



## **Student and Family Handbook**

**2023-2024**

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# MILLWOOD

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## SCHOOL

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# MILLWOOD

SCHOOL

## Faculty, Staff, and Administration continued:

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All faculty should be contacted at Millwood during school hours (8:00 - 4:00). Thank you for respecting the personal lives of the faculty. Please do not call faculty at home or on their cell phones. After school hours, please leave a message on the school answering machine. All messages are retrieved before the school day begins.

## **VISION, MISSION, PHILOSOPHY, AND GUIDING PRINCIPLES**

### **Vision Statement**

Millwood School produces accomplished, well-rounded, and resourceful graduates who measure up to their potential, lead principled lives, and strive to make the world a better place.

### **Mission Statement**

Millwood School is dedicated to the growth of each student in a supportive environment that challenges the intellect, develops the body, and fosters moral values.

### **Philosophy**

Millwood believes that each child is unique and that no two children learn in exactly the same way.

### **Guiding Principles**

We believe in:

- A sustained commitment to academic excellence
- Small classes and instruction that maximizes student potential
- A richly-textured curriculum that includes world languages, technology, art, drama
- Building a genuine sense of community among Millwood parents, students, and faculty
- Encouraging the exploratory spirit that leads to successful creativity and a lifelong love of learning
- Preparing students to speak confidently in front of groups
- Open and responsive communication with families
- Frequent opportunities for students to develop leadership skills
- The personal growth that comes from healthy athletic endeavors
- Providing dedicated faculty, staff, administrators, and trustees
- Shaping people of character by upholding high standards of honesty, integrity, and mutual respect. The Millwood Big Ten is the code we use to practice these values every day.
- Admitting and serving qualified students of any race, religion, and national or ethnic origin
- Providing a healthy environment while promoting environmental sustainability education and practices

## CURRICULUM

The core curriculum includes language arts, mathematics, science, and social studies. The goal is for every student to master grade-level course objectives by the end of the academic year. However, students are encouraged to move beyond grade level if they are able to do so.

The core curriculum is enhanced with:

- world languages
- music classes
- technology
- physical education
- art classes
- public speaking

Extracurricular activities include a variety of clubs and athletic teams.

## SCHOOL SYMBOLS

Colors: **Blue & Gold**

The Millwood School Crest



The Bobcat Mascot ("Paws")



## **MILLWOOD SCHOOL' S BIG TEN**

**Millwood School follows a code for self-discipline, which is called the Millwood Big Ten. Students promise to follow the Big Ten by signing a copy of the document at the beginning of the school year. If a student strives to keep the promise, he/she will be successful at Millwood.**

The Big Ten is stated in positive terms because we believe that all students are capable of achieving self-discipline in these terms.

### ***Code for Self-Discipline***

As a student at Millwood School, I will be a positive role model by

1. Striving for excellence in scholarship, leadership, and sportsmanship.
2. Taking pride in my personal appearance.
3. Striving for acceptable, healthful, and positive behaviors.
4. Listening while others speak.
5. Taking pride in Millwood School.
6. Sharing.
7. Doing my best to bring honor to Millwood School.
8. Always showing respect for people and property.
9. Being responsible.
10. Using good manners, being kind, courteous, and considerate of others.

It is important that everyone understand that Millwood School enforces this policy:

***No one has the right to keep a teacher from teaching, or a student from learning. Anyone who chooses to do that will lose the privilege of being in class.***

### **Discipline (Grades JK-5)**

In our lower school classrooms, our students participate in the rule-making for individual classroom behavior at an appropriate level of decision-making, coupled with our Big Ten. The classroom teacher strictly adheres to the enforcement of specific rules. If, after knowledge of the rules, and a teacher reminder, a student is unable to redirect his/her behavior, he/she is removed from his/her peer group. Continued infringement will result in the student's removal to the Lower School Principal's Office. At this time, the parent may be notified. The school works with each family to structure a disciplinary program appropriate for the individual student. The next step is suspension of the student from school for a period of time at the discretion of the Assistant Head of School. If the student is unable to demonstrate a constructive attitude and the ability to reshape his/her behavior, expulsion of the student, with no refund of tuition, may result.

## **Discipline (Grades 6-12)**

### **Appropriate Behavior**

Students at Millwood School are expected to exhibit strong character and it is also understood that there will be times when some students may have difficulty acting with good character. In such cases, we believe that consequences for misbehavior need to be fair and help students develop strong character. To this end, a consequence for misbehavior should involve some follow-up discussion with the student. In order for consequences to be fair and effective, they need to be considered individually. However, in order to maintain consistency, Millwood School operates with a series of consequential guidelines. Listed below are student responsibilities and consequences.

Each Advisor reviews with their students the following responsibilities at the beginning of the school year.

### **Student responsibilities**

**Students must be responsible for their own behavior. They need to know that choices will have consequences.**

- Students agree to respect the school working environment both inside and outside the classroom.
- Students will be careful with their property and other people's property.
- Students will value each other as individuals.
- Students will treat each other fairly without bullying or behavior likely to cause injury.
- Students should make every effort to be punctual and attend classes regularly.
- Students should be suitably dressed in the correct uniform.
- Students should value each other's opinions, speak and act courteously, and treat one another as they would wish to be treated themselves.
- Students should act as ambassadors for Millwood School and maintain exemplary conduct when in public.
- Students should maintain appropriate internet and social networking conduct and refrain from any negative, derogatory, overly personal, or embarrassing comments about themselves, peers, staff, or anyone affiliated with the Millwood School community.
- Students should refrain from 'PDA' including: kissing, extended embraces, and cuddling.



## Infractions

There are three broad categories of discipline infractions at Millwood School.

### **CATEGORY 1 – Behaviors demonstrating a lack of personal responsibility.**

These are minor offenses that do not disrupt the learning of others. These behaviors may include but are not limited to:

- Tardies to class
- Excessive absences from class
- Incorrect dress code
- Materials not brought to class
- Work not handed in on time
- Littering
- Leaving valuables unattended (not in a locker)
- Accessing any form of media/texting during class without permission (i.e. websites, magazines, phones)
- Disturbing your own learning (including social media, online games, etc.)
- PDA

Consequences are designed to promote responsible behavior. Depending on the behavior, the following interventions are employed by the teacher:

- Create discipline report
- Verbal warning
- Retention after class
- Email to parents
- Removal of item
- Report, if necessary, to the Designee
- Detention

Multiple Offenses:

- First offense results in a warning
- Second offense is reported to parents and incurs lunch detention
- Third Category 1 infraction will be treated as if it is a Category 2 violation

### **CATEGORY 2 - Disrespectful behaviors or repeated Category 1 behaviors**

These are offenses that disrupt the teaching and learning of others or are repeated Category 1 behaviors. These behaviors may include, but are not limited to:

- Repeatedly disturbing yourself or others, interrupting the teacher, teasing
- Frequent lateness or horseplay
- Hiding another's belongings
- Swearing
- Using digital media without permission during class
- Absence from class without permission
- Academic dishonesty first occasion

Consequences are designed to promote responsible behavior and promote improvement. These interventions involve the Dean of Students, MS & US Principal, Assistant Head of School, parents, and teachers; the Head of School is notified of these disciplinary actions.

