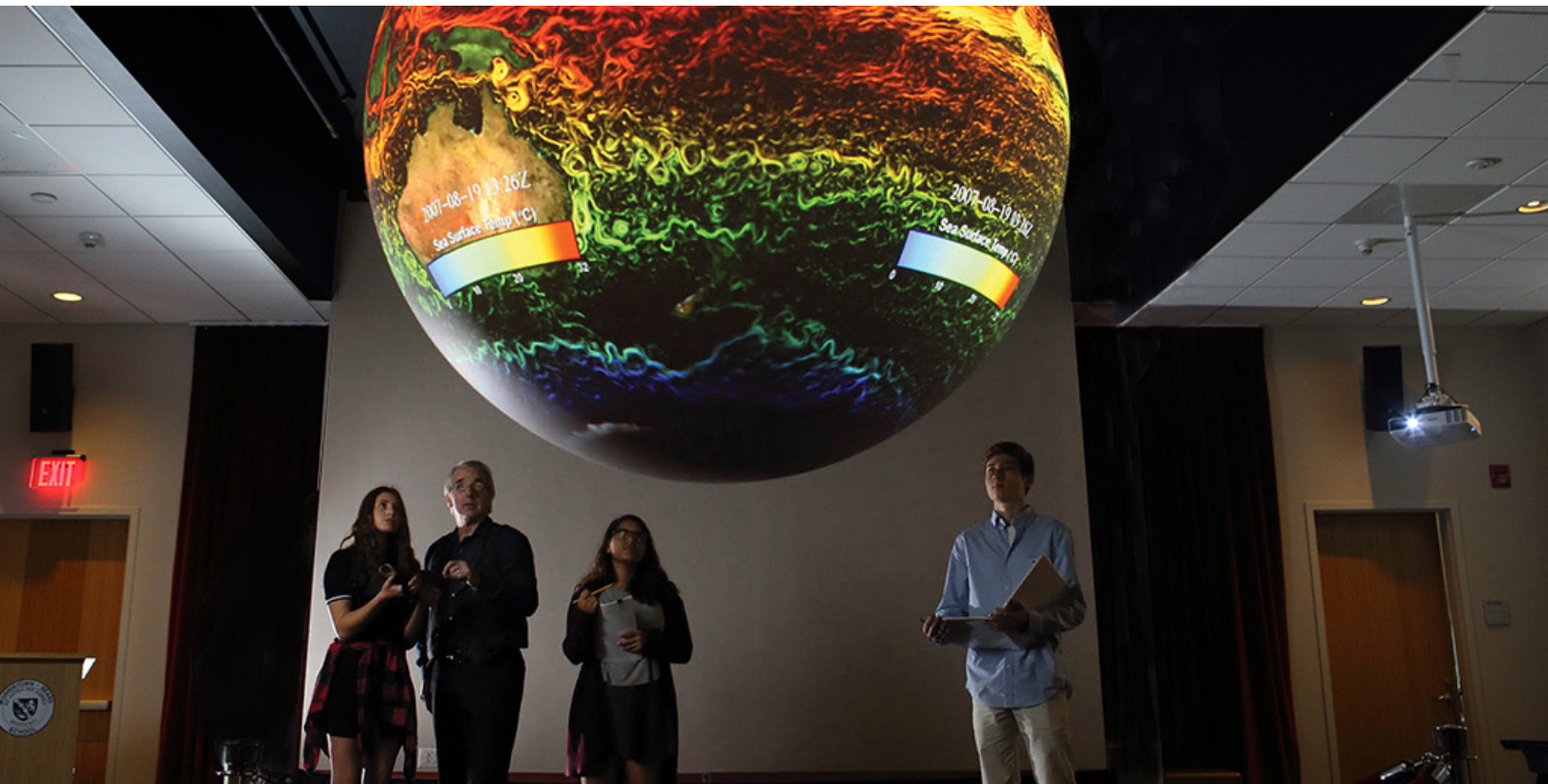


 **MBS SUMMER
INSTITUTE** 2018
Morristown-Beard School



Handbook

Summer 2018

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Summer Institute Information

Owner: Morristown-Beard School

Director: Dr. Amanda Gregory

Location: 70 Whippany Road,
Morristown, NJ 07960

Phone: 973-539-3032 x 489

Email: summerinstitute@mbs.net

OUR MISSION

The MBS Summer Institute aims to provide immersive programs that are **interdisciplinary, ethically-driven, and experiential**. In our programs, students will develop skills in critical reasoning, collaboration, communication, and creative problem-solving.

