



**Morristown Beard**  

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**School**

**Family Handbook**  
**2023-2024**

# **FAMILY HANDBOOK**

## **2023-2024**

Updated 8/21/23

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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 wellbeing 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 extracurricular 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 ethical principles. At MBS, we hold the following values:

- **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/guardians 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 email 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, email) within one business day.

In general, if a parent/guardian 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.

#### **Email**

To send an email to a teacher or administrator, please use the Faculty/Staff Directory found on the MBS website.

#### **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
Dean of Faculty's Office:	Ana DeMeo, (973) 539-3032, ext. 522
Middle School Office:	Rose Borowsky, (973) 539-3032, ext. 520
Upper School Office:	Rachel Platt, (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, (973) 539-3032, ext. 552 Janice Kaschak, (973) 539-3032, ext. 552
Business Office:	Margaret Collins, (973) 539-3032, ext. 548
Center for Teaching and Learning:	Kim Pottratz, (973) 539-3032, ext. 705
College Counseling Office:	Noreen Cassidy, (973) 539-3032, ext. 551
Diversity, Equity, Inclusion, and Belonging:	Klarissa Karosen, (973) 539-3032 ext. 718 Tahj Valentine, (973)539-3032 ext. 628
Counselor Middle School:	Sam Tuttle, (973) 539-3032, ext. 545
Counselor Upper School:	Sean Latino, (973) 539-3032, ext. 554 Barbara Smith, (973) 539-3032, ext. 581
Technology 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:	Linda Riedell, (973) 539-3032, ext. 517
Performing Arts:	Ben Krauss, (973) 539-3032, ext. 424
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:	Kerianne Skobo-Trought, (973) 539-3032, ext. 525
Student Culture and Wellbeing:	Chantal Thornberry: (973) 539-3032, ext. 513
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 2023-24)

### *Officers*

Ravi Chopra '97 and Carisa Strauss P '20, '22, '24, *Co-Presidents*

Kelly MacMahon Ewing '91, P '24, '24, '24, 28, *Vice President*

Michael Morais P '22, '24, '26, *Vice President*

Darnell T. Parker '00, *Vice President*

Lee Kellogg Sadrian '89, P '26, '28, *Vice President*

R. Cartwright Wallace '93, *Treasurer*

Pamela Nelson Davidson '90, *Secretary*

### *Trustees*

Dena Y. Baptiste P '14

Mary-Ellen Campbell P '72, '78 (Honorary)

Lissa Jean Ferrell P '22

Peter Fiverson P '25, '28  
Shanae M. Green P '27  
David V. H. Hedley '64 P '87, '90, '97 (Honorary)  
David A. McManus P '21  
Liz Morrison, *Head of School*  
Cory Pine P '21, '25  
Susan Reale P '23  
Michael W. Ranger P '10, '13 (Honorary)  
Bruce Sanford P '16, '20  
Marlynn Scully P '87, '92, GP '20, '22 (Honorary)  
Laurence H. Sherman P '20, '22, '26  
Penny Sokolowski P '18, '20, '25  
Eric Soos P '25, '25  
Scott J. Tannen '95, P '22, '25, '25  
Janine Webb P '24, '26  
Sherif Zakhary P '20, '22, '27

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 locked during the school day and after hours. Students are issued an access card that will allow them to access the buildings on weekdays from 7:00 am to 5:00 pm. Additionally, their cards will give students access to Founders Hall and the Athletic Center until 9:00 pm on weekdays and from 8:00 am to 3:00 pm on weekends. Students must report lost cards to their Advisor or Division Office immediately. Replacement cards will be provided at a cost of \$15.00 per card. All visitors should access campus through the Beard Hall or Middle School main entrances. 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.

## Calendar

The Important Dates Calendar and daily School Calendar may be found in the Parent Portal and Student Portal on the MBS website.

## Campus Map

The [campus map](#) can be found on the MBS website.

## Communications

Visit the [MBS website](#) and the [Parent Portal](#) regularly for all the important School information including, but not limited to, calendars, directories, business office statements, grades, forms, schedules, and of course all the latest news and photos. Other ways to stay connected include:

- *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](http://www.facebook.com/morristownbeard)), [Instagram](#) ([www.instagram.com/morristownbeard](http://www.instagram.com/morristownbeard)), and [Twitter](#) ([www.twitter.com/morristownbeard](http://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](mailto: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 Finalsite Messages system. These alerts will also be posted on the MBS website.

The Finalsite Messages system will use the contact information that you entered in the My Backpack portal. Once a decision is made to close the School, families will receive any combination of phone messages, text, or an email 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 9:30 a.m. and classes will begin at 9:40 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 of rescheduling of school trips and extra-curricular activities. The School may also implement a distance learning program.

### **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.

## **ALL-SCHOOL INFORMATION AND POLICIES**

### **ACADEMIC GUIDELINES AND POLICIES**

#### **Academic Integrity**

Academic integrity is the cornerstone of our educational program at Morristown Beard School and integral to our value of personal responsibility. Students are required to accept responsibility to do their own work without unapproved resources and to give credit to any source(s) they use, including persons, print, software, artificial

intelligence (AI) such as Chat GPT, and/or other electronic sources. When in doubt as to whether an action or resource is in violation of the academic integrity policy, students must seek clarification from their teacher, advisor, and/or dean before taking any risks with their academic integrity.

### **Morristown Beard School Honor Statement**

*Morristown Beard students will complete their own work,  
neither giving nor receiving unauthorized help and cite all source material.*

Students are responsible for understanding what constitutes academic dishonesty and plagiarism, and for asking for clarification if they are in any doubt. Examples of academic dishonesty include, but are not limited to, the following:

- *Plagiarism/failure to acknowledge sources*

Plagiarism is the act of using another person's ideas, words, or organization of content and facts without acknowledging the source. That someone else may be a friend, a tutor, a parent, an Internet site or an app, the use of artificial intelligence (AI), or an outside author. Acknowledgement of sources serves two purposes: first, it honors those who have created the material and who have rights of authorship; second, it allows the reader or listener to find these sources if they wish to explore the topic further.

Plagiarism includes but is not limited to direct quotation from or paraphrasing of original sources without attribution, submitting work as your own that has previously been submitted by another, and/or submitting the same work in two or more courses without teacher permission. **Both inadvertent and intentional plagiarism will be treated as academic dishonesty.**

Teachers expect that students have personally word-processed and edited the work handed in unless specifically informed otherwise. Excessive editing or organization of the material by someone other than the student or by artificial intelligence is considered academic dishonesty unless prior permission was granted by the teacher.

- *Giving and/or receiving unapproved assistance before, during, and/or after an assignment and/or assessment. This includes the following:*

- Giving and/or seeking details of a quiz/test that all parties have not yet submitted
- Sharing drafts of labs or papers without explicit teacher permission
- Using cell phones or other unapproved devices during quiz and/or test situations without explicit permission, and/or opening unapproved tabs, programs, *etc.* during an assessment
- Using prohibited or unapproved resources, including crib sheets, websites, and artificial intelligence (AI) software such as ChatGPT
- Inappropriate and/or unauthorized collaboration on assignments and/or assessments. This includes sharing your homework with another student or using another student's homework when preparing your own.

### **Protocols for Suspected Incidents of Academic Dishonesty**

The Middle School Dean (grades 6-8) and the Dean of Student Conduct (grades 9-12) maintain student records pertaining to incidents of academic dishonesty. In a situation where student's academic integrity is in question, the following protocols are in place:

1. To ensure institutional consistency, the faculty member will discuss the situation with the department chair and applicable dean (the Middle School Dean for grades 6-8, the grade-level dean for grades 9-12) prior to addressing the incident with the student.
2. The department chair and the applicable dean will meet with the student to address the matter.
3. The applicable dean will contact the parents/guardians and issue any disciplinary consequences.
4. The department chair, in consultation with the faculty member, will issue any academic consequences.
5. The faculty member will meet with the student, share any applicable academic penalty, and plan a path forward with the student. In order to protect student privacy, disciplinary consequences are not shared beyond the applicable administrative team, but the faculty member is informed when the process has concluded.

