping with our definition of academic dishonesty, the student should make sure work is representative of the student's current ability. In addition to general MBS policies, any violation of any policy concerning academic honesty within the language department will result in academic sanctions concerning the blameworthy assignment. The usual policy is to assign a non-passing grade for the assignment: typically, a zero. Although not obliged to do so, a teacher may offer a "make- up" assignment, the nature of which should assess the same or similar understanding and abilities as the original assignment.

Senior Projects

Overview

The Senior Project is a capstone experience and a graduation requirement. It consists of four major elements:

- Finding a project, setting it up and getting it approved
- Spending time on-site in a real-world environment
- Compiling a comprehensive written Field Journal
- Delivering an oral presentation at the project's conclusion

Each of these four major elements must be successfully completed for the student to pass the Senior Project. The project must be supervised on-site by **someone who is not a relative of the student**. The supervisor will work with the student to set the scope and nature of the project, and will agree to be contacted twice by the student's advisor during the on-site phase. Unless other arrangements have been made with a student's advisor, the Senior Project will **require three weeks and a minimum of 78 hours** on site. Senior Projects will be graded pass/fail and listed as a fourth-quarter course on student transcripts. Students who do not earn a passing grade on the Senior Project will be required to submit a research paper before receiving the MBS diploma.

Important Dates

- December 17, 2021: Preliminary Topics due to advisors
- February 7, 2022: Parts one and two due to advisors (Cover Sheet and Introduction)
- March 7, 2022: Rejected or revised parts one and two due to be re-submitted to advisors
- May 2, 2022: Schedule senior project presentations with advisors
- May 16 - June 3, 2022: Senior Project internship period
- June 6, 2022: Parts three and four due to advisors (Daily Log and Conclusion)
- June 8, 2022: Senior Project Presentations

Contents of the Field Journal

Introduction

- 2-3 page typed personal essay
- Requires an initial on-site visit
- Nature of the business or institution where the project will occur
- Nature of the duties entailed
- Reasons for pursuing the project
- Value hoped to be gained from the experience

Cover Sheet

- Student's Name:
- Site (Name of Business)
- Position:
- Contact person & their contact information
- Dates on Site
- Time expected on Site
- Signature of Supervisor
- Signature of Parent

Daily Log/Observations

- One entry per day, length variable
- Uses precise observations, and vivid details
- Tries to convey the feeling of the experience
- Reflects on knowledge gained
- Goes beyond mere "reportage"

Conclusion of the Field Journal

- 3-4 pages typed, double spaced analytical essay
- Summarize the experience and assess its worth
- Describe in detail the Nature of the knowledge gained and its value
- Compare actual experience to anticipated experience as described in your introduction
- Perhaps speculate on the long term effects on your academic or career path
- Recommend this project to other students, why or why not?
- **Main Criterion: the conclusion must persuasively convey an in-depth engagement with the project's experiential and reflective dimensions.**

Community Service Program

Introduction

As their lives unfold, MBS students will inevitably make decisions about their role in society and their degree of commitment to the world around them. To help make wise choices about such issues, it is important to have a frame of reference or fund of past experiences. The Community Service requirement exists to promote such experiences thereby challenging students, now and later in life, to become self-reflective and aware of others' needs. The Community Service Program is an integral part of the curriculum and consists of two main components.

The first part is the Experiential Component, which is fulfilled by participating in the service activity. The second part of the program is called the Reflection Component. After a student undertakes each service experience he or she is required to reflect on and write about aspects of that experience.

In order to graduate from Morristown-Beard, students must complete a minimum of eight hours of service each semester. Students earn a pass/fail grade for each semester and receive a half credit for each semester of community service successfully completed. Students may choose from one of the School's numerous internal service programs or they may find an experiential opportunity in a local, national or global organization. Students should check with Ms. Deventer to be sure that an outside service qualifies for the program. Students are strongly encouraged to seek opportunities for service both within the School and in the outside world.

Students may receive credit for up to four MBS hours each year. Such activities might include volunteering for an Admission event, Parents' Night or assisting at an athletic or arts event.

To find service opportunities, students can search the Service Learning Portal on the MBS website.

Log into your MBS account

On the left side under "My Courses" click "Service Learning"

On this page under "Bulletins" are all the ongoing service opportunities

You may click the calendar to see monthly community service opportunities, drives, 5k runs, etc...

Suggested areas of concentration could include:

- Animals
- Non-profit arts
- Building/Renovation
- Special Needs Populations
- Education
- Environmental Concerns
- Health Care
- Homelessness
- Hunger
- Senior Population
- Faith Based Work

Students are encouraged to find organizations in their community with whom they can volunteer. In addition, announcements will be made at Morning Meeting about specific programs. Students can also talk to the program coordinators, Ms. Deventer.

