



Parent-Student Handbook

Revised on July, 19 2023

Statement of Purpose and Scope

The Parent-Student Handbook provides the community with the expectations and policies that guide us. It is a living document, which means that it grows and changes as we ourselves grow and change. Expectations and policies in this Handbook are subject to immediate modification at the reasoned discretion of the Miller School of Albemarle's leadership.

Furthermore, the purpose of this handbook is to assist in creating the most effective relationship between parents, students, faculty, staff, and administration. It is the expectation of all members of the Miller School of Albemarle community to observe these guiding principles. The policies in this handbook apply on campus as well as during school sponsored events to all members of the Miller School of Albemarle community, as well as to all third parties such as visiting individuals who are not students, faculty, staff, coaches or administrators, including but not limited to guests and consultants. Conduct that occurs in the process of application for admission to a program or selection for employment is covered by these policies.

Please read the following pages carefully and take these expectations and policies to heart. The intent of policy is not to be arbitrary or impulsive. Policies emerge over time and serve as an effective way of enabling us to accomplish our goals and furthering the quality of life and trust in our community.

Nondiscrimination Statement

The Miller School of Albemarle does not discriminate on the basis of race, color, gender, sexual orientation, nationality, religion, or ethnic origin in the administration of its educational policies, scholarship programs, athletics or other school related programs.

The Miller School of Albemarle is fully accredited by the Virginia Association of Independent Schools and is a National Association of Independent Schools member.



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Mission, Values, and Philosophy

Our Mission:

We create opportunities for discovery and reflection by engaging our students' minds, hands, and hearts.

Our Values:

The Mind

- We are proud to be a small school where dynamic interactions between our teachers and students flourish into strong mentor-mentee relationships.
- We offer a challenging and structured curriculum through which students not only learn but love to learn.
- Our teachers excel at sharing their expertise with enthusiasm.

The Hands

- We bridge academic understanding with practical hands-on experience so that students gain knowledge as well as know-how.
- We inspire students through experiences where what they study comes to life and what they know can impact the world around them.
- With many student-initiated and student-run programs, our students have a hand in shaping the culture of the school.

The Heart

- We believe excellence can take many forms, and the first step toward excellence is discovering your passion.
- We encourage our students to shine as concerned leaders and devoted team players through civic-minded programs built on cornerstones of Honor and Service.
- With vibrant diversity, we come together in genuine fellowship. Our culture of respect empowers our students to become intelligent, brave, and just citizens.

Our Philosophy:

We believe education begins with community. Through meaningful relationships and experiences, Miller School of Albemarle students have the opportunity to discover and reflect on their authentic selves. Students are known and valued for who they are and their interests. This vibrant diversity brings our community together as we explore and learn alongside one another. Our curricula engage and challenge students to employ their minds, hands, and hearts in all facets of their education, giving them the tools to become independent thinkers and thoughtful problem solvers while preparing them for a complex world. Our students are empowered to live as resourceful, resilient, and compassionate people who innovate, lead, and inspire.

Traditions

Miller School of Albemarle is steeped in tradition and history. Many traditions have continued down through the years, among them:

- Respect for the School Seal in the foyer of “Old Main” by not stepping on it
- The privilege to use the Senior Stairs located in the Old Main foyer
- Senior Speeches
- Contributions of students to the beautification of our campus
- Student leadership on the Honor Board
- Student leadership as Resident Advisors in the dorms
- Awarding of “Lifer” cords to seniors at graduation: Teal cords for attending MSA 8 consecutive semesters; Teal and black cords for those attending MSA 10 consecutive semesters
- Painting the “Senior Rock”

The Miller School Song

Verse 1

‘Mid the mountains of Virginia
‘Neath the sky so blue
Stands our noble Alma Mater
Glorious to view.

Chorus

Lift the chorus, speed it onward
Now let joy and gladness rule.
Here’s to thee, our Alma Mater
Here’s to Miller School!