- Create discipline report
- Temporary removal of student or removal of an item for the duration of class
- Notify parent(s) and copy Assistant Head of School
- Conflict and mediation/counseling
- Loss of break/lunch time
- Limiting access to personal media
- Initiation of a weekly progress report by Designee
- Letter of concern
- After school detention
- Conditional behavioral contract through Designee or Assistant Head of School

Multiple offenses

- First offense is reported to parents and incurs a consequence from the examples above
- Repeated Category 2 offenses will be treated as if they are a Category 3 Violation

### **CATEGORY 3 – Serious offenses or repeated Category 2 behaviors**

These include behaviors that violate the rights of others or are illegal or are dangerous. These behaviors may include but are not limited to:

- Instances of violence
- Vandalism
- Theft
- Possession of dangerous or illegal items
- Possessing or accessing pornographic material
- Computer hacking
- Tampering with another person's intellectual property
- Using or possessing tobacco, e-cigarettes/electronic vape pens and/or their accessories, or illegal substances on school property or field trips, or in school uniform or at school events
- Downloading viruses knowingly
- Bullying/harassment
- Any instance that brings the name of the school into disrepute
- Swearing at an adult or blatant disrespect to an adult
- Lying to the Dean of Students /MS & US Principal/Assistant Head of School /Head of School

Consequences are designed to restrict privileges if a student does not respect the rights of others. This may involve the Assistant Head of School, MS/US principal, teachers, parents, Designee, Head of School, and supporting agencies, if necessary; due process will be followed.

- Create discipline report
- Internal or out-of-school suspension
- Parent, teacher, administrator meeting(s)
- No grade for the course or automatic failure for course
- Replacement of property and/or expenses
- Referral for outside counseling
- Incident to be reviewed by Head of School
- Report to local authorities
- Probationary behavior contract through Dean of Students
- Recommendation for expulsion

### **CATEGORY 3 Disciplinary Procedures**

If a student is suspected of drug abuse, the parents may be immediately advised and the student may be suspended out of school indefinitely. Parents have the right to provide appropriate medical evidence (e.g., drug test administered by a certified provider) to demonstrate that their son or daughter is no longer a threat to themselves or others for consideration of reinstatement.

- A student suspected of a Category 3 violation will discuss and document the incident with the Designee / Assistant Head of School.
- If, upon reviewing the student's position and any relevant evidence, the Middle/Upper School Principal or Assistant Head of School believes that a violation may have taken place, parents will be notified.
- The Advisor will be contacted to serve as the student's advocate.
- The student will meet with the advocate.
- The advocate and student will meet to address the incident.
- After all issues have been discussed, the student's advocate and the Dean of Students/MS & US Principal/Assistant Head will deliberate on the issue(s).
- The Dean of Students/MS & US Principal/Assistant Head will attempt to meet with the parents before a decision is made. The meeting may be over the phone if the parent is unavailable to come to school in an adequate time frame to ensure the issue is dealt with swiftly.
- The student is informed of the decision; the decision is final.
- Decisions resulting in the expulsion of a student from school may be appealed, in writing to the Head of School, whose decision is final.

## **Credit Replacement**

If a student fails a course they must enroll and complete a similar course through a Millwood-approved provider. As needed, the school will provide information with instructions on completing this requirement. Upon satisfactory completion of the required course, the student will receive credit for the course; however, both the original failing grade and the new passing grade will remain on the student's transcript. Arrangements for course replacements for a student who fails more than one course will be made on a case-by-case basis. All course replacements must be completed prior to the start of the following school year.

## **Academic Warning**

If a student has two "D"s or below at the end of any semester, he/she will be placed on academic warning. A student may also be placed on academic warning at the discretion of the Designee. The Dean of Students will send a letter to the student, his/her parents/guardians, and his/her Advisor and schedule a conference with the student. Students on academic warning will have their progress monitored by an administrator and be required to attend after-school extra help sessions in those specific subjects. Students will be removed from sports and clubs.

## **Academic Probation**

If a student has two "D"s or below at the end of any semester, while on academic warning, he/she will be placed on academic probation. A student may be placed on academic probation at the discretion of the Dean of Students. The Dean of Students will send a letter to the student, his/her parents/guardians. If the student's grades improve during the next semester, then he/she will be placed on academic warning. If improvement continues during the following semester, then he/she will be removed from academic warning. Students on academic probation will have their progress monitored by an administrator and be required to attend after-school extra help sessions in those specific subjects. Students will be removed from sports and clubs. Failure to maintain satisfactory grades may result in dismissal from Millwood School.

## **Academic Honesty**

Millwood School's mission statement encourages all students to act with a strong character education initiative. An important aspect of having a strong character education initiative is to practice Academic Honesty. In the twenty-first century, students are faced with the challenge that knowledge is openly shared through technology. It is within this context that our school community develops the approaches to learning to ensure the integrity of learning.

## **Academic Integrity**

Cheating: the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work.

Plagiarism: the copying of language, structures, ideas, and/or thoughts of another and representing it as one's own work which includes work that is not properly cited. The use of artificial intelligence as one's own work, such as Chat GPT, is considered cheating.

Note: For information on acceptable forms of citation see MLA Style at [www.mla.org/style](http://www.mla.org/style) and APA Style at [www.apastyle.org](http://www.apastyle.org).

Cheating/Plagiarism, either in the classroom or on outside work (including homework), will not be condoned. Honesty is a virtue that should be taught and upheld at all levels of education and at all levels of society.

Students who cheat or plagiarize:

- Shall not receive credit on any work accomplished by cheating.
- Shall have their parents notified initially by the teacher or administrator and, as appropriate, will be required to have a conference with an administrator, teacher, and student.
- Shall jeopardize their standing in honor societies, extra-curricular activities, and other organizations according to the by-laws of each.

**Expectations of all students** In accordance with the IB learner profile, and consistent with school policy, we expect our students to, among other things, be principled, and act with integrity and honesty. This includes being honest with respect to their work and always aiming to view assessment as a chance to show what they know. We ask students to familiarize themselves with what constitutes academic honesty and dishonesty and make themselves fully aware of the guidelines outlined here. Academic Honesty means acting with integrity in your schoolwork by ensuring that your work is your own and not copied from friends, books, or the Internet.