Guidelines

The program is designed to be flexible and accommodate a wide range of interests, but it is important to keep some things in mind:

- Students may not receive pay or compensation for service.
- Students may not perform service for a family member, a family business, or assist a family member in non-charitable activities.
- Service must be completed with a non-profit organization or towards a cause that relies solely on volunteer labor.
- Time spent traveling to and from an activity does not count toward program hours.
- Time spent in training generally does not count toward program hours, unless previously approved.
- Projects may be undertaken during the summer preceding an upcoming academic year.

Reflection is the part of the program where students are given the opportunity to pause and think about each service experience in a meaningful way. The goal of reflection is for a student to look at how the experience impacted him or her and to determine what has been learned from each experience.

Each experience requires a separate completed reflection. All reflections will be entered online. Students will log on to their account on the MBS website and locate the “My Service” link on the left. There, students will enter hours, detail on the type of service completed, supervisor’s contact name and phone number and a brief reflection about the service experience. Advisors will monitor the student’s account in order to help keep track of deadlines throughout the year.

Important Considerations & Deadlines

- Assessment will be on a Pass/Fail basis. A student’s advisor will keep track of the hours and report this information. Students must complete the first semester program by Friday, January 21, 2022.
- The second semester requirement for seniors must be completed by Friday, May 13th and for underclassmen by Tuesday, June 7th.
- In order to be considered for a service award (75 hours plus), all hours must be recorded by Thursday, April 14, 2022.
- Failure to successfully complete a semester component by the deadline results in a failing grade for that term, which will remain permanently on the transcript. The student will, however, still be required to complete eight hours of service successfully for that semester. Once a student has completed all 16 hours of service, along with the reflections, he or she will receive a Pass grade for the final year-end grade.
- In order to graduate, seniors must successfully complete their Community Service program.

Student Harassment Policy

Policy Statement

The School prohibits acts of harassment or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the Family Handbook which establishes standards, policies and procedures for positive student development and student behavioral expectations.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental or physical disability, that substantially disrupts or interferes with the orderly operation of the School or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone or computer.

Sexual Harassment

Although any act of harassment is prohibited, the School explicitly prohibits acts of sexual harassment. The Morristown-Beard School believes that students have the right to be free from sexual harassment and it is the policy of this School to maintain a learning environment free from such conduct. Actions or comments by students or adults that result in unlawful sexual harassment of any member of the school community will not be tolerated. It is a violation of this policy for any student, employee, staff member, or volunteer to harass a student through conduct or communication of a harassing nature.

Sexual harassment is sexual conduct, or conduct directed at someone because of his or her gender, that creates an intimidating, hostile or offensive learning environment, or that makes the recipient feel embarrassed, uncomfortable or unduly interferes with a student’s ability to receive an education. Sexual harassment can be between those of the same sex or the opposite sex, and can be verbal or physical. Playful banter or innocent teasing engaged in by two students is not sexual harassment.

Examples of sexually harassing conduct include, but are not limited to:

- Unwelcome sexual flirtations, advances, and propositions;
- Sexually-degrading words used in reference to an individual;
- Comments on the speaker’s own sexual abilities or those of other students;
- Display of offensive pictures or objects such as posters or calendars which are of a sexual nature;
- Unwelcome remarks of a sexual nature;
- Unwelcome questions about sexual conduct;
- Pressure for sexual favors; and
- Other harassment of a non-sexual nature that is engaged in due to the gender of the individual

Consequences and Remedial Measures for Acts of Harassment, Intimidation or

Bullying

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences and remedial measures shall be designed to: Correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying. Such consequences and appropriate remedial actions may range from positive behavioral interventions up to and including short and long-term suspension or expulsion.

Reporting Harassment, Intimidation and Bullying Behavior

Students who believe that they have been subject to harassment, including sexual harassment, or have witnessed harassment should promptly report their concerns to a teacher, administrator or the Head of the Upper or Middle School. A teacher, administrator, or school employee who learns of an allegation of harassment shall promptly notify the Head of the Upper or Middle School. The report will be documented. The Head of the Upper or Middle School shall promptly commence an investigation, make factual findings regarding the circumstances surrounding the alleged harassment, assess the merits of the complaint, and determine any disciplinary action or penalty, if warranted, even if a student does not wish to file a formal complaint. If the complaint of harassment involves the Head of the Upper or Middle School, the matter may be directed to the Head of the School. The School's goal in investigating and taking any follow-up action shall be to stop any continued harassment.

The Head of the Upper or Middle School shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. Every effort will be made to ensure that complaints of sexual harassment be kept as confidential as possible.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The School recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom or School level or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the School shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidents or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred.

Retaliation, Reprisal and False Accusations Prohibited

Any act of retaliation or reprisal against any person who reports an act of harassment, intimidation or bullying, as well as any act of false accusation against another, shall not be tolerated. Any student who engages in an act of retaliation or reprisal, or who falsely accuses another, shall be subject to appropriate disciplinary action. The School shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying.