### **Consequences for Academic Dishonesty**

- For a first offense, consequences will include, at a minimum, notification of the student's advisor, the division head, and the parents/guardians, and a significant academic consequence to be determined by the department chair. There may be additional consequences.
- For a second offense, in addition to the academic consequences, students may also be subject to disciplinary consequences, including but not limited to disciplinary probation, disciplinary warning, suspension, or expulsion (See Conduct and Disciplinary System).

### **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**

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

<b>D-</b>	<b>0.67</b>
<b>F</b>	<b>0.00</b>

The School sends grades four times per year and comments 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.

## Calendared Assignments and Assessments

### Weekly and Daily Assignments

It is essential that all assignments and other course requirements (tests, quizzes, projects, homework, etc.) be communicated efficiently to all students. Faculty are expected to use Google Classroom and Google Sites for each course to post all assignments and other important information on the portal. No work can be assigned after the close of the school day (4 pm).

Homework should be formative in nature with intentional learning outcomes. Students in the Middle School should expect to do about 20-30 minutes of homework (which may include reading or studying/reviewing) per class meeting for academic classes. Students who consistently find that they cannot complete assignments in the appropriate time frame should discuss this, and their approach to their work, with their teacher during collaborative period. Parents/guardians and the student's advisor should be notified of recurrent patterns of inconsistent homework submission. In the event of a student absence, it is the student's responsibility on the day of their return to meet with teachers to discuss a timeline to make up work.

### Major Assessments

All academic courses will evaluate student learning with a range of assessments, which may include tests, writing assignments, projects, and labs/lab reports. Students will be informed about major assessments well in advance and should plan their work and preparation accordingly. It is the school's intent that students should not have more than two major assessments on any given day. If a student discovers that they have more than two major commitments on the same day, they should speak directly with the respective teachers at least a day in advance. In consultation with their advisor and teachers, students may request to move an assessment so that they are not preparing for more than two major assessments in a single day. Teachers are expected to post major tests and assignments in Google Classroom with sufficient lead time, enabling students to plan their studies effectively. In the event of a student absence on a test or major assessment day, it is the student's responsibility on the day of their return to arrange the makeup assessment with their teachers in accordance with make-up guidelines.

## Homework Policies



## **No Homework Dates**

MBS has a policy of not assigning homework to students over major religious holidays or breaks. Since the definition of “homework” can be quite broad, for purposes of this policy it would include no written work or reading assignments, and not requiring students to prepare for imminent major tests, projects or other assessments. No major assessments may be given the first day or second day back from such a break. Teachers are not to offer “extra credit” options during the dates in question as well.

## **No Homework Dates 2023-2024**

- Rosh Hashanah: This year, Rosh Hashanah begins in the evening of Friday, September 15, and ends in the evening of Sunday, September 17. Homework will not be assigned for the weekend of September 15; assessments will not be scheduled before Wednesday, September 20.
- Yom Kippur: Yom Kippur 2023 begins in the evening of Sunday, September 24 and ends in the evening of Monday, September 25. School is closed Monday, September 25. Homework will not be assigned during this time span and assessments will not be scheduled before Wednesday, September 27.
- Diwali: Diwali begins on the evening of Sunday, November 12, 2023. Homework will not be assigned on the weekend of Friday, November 10, and the School will make its best effort to keep students’ workloads on the light side during the holiday.
- Thanksgiving: There are no classes for the period of November 20-27, 2023; no work will be due Tuesday, November 28 and no major projects due or assessments scheduled before Thursday, November 30.
- Winter Break: Winter Break begins at 1:30 on Thursday, December 21; classes resume Monday, January 8, 2024. No work or long term projects (i.e. work assigned before break begins) will be due before the Wednesday after classes resume. However, work can be assigned beginning Monday, January 8..
- Spring Break: Spring Break begins at the end of the class day on Friday March 15; classes resume Monday, April 1. No work over or long term projects (i.e. work assigned before break begins) will be assigned over break or due before the Wednesday after classes resume. Work can be assigned beginning Monday, April 1.
- Eid al-Fitr: Eid al-Fitr 2024 begins on the evening of Tuesday, April 9, 2024 and ends on Wednesday, April 10. Homework will not be assigned on the evening of Tuesday, April 9, 2024 and the School will make its best effort to keep students’ workloads on the light side during the holiday.
- Passover: Passover 2024 begins in the evening of Monday, April 22nd and ends in the evening of Monday, April 29th. Homework will not be assigned on April 22nd and will be kept on the light side during Passover.

## **Academic Probation**

The School monitors the academic progress of each student throughout the year. Occasionally, students fall below the academic standard set by the School, in which case they will be placed on Academic Probation. The purpose of this designation is to ensure that students and families have a clear understanding of their responsibility, as well as the support measures available to them, to achieve academically at the appropriate level. This also provides the School the time and necessary information to determine whether or not a student is able to find success in its academic program.

Academic Probation is based upon a review of student records conducted by the appropriate dean and division head, as well as any support personnel who works with the student, and takes into consideration attitude,

aptitude, effort, and achievement. The conditions set forth in the probation relate specifically to a student's grades, but also allow for subjective evaluations of attitude and deportment.

After each semester, students who fail a course, have an unsatisfactory grade (any grade below C-), 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 division head and/or dean 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 their successful completion of the year and a review conducted at year's end by the dean, the division head, and the appropriate support personnel. While improved academic performance and a high level of engagement in their classes will be expected of students, the qualities highlighted previously will also be part of the review process. In some instances, 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 the review following the close of the academic year.

### **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 applicable dean and/or division head may place a student on Progress Reports if that student has earned a C- or below as a quarterly grade.

### **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 3.50
- Head of School's List – for students with a minimum GPA of 3.80

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

## **Programs, Guidelines, and Policies**

### **Advisory Program**

The MBS Upper School advisory serves as a "home base" for students and faculty. It is a daily gathering where students develop strong and supportive relationships with their peers and a faculty member who strives to know the child beyond the student. The advisory system fosters students' academic, social, and personal growth and helps them manage the demands of MBS's academic and extracurricular programs. Advisors serve as mentors who support students while encouraging them to advocate for themselves and balance their various commitments.

The advisor serves as the primary liaison between student, parent/guardians, and teachers. Students meet with their advisor each morning during advisory check-in and during weekly extended advisor periods.

Advisors support their advisees in numerous ways, including the following:

- working with advisees to set goals and assess progress
- monitoring course selections and schedule requests
- serving as an advocate in school matters
- showing an interest in extracurricular and athletic commitments
- facilitating advisory discussions and activities
- facilitating parent/guardian conferences
- communicating with teachers and parent/guardians when needed
- serving as the first point of contact when issues arise

Advisors are available to receive phone calls and/or emails from parents/guardians, gather information, and exchange information that is helpful to students with the applicable dean, divisional head, applicable counselor, and parent/guardians.

There are two formal meetings arranged in November and April for advisors to meet with parents, but parents may also call or email advisors at any time. All advisors are asked to write a letter of introduction to their advisee's families in September. If a parent contacts an advisor with a question about a specific class, the advisor should ask the parent to call the teacher of the course directly.

If parents/guardians have questions about the advising process, they should contact the Director of Student Culture and Wellbeing and the Head of Middle School or Head of Upper School.

## Counseling Department

Members of the Counseling Department act as a resource person for advisors and families and a liaison between teachers and outside professionals. The counselors also meet in an individual or group setting with students.

In addition to the advisor, students may seek additional individual guidance by contacting MS Counselor Dr. Sam Tuttle, US Counselor Sean Latino, or US Counselor Barbara Smith.

The Counseling Department supports students through a multi-tiered approach:

### Tier 1- Whole School and Community

- Presentations/consultations to Staff
- Parent/guardian Communication
- Mental health and medical referrals
- Collaboration/consultation with local mental health and medical institutions

### Tier 2- Class, Grade-level, Small Group

- Wellness class lessons
- Teaching select courses

- Grade-level meetings and initiatives
- Small group (2-5 students) interventions

Tier- individualized one-on-one support

- Short term, school-based and oriented counseling services to address mental health need
- ROI consented collaboration and consultation with student's clinical/medical health care professional
- Parent/guardian communication as necessary

Parents/guardians who have counseling questions pertaining to their own child should contact the applicable counselor. Those with questions pertaining to the Counseling Department should contact the Director of Student Culture and Wellbeing.

### 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 their 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. Please see Educational Accommodations section below for details pertaining to accommodations. Any student may schedule an individual appointment to assess specific skills or class assignments.