### **The roles and responsibilities of students:**

- To ensure they are familiar with the academic Integrity policy and all requirements for specific courses
- To sign the policy and protocol document confirming they agree to abide by the policy
- To avoid asking peers to copy homework
- To organize their time to avoid last-minute submission of work which leads to temptation
- To ask their teachers, librarian, peers if they are unsure how to cite a source

## **The roles and responsibilities of teachers:**

- To read and become familiar with the academic Integrity policy, its philosophy and procedures and share these with students
- To model academic integrity in their own teaching by citing all sources on handouts, slideshows, etc
- To apply the appropriate sanctions consistently and fairly according to the table of consequences when breaches of academic honesty occur
- To report any cases of academic dishonesty to the appropriate person, according to the table of consequences
- To help students with organizational skills to reduce temptations to copy work
- To maintain the integrity of examination paper questions and answers

## **The roles and responsibilities of parents:**

- To ensure they are familiar with the academic honesty policy
- To sign the policy document confirming they agree to abide by the policy
- To help ensure tutors working with their children do not breach academic honesty expectations
- To help provide their child(ren) with spaces to help them organize their time and work
- To model a principled attitude towards academic honesty
- To contact teachers or administrators if they are unsure about matters concerning academic honesty in regard to their child(ren)'s work

## **First Offense**

- A zero for the work
- Must re-do but will not get the grade for the work
- A report to the Dean of Students
- Meeting with the Dean of Students and the teacher concerned
- A meeting with the parents followed by a letter home to parents
- The student's name will be shared with the upper school faculty

## **Second Offense**

- A zero for the work
- Must re-do but will not get the grade for the work
- A report to the Dean of Students
- Meeting with the Dean of Students and the teacher concerned
- A meeting with the parents followed by a letter home to parents
- The student's name will be shared with the upper school faculty
- An in-school suspension for one day
- Incident may be reported on student's university applications (in grades 11 and 12)

### **Third Offense**

- A zero for the work
- Must redo but will not get the grade for the work
- A report to the Dean of Students
- Meeting with the Dean of Students and the teacher concerned
- A meeting with the parents followed by a letter home to parents
- The student's name will also be shared with the upper school faculty
- An out-of-school suspension for one day and no credit given for this day for classes missed
- MS & US Principal/Assistant Head of School meets with parents
- Class credit will be reviewed in all classes

Students found guilty of academic dishonesty may be placed on academic probation. Students on academic probation may face dismissal from school.

### **STUDENT DISMISSAL**

The school may dismiss a student at any time for actions on or off campus in cases where the school believes that the student's continued membership in the community would not be in the best interest of the school. The school reserves the right not to re-enroll any student whose continued enrollment is not in the school's best interest.

### **STUDENT DRIVER POLICY**

All students must fill out the Driver Information Form to be eligible to drive. Students are to enter and exit through the gravel drive and park in the non-paved area in front of the playground and blacktop. Students may not move their vehicles to another parking lot until AFTER 3:45 p.m.

Students who drive are expected to be on time. If students accrue more than 5 tardies to their first class of the day, they will lose driving privileges for the rest of the QUARTER. Student drivers who are tardy MUST come through the front lobby BEFORE going to class to receive a class pass.

In addition, careful driving practices will be monitored by faculty and staff. Students will receive one warning for inappropriate driving. Upon the second infraction, students will lose driving privileges for ONE WEEK. Further infractions will result in a longer suspension of driving privileges or disciplinary action.

## **DRUG AND ALCOHOL POLICY**

Millwood School is a drug and alcohol-free school. Violations of the Drug and Alcohol Policy, Internet and Social Media Policy, or vandalism may result in action taken by the local law enforcement agency or Millwood's Board of Trustees.

Millwood School recognizes that the use of tobacco products is a health and safety environmental hazard for students, employees, visitors, and school facilities. Millwood School believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and visitors.

Millwood School acknowledges that adult employees and visitors serve as role models for students. The School recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

Tobacco Use is Prohibited.

No student, staff member, or school visitor is permitted to use any tobacco product at any time including non-school hours (24/7): in any building, facility, or vehicle owned, leased, rented, or chartered by Millwood School; on any school grounds and property – including athletic fields and parking lots owned, leased, rented or chartered by Millwood School; or at any school-sponsored or school-related event on campus.

In addition, school employees, school volunteers, contractors, or other persons performing services on behalf of Millwood School are also prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds. Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

For the purposes of this policy, the following definitions have the following meanings:

1. “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or any other product name or descriptor.



2. "Smoke or Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs, and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or form.
3. "Tobacco Product" means (a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; (b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, pipe or hookah. (c) "Tobacco product" includes any component, part, or accessory of a tobacco product.
4. "Tobacco use" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

## **WEAPONS POLICY**

Students may not bring guns, knives, or other weapons to school. Violation of this policy may result in suspension, expulsion, or may be turned over to a law enforcement agency.

## **ELECTRONICS**

CD players, Game Boys, or any electronic toys/games or electronic communication devices of any type are not permitted on campus. (*"Communication devices" are allowed for MS/US, just with caveats.*)

## **LOWER SCHOOL CELL PHONE POLICY\***

Lower school students are not permitted to have cell phones or smart watches on campus or on field trips at any time.

## **MIDDLE AND UPPER SCHOOL CELL PHONE POLICY\***

Cell phones and smart watches are to be turned off and kept in lockers 8:30 a.m. to 3:30 p.m. Students are allowed to take cell phones/smart watches with them on field trips and teachers will review cell phone rules prior to the trip. In the event it is discovered that a student has a cell phone or smart watch on his/her person during the day without permission, the cell phone or smart watch will be taken by the teacher who will submit it to administration. Only a parent may retrieve the devices. In the event that a student is caught with it more than once, the parent will be contacted by administration to discuss further actions.

In addition, students are not allowed to have earbuds or headphones on campus unless directed by a teacher. If a teacher sees a student with earbuds or headphones while in between classes, regardless of being in use, the teacher will confiscate it. A parent will be called to come get it at the end of the day.

Chronic violations of the cell phone policy may result in loss of privileges and in-school suspension.

## **Technology Responsible Use Policy**

Millwood School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for college, work, life, and citizenship. We are committed to helping students develop 21st-century technology and communications skills.

When using technology, faculty and students are expected to comply with the general rules of behavior established by Millwood School in accordance with the Code of Conduct.

This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using computing devices on the school campus.