Verse 2

Rich the blessing she has given
Deep our debt of love
May we of her love and kindness
Ever worthy prove.

Chorus

Verse 3

Now we join our hearts and voices
Loud her praises tell
And to our dear Alma Mater
Bid a fond farewell.

School Colors

Bell Tower Teal and Upper Meadow Green

School Mascot

Maverick

Essential Elements of the Community

The Miller School of Albemarle's faculty and staff are devoted and well-educated professionals who champion the school's mission by engaging our students' minds, hands, and hearts on a daily basis. Supporting our faculty and staff are the school administrators and the Board of Trustees. Combined, each group serves as an essential element of the Miller School of Albemarle community.

Teaching and Residential Faculty / Staff

English Department

Andrew Eaton

Ph.D., Queen's University MFA, University of Virginia BA, Missouri State University

Anne Beckenstein

M.A., University of Virginia, BA, Dickinson College

Michelle Gottschlich

MFA, University of Virginia, BA, University of Indiana

Jay Kauffmann, Chair

M.F.A., Vermont College of Fine Arts, B.A., Vermont College of Fine Arts,

Rebecca LaVoie

M.Ed., Old Dominion University, BA, University of the Cumberland,

Fine Arts Department

Chris Celella, Chair

MEd, University of Virginia BA, Boston University

Al Hanson

M.A., Aeronautical Science, Embry Riddle Aeronautical University, B.S., Education, Oregon State University, B.S., Business Administration, Oregon State University, PME, Air Command & Staff College

Liz Herlevsen

BA, Ohio Wesleyan University

Tom Pallante

MFA, Radford University, BA, College of Wooster

History Department

Amanda "Detty" Audette, Chair

MA, Providence College. BA, College of the Holy Cross

Hampton Kennedy

MA, Norwich University. BS, Appalachian State University

John Morelos

BA, Crown College

Thomas Spivey

MA, University of Virginia. BA, University of Richmond

Ethan Troyer

BA, Boston University

Math Department

Abby Binter

BS. Ithaca College

Dounia Lazreq

MA, University of Virginia. BS, George Washington University

John Macdonald

BS, U. S. Merchant Marine Academy

Gina Mancuso

M.Ed., Liberty University, BA, University of Virginia, BS, University of Miami

Ralf Melis, Chair

MA, University of Phoenix BA, University of NC at Asheville

Science Department**Zac Culbertson**

BA, George Mason University

Tom Kotol

B.A., West Virginia Wesleyan College

Jessica Landseadel, Chair

BS, William and Mary

Cara Macdonald

MPT, West Virginia University BA, West Virginia University

Michael Scullin

MEd., George Mason University JD, Catholic University, MEA, George Washington University , BS, U.S. Naval Academy

Christine Zito

MAT, Ithaca College, BS, Rochester Institute of Technology

TBD -- engineering

World Languages Department**Mary Jo Burke**

MA, University of Virginia, BA, Union College

Inge Franco

BA, Johannes Gutenberg University

Vicki Laub

BA, SUNY Binghamton

Alex Lee

PhD. Florida State University; BA, Michigan State University

Jenette Reyes, Chair

BA, William and Mary

Health and Wellness Staff**Gene Donovan, Nurse**

MSN, University of Virginia, BA SUNY Binghamton

Julie Lanahan, Nurse

BS, James Madison University, Registered Nurse

Torie Knighton, Counselor

MEd, Liberty University BA, Mary Baldwin College

Old Main Residential Faculty**Tom Kotol**

B.A., West Virginia Wesleyan College

Jack Meriwether, Director

BA, Virginia Tech

Colby Summers

BS, Old Dominion University

Wayland Residential Faculty**Jessica Landseadel**

BS, William and Mary

Amanda "Dettey" Audette

MA, Providence College BA, College of the Holy Cross

Vicki Laub

BA, SUNY Binghamton

Additional Duty Members**Devin Crosby**

BS, Virginia Wesleyan University

Administration and Staff

The Miller School of Albemarle is organized into a number of departments, with areas of authority delegated to particular administrators, many of whom have the title “Director.”