### Educational Accommodations

#### **Documentation Guidelines for Students with a Disability that Impacts Learning**

Parents and guardians of MBS students who seek accommodations or programming based on their child's disability must contact the Center for Teaching and Learning (CTL) and provide appropriate supporting documentation. By itself, a medical diagnosis does not establish a need or an entitlement to accommodations and/or programming at MBS under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act as Amended (ADA-AA). The CTL will review documentation that substantiates the diagnosis and the data from a comprehensive evaluation to determine the need for programming and/or accommodations that are reasonable and appropriate. The accommodations will be determined on an individual basis and based on the documentation provided.

Acceptable documentation of a disability that impacts a child's educational experience must meet the following requirements:

1. A psycho-educational or neuropsychological report, conducted within 3 years, that includes normed assessments such as cognitive and educational batteries. The report must include the standard and

percentile scores of all testing, as well as a detailed discussion regarding the impact of the individual's current cognitive and emotional/behavioral functioning that may impact the educational environment.

2. A diagnosis must be substantiated and made by a qualified professional; the diagnostician must be a licensed or certified impartial professional who is not a family member of the student.
3. The report must include specific recommendations for accommodations and/or programming with accompanying rationale. A connection must be established between how the requested accommodations would mediate the functional limitations on the student in an academic environment.

The accommodations offered at MBS allow a student to access the college preparatory curriculum without altering, or modifying, the content of the academic program. The accommodations offered at MBS are:

- Preferential seating
- Use of a digital recorder for note taking
- Use of a computer for in-class evaluations and note taking
- Extended time (up to 50%) for tests and quizzes
- Alternate testing location
- No Scantron
- Multiple Day Testing: The ability to take exams and standardized tests (i.e. ACT, SAT) greater than 90 minutes in length in segments and/or multi-day formats.

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.

### **Diversity, Equity, Inclusion, and Belonging**

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.

### **Library Services**

The Anderson Library provides students and faculties with a comfortable, accessible space to research, read, and gather in community. The library serves students and faculty by providing a wide assortment of books, and databases and is the center for inquiry-based research across multiple media. 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.

## 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.

## Nurse's Office and Health Forms

### Nurse's Office

The Nurses' Office team works in partnership with students and their families to ensure that students are healthy and ready to learn. Some routine actions in our office include student assessments for illness, providing emotional support, medication administration, annual health screenings, immunization and health form review, and responding to injuries and emergencies.

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. It is **required** and very important that this information be updated; it is designed to help us get to know your children and their medical history, allergies, and medication schedules so we can keep them safe at school.

Parents will have access to their Magnus Health SMR account through the MBS Parent Portal. Visit the school website, click on "Parents" under the "Log In" menu at the top of the page, and click on "Magnus Health Medical Portal" listed in the column titled "Important Links" in the Parent Portal.

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](mailto: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 and medical recommendations from the doctor. 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.

## **Student Organizations and Student Government Association**

MBS offers an array of clubs, club teams, affinity groups, and student government organizations.

The Student Government Association (SGA) 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 are held on a monthly basis. In addition to the elected SGA and Class Officers, club leaders, and athletic captains are strongly urged to attend.

## **Additional School Policies and Guidelines**

### **Anti-Violence Policy**

The School strongly believes that all students should be treated with dignity and respect. Acts of violence and/or threats of violence will not be tolerated. Any instances of violence must be reported to Campus Security, the applicable Division Head, and the Director of Student Culture and Wellbeing. The School will promptly respond to any incident or suggestion of violence. If it is determined that an investigation is necessary, the school or a third party will conduct such an investigation in a timely manner and may be reported to local law enforcement. Violation of this policy will result in disciplinary action, up to and including dismissal from the School.

### **Dress Code**

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 neatly groomed.
- The School reserves the right to determine if a student is in violation of the Dress Code in any way.

The MBS dress code fosters a sense of unity and belonging among students. 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.

**Shorts**

*Students may wear shorts from April - October when the temperature is 60°F or above. Khaki shorts, chino shorts, and Bermuda shorts with an inseam of 5 inches or longer are permitted. They must be a solid color and not appear ripped or distressed. No athletic shorts are allowed.*

**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. MBS sweatshirts may be worn. All other sweatshirts are prohibited.

**Footwear**

Students may wear shoes, boots, sneakers or sandals provided that they are in good condition (no holes and relatively clean). Slippers, 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 or clean sneakers in good repair.



## 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.

## Chemical Health Policy

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. *MBS considers any use of controlled substances by students to be misuse.*

To this end, the school maintains a zero-tolerance policy toward illegal, non-prescription drug, misused prescription drugs, and alcohol use on school property, on the school's buses (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, and/or or distribution of illicit drugs; synthetic versions of illegal drugs; marijuana; cannabis; nicotine in any form (including cigarettes, e-cigarettes, vaporizers, and chewing tobacco); misuse of prescription medications; and/or alcohol.
- Student use, possession, and/or distribution of alcohol or drug paraphernalia including, but not limited to: e-cigarettes, vaporizers, rolling papers, pipes, or any bottle or container used for the purpose of holding alcoholic beverages.

We care about the learning, health, and well-being of all members of our school community. To underscore the value we place on maintaining a healthy and safe school environment we have developed ways of assisting students who need help with alcohol and/or use of controlled substances issues. We also have established consequences for violation of community expectations regarding chemical use.

- a. **Helping Response:** We encourage students to ask for help if they have a concern about their chemical use or that of another. If a student comes forward to request help, the school may offer a helping response without disciplinary consequences. Students are encouraged to speak with any counselor, division head, dean, or the Director of Student Culture and Wellbeing to obtain help with chemical involvement.
- b. **Intervention:** Caring confrontation is sometimes a necessary first step in helping. If, through concerns of teachers, parents, or peers, the School feels a student may be using chemicals, the school will schedule a conference with the student. The purpose of the conference will be to address concerns about the student's health. Follow-up may include referral to counseling and/or communication with the student's family. This is not a disciplinary procedure.
- c. **Disciplinary Response:** Chemical use endangers student learning, health, and well-being. It is also detrimental to the school community. Any student who violates school rules concerning alcohol, tobacco, controlled substances, and/or this misuse of prescribed medication may receive an immediate disciplinary response. The following could be included:

## **Chemical Health Testing Policy**

If a faculty member suspects a student of being under the influence of drugs or alcohol, they will immediately contact the Head of Middle or Upper School and the Director of Student Culture and Wellbeing, who will escort the student to the Nurse. Once the student arrives in the Nurse's Office a cursory evaluation conducted by Nurse's Office staff will attempt to detect any overt signs of substance use, and will include asking the student if they are under the influence of any illicit drugs, alcohol, tobacco, misused prescription medication, or other prohibited substance. The student's grade dean may also be present during this evaluation.

If the School's evaluation has reasonable suspicion to believe that a student is under the influence of a prohibited substance and/or alcohol, the student must undergo a chemical screening within two hours at the parent's/guardian's expense. Parents/Guardians will be contacted to come meet with the Head of Middle or Upper School and the Director of Student Culture and Wellbeing to discuss the situation and to transport their child to be tested for the presence of drugs and/or alcohol. If the School is unable to reach the parent/guardian or the emergency contact, the student will be transported by ambulance, to the Morristown Medical Center emergency room accompanied by a school official. In either case, MBS must be provided with the official test results. 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 the student's own, the School will consider this a positive test result.

If the test indicates that the student is impaired, they will face disciplinary action, up to and including dismissal from school. If the student is permitted to return to school, a parent/guardian must provide a note from the student's doctor stating that the student may safely return to school. Additionally, the School will require a Chemical Health Assessment by a licensed professional in order for the student to return to school, and the student and parents/guardians must adhere to the recommendations set forth in the Chemical Health Assessment and a Release of Information (ROI) for our counseling team to collaborate with the providers of the Chemical Health Assessment. The School will also require the student and their parents/guardians to attend a meeting with the Head of Middle or Upper School, the Director of Student Culture and Wellbeing, and any additional administrators and staff deemed appropriate by the School to discuss a Reentry Plan, which sets appropriate expectations and provides support for the student upon their return.

If the School determines the student is not impaired, the student will be allowed to return to class, and the parents will be contacted.