Policy Development and Review

The School shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions.

Publication, Dissemination and Implementation

The School shall take the following steps to publicize this policy:

- A. Provide a link to this policy in a prominent place on the School website;
- B. Distribute this policy annually to all staff, students and parents/guardians; and
- C. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of conduct, such as the Family and Faculty Handbooks.

Student Substance Abuse Policy & Regulations

Philosophy

Morristown-Beard School is committed to providing and maintaining a drug-free learning environment that promotes the health and wellbeing of our students. The school aims to educate and raise awareness of the dangers of substance abuse, and strives to support students in making positive, healthy decisions.

To this end, the school maintains a zero tolerance policy toward drug and alcohol use on school property, on the school's busses (or sub-contractors), or at a school-related function. Any student found in violation of the following rules will face disciplinary action, up to and including dismissal from school:

- Student use, possession or distribution of illicit drugs; synthetic versions of illegal drugs; marijuana; tobacco in any form (including cigarettes, e-cigarettes, vaporizers, and chewing tobacco); prescription medications; and/or alcohol.
- Students use, possession or distribution of alcohol or drug paraphernalia including, but not limited to: e-cigarettes, vaporizers, hookahs, rolling papers, pipes, or any bottle or container used for the purpose of holding alcoholic beverages.

Testing Policy

If a faculty member suspects a student of being under the influence of drugs or alcohol, he/she will immediately contact the Head of Upper School or the Director of Guidance who will escort the student to the Nurse. Once the student arrives in the Nurse's Office a cursory evaluation will begin in an attempt to detect any overt signs of substance use. Members of the School's evaluation team will conduct this exam. The team may include the Head of Upper School, the Grade Dean, the Director of Guidance, and the School Nurse.

If the School's evaluation team has reasonable suspicion to believe that a student is under the influence of a controlled substance or alcohol, the student's parents will be called and the School will ask the student if he/she is under the influence of either drugs or alcohol. If the student answers, "no" the school will ask that the child be tested at the parent's expense. If the School is unable to reach the guardian or the emergency contact, the student will be transported by ambulance, to the Morristown Memorial Hospital emergency room accompanied by a school official. In either case, MBS will receive the official test results. If the test indicates that the student is impaired, he/she will face disciplinary sanctions, up to and

including dismissal from school. If the student is permitted to return to school, he/she must provide a note from his/her doctor stating that the student may safely return to school. If a student refuses to take a drug or alcohol test or attempts to use a specimen that has been tampered with or is not their own, the School will consider this a positive test result.

If the School's evaluation team determines the student is not impaired, he/she will be allowed to return to class, and the parents will be contacted.

If reliable information reaches the school that a student was under the influence of either drugs or alcohol at an off campus event, or if school officials suspect a particular student's struggles in school are a result of a potential substance use problem, the Head of Upper School and the Director of Guidance will convene a meeting of that student's advisor, teachers, and coaches to gather pertinent behavioral data about the particular student. Members of the evaluation team may be invited to that meeting.

Depending upon the results of the conference and any additional information contained in the student's file, the School may ask for a meeting with the parents or guardian to discuss the issue. The School may require the student to undergo ongoing drug screening, counseling sessions and/or participate in a substance use program as a condition of maintaining the child's enrollment at Morristown-Beard. In turn, the School will require documentation thereof.

If a student reaches out to a teacher, administrator, or any staff member in an effort to seek out help for any of the aforementioned issues, the Head of Upper School and the Director of Guidance will be alerted and in cooperation with the parents or guardians will attempt to ascertain the depth of the problem and help the family get timely assistance for their child. These instances may not necessarily involve disciplinary action.

Technology Guidelines

The following guidelines are provided as examples of how the policy should be followed:

- Develop and protect good passwords. Keep personal information about yourself and others private.
- Do not display personal information about yourself or others online and never agree to meet with someone you have met online.
- Treat all other's electronic communications with the same level of respect and privacy you would wish to receive.
- Do not attempt to gain unauthorized access to the Morristown-Beard School Network or to any other systems through the MBS network or attempt to log in with another person's User ID and Password, even with that person's expressed permission.
- Do not allow someone else, within the school community or outside, to use your login information to access the school's online resources.
- Be extremely wary and sensitive to the threat of downloading and spreading viruses or malware.
- Avoid any activities that might disrupt the proper operation of the MBS network. Online gaming or video streaming would be examples of activities that frequently disrupt the operation of the MBS network.

- Remain civil and polite in all your electronic communications at all times. Offensiveness is in poor taste. Anonymous offensiveness is abhorrent and cowardly.
- No one likes receiving junk mail so it is best not to partake in sending it.
- Downloading copyrighted digital content such as movies, music, games or software for which you are not the lawful user and uploading copyrighted digital content for the use of others is a crime.