Head of School

J. Michael Drude is the Head of School. As the Head of School he embodies the mission of the school and articulates the mission for all aspects of the school’s program. The head of school is the sole employee of the board of trustees and is responsible for the general oversight of all School departments and operations, coordinating all physical and programmatic improvements related to the school’s Strategic Plan, raising funds for the long-term capital improvements and short-term operational needs, acting as the sole spokesperson for the School, and coordinating strategic initiatives with the Board of Trustees.

Rachel Primm serves as the Assistant to the Head of School. Her primary duties include: management of the Head of Schools calendar, coordination and planning of Board Meetings and events, and oversight of the day to day operations in the Head of School’s office.

Assistant Head of School for Enrollment and Student Experience

Sam Hale is the Assistant Head of School for Enrollment and Student Experience. Sam leads a collaborative and coordinated all-school effort to convey Miller’s unique value to the marketplace in order to attract, enroll, and retain a mission-appropriate, diverse, and inclusive student community.

Institutional Advancement

Bradley Bodager serves as Director of Institutional Advancement which includes planning and oversight for the Development and fundraising at the Miller School of Albemarle. He works closely with all administrators and individual teachers in planning new programs and helping to secure funds for emerging programs.

Aimee Carter serves as Director of Development which includes leading the school’s Annual Fund campaign (Ring The Bell!), Alumni and Parent engagement and serves as a senior class advisor to introduce students to their time as alumni of The Miller School.

Kalista Pepper is the Donor Relations and Development Coordinator and coordinate gift management, general alumni communications and leads alumni social media as well as coordinates all donor and alumni events including the Bell Tower Society receptions and Alumni Reunions.

Business Office

Matt Benefield is the Director of Finance and Operations. It is his job to preside over the important financial operations of the School, from day-to-day activities to longer range planning regarding revenues, expenditures, and investments. The DFO develops a budget for each academic year, presides over the School’s Business Office, and works closely with all department heads in overseeing income and capital expenditures for the School.

Debbie Walton is the Business Office Manager who is in charge of accounts payable, accounts receivable, student billing, and student Blue Ridge Bank accounts.

Gerri Stewart is the Human Resources Manager. She oversees the School’s payroll and benefits programs.

Academics

Mary Jo Burke is the Director of Faculty and Curriculum. Her primary duties are oversight of the academic curriculum of the School and supporting members of the faculty. In addition, she serves as the person of final authority in matters involving the Honor and Discipline System.

Dettey Audette is the Director of the Student Success Center. She oversees the day-to-day operation of the Center and its services that include specialized learning and teaching support for all students and faculty.

Ellen Ewell is the Director of Academic Advising and Student Support. She oversees the academic support services and works directly with students who have learning style differences, liaising with their families and teachers to provide academic support. In addition, she evaluates student transcripts and coordinates the academic advising process.

Sarah Kent is the SSC Enrichment Specialist. She oversees internships, teaching assistants, and independent study work. She is the primary liaison between the SSC and College Counseling Office and coordinating summer enrichment opportunities.

Amanda Becker is our Learning Specialist. She teaches study skills classes, providing individualized academic support to students while developing learning strategies tailored to each student's particular learning style.

Christine Zito is our Student Support Specialist. Review educational testing reports and summarize recommended accommodations for each student in the Learning Strategies document. Keep records updated and accurate and solicit feedback from teachers working directly with these students.

Tom Pallante is our Dean of Students. His primary duty is to help students abide by our Code of Conduct and provide them with counseling on how that Code functions within our community. He works closely with the School Representative and the Honor Board.