## **Chemical Health And Non-Mbs Events**

If reliable information reaches the school that a student was under the influence of either drugs or alcohol at a non-MBS event, creating concern for that student's overall wellbeing, the Head of Middle or Upper School and the Director of Student Culture and Wellbeing will discuss this information with the student's grade dean and the school counselors. The School will contact the student's parents/guardians to make them aware of the information and to discuss any concerns or areas for support.

If school officials suspect a particular student's struggles in school are a result of a potential substance use problem, the Head of Middle or Upper School and the Director of Student Culture and Wellbeing will convene a meeting of that student's advisor, dean, teachers, and coaches to gather pertinent behavioral data about the particular student. Additional staff members deemed appropriate by the School may also attend this 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/guardians to discuss the issue. The School may require the

student to undergo ongoing drug screening, a chemical health assessment, 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 Middle or Upper School and the Director of Student Culture and Wellbeing will be alerted. In consultation with school counselors and the parents/guardians, the School will attempt to ascertain the depth of the problem so that the family may obtain timely assistance for their child. These instances may not necessarily involve disciplinary action, though an emphasis on the overall wellbeing of the student may necessitate a Medical Leave of Absence (see Medical Leave Policy for further details) or withdrawal from school.

### **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.

### **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 for all such risks.

## **Gender Inclusivity Guidelines and Policy**

MBS is committed to providing a safe and inclusive environment for all students and employees. This policy ensures that all students, including transgender and gender-nonconforming students, have equal educational opportunities and equal access to MBS's educational programs and athletic and co-curricular activities. MBS will comply with Federal and State laws and regulations regarding transgender and gender-nonconforming individuals, and no person shall be subjected to discrimination, harassment, or bullying on the basis of gender, gender identity or expression, or affectional or sexual orientation. This policy applies whether the discrimination, harassment, or bullying takes place on or off campus, including cyber-bullying through the use of electronic technology (on or off the School's campus, and on or off the School's network).

These guidelines do not anticipate every situation that might occur with respect to the needs of our transgender or gender nonconforming students and their interactions with other MBS students.

If and when MBS students choose to share their needs with respect to their identity, they will be fully supported to the best of MBS's ability in accordance with these Guidelines. Like all members of the MBS community, transgender and gender-nonconforming students have the right to decide when, with whom, and to what degree they share or do not share private information. MBS has embraced a student-centered approach and shall accept a student's asserted gender identity when there is a consistent and uniform assertion of the gender identity or any evidence that the gender identity is sincerely held as a part of the student's core identity. MBS will work closely with the student to ensure that appropriate steps are taken to determine a student's preferences and address potential privacy concerns and associated risks to the student's well-being. To ensure that we support the student's preferences and privacy in a consistent manner, we ask the student to collaborate with a member of our Guidance team to develop a comprehensive and customized plan of support.

MBS's official student records will be maintained in accordance with Federal and State law, which will indicate the student's legal name and gender assigned at birth. A student's records can be changed upon request and only upon receipt of documentation reflecting legal change of the student's name and/or gender.

MBS's goal is to work together with the students, parents, and families to accommodate the needs of transgender and gender-nonconforming students. Any student who needs assistance, including addressing concerns about student records, school facilities and school activities, should contact the appropriate Division Head, school counselor, the Director of Diversity, Equity, Inclusion, and Belonging, the school nurse, the grade-level Dean of Students, the student's advisor or another trusted member of the faculty or staff.

## Leaves of Absence

### Leave of Absence for Opportunity

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 for opportunity:

- Families planning to take a one-year leave should inform the Admission Office no later than March 1. If the family planning to take leave has already signed a re-enrollment contract and made a deposit or payment, please refer to the contract for information on refundability and ability to cancel the contract.
- 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.
- Notwithstanding the foregoing, this leave of absence policy does not apply to semester or full-year study abroad programs for students. See the Study Abroad Program policy for information on study abroad procedures.

## MEDICAL LEAVES AND RELATED SHORT-TERM ACCOMMODATIONS

A medical leave from school may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Students and families should work closely with the School when a student's health status warrants special accommodations due to a serious health condition. In accordance with the School's Medical Leave Policies, academic accommodations because of a student's serious health condition are based on each unique circumstance, and the School may make accommodations based

upon a diagnosis from the medical professional caring for the student and the family's commitment to the recommended treatment. The School, in its sole discretion, will determine whether an accommodation can be made without fundamentally altering the academic program or causing the School an undue burden.

The goal of short-term accommodations is to help students transition back into full health and, when ready, back into full engagement with the pace and challenge of the regular academic program. Course credit is granted when the minimum requirements for a class have been met. In some cases, class credit cannot be given, and graduation requirements may need to be made up in the following semester or year. The School does not change its graduation requirements or its academic program. The School reserves the right to decide, in its sole discretion, whether the School can successfully accommodate a student's needs, without such accommodations presenting an undue burden or hardship on the School.

Note that for purposes of this policy, mental health accommodations are not connected to any accommodations outlined by the Center for Teaching and Learning.

1. ***When a student is away from school for treatment:***

At times a student's physical or psychological health may require a student to be away from school for treatment or recovery. In order to determine whether to grant a medical leave, the Division Head and Director of Student Culture and Wellbeing will need from the medical professional caring for the student documentation of the student's diagnosis, treatment plan, and a statement of the length of leave medically necessary. If the short-term need is due to a mental health concern, the School also requires a Release of Information (ROI) for our school counselors to confer with the student's mental health care team and, when applicable, an ROI for the student's Division Head, Director of Student Culture and Wellbeing, and the applicable Dean to confer with the program's academic coordinator or tutoring team.

The granting of a medical leave means that the School accepts and will accommodate the student's absence from the academic program for intensive treatment or recovery time. The School also acknowledges the impact this can have on subsequent academic work. Students on a medical leave do not attend or participate in MBS-sponsored extracurricular activities, including athletics and theater.

The applicable Division Head and/or Director of Student Culture and Wellbeing will provide written documentation of the medical leave when denied or granted. If granted, the Division Head and/or Director of Student Culture and Wellbeing will provide documentation detailing the time period of the leave, any short-term adjustments to the academic program, and the work the student is required to complete.

2. ***When a student remains at school but qualifies for short-term accommodations:***

At times a student may be able to attend school but may require intensive physical or psychological treatment. In order to determine whether to grant academic accommodations for such treatment, the Division Head and/or Director of Student Culture and Wellbeing will need from the medical professional caring for the student documentation of the student's diagnosis, treatment plan, and a statement of the accommodations medically necessary. If the short-term need is due to a mental health concern, the School also requires a Release of Information (ROI) for our school counselors to confer with the student's mental health care

team and, when applicable, an ROI for the student's Division Head, Director of Student Culture and Wellbeing, and Dean to confer with the program's academic coordinator or tutoring team.

The School will generally work closely with families to assess whether ongoing physical, mental, or emotional challenges will impair the success of a student in our academic program or the ability of a student to graduate from Morristown Beard School and whether the School can accommodate the medical professional's statement of short-term accommodations needed. The Division Head and/or Director of Student Culture and Wellbeing will provide written documentation of the academic accommodations granted, detailing the time period involved, any short-term adjustments to the academic program, and the work the student is required to complete. If one or more requested accommodations cannot be provided by the School, the Division Head and/or Director of Student Culture and Wellbeing will provide written documentation.

3. ***In the case of chronic physical or mental illness:***

In the cases of a student's chronic physical or mental illness, it is essential that the family be in close consultation with the Division Head and/or Director of Student Culture and Wellbeing. If accommodations are needed for a chronic physical or mental condition, the Division Head and/or Director of Student Culture and Wellbeing may require from the medical professional caring for the student documentation of the student's diagnosis, treatment plan, and a statement of accommodations medically necessary. If the short-term need is due to a mental health concern, the School also requires a Release of Information (ROI) for our school counselors to confer with the student's mental health care team and, when applicable, an ROI for the student's Division Head and/or Director of Student Culture and Wellbeing and the applicable Dean to confer with the program's academic coordinator or tutoring team.

The School does not change graduation requirements. The School will generally evaluate, on an on-going basis, a student's progress toward graduation, current treatment plan, and the extent to which the School's program can appropriately serve a student without fundamentally altering the academic program or causing the School an undue burden.