Our 2018 program, Environmental Stewardship and Science, asks students to embrace the role of leader, scientist, activist, scholar, and entrepreneur. Students will learn how “environmental stewardship” involves the words we use, the work we undertake, and the wisdom that guides our behavior. Through interrelated courses of study, students will explore the interdependence of scientific knowledge, communication strategies, social organization, ethical vision, and routine activity. We hope students come away from the program with the practical and intellectual foundations of lifelong environmental stewardship.

REGISTRATION & ENROLLMENT

Registration for the MBS Summer Institute is available online here: **mbs.net/summerinstitute**

For the Institute to proceed, the programs meet minimum enrollment numbers by May 15, 2018. For this reason, we encourage early registration. To complete your registration, a \$100 non-refundable deposit must be submitted. Payment for the program for which you are registering must be paid in full by May 15, 2018.

If an offering does not meet the minimum enrollment, it may be canceled. Registrants will be contacted via email and a refund will be given. Payment can be made by checks or cash payment will be accepted in Morristown-Beard School Business office. Registration will not be complete until full payment is received. Checks are made payable to the MBS Summer Institute. Confirmation of registration will be emailed when payment is processed.

The Summer Institute reserves the right to cancel or change the program at any time. Tuition and fee refunds will only be issued in the event that a class/program is canceled by the MBS Summer Institute.

Registration for the Summer Institute program is open to all students of appropriate ages from public, parochial, and independent schools. The MBS Summer Institute faculty is comprised of carefully selected Morristown-Beard School teachers. Small class sizes ensure opportunities for personal attention and the academic progress of each student.

ACCREDITATION

Accreditation of the Morristown-Beard School is provided by the New Jersey Association of Independent Schools.

CAMPUS ACCESS / CLOSED CAMPUS POLICY

The Closed Campus policy means that visitors are not permitted during our summer programs. Any exception to this policy must be arranged in advance. Students are not permitted to leave the campus for any reason other than program-sponsored activities while attending the Summer Institute. Students leaving the campus without permission from the Director will be expelled without a refund.

HEALTH AND SAFETY

The MBS Summer Institute will give students the opportunity to explore their passions and interests beyond the norm of the classroom experience. Our program provides direct, hands-on learning. The safety and security of all our students is of the utmost concern.

Our certified EMT or Athletic Trainer, who occupies the role of Health Director, is in charge of the health and welfare of each student on our campus. Our Health Director works under the General Agreement and Treatment Orders established by our School Physician.

In the event that a student is injured or becomes ill at Summer Institute, the parent will be notified immediately. A daily log of injuries and illnesses are kept in our health office, in addition, accident reports are completed when warranted. We have a professional relationship with Morristown Memorial Hospital, as well as with the Morris Minutemen Ambulance Squad, in the event they are ever needed.

Any medication that a student needs to take must be given to the Health Director by the parent. In addition, the Health Authorization Form (all students) and Treatment Form (if student is taking medication) must be on file. Only our Health Director/Asst. Health Director can administer medication. Do not send any medication to the Summer Institute. In the event a student needs to take medication while on campus, the following must be observed:

- ✓ Medication must be given directly to Health Director/Asst. Director
- ✓ The medication must be prescribed in the student's name
- ✓ The original medicine container, including the patient's name, name of drug, and dosage must be sent to the Health Director
- ✓ Health Authorization Form must be on file with Summer Institute Office
- ✓ Treatment form outlining the detailed nature of the illness/condition and the recommended schedule of administration of the medicine. This form must be signed by the legal parent/guardian of the student. This form must be on file for both prescription and over the counter medications.