Technology resources at Millwood School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing computing devices is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

The use of technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Millwood School Handbook. It is understood that members of the Millwood School community will use all types of computing devices on the School's network in a responsible, ethical, and legal manner at all times.

The Responsible Use Policy, which every faculty member and student is required to adhere to, applies not only to Millwood School devices but also to privately owned devices while on the Millwood School campus.

Any electronic device brought on campus should be used only for educational purposes at the specific direction of a faculty member. With probable cause, we reserve the right to confiscate and search any electronic device brought on campus by a faculty member or student.

Millwood School will not assume any responsibility for electronic devices brought on campus. Any device brought on campus is at risk of being stolen, damaged, corrupted, etc. By bringing your device on campus you agree to not hold Millwood School or Millwood School staff, students, and/or community members responsible for any mishap, accidental or otherwise, to the device.

Any device brought on campus is to be used strictly for school purposes and at the direction of faculty. Unless directed by faculty as part of an educational curriculum-appropriate activity, students are not permitted to play games, listen to music, play movies, or perform other non-education activities on or with their devices while on campus. Removable media containing games, music, or movies, etc. should be kept at home. Except where specifically stipulated in the Responsible Use Policy, Millwood School does not govern what programs or files are loaded on the device or how the device is used when off-campus.

Millwood School may provide users with devices to promote learning outside of the classroom. Users should abide by the same responsible use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to faculty, administration, or IT staff immediately. Users will be financially accountable for any damage resulting from negligence or misuse. The use of school-issued mobile devices on the school network may be monitored.

## **Wireless Network**

Your device must be able to access the Millwood School public/guest network through our wireless infrastructure. Wireless access through a private subscription, such as 3G/4G service, is not allowed and should be turned off while the device is on campus. Millwood School makes no guarantee that the school wireless network will have 100% uptime. All network activity used over the wireless network may be monitored and retained. Access to online content and services via the network may be restricted in accordance with our policies and federal regulations.

The Millwood School wireless network provides filtered Internet access. Users should be aware that, although filtered, the potential exists, as it does with all Internet use, for users to access material that may contain content that is illegal, inaccurate, or potentially offensive to students and their parents. Even with filtering software, it is not possible to absolutely restrict access (accidental or otherwise) to all such material. It will be each user's responsibility to adhere to the school-wide Responsible Use Policy and the general usage rules set forth in this document.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it should not be, the user should follow school protocol to alert an IT staff member.

## **Email**

Millwood School may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as offline. Email usage may be monitored and archived.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard their personal information of themselves and others. Users should never agree to

meet someone in real life that they meet online. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Using your Device at School (Grades 9-12) *Not required and must be kept in a locker until instructed***

All computing devices are intended for use at school each day. In addition to faculty expectations for device use, school messages, announcements, planners, calendars and schedules may be accessed using the devices. Students are responsible to bring their devices, fully charged, to all classes unless specifically instructed not to do so by faculty.

### **Devices Left at Home**

If students leave their devices at home, they are responsible for getting the coursework completed as if they had their device present. Loaner devices will not be available to students who forgot to bring their devices to school or failed to charge their devices.

### **Device Games and Sound**

Sound must be muted at all times unless permission is obtained from faculty for instructional purposes. Earbuds will be the responsibility of the student; each student should have their own earbuds. Non-educational games are not allowed to be accessed on devices during school hours or while on campus.

### **Managing and Saving Data**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, faculty and students should back up all work. Users can choose the backup method that works best for them which may include an external hard drive or an online cloud backup system. The Millwood School IT Department is not responsible for the loss of any data resulting from necessary computer maintenance, repairs, or re-imaging.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students and termination for faculty and staff. When applicable, law enforcement agencies may be involved.

## **Copyright**

All users are expected to comply with all intellectual property laws including copyright law. Users may not copy, distribute, display, or disclose third-party proprietary software without prior authorization from the licensor. Proprietary software may not be installed on systems not properly licensed for its use. Millwood School does not condone or authorize the copying or possession of illegal software. Millwood School students and employees are prohibited from copying software illegally and possessing illegal copies of software whether for course-related, job-related, or private use. Any violations of this policy are the personal responsibility of the user. Millwood School assumes no liability for such acts. Any user who suspects or has knowledge of copyright or intellectual property law violations must immediately report this activity to the Millwood School Administration, Faculty, or IT Department. Failure to report such activity will be considered a violation of the Millwood School Responsible Use Policy.

## **Network User Responsibilities are to:**

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to device use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via Millwood School's designated Internet System is at your own risk. Millwood School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help Millwood School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their accounts.

## **Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Millwood School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of websites selling term papers, book reports, and other forms of student work.
- Use of non-educational games while on campus. Only educational games, which in no way contradict our mission, may be used without the permission of a teacher.
- "Jailbreaking" of your device. Jailbreaking any device results in a less secure device and is strictly prohibited.
- Spamming and/or sending mass or inappropriate emails.
- Gaining access to other faculty or students' accounts, files, and/or data.

# MILLWOOD

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## SCHOOL

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- Use of the Millwood School internet/Email accounts for financial or commercial gain for any illegal activity.
- Use of anonymous and/or false communications and/or Social Networks. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Millwood School web filter through a web proxy.

### **Student Use of Social Media**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Millwood community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Millwood School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of Millwood students and faculty, students may not, under any circumstances, create digital video recordings or any other picture of Millwood community members during school hours for online publication or distribution, without the express permission and without supervision from a Millwood faculty member.
- Students may not use social media sites to publish disparaging or harassing remarks about Millwood School community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at Millwood School, may result in disciplinary action as determined by the administration.

### **EMERGENCY DRILLS**

Drills are conducted periodically according to state regulations. Teachers will review designated safety routes and procedures with students. Emergency routes are posted in each classroom.

# MILLWOOD

## SCHOOL

### **SCHOOL HOURS**

School Hours: 8:30 a.m. - 3:30 p.m.

Arrival Time: 8:15 a.m. - 8:25 a.m.

Dismissal Time: 3:15 p.m. Lower School

3:30 p.m. Middle/Upper School

All students should be picked up no later than 3:45 p.m. JK – 8th-grade students who have not been picked up will be sent to Extended Day so he or she can be supervised until they are picked up. Parents will be billed for their child's time in Extended Day. 9<sup>th</sup>-12th-grade students cannot partake in the extended day program due to Department of Education regulations. Faculty and staff have additional responsibilities at 4:00 p.m. and are not available for supervision.

### **ATTENDANCE**

The satisfactory completion of a year's work makes regular attendance at school essential. The School expects, except in the event of illness or emergency, that each child will start school on the opening day of each school year and remain until the closing day. The school year is carefully planned and represents a continuity of experiences that are very important and central to each student's development. Millwood's ample vacation time is carefully arranged to take into account the need to depart and arrive safely and conveniently during heavily traveled times. We hope this will be adequate for your family plans.