### **Short-Term Accommodations for Physical or Mental Health Issues**

Occasionally, a student will experience physical or mental health issues that require temporary accommodations either prior to or returning from a Medical Leave. The School may grant short-term accommodations when a diagnosis offered by a treating care provider, and recommended accommodations, are shared with the School. Short-term accommodations typically allow some flexibility with assignment due dates with advanced notice and extended time on assessments and are subject to review and approval within our academic program requirements. Short-term accommodations are reviewed by the Divisional Team every two to four weeks and are not extended indefinitely. Continuing health issues that interfere substantially with meeting academic expectations may require families to explore a medical leave from school.

### **Medical Leaves from School**

MBS utilizes medical leaves to give students the time necessary for significant treatment, recovery, rehabilitation, or intensive therapy. There are two kinds of medical leaves.

- **Full Medical Leave** allows a student to engage in a daily treatment program that requires a student to be absent from MBS. For a full Medical Leave, academic expectations are temporarily suspended or calibrated with the treatment program if the program contains an academic component. When returning from a full medical leave, a student will work with the Center for Teaching and Learning, counselors, dean, and their teachers on a gradual re-entry plan. Absences due to Medical Leaves do not count against the Absence Policy.
- **Partial Medical Leave** allows students to attend and stay engaged with school with temporarily modified academic expectations to create necessary time and space for treatment. The Division Head, Director of Student Culture and Wellbeing, and Director of the Center for Teaching and Learning will determine appropriate length of time in school and parameters for academic interventions.

### **Pass/Fail Option for Physical or Mental Health Issues**

The School may decide to move a student to Pass/Fail for a grading period based upon the student's health or wellbeing demands. This may be due to an extended medical leave or a health condition that is compromising the student's ability to complete MBS's academic program. Students on Pass/Fail will have a pathway articulated by their divisional team to earn a grade of "Pass" in each of their classes. Typically, if Pass/Fail is confined to a quarter, it is still possible for the student to earn a letter grade for a semester. However, if a student requires Pass/Fail to extend past a quarter, then the student will earn Pass/Fail grades for the semester. Pass/Fail indicates that the student is completing the minimum necessary in order to continue to the next quarter or course. Pass/Fail is generally a temporary accommodation and typically will not be extended to students beyond one semester. Pass/Fail applies to all classes in which the student is currently enrolled.

### **Mental Health Concerns, Behavioral Concerns, and MBS Response Pathways**

When the mental health or behavioral concerns of a student in any division preclude a student from regular attendance in class or appropriate progress toward academic requirements or places an undue burden on school staff that significantly disrupts or alters the classroom experience for others, an outside evaluation and/or leave of absence may be required. In these circumstances, the counselors may employ multidisciplinary problem solving and intervention, and an administrative team will collaborate to identify the course of action to support the student. The counseling and/or nursing staff may confer with families to make appropriate referrals for additional evaluation or assessment, medical consultation, and/or initiation of outside mental health therapies.

In some instances, if a student's safety and/or emotional health are in question or jeopardized by remaining at school due to the negative impact of the academic program requirements on a student's emotional wellbeing, the administrative team, in consultation with the counseling staff, may require an evaluation and treatment plan from a treating mental health professional, which may necessitate a medical leave or inform a withdrawal from school.

A counselor may serve as a liaison to the outside mental health professionals and may interpret recommendations with the academic program and resources of the School in mind. If more intensive therapies are needed to address a student's mental health and associated medical concerns, or to support the student in their ability to attend class or participate in the academic program, a Medical Leave may be granted. In accordance with the School's Medical Leave Policies, short-term academic accommodations may be granted



based on a diagnosis from the medical professional caring for the student and a family's commitment to the recommended treatment.

Following a medical leave for mental health reasons, and before a student may return to school, an approved Return-to-School plan is necessary for the School to support the student within the context of our academic program and without causing the School an undue burden. The Return-to-School plan is a collaborative process, initiated by the Division Head, but completed in consultation with the school counselors and treating mental health professional(s), the Director of Student Culture and Wellbeing, the Director of the Center for Teaching and Learning, and the applicable Dean. All parties (family, treating professional, and the School) must agree that a return to school is in the best interest of the student and that the School is able to reasonably care for the student's safety without causing the School an undue burden. The student's ability to return and remain in school may be dependent on student compliance with the approved Return-to-School Plan.

When a student has missed a significant portion of any grading period such that completing the minimum graduation requirements for that period is unreasonable, the administrative team will make a decision as to whether a return to school is dependent upon, among other things, summer work, repetition of a course, or with the condition of repeating a grade level. In some cases, a return to the academic program at the School may not be in the best interest of the student's mental health and withdrawal from the School may be recommended or required.

## **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/guardian 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](mailto:jburdorf@mbs.net) for assistance.

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

## **Nut-Free Campus**

MBS is a Nut-Free Campus and will not offer or allow any foods that contain peanuts or tree nuts as obvious ingredients. This applies to everyone in our community without exception (students, parents/guardians, coaches, employees, and visitors).

We have an increasing number of community members who experience severe and in some cases life-threatening allergies to peanuts, tree nuts, and their by-products, and this policy is in place to promote the safety and security of all members of our school community. Our goal is to avoid situations in which a student ingests or unknowingly touches residue from a food substance, or is exposed to allergens in ways that trigger serious or even life threatening reactions.

The following external food items must be peanut and tree-nut free:

- School lunch, if brought from home
- Advisory/classroom snacks (limited to special celebrations and by arrangement with advisor or classroom teacher)
- Food provided for after school MBS events (e.g. athletic practices, theater rehearsals, etc.)
- Concessions, snacks, or attendance at MBS events
- Special treats brought to campus (e.g. class parties, Faculty Appreciation Days, exam breakfasts or snacks, meetings on campus)
- Bake sales for student-run organizations on campus
- Food provided for Parents Association or other parent/guardian groups' meetings and events

This list is not meant to be exhaustive, but rather to give some indication of how one should think about the policy within the context of school life. Our goal is for all members of the school community to have a heightened awareness of safety concerns related to nuts and other common food allergens and for all members to be included in school life activities and events in equitable ways.

Items that do not contain any obvious nuts but are “manufactured in a facility with peanuts or tree nuts” will be allowed on campus. However, we must exercise caution and consideration with these products. We will make every reasonable attempt to minimize the potential allergen exposure and follow best practices such as having updated allergy action plans on file, promoting hand washing with soap and water, and wiping down tables after eating.

## **Parental/Guardian Conduct**

Parents/guardians 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, and/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 their parent(s). 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 the student transfer to another school.

## 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 the student's personal property including vehicles and 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 Middle or Upper School and another School administrator may search the student or the student's 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. If the student is gender non-conforming, we will use our best efforts to have the search conducted by a person of the gender with which the student is most comfortable.

Immediately following a School search of a student or the student's property, parent(s)/legal guardian(s) will be informed of the reasons for and results of the search.

## Textbook Ordering Procedures

Books required for each student will either be distributed in class by the teacher or will be ordered by parents/guardians. 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 (or Digital Access) Provided by MBS** - 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.
- **Textbooks (or supplies) Available for Purchase at MBS** - These are books or class materials that will be available for purchase at the MBS bookstore. You will be charged for these materials via your child's tuition account. If you receive a financial aid package that includes textbooks, you will receive a credit for these materials 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.

## **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](mailto: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.

## **Weapon-Free Campus Policy**

The School expressly prohibits the possession of any weapon by any student on campus. As such, no person may possess, conceal, use, or transfer any firearm (including any handgun) or any other weapon (including knives, clubs, or other articles or devices that are primarily used to inflict injury), on School property. Any instances of weapon possession must be reported immediately to Campus Security and then to the applicable Division Head and the Director of Student Culture and Wellbeing.

All reports will be fully investigated, and possession of a weapon will be reported to local law enforcement. Any violation of this policy may result in disciplinary action up to and including dismissal from school.

## **HARASSMENT POLICIES**

### **Racial Harassment**

Although all acts of harassment are prohibited (See Student Harassment Policy above), 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 or coach with whom the student is comfortable (such individual will then be required to notify Director of Diversity, Equity, Inclusion, and Belonging, the Athletic Director, Head of Middle or Upper School, Director of Student Conduct, Grade Dean); or
- Report the incident directly to the Director of Diversity, Equity, Inclusion, and Belonging, Athletic Director, Head of Upper School or Head of Middle School, Director of Student Conduct, Grade Dean, or 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 probation, disciplinary warning, suspension, final warning, or expulsion (See divisional conduct sections for further details).