TOOLS, EQUIPMENT & MATERIALS

Many of our offerings involve working with tools, equipment, and materials that may be new to some students. The Summer Institute faculty will provide instruction and supervision to ensure students are using this equipment and the materials as safely as possible. The MBS Summer Institute will not be held responsible in the event of accident or injury due to misuse of equipment.

LUNCHEES AND SNACKS

The cost of lunch is included in the price of the Summer Institute tuition. The lunch program is an all-you-can-eat option and offers two hot meal selections, a vegetable, fruit, deli bar, a dessert and a drink daily.

Students may also choose to bring their lunch. If they do so, be sure that the lunch bag or box is clearly marked with the student's name. All lunches will be refrigerated. Drinks are provided for all on-campus students. The MBS Summer Institute will provide a choice of water, apple juice, orange juice, fruit punch, lemonade or milk.

A mid-morning snack will be provided for all on-campus students daily. The snack includes a fresh fruit option, as well as another selection.

If there are dietary restrictions of any kind including food allergies, please make sure this information is recorded on the family account and the health form. **Please note- We are not a nut-free or gluten-free facility. However, we do provide daily snacks that are nut-free and gluten-free and always offer nut-free and gluten-free options.**

WHAT TO WEAR/WHAT TO BRING

Students should come to the Summer Institute in weather appropriate attire each day. No-skid, closed-toe shoes should be worn daily as students will be outside and in labs. Please apply sunscreen at home and should be reapplied throughout the day. While some of the program will be held in our air-conditioned buildings, many of the activities will be outdoors. Students are encouraged to stay hydrated in high temperatures and dress appropriately for the weather.

TECH

Students should bring a iPad of their own to the Summer Institute. If the student does not own a iPad, the Summer Institute will provide one for the student's use while on campus.

Note: the MBS Summer Institute 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.

As a student of the MBS Summer Institute you understand the following:

- 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.
- d. Students are to be respectful of MBS' and other students' technology equipment.
- a. Students are to password/passcode protect all devices.
- a. Students will not attempt to gain unauthorized access to the Morristown-Beard School network or to any systems on the MBS network.
- b. Students will not post negatively about MBS on social media. MBS and the MBS Summer Institute will defend it's brand, reputation and copyright.
- c. Students will not attempt to log in to the MBS website with another person's User ID and password.
- d. Students assume damage to school equipment while in use.
- e. Students are to use their real name for all electronic communication.

A breach of these policies could lead to expulsion from the program without refund.

LOST AND FOUND

All personal items should have the name of the student on them. Any item left behind in will be brought to the lost and found table in the colonnade of the Athletic Center. Please check this table for misplaced belongings. The MBS Summer Institute is not responsible for lost items.

ABSENCES

In the event a student will not be attending the Institute, please notify the Summer Institute office at 973-539-3032 x 489 or at summerinstitute@mbs.net as soon as possible. It is important that the administrative staff know if a child is not coming to the Institute. This is especially important for any days that the students will be traveling off-site.

EXPECTATIONS

We believe that our program offers a tremendous variety of activities to interest our students. If a student does not wish to participate in an activity, the student is encouraged to discuss with the instructors other participatory options. We only ask that students try all activities with a positive and cooperative attitude. Parents are expected to inform the instructors of any special issues that may influence a students's experience. In the rare instance that we feel we cannot provide a student with a positive and safe program, the Director reserves the right to ask a parent to withdraw the student from the Program. If a student is disruptive to the Summer Institute, we will follow the disciplinary procedure outlined in the Discipline Procedure section of this Handbook.

DROP-OFF AND PICK-UP TIMES/LOCATIONS

Drop-off and pick-up location will be in the Wilkie Parking lot at the front of the students. All students will check in and out in the atrium of Wilkie Hall. Students driving themselves to campus should park in

the Wilkie lot. Please consult the campus map to view the specific location for drop-off and pick-up for all our programs.

DISCIPLINE PROCEDURES

A part of the experience provided by the school is to set behavioral expectations clearly and to help students learn to follow these expectations. Disciplinary actions are seen as educational rather than simply punitive. Therefore, participants must abide by the rules and regulations outlined in all current Morristown-Beard School Code of Conduct. A hard copy of the handbook can be made available upon request.