We expect both students and families to actively take responsibility for ensuring attendance. The school day begins at 8:30 a.m. If any student arrives on campus after the faculty member on arrival duty is no longer outside, the student must sign in at the front desk.

There are times when a student is unable to attend school. A parent shall inform the school each day his or her child is absent for all or part of any school day. Absences that may be considered excused upon receipt of a valid written note, email, or phone call from the parent or guardian on the day of the student's return to school include:

1. Illness (if over two days, the school may require a note from the physician)
2. Medical and dental appointments
3. Court appearance
4. Death in the family
5. Extenuating circumstances as determined by the school administration

For a day of absence for which there is no valid written excuse, the administration will make a reasonable effort to directly contact the parent or guardian.

## Junior Kindergarten Attendance

While junior kindergarten attendance is not mandatory, a child usually benefits the most from participation that is as continuous as possible. Your child will be building relationships with his/her teachers and the other children at school. When a preschool student will be absent, please call and notify the office.

## Attendance (Grades K-5)

Regular attendance is a necessary part of the educational process. It is expected that Millwood School students will be prompt and in attendance each day. When a student is ill, a call notifying the office is necessary. The school requests that medical and dental appointments be scheduled during non-school hours to avoid interruption of the student's school day. It is also requested that parents plan family outings and vacations during regularly scheduled school holidays. Absences may cause problems for the absent child or may result in retention or reduction of grades. **Students may miss no more than five days of school per semester.**

Tardies and absences are recorded and reported on report cards or progress reports as required by law. Arriving on time is part of the preparation for the day. Please arrive promptly! Tardiness is disruptive to everyone in the class. Please be considerate of the teacher and the other students by being on time. All lower school students must be in their classes and ready to begin class at 8:30 a.m.

Absences: We recognize that there will be times when a student is unable to attend school. For us to accurately record attendance, please call the school, or email [mpinar@millwoodschool.org](mailto:mpinar@millwoodschool.org) no later than 9:00 a.m. if your child will be absent all or part of the school day. We will make every reasonable effort to contact the families of each absent student every day. If a student misses all or part of a class session, it is his/her responsibility to complete all material covered or assignments made during that absence.

## Attendance (Grades 6-12)

If a student will be absent all day (planned or personal), parents must email [mpinar@millwoodschool.org](mailto:mpinar@millwoodschool.org) in advance. If a student will be absent for a portion of a school day, parents must call the front desk at 804-639-3200 by 9:00 a.m.

Students are expected to arrive at school by 8:25 a.m. and be in class before the start of class at 8:30 a.m.

When a student is aware of an upcoming planned absence, parents must email in advance. This includes full-day athletic events and college visits. Students performing less than satisfactory will not be given permission to leave on a pre-approved absence.

Excessive Absences will be treated as disciplinary.



The administration monitors the number of absences. A large number of absences can create a cumulative drag on academic performance.

- If any student has absences exceeding three consecutive classes, the principal or his/her designee may require a conference with the parent or legal guardian to discuss the implications for learning and achievement, the consequences of failure to attend, and any corrective actions to be made. Further, the principal or his/her designee may require documentation beyond the written excuse.
- Any student whose absences exceed 10 school days in a year or 10 class periods of a course may not receive credit for the course. A plan will be developed jointly with the parent and student to resolve the student's nonattendance.

### **MAKE-UP WORK POLICY**

- Students who are absent will be allowed 1 class day per absence day to make up any outstanding homework or classwork. Make-up days/times for missed tests and quizzes must be pre-arranged with the teacher upon the first day the student returns to school.
- Students are responsible for getting and completing any make-up work missed due to a sporting event, field trip, or other school-related activity.
- Students who are tardy to school or class assume the responsibility for making arrangements to complete all academic work missed.

**Tardies:** Students limit their instructional time and disrupt the educational process for others when they are late to class. Middle and upper school students who are tardy to class, without a pass, are subject to disciplinary action. Chronic tardiness will also result in a conference with parents to develop an attendance plan.

Parents of students who drive themselves to school and who are tardy will be called to inform them that their student arrived safely, yet late. Students who drive to school and who repeatedly arrive late to school may have their parking privileges suspended or revoked.

**Early dismissals:** Students who are departing before the end of the school day because of illness or appointments are required to sign out at the main desk with a parent or guardian. If a student drives to school and will be leaving early, students are required to submit an early dismissal note/email/phone call from the parent or guardian to the main desk by 9:00 a.m. Students who leave early assume the responsibility for making arrangements to complete all academic work missed. Long or short-term assignments due that day should be submitted prior to departure.

**Athletics:** Students must be in school and attend a half-day of academic classes to be eligible to participate in a day's athletic practice or competition; otherwise an administrator must approve the athlete's participation.

**Inclement weather or emergency:** In these situations, the school will send out an email or text alert.

## **ACADEMIC NOTES**

Parents will receive four progress reports during the academic year. The first report will be shared at the fall parent conference. Each child will be evaluated on the progress that has been made during the reporting period, based on his or her own capabilities. Pre and post-assessments will be used to document progress. Junior kindergarten through fifth-grade students will receive skills-based assessments.

Millwood School offers two types of diplomas, Advanced and Standard. Students will need to earn a minimum of 27 credits for the Advanced Diploma and 23 credits for the Standard Diploma. These credits will include coursework in English, Mathematics, Science, History, and Social Sciences. Within the credit framework, students are required to take Economics and Personal Finance, PE, Fine Arts, Senior Seminar, and perform community service. All academic work is directed toward preparation for success in the college admission process, as well as success with college-level work.

Honors and Advanced Placement (AP) courses will be offered. Students enrolled in an AP class will take the end-of-year AP exam. Taking the end-of-course AP Exam sends a powerful message to colleges and universities that a student is academically ready and can enable a student to gain admission, college credit, and placement into advanced courses. Over 1200 colleges and universities in the nation offer Advanced Placement and/or specific college credit to AP students who score at a certain level on the AP examinations.

The PSAT will be administered in grades 9, 10, and 11 in preparation for the SAT. SAT Prep is available to students by request. Millwood School is not an SAT testing site.

Upper school students will be guided and directed with course selection, monitoring of academic progress, and pursuit of personal goals.