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

*The Director of Diversity, Equity, Inclusion, and Belonging 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 DEIB 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, DEIB Director, and Dean will make any further recommendations.*

### **Sex/Gender Discrimination Statement**

No person at the School shall, on the basis of sex or gender, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational or athletic program or activity. If a student believes they have been subjected to discrimination on the basis of sex or gender, the student should report to the Director of Human Resources. The School will conduct an investigation if it is determined that an

investigation is warranted. Following the conclusion of the investigation, the School will notify all parties involved of the findings.

## **Sexual Harassment**

### **Sexual Harassment Policy Statement**

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 Sexual Harassment**

Students who believe that they have been subjected to sexual harassment, or have witnessed sexual harassment, should promptly report their concerns to a teacher, administrator, coach, 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. If the allegation concerns behavior related to athletics, it should be reported to the Athletic Director who will report it to the appropriate Division Head. 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 Sexual Harassment**

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 sexual harassment 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.

### **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 Harassment Policy Statement**

The School strives to maintain a community in which every individual is free to work, learn, and develop relationships without fear of exploitation or harassment. To this end, the School prohibits acts of harassment or bullying against any student. The School will not tolerate any harassment, discrimination, intimidation or bullying based upon a student's protected class. 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:

1. 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 their person or damage to their property; or
2. Has the effect of insulting or demeaning any student or group of students; or
3. 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.

### **Reporting Harassment, Intimidation and Bullying Behavior**

Students who believe that they have been subject to harassment, intimidation or bullying, or have witnessed harassment, intimidation or bullying should promptly report their concerns to a teacher, coach, administrator or the Head of the Upper or Middle School. A teacher, administrator, coach, or school employee who learns of an allegation of bullying shall promptly notify the Head of the Upper or Middle School. If the allegation concerns behavior related to athletics, it should be reported to the Athletic Director who will report it to the appropriate Division Head. The report will be documented. The Head of the Upper or Middle School shall determine if the incident constitutes harassment, intimidation or bullying, warranting an investigation.

The School recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring school officials to respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or part 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.

If warranted, the School shall promptly commence an investigation, make factual findings regarding the circumstances surrounding the alleged bullying, 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, intimidation or bullying 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. All incidents of harassment, intimidation or bullying will be subject to this policy, without regard to whether it occurs in academics, extracurricular activities, athletics or off-campus activities.

### **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.

## **Technology Guidelines and Policies**

### **MBS Technology Acceptable Use Policy**

The Morristown Beard School Technology Acceptable Use Policy is consistent with the School's Mission Statement and Values. At MBS, we view technology as an enhancement tool to the learning experience.

*Note: Morristown Beard School is not responsible for material found on outside networks 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 computer.*

All students are responsible for their actions and activities involving technology. These terms and conditions apply to all technology equipment and use of technology on MBS' campus. Please note that these terms and conditions are not intended to be all inclusive; there may be additional examples of acceptable and prohibited uses that are not outlined here.

### **Terms and Conditions you agree to as a Morristown Beard School Student**

1. I understand that...
  - a. all MBS computers, and the MBS network, are not private and are monitored by the MBS technology staff.
  - b. all MBS owned technology equipment (i.e. computers, printers, etc.) is the property of MBS.
  - c. any negative, harassing, or illegal postings on social media will have consequences at MBS.  
*(Please see the [MBS Social Media Policy](#) for more information)*
  
2. I will...
  - a. be respectful of MBS' and other students' technology equipment.
  - b. password/passcode protect all of my devices.
  
3. I will *not*...
  - a. attempt to gain unauthorized access to the Morristown-Beard School network or to any systems on the MBS network.
  - b. post negatively about MBS on social media. MBS will defend its brand, reputation and copyright.
  - c. attempt to log in to the MBS website with another person's User ID and password.

4. I assume responsibility for...

- a. any damage to school equipment while in my use.
- b. my online actions.
- c. my social media postings.

5. I am aware that...

- a. I must use my real name for all electronic communication.
- b. anything I post online, even when deleted, is never truly deleted.
- c. my web presence (Digital Footprint) can affect my future (e.g. college and employment).

### Consequences for a Violation of the Acceptable Use Policy

A violation of this policy may constitute “Major Offense” within the School’s disciplinary system. Please see All-school and the Divisional sections for further details.

## Social Media and Electronic Communication Policy

**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, and websites.

**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.

### Social Media and Electronic Communication Guidelines

- Do not use social media or electronic communication to harass, bully, or threaten others.
  - Online bullying and harassment issues are taken very seriously. 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.
- Do not post offensive or inappropriate content.
  - Be mindful of your digital footprint. Anything that you post online can and will follow you throughout life. Do not post anything that you would not like your friends, family, college admissions officer, or future employer to see. Things you post online are possibly permanent and easily traceable.
- Do not post photos, videos, or audio files of others without their consent.
  - Photos, videos, or audio files taken during the school day of faculty, staff, or students may not be posted without proper consent.

- Be a good digital citizen.
  - Be respectful of others online and be mindful of what you say. Do not say things online that you would not say to someone in person.

All reports of online bullying and harassment, including bullying and harassment which takes place off-campus, are taken very seriously ([See Harassment and Student Conduct Policies](#)). Reported instances of alleged abuse will be examined by the appropriate administrative personnel, who will determine if an investigation is warranted and/or determine if abuse or a violation of School policy has occurred and if disciplinary action is warranted. The School reserves the right to discipline any student, including the possibility of expulsion, for behavior that reflects in a negative way on the School, no matter where or when such behavior occurs.

### 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.
- Remain civil and polite, adhering to all School policies and expectations, 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.
- 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.

### Technology Use Guidelines

1. Students will use iPads/laptops for academic purposes at School.

2. Bring your fully charged iPad/laptop 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" 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. Place your name on all devices, especially Apple Pencils and AirPods cases.
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 iPads, laptops, and calculators.

Students may bring cell phones 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.

## **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, and *please see the [All-School Academic Policies](#) section for further details.*

### **MS 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 10% of that semester's grade.

### **No Homework Dates**

Please see [All-school Information and Policies](#) for a list of No Homework dates.

### **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 3.50
- Head of School's List – for students with a minimum GPA of 3.80

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.

### **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 their 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. Please see Educational Accommodations section for details pertaining to accommodations. Any student may schedule an individual appointment to assess specific skills or class assignments.

## Activities/Programs

### After-School Hours

Students are required to be picked up at the end of the School Day at 3:20 p.m.

Students who ride the bus must wait by the MS Building or in the MS Commons Room until the buses arrive. The school day for students who take the bus does not end at 3:20 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 Dining Hall or from the vending machines after their dismissal from school.
- Students may be out of dress code after the end of Sports Period.

After 3:20 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:

### Student Life Programming

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 the Morris County Food Pantry, St. Jude's Hospital, and the Interfaith Food Pantry. Each grade collaborates on a specific project; in advisory groups.

### Clubs

The Middle School offers a club rotation three times per year to coincide with the sports calendar. Examples of club offerings include: Yearbook, 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, instrumental recitals, and the Middle School musical.

### Student-Pay Activities\*

Students are invited to join the 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 the Director of Admission and Financial Aid for more information.*

## Tutoring

Parents seeking a tutor should contact the Department Chair or the Center for Teaching and Learning. 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 Dean of Students should be informed. Parents/guardians must provide consent, in writing, for a MBS faculty member to discuss their child's progress with a tutor.

Parents/guardians and tutors arrange fees independently of the School.

## Advisory & Counseling Program

### Advisory

The MBS Upper School advisory serves as a “home base” for students and faculty. It is a daily gathering where students develop strong and supportive relationships with their peers and a faculty member who strives to know the child beyond the student. The advisory system fosters students' academic, social, and personal growth and helps them manage the demands of MBS's academic and extracurricular programs. Advisors serve as mentors who support students while encouraging them to advocate for themselves and balance their various commitments. Please see the [All-School Advisory section](#) for further details.