Serious behavior that affects other students, instructors, or supervisors, such as, but not limited to, swearing, fighting, leaving the group, or refusal to obey directives of the instructors, will be handled in the following manner:

First Warning: Written notice of infraction requiring Parent/Guardian signature.

Second Warning: Parent, Staff/Student conference and possible temporary suspension.

Third Warning: Student will be dismissed from the program and fees are forfeited.

Any other discipline problems, as determined by the staff, may also be reasons for warnings or terminations. In very serious cases, suspension may be the first step.

MBS SUMMER INSTITUTE TERMS OF ENROLLMENT

By registering online for MBS Summer Institute, I agree to all of the following Terms of Enrollment:

Fees, Payments and Refunds

1. The tuition desposit is non-refundable.
2. All payments other than the tuition deposit are fully refundable until June 1, 2018.
4. No refunds will be issued after June 1, 2018.
5. There are no refunds due to illness, injury, absence, suspension, dismissals, withdrawals, or emergency closing.
6. Tuition deposit equal to 50% of the balance is due on or before April 15, 2018 to reserve spot in the Summer Institute.
8. All spots will be forfeited if registration fee is not received within two week, and deposit is not received prior to April 15, 2018.
9. All payments are due in full by May 15, 2018. If payment is not received, your space will be forfeited. Students with a tuition balance may not attend the program and no refunds or credits will be issued. There is a \$35 charge for all returned checks.
10. Changes to your registration may be made online without penalty at any point up to May 15, 2018 by contacting the Summer Institute Office.
11. All students must submit a Health Authorization Form and current immunization records prior to June 1, 2018. No student will be permitted to attend the Summer Institute without these forms.

12. Permission is granted for the student to participate in all activities including trips off campus.

Photography and Video

13. The Summer Institute may photograph and video students. These images may be used for brochures, websites, promotional, and/or advertising purposes.

15. No other photographs are permitted without specific authorization from the Summer Institute.

No Discrimination

16. The Summer Institute is committed to creating an environment that is open and inclusive to students from all backgrounds. Harassment and discrimination in violation of federal and state civil rights law is strictly prohibited.

Suspension, Dismissal and Denial of Enrollment

17. The Summer Institute reserves the right, in its sole discretion, to suspend or dismiss any student if his or her conduct violates the policies of the Summer Institute and/or is not in the best interests of another student or students, and no refunds or credits will be issued.

18. The Summer Institute reserves the right, in its sole discretion, to exclude any student from enrollment if the involvement of his or her parent(s) or guardian(s) is not in the best interests or is detrimental to the well-being of the Summer Institute or of any other student.

Termination of Agreement

19. The Summer Institute reserves the right to terminate this agreement at any time and for any reason with no penalty.

Governing Laws and Venue

20. This agreement shall be subject to and governed by the laws of the State of New Jersey.

21. Any dispute concerning, relating, or referring to this agreement, any representation concerning a student's experience, or the experience itself shall be resolved exclusively by binding arbitration in Morris County, New Jersey according to the then existing commercial rules of the American Arbitration Association and the substantive laws of New Jersey.

Changes of Terms, Rules and Regulations.

22. The Summer Institute reserves the right to make changes to its Rules, Terms, and Regulations in its sole discretion. Any changes to this document will be communicated to parents.

PAYMENT SCHEDULE

Payments for Summer Institute tuition and any additional fee programs for all weeks are due by May 15, 2018 to the Business Office. The Business Office is open Monday thru Friday, 8:00 a.m. to 3:00 p.m. Any questions about tuition, fees, or balance due can be directed to the Business Office by calling Cathy Meller at 973-539-3032. No refunds issued for any reason after June 1, 2018.

SIBLING DISCOUNTS

A 10% discount on tuition is available for the second child and 15% for the third child if all children are signed up for the full two-week program

ALTERNATE PICK-UP

If you anticipate that at any time during the program, the student may need to be picked up by someone other than the legal parent/guardian, the name of these individuals must be listed on your alternate pick-up form. Please inform the alternate pick-up to bring a valid photo identification with them at pick-up time.