## Graduation Requirements Standard Diploma

Discipline Area	Credits
English	4
Mathematics <sup>1</sup>	3
Science <sup>2</sup>	3
History and Social Sciences <sup>3</sup>	3
Health and Physical Education <sup>4</sup>	2
Fine Arts or World Language	2
Economics and Personal Finance	1
Electives	4
AP Seminar <sup>5</sup>	1
Community Service Hours <sup>6</sup>	
<b>TOTAL</b>	<b>23</b>

### Additional Requirements for Graduation

- Virtual Course – Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- Training in Emergency First Aid, Cardiopulmonary Resuscitation (CPR), and the use of automated external defibrillators (AED) – Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform.

### Graduation Requirements: Class of 2025 and Beyond

<sup>1</sup>Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of algebra and geometry. Students may also use a computer science class to fulfill this credit.

<sup>2</sup> Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines from among: earth sciences, biology, chemistry or physics. Students may also use a computer science class to fulfill this credit.

<sup>3</sup> Courses completed to satisfy this requirement shall include U.S. History, U.S. Government, and one course in either world history or geography or both.

<sup>4</sup> Students will be awarded a .5 credit for every season he/she plays on a Millwood School athletic team. Students may also fulfill this credit outside of Millwood School with the proper documentation.

<sup>5</sup> AP Seminar can count as an English Course.

<sup>6</sup> Students must complete 30 community service hours for every academic year that they are enrolled in Millwood School.

## Standard Diploma

Discipline Area	Credits
English <sup>7</sup>	4
Mathematics <sup>8</sup>	4
Science <sup>9</sup>	4
History and Social Sciences <sup>10</sup>	4
Health and Physical Education <sup>11</sup>	2
World Language	3
Economics and Personal Finance	1
Design	2
Electives	4
Community Service Hours <sup>12</sup>	
<b>TOTAL</b>	<b>28</b>

### Additional Requirements for Graduation

- Virtual Course – Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- Training in Emergency First Aid, Cardiopulmonary Resuscitation (CPR), and the use of automated external defibrillators (AED) – Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform.

### Graduation Requirements

<sup>7</sup> Courses completed to satisfy this requirement shall include AP Seminar.

<sup>8</sup> Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of algebra and geometry. Students may also use a computer science class to fulfill this credit.

<sup>9</sup> Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines from among: earth sciences, biology, chemistry or physics. Students may also use a computer science class to fulfill this credit.

<sup>10</sup> Courses completed to satisfy this requirement shall include U.S. History, U.S. Government, and one course in either world history or geography or both.

<sup>11</sup> Students will be awarded a .5 credit for every season he/she plays on a Millwood School athletic team. Students may also fulfill this credit outside of Millwood School with the proper documentation.

<sup>12</sup> Students must complete 30 community service hours for every academic year that they are enrolled in Millwood School.

## Advanced Diploma

Discipline Area	Credits
English	4
Mathematics <sup>13</sup>	4
Science <sup>14</sup>	4
History and Social Sciences <sup>15</sup>	4
World Language <sup>16</sup>	3 <sup>17</sup>
Health and Physical Education <sup>18</sup>	2
Fine Arts	1
Economics and Personal Finance	1
Electives	3
AP Seminar <sup>19</sup>	1
Community Service Hours <sup>20</sup>	
<b>TOTAL</b>	<b>27<sup>21</sup></b>

### Additional Requirements for Graduation

- Virtual Course – Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- Training in Emergency First Aid, Cardiopulmonary Resuscitation (CPR), and the use of automated external defibrillators (AED) – Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform.

<sup>13</sup>Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least three different course selections from among: Algebra I, Geometry, Algebra II with Trigonometry or other mathematics courses above the level of Algebra II. Students may also use a computer science class to fulfill this credit.

<sup>14</sup> Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry or physics. Students may also use a computer science class to fulfill this credit.

<sup>15</sup> Courses completed to satisfy this requirement shall include U.S. History, U.S. Government, and two courses in either world history or geography or both.

<sup>16</sup> Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

<sup>17</sup>If a student completes three years of one language, he/she will receive 3 credits. If a student completes two years of two languages, he/she will receive 4 credits.

<sup>18</sup> Students will be awarded a .5 credit for every season he/she plays on a Millwood School athletic team. Students may also fulfill this credit outside of Millwood School with the proper documentation.

<sup>19</sup> AP Seminar can count as an English Course.

<sup>20</sup> Students must complete 30 community service hours for every academic year that they are enrolled in Millwood School.

<sup>21</sup> Students who complete two years of two languages will graduate with 28 credits.

## Graduation Requirements: Class of 2025 and Beyond Advanced Diploma

Discipline Area	Credits
English <sup>22</sup>	4
Mathematics <sup>23</sup>	5
Science <sup>24</sup>	4
History and Social Sciences <sup>25</sup>	4
Health and Physical Education <sup>26</sup>	2
World Language	4
Economics and Personal Finance	1
Design	2
Electives	4
Community Service Hours <sup>27</sup>	
<b>TOTAL</b>	<b>30</b>

### Additional Requirements for Graduation

- Virtual Course – Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- Training in Emergency First Aid, Cardiopulmonary Resuscitation (CPR), and the use of automated external defibrillators (AED) – Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform.

<sup>22</sup> Courses completed to satisfy this requirement shall include AP Seminar.

<sup>23</sup> Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of algebra and geometry. Students may also use a computer science class to fulfill this credit.

<sup>24</sup> Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines from among: earth sciences, biology, chemistry or physics. Students may also use a computer science class to fulfill this credit.

<sup>25</sup> Courses completed to satisfy this requirement shall include U.S. History, U.S. Government, and one course in either world history or geography or both.

<sup>26</sup> Students will be awarded a .5 credit for every season he/she plays on a Millwood School athletic team. Students may also fulfill this credit outside of Millwood School with the proper documentation.

<sup>27</sup> Students must complete 30 community service hours for every academic year that they are enrolled in Millwood School.

Millwood's Middle/Upper School uses the following letter grade evaluation guide:

## Millwood's Middle/Upper School Grading Scale

Letter Grade	Range	Point Value Standard Level	Point Value Honors Level	Point Value AP Level
A+	97-100	4.5	5.0	5.5
A	90-96	4.0	4.5	5.0
B+	86-89	3.5	4.0	4.5
B	80-85	3.0	3.5	4.0
C+	76-79	2.5	3.0	3.5
C	70-75	2.0	2.5	3.0
D+	66-69	1.5	2.0	2.5
D	60-65	1.0	1.5	2.0
U	Below 60	0.0	0.0	0.0

**Students must earn at least a 70 (C) in Math, English, and World Language in order to advance to the next level of those subjects. Students not achieving this average may proceed to the next level if pre-approved summer study has been completed. Summer work must be approved in advance by the Assistant Head of School, MS & US Principal, and the Dean of Students. Students may be required to take a test prior to the next school year in order to determine competency in the subject and whether the student will be permitted to progress to the next level**

## **HOMEWORK**

Millwood School recognizes the busy lives children lead, as well as the amount of energy that the students put into their school day. Homework for primary students will be kept to a minimum. Each individual teacher will share regularly scheduled homework expectations with students and parents. Intermediate and middle school students will be expected to do a certain amount of homework every night, between one and two hours. If you believe your child spends too much time on or has difficulty with homework, please share your concerns with your child's teacher.