The advisor serves as the primary liaison between student, parent/guardians, and teachers. Students meet with their advisor each morning during advisory check-in and during weekly extended advisor periods.

If parents/guardians have questions about the advising process, they should contact the Director of Student Culture and Wellbeing and the Head of Middle School or Head of Upper School.

### Counseling

The MS Counselor acts as a resource person for advisors and families and a liaison between teachers and outside professionals. The MS Counselor also meets in an individual or group setting with students.

In addition to the advisor, students may seek additional individual guidance by contacting Dr. Sam Tuttle, the MS Counselor. Dr. Tuttle is a certified school counselor and psychologist, qualified to assist students in exploring options that may best address personal difficulties. For further details pertaining to the Counseling Department, please see the [All-school Counseling](#) section.

Parents/guardians who have counseling questions pertaining to their own child should contact the MS Counselor. Those with questions pertaining to the Counseling Department should contact the Director of Student Culture and Wellbeing.

## 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 notify the Middle School Office and be checked 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 3:20 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 support their completion of any missed work.

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 approval 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 Middle School 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**

Please see [All-School Information and Policy](#) section for details.

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 [Sexual Harassment Policy Statement](#).)

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. (See [Academic Integrity policy](#) for a full description.)

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, Middle School Dean, or other MBS administrators may inspect students' lockers, book bags, equipment bags, or other personal items when there is a perceived need to do so. Please see the [All-school Chemical Health Policy](#).

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. Please see [All-School Information and Policy](#) section for details.

### **Detentions**

The School uses a detention system as a disciplinary tool for supporting the School's rules. Teachers, advisors, the Dean of Students, the Counselor 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. The Dean of Students will notify the students family of the incident and resulting disciplinary action.

### **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, off campus and/or overnight 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.

## 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

The Dress Code also contains guidelines for general appearance and neatness, in addition to clothing, and fosters a sense of unity and belonging among students. Please see the [All-school Dress Code](#) for further details.

## MS 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 MS teams:

**Fall**

Coed Cross-Country  
Girls Field Hockey  
Boys Soccer A&B\*  
Girls Soccer A&B\*  
Girls Tennis  
Fitness

**Winter**

Boys Basketball A&B\*  
Girls Basketball A&B\*  
Coed Ice Hockey A&B\*  
Coed Swimming  
Fitness

**Spring**

Boys Baseball  
Boys Lacrosse A&B\*  
Boys Tennis  
Girls Lacrosse A&B\*  
Girls Softball  
Track & Field  
Fitness

\*if numbers allow

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](http://www.mbs.net) (click rSchool link of the front page of our website.)

Students who do not wish to participate in a team sport may join the Fitness Class.

## **Parent/Guardian Information**

### **Parent Communication Forms (PCFs)**

Teachers use Parent Communication Forms to share information pertaining to a student.

### **Parental/Guardian Conduct**

Parents and guardians—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/Guardian and Advisor Conferences

Parent/Guardian and 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. See the [All-School Search & Seizure Policy](#) for full details.

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. Any item that remains in the lost and found after the end of each reporting period, will be donated.

## Schedule

### Collaborative Period - "Extra Help"

There is collaborative time built into the schedule. Three times a week, 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.

## Technology

Please see the [All-school Technology Guidelines and Policies](#) sections for full detail.

### **Middle 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 cellphone pouch in the student's advisory.**

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. All adults must check in at the front desk and wear a visible MBS issued name tag. See [All-School Visitors Policy](#) for details.

## **UPPER SCHOOL SECTION**

### **Academics**

Please see [All-school Academic](#) section for additional details.

### **Academic Reporting and Policies**

#### **Academic Guidelines and Requirements**

Please see the [All-school Academics](#) section for full details. 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 through the Art and Design or Performing Arts programs. Beginning with the Class of 2024, the requirement is two years.
Wellness	Wellness 9 (one year), Wellness 10 (one semester), Integrative Health 10, Wellness Elective (one semester in grade 11 or 12)

Class of 2024 and 2025 only: Wellness 9 (one year), Wellness 10 (one semester), Integrative Health 11

The minimum number of graduation credits is 24. Please see the Curriculum Guide for details. The majority of students graduate with 28 credits.

### 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, but are generally weighted at a lower percentage.

### 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.

### **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 3.5
- 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, Spanish, and Latin 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 student transcript should be made through the appropriate division office. The required [Transcript Request Form](#) must be completed before a request can be processed.

### **Academic scheduling**

Early in the second semester, students begin the process of requesting the following year's courses with the help of their teachers and academic advisors. The School believes strongly that students should request courses which provide balance to their overall experience.

Students who wish to take honors or advanced placement courses must have the recommendation of the department involved. The process by which students earn a recommendation in a particular discipline is



explained to students during the second semester and may (depending on the subject/course) require that a student complete a placement assessment.

Students are not guaranteed placement in an honors or advanced course. Placement in these courses is limited to maintain a high-level classroom experience and to ensure students enroll in classes which provide them the greatest opportunity to continue their educational growth. Placement decisions made by the department take into account a variety of data points, including but not limited performance in departmental or related courses, demonstration of necessary skills, and effort and engagement.

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 following the close of the academic year and Director of Academic Scheduling approval in mid August. 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.**

## **Athletic Program**

MBS athletics promote the physical and educational wellbeing of student-athletes by reflecting the highest standards of dignity and honor that characterize competitive sports in a school setting.

Participation in athletics goes hand-in-hand with academic growth. Students learn how to compete effectively and with integrity in any setting, how to be a contributing member of a team, how to provide leadership, and how to be resilient after defeat or victory. We believe that these lessons, along with those learned in the MBS classroom, instill and strengthen the values that will lead to personal and professional fulfillment.

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 Probation.

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 their 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. Please see Educational Accommodations section for details pertaining to accommodations. Any student may schedule an individual appointment to assess specific skills or class assignments.

## 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

Please see the [All-school section](#) for additional details.

MBS is built on the strength of the relationships cultivated between our students, faculty and staff, and families. While there are many elements that help sustain strong relationships, accountability to oneself and others is one of the most significant. Our approach to student conduct and discipline is grounded in our desire to help the students in our care take ownership of their decisions and actions to best learn from their mistakes, and to help them grow as individual members of a community invested in their continued development.

When a student makes a poor choice which goes against the values which we hold as an institution, our goal is to help the student understand why they made specific choices which led to the issue at hand. This requires students to take accountability for their decisions and their actions, rather than focusing on external factors which may also exist. As an educational institution, we view many of these situations as teachable moments, and try to ensure students feel supported by the adults in the community even after they have made a mistake. While some poor choices are more public than others, we try our best to protect a student's privacy while addressing disciplinary matters.

That being said, consequences, whether natural or those decided upon by the School, are an accompanying element to accepting responsibility when a mistake is made. These consequences are not meant to be overly punitive, but will often highlight the importance of being part of a trusting community, and the impact that violating those norms can have on a community and an individual's place within it.

All Upper School students are expected to contribute to the wellbeing 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 extracurricular activities, the School expects that students will demonstrate scholarship, sportsmanship, professionalism, and citizenship and live by our Values.

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/guardian 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.**

### **Disciplinary System**

The Discipline System is explained briefly to each grade at class meetings early in the school year, but each student is expected to understand the expectations and potential ramifications associated with their behavior as outlined below. 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 to have violated these expectations should expect to face significant consequences, up to and including dismissal from the School. If dismissal does not occur, students should expect other serious penalties, including but not limited to, suspension, disciplinary probation, disciplinary warning, extended disciplinary restrictions, or any combination of the above. See [All-school section](#) for further details.

- Possessing, purchasing, providing or using illicit drugs, synthetic versions of illegal drugs, alcohol, tobacco, prescription medications, cannabis and/or products containing THC, or any drug paraphernalia (See [Chemical Health Policy](#)).
- Possessing, purchasing, or using firearms, explosives, or any object that may be used as a weapon.(See [Weapon-Free Campus Policy](#).)
- 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 (see [All-school sections](#) for further details.)
- 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 [Academic Integrity](#) policy for full description.)
- 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**

The School qualifies detentions in one of two ways: Daily (7:30–8:00 a.m. and 3:30–4:00 p.m., Tuesday 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.

**Please note: Students are expected to be in dress code when serving any detention and 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 Probation. Seniors who do not serve all their detentions will not be allowed to participate in graduation.