Educational research has proven that it is very beneficial to children, regardless of age, to be read to on a daily basis. We read to all of the children at Millwood daily and ask that you make it a part of your regular routine at home as well. The role of the parent in homework is important. While responsibility and independence in completing homework should be expected of older children, younger children frequently need parental supervision and some assistance. A parent's interest and encouragement can do a great deal in establishing positive work habits in a child.

We do ask that you do not complete your child's homework. This request includes creating and producing science projects, posters, and typing papers or assignments. All homework should be the work of the student, not the parent. Completed homework provides feedback to the teacher. The teachers need to know what students can or cannot do.

## **TESTING**

Standardized tests will be given to Millwood students in grades Kindergarten through ninth grade. The results of these tests are reported by national norms. This information will be shared with individual families. Standardized testing is part of an ongoing institutional and student evaluation. These tests are used as only one of several evaluation methods, including observations, homework, classwork, social interaction, and creativity. Upper School students take the PSAT and the AP exams on campus. They must register for the SAT or ACT at an off-campus site.

## **STUDENT EXPENSE**

Each month parents will receive an email from the Business Office stating that their student's monthly statement is ready to be accessed through ParentsWeb. Non-tuition expenses such as field trips, My Hot Lunchbox, athletic fees, and AP/PSAT testing will be reflected on the statement. Parents should pay this bill within 30 days. If a student account is not kept current, it will result in grades/transcripts being withheld.



## FIELD TRIPS

Millwood encourages off-campus experiences that can enrich a child's life. In general, the students will take field trips that are pertinent to the curriculum. Faculty may occasionally ask for help from the parents to chaperone field trips. Families are billed for the cost of field trips.

## HEALTH NOTES\*

**Health Form:** Parents must have a completed health form on file in the office. Students must have their child's eyes examined prior to the entrance to kindergarten and annually thereafter. All immunizations must be up to date.

**Medication:** If your child is to take medication at school, a form must be filled out by the parent and kept on file in the clinic. Medication must be in the original prescription container with the prescribed dosage and directions and taken to the office by the parent. Parents must notify the office if there is any change in either the dosage or time the medicine is to be given. Students may not carry prescribed or non-prescription medicines to school. Students may not self-medicate.

**Special Concerns:** Students requiring special diets due to religious observances or medical problems should inform the school in writing, in advance.

**Illnesses and Absences:** Parents are asked to be sure that a child who has been ill is ready for a full day's work before sending him/her back to school - this includes recess and physical education. Parents are asked to keep a child showing any of these symptoms at home: fever, sore throat, headache, runny nose, coughing, sneezing, vomiting, rash, or a general feeling of sickness. **If your child is sent home with a fever, he/she should not return until fever-free for 24 hours.**

**Communicable Diseases:** In the event of any communicable disease in the home, whether the patient is a student at Millwood School or not, parents are asked to inform the school office immediately. Children who have a communicable disease that does not require isolation may return back to school after the required exclusion period. Children who have a communicable disease that requires isolation will not be readmitted to school without a doctor's permission.

**First Aid:** Should a student receive a minor injury at school, he or she will be treated in the clinic by a member of the staff who holds a current First Aid certificate. A note will be sent home to parents regarding the injury and treatment given. Should the injury be serious, parents will be contacted immediately. In the event that in our judgment the injury is severe or life-threatening, we will first call 911 and then call parents.

**Allergies:** Please provide the school with information regarding your child's allergies. Should that allergy require medication during school hours, parents must complete the Permission to Administer Medication Form. Should your child's allergy be severe enough to warrant him or her keeping an EpiPen here at school, some members of our staff have been trained to administer this medication.

## **FOOD AND DRINK**

Millwood students take a short break in the morning. Students may bring their own drink. Soft drinks or energy drinks are never permitted for snacks or lunches. Students may bring a healthful snack to enjoy with their drink. Please make sure your child has his or her lunch from home if Yay Lunch is not ordered. If a child is without lunch and the parent cannot be contacted, we will provide an "Emergency Lunch." Parents will receive a notice regarding this. After three emergency lunches, your account will be billed. Good manners and table etiquette are stressed at Millwood. Children are encouraged to master the art of eating in a manner that is pleasant to all. We would appreciate your support and praise of your child's efforts at home. Young students should avoid all containers and packaging that are difficult for them to open or manipulate. Glass containers of any kind are not permitted. Most young students bring large quantities of food. Please send only an appropriate amount of food. Primary students should avoid metal pull tabs or other food that require assembly (i.e., Lunchables and other messy food items). Students should be able to open, eat, and clean up after lunch/snack independently.

### **Individual students may not have vendors deliver their lunch.**

Should your child be celebrating a birthday and you want to bring in cupcakes or other snacks in recognition of their special day, please make arrangements with your child's teacher at least two days prior. Please refrain from bringing special treats at lunch. The teacher will arrange the time and location other than lunch.

## 2023/2024 School-Wide Dress Code

<p><b>Monday – Friday Uniform Code</b></p> <p><u>For use in:</u></p> <p>Everyday Classroom Field Trips Assemblies Monday Morning Mtg.</p>	<ul style="list-style-type: none"> <li>● <b>Khaki Pants / Skorts / Shorts</b> <i>(Available through Tommy Hilfiger Shop on our website or local retailers)</i></li> <li>● <b>Royal or White Polo Shirt</b> with Millwood Logo <i>Long Sleeve or Short Sleeve options (Available through Tommy Hilfiger Shop on our school website only)</i></li> <li>● <b>Gray Heather Short Sleeve Polo Shirt</b> with Millwood Logo <i>(Available through Tommy Hilfiger Shop only)</i></li> <li>● <b>Plaid Jumper</b> (JK-5) with Millwood Logo If leggings are worn under dress they must be either: gray or white.</li> <li>● <b>Plaid Skirt</b> (JK-12) <i>(Available through Tommy Hilfiger Shop only)</i></li> <li>● <b>Crew Neck Gray Heather Sweatshirt*</b> with Millwood Logo *With polo shirt underneath <i>(Available through Tommy Hilfiger Shop only)</i></li> <li>● <b>Gray Heather Fleece</b> with Millwood Logo *With polo shirt underneath <i>(Available through Tommy Hilfiger Shop only)</i></li> <li>● <b>Gray Heather Crew Neck or V Neck Cardigan Sweater</b> with Millwood Logo *With polo shirt underneath <i>(Available through Tommy Hilfiger Shop only)</i></li> </ul> <p><b>Friday privilege, if desired:</b></p> <ul style="list-style-type: none"> <li>● <b>Millwood Spirit-Wear T-Shirt</b> may be worn with khaki bottom <i>(Spirit wear Sale will be in September)</i></li> </ul>
<p><b>P.E. Requirement</b> <b>6<sup>th</sup> Grade - 8<sup>th</sup> Grade and U.S. Students taking a P.E. Credit</b></p>	<ul style="list-style-type: none"> <li>● <b>White T-Shirt</b> with Millwood Logo silkscreen <i>(Available through Tommy Hilfiger Shop only)</i></li> <li>● <b>Royal Mesh Athletic Short</b> with Millwood Logo silkscreen <i>(Available through Tommy Hilfiger Shop only)</i></li> </ul> <p><b>OPTIONAL:</b> CO-ED Crew Sweatshirt with Millwood Logo silkscreen <i>(Available through Tommy Hilfiger Shop only)</i></p>
<p><b>Helpful Information which may be new this year</b></p>	<p><b>NOT ALLOWED:</b></p> <ul style="list-style-type: none"> <li>● Hoodie sweatshirts of any kind - Millwood logo hoodies may be used during athletic events such as practice time or spirit wear during a game</li> <li>● “Cargo” or “Jegging” style pants</li> <li>● Pants or shorts that are un-hemmed, sag at the waist, touch the floor, or have holes or frays</li> <li>● Hemline on skirts, skorts, or shorts that are shorter than 4 inches above the knee</li> <li>● Open-toed shoes</li> <li>● Beach Shoes, Flip-flops, Crocs or Birkenstock style shoes, Slides</li> <li>● Hats worn inside the building at any time</li> <li>● Outerwear worn inside buildings</li> <li>● Boys may not have chains, earrings, unnatural hair color, or facial hair</li> <li>● Girls may not have unnatural hair color</li> </ul>
<p>Violations</p>	<p>Any student in violation of the dress code will be asked to change into the appropriate attire. If a change of clothes is not available, a parent is called to bring in dress code clothing. The student will be subject to the discipline policy if code attire cannot be obtained.</p>

## **LOST & FOUND**

Each year a number of items are lost and “not found.” Please remind your child to keep up with his/her belongings and if something is misplaced, ask your child to check Lost and Found in Robinson Hall as soon as possible. At the end of the school year, all unclaimed items are donated. **Please label all clothing items with your child's first and last name.**

## **ATHLETIC PROGRAM\***

In keeping with our mission, physical education is an important part of a student's experience at Millwood School. In addition to their regular physical education classes, middle and upper school students can compete. Attendance at all regularly scheduled practices and games is expected. Good sportsmanship on behalf of students and parents is expected as well. Millwood School provides uniforms that need to be returned to the athletic department after the season. An athletic fee of \$50 per student/sport will be automatically billed.

## **EXTENDED DAY PROGRAM\***

Millwood School offers an Extended Day Program to families who need adult supervision for their Junior Kindergarten – 8th-grade children, ages 4 years, 11 months to 12 years, 11 months, before or after regular school hours and is operated in Founders Hall. The program is available from 7:00 a.m. until 8:15 a.m. and from 3:30 p.m. until 6:00 p.m. Advance reservations are required to ensure necessary supervision and can be made by calling the front office. Extended Day bills are issued at the end of each month. (Remember that any child not picked up by 4:00 p.m. will be sent to Extended Day, and you will be charged for the service.) Children must be picked up no later than 6:00 p.m. An additional fee (per child) of \$20 will be charged for any pick-up between 6:00 p.m. and 6:15 p.m. \$40 (per child) will be charged for a pick-up between 6:15 p.m. and 6:30 p.m.

*Upper School students are not permitted to stay after school unless they have previously arranged with a supervising coach or teacher.*

## **RE-ENROLLMENT**

Re-enrollment for Millwood's current families is held in the early spring of each year for the following school year. Families are issued a new enrollment contract that must be returned with a non-refundable deposit to secure space for their child(ren) for the following school year. The deposit is part of the tuition and is deducted from the tuition at billing. After the re-enrollment deadline, Millwood begins accepting new students. Current families who have not re-enrolled by that date are not guaranteed spaces.

## **MONDAY MORNING MEETING**

Kindergarten - 12th-grade students and faculty convene for Monday Morning Meeting. The purpose of this meeting is to bring the entire school together as one body. There will be times when these are division-specific. This meeting provides an opportunity for public speaking, sharing announcements, reviewing school policy, and for individual classes to make presentations to the entire school. The Big Ten is discussed. Parents are welcome to attend. Seating for parents is provided in a special section.

## **DEVELOPMENT AT MILLWOOD SCHOOL**

The finance committee of the Board of Trustees is charged with the task of operating the school under a balanced budget. Millwood's annual operating budget, like all independent schools, includes some income from development activities. All Millwood constituents work cooperatively to achieve the annual development goals. Millwood has several annual events that are very important to development: the Annual Fund Campaign, the Annual Auction, and MPG activities.

**Annual Fund Campaign:** In the fall, every Millwood School parent, past parent, trustee, grandparent, faculty member, and friend receives a request to support the Annual Fund Campaign. This yearly effort by the school is part of a long tradition in independent schools of stewardship for non-profit institutions. We hope that all members of our Millwood family will realize the importance of financially supporting Millwood School in its development efforts.

**Annual Gala:** Every year, we conduct an exciting auction. Food and beverages are enjoyed while participants try to "outbid" those who are challenging them on silent auction items. A live auction follows, which includes many one-of-a-kind, "too spectacular to put a price tag on" items, along with trips and other special treats. Bids range from \$25.00 to thousands of dollars. The auction presents a great opportunity for our Millwood Family to get to know one another. Some of the things you can do to support this event are joining the auction committee, donating items or services to the auction (contact the development office), attending the event, and bringing your friends or neighbors. This year's auction is in March and we hope you will support this event in as many ways as possible.

**Golf Tournament:** Join us for a day of fun on October 23 with your golf team at the Golf Classic. This event is held at the Brandermill Country Club and is open to the public. Come out and support Millwood School.

**"Fun" Raising:** Millwood School students are very fortunate to have the Millwood Parent Association organization that works so very hard to raise a substantial portion of funds to support the development efforts. Some of the fund-raising activities sponsored by the MPA are as follows: school pictures and Holiday Shop. Your participation in these activities, no matter how small or large, makes a difference! Thanks in advance for supporting our efforts.