## **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 and/or the appropriate grade dean before being allowed to return to campus. Students may not participate in after-school activities while suspended.

## **Disciplinary Probation**

Disciplinary Probation places a student on notice that any further violations of School rules will likely result in being placed on Disciplinary Warning, which typically includes a suspension, or face possible expulsion. Students on Disciplinary Probation may not run for a school office nor hold an official position of leadership on a club or team during the probationary period. Students on disciplinary probation will have their status reviewed by their grade dean and the Head of Upper School at the end of each school year to determine their status moving forward. Students may have their probationary status removed at this point, or it may be extended into the following year based on a variety of circumstances, including, but not limited to, a student's demonstrated growth and understanding of their disciplinary issuing the time since it occurred.

## **Disciplinary Warning**

Disciplinary Warning places a student on notice that any further violations of School rules will likely result in suspension or expulsion from school. A student on Disciplinary Warning may not run for a school office nor hold an official position of leadership on a club or team.

Students on Disciplinary Warning will have their status reviewed by their grade dean and the Head of Upper School at the end of each school year to determine their status moving forward. Students may have their status adjusted at this time to Disciplinary Probation, or it may be extended into the following year based on a variety of circumstances, including, but not limited to, a student's demonstrated growth and understanding of their disciplinary issuing the time since it occurred.

For both Disciplinary Probation and Final Disciplinary 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.

## **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 and the appropriate dean to discuss the issue and any follow-up to be completed in order for the student to be eligible to return. A separate meeting must also take place prior to the student's return to school. Students may not participate in after-school activities while suspended.

## **Reporting Disciplinary Records to Other Institutions including Colleges & Universities**

The School does not include disciplinary records on School Transcripts. However, if another institution, college, or university asks a student about their disciplinary record in the application process, students are expected to respond honestly and accurately. The College Counseling Office is made aware of student disciplinary issues which may impact the college application process in order to support students in addressing those topics.

## **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. Please see [Appendix: US Community Service Program](#) for further details.

## **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. Please see the [All-school Dress Code](#) policy for further details.

## **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.

## **Advising and Counseling**

### **Advising Program**

The MBS Upper School advisory serves as a “home base” for students and faculty. It is a daily gathering where students develop strong and supportive relationships with their peers and a faculty member who strives to know the child beyond the student. The advisory system fosters students’ academic, social, and personal growth and helps them manage the demands of MBS’s academic and extracurricular programs. Advisors serve as mentors who support students while encouraging them to advocate for themselves and balance their various commitments. Please see [All-school Advisory](#) section for further details.



If parents/guardians have questions about the advising process, they should contact the Director of Student Culture and Wellbeing and the Head of Middle School or Head of Upper School.

## **Counseling Department**

In addition to the advisor, a student may seek additional individual guidance through our counseling department by contacting the Middle School Counselor Sam Tuttle, Upper School Counselor Sean Latino, or Upper School Counselor Barbara Smith. Please see the [All-school Counseling](#) section for further details.

Parents/guardians who have counseling questions pertaining to their own child should contact an US Counselor. Those with questions pertaining to the Counseling Department should contact the Director of Student Culture and Wellbeing.

## **College Counseling**

The college counseling process begins unofficially as students enter MBS. Through guidance 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 low student- counselor ratio enables our staff to individualize the college process for each student.

Officially, the college counseling process begins in November of 11th grade with Junior College Night. Through ongoing workshops and individual meetings with students and guardians, the college counselors support students through every stage of the search and application process from helping to develop an appropriate list of schools to completing applications and essays. Individual meetings take place during the student's free period and before and after school; students are not permitted to miss class in order to meet with their college counselor.

As part of the college search process, students may wish to visit college campuses. The School encourages families to make plans for such visits during vacations and long weekends to minimize class absences.

In the fall, college representatives visit MBS to meet with interested students. Seniors wishing to meet with a representative must register in advance via Cialfo and have a signed permission slip from their teacher if they are missing class. Juniors are permitted to attend a limited number of college visits and must follow the same procedures regarding registration and permission slips. As part of the college application process, students request two teachers to write letters of recommendation on their behalf. The College Counseling Office submits teacher letters 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 guardians.

Standardized testing (PSAT, SAT, PreACT, ACT,) 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 PreACT in the spring. Students must register themselves to take the SAT and ACT exams at a national test center, typically beginning in the spring of junior year.

Students who wish to take standardized tests with accommodations (i.e. extended time) must apply through the Center for Teaching and Learning. In order to be eligible, a student must have current documentation on file (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.

## Student Organizations

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 or club team if there is sufficient student interest, a faculty member willing to serve as advisor, and the approval of the Director of Student Culture and Wellbeing and Divisional Head.

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

## Study Abroad Program/Global Studies

MBS has a strong commitment to supporting students' engagement in a variety of experiences, including study abroad programs. As part of our robust Global Studies Program, study abroad opportunities can broaden our students' educational experience in ways that will benefit not only the student but also the entire school community.

Current MBS students may request to participate in a study abroad program, but **please note: The School offers a total of four (4) tuition/fee waivers.** These waivers are prorated for the portion of the year that the student will be away from campus and are offered on a first come, first served basis. The School cannot guarantee that a student who is accepted to a study abroad program will be granted a tuition/fee waiver, therefore it is imperative that families communicate with the school throughout the process.

Seniors are not eligible to participate in study abroad programs. The School believes that senior year is a culminating experience for our students, providing unique social and educational opportunities throughout the year. Because of this, seniors are expected to complete the entirety of the year on-campus.

### *First step:*

Parents/Guardians of students who are interested in pursuing a study abroad program must complete the Study Abroad Interest Form utilizing the link posted in the Parent Portal. This is the official method of notifying the School and will be used to determine priority in granting tuition/fee waivers. Notification of the intent to pursue a study abroad program must be received by January 15.

Students applying to a semester or full-year abroad program which will take place during the following academic year must discuss the application process with the Director of Global Studies by January 30. Advance planning allows MBS to help facilitate aspects of the process for the student and their family, including discussing a student's academic progression and ensuring that the program the student wishes to attend is the best match.

The Head of Upper School, in consultation with the appropriate grade dean and the Director of Academic Scheduling and Analytics, must approve a student's academic plans for the semester or year away, as students

must maintain academic progress to return to MBS without issue. Re-admission will depend on their satisfactory performance in their pre-approved programs.

*Notifying MBS of Study Abroad Program Admissions Decisions:*

Once a student has been accepted into a semester abroad program, they should notify the Director of Global Studies. Once admissions decisions are known for all students who have expressed interest in studying abroad, the School will grant waivers based on the date of the official notification to the School, and based on the predetermined number of waivers allocated.

Parents/Guardians of students who receive tuition/fee waivers and who choose to enroll in their selected study abroad program must notify the Director of Enrollment Management via email no later than April 30. The deadline for submission of the MBS Re-enrollment Agreement for the following school year will be extended to no later than April 30 to protect re-enrollment spots for students who ultimately do not enroll in a study abroad program.

## **Technology**

Please see the [All-school Technology Guidelines](#) and Policies section for details.

## **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.
- 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.

## **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 without 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**

### **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. 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 60 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 (Subject to change)**

- December 21, 2022: Preliminary Topics due to advisors
- February 6, 2023: Parts one and two due to advisors (Cover Sheet and Introduction)
- March 6, 2023: Rejected or revised parts one and two due to be re-submitted to advisors
- May 1, 2023: Schedule senior project presentations with advisors
- May 15 - June 2, 2023: Senior Project internship period
- June 5, 2023: Parts three and four due to advisors (Daily Log and Conclusion)
- June 5-7, 2023: Senior Project Presentations

### **Contents of the Field Journal**

#### **Introduction**

- 2-3 page typed personal essay
- 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

## Time Log

- Projected time log with bullets requiring plan for completing sixty hours with either hours reporting to site if in-person or activities planned for passion project

## 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 click on the community service website which is listed under "your courses."** Here you'll find a list of ongoing service opportunities, drives, 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 coordinator, 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 January 19, 2023.
- The second semester requirement for seniors must be completed by May 10, 2024, and for underclassmen by June 4, 2024.
- In order to be considered for a service award (75 hours plus), all hours must be recorded by April 19, 2024.
- 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.