Timothy Bradley is our Technology Coordinator. He oversees all servers, laptops and other equipment connected to the school's network. In addition, he is responsible for the school's phone systems, electronic locks, and gates. He provides support to faculty, staff and students.

Julie Hebert is our Database Administrator. She is responsible for managing, supporting, maintaining and developing school-wide database systems and for providing direct technical support to staff and students.

Rebecca Velasquez is our librarian. She is the point of contact for students and faculty who need support with our physical collection. She oversees the school databases and supports our community in their research.

Marketing and Innovation

Peter Hufnagel is Director of Marketing and Innovation. He is responsible for working closely with the Advancement and Admissions on the marketing and branding of the Miller School. Mr. Hufnagel is also involved in the development of new initiatives and programs that distinguish Miller from other schools and attract students from all over the world.

Operations

Chris Fortier serves as Director of Facilities. In this position, he is the person directly in charge of all building and grounds maintenance, new construction, housekeeping, and management of the 1600 acres of property owned by the School.

Robby McBride is the Associate Director of Facilities. As associate director he helps to facilitate date-to-date operations on campus.

Athletics

James Braxton serves as the Athletic Director and is responsible for scheduling all sports practices and games. He monitors daily sports practices and works with coaches on any matters dealing with our three regular sports seasons. In addition, he oversees all summer programs.

Zach Hunt is the Athletic Trainer. As the athletic trainer for the school, he works closely with the Athletic Director and the school nurse to ensure the safety of each student during sporting events and practices.

Campus Life & Student Experience

Nolan LaVoie is the Director of Campus Life and Student Experience. It is his responsibility to oversee all matters of student life: the advisory system, weekend activities, health and wellness, dorm life, and adherence to school policies.

Kathie Cason is the Associate Director of Campus Life and Student Experience. She is responsible for student SEVIS tracking and verification, as well as programming for weekend activities.

Antoinette Nelson is the Assistant Director of Campus Life and Student Experience. She tracks attendance for all students and handles all campus leave and transportation for residential students.

Admissions

Kane Kashouty is the Director of Admissions and works with Sam Hale to enroll mission-appropriate students, serves on our admission committee, and helps to plan and execute student recruitment efforts.

Stephanie Crosby is the Assistant Director of Admissions and assists in all facets of the Admission Office, from organizing student ambassadors and assisting with application questions, to touring prospective families and representing MSA at local and regional events.

Campus Safety

Marc Brake is the Campus Safety Coordinator. He is responsible for monitoring the campus and providing oversight of safety and security programs, to include drills, policies and procedures, and training.

College Counseling

Dr. Hugh Meagher, as Director of College Placement, works with students and families in the College search, application, and selection processes. He also plans and coordinates preparation for and the taking of standardized testing related to the college application process (PSAT, SAT, ACT, and TOEFL).

Registrar

Karen Teal serves as the registrar for the School. She oversees the maintenance of academic records, fulfills records requests, and prepares transcripts for seniors during the college application process. In addition, she serves as the testing coordinator for PSAT and AP exams.

Board of Trustees

The Board of Trustees is the governing body of the Miller School of Albemarle. It is made up of individuals who volunteer their time, talent, and treasure for the betterment of the School. The board is responsible for adopting the school's mission, vision, and strategic goals and ensuring proper policies and plans are in place to reinforce them. The board is also responsible for being good stewards of the school's resources so it can carry out its mission.

2022-2023

Board of Trustees

Joel Mangham, Chair P
Kay Neeley, Vice-Chair P
Lindsay Barnes P: Lindsey P
J. Michael Drude, President, Secretary, and Head of School P
Bill Evanow P
Sarah Hormel Everett P
C. Hill Ewald P
Wade Hampton, Treasurer P
John Maddux
Larry Mellinger
David Mitchell P
Mark Krebs P
Ravi Respeto P
Randy Rinehart
Jeff Sanders P
Ben Skipper '99, P
Preston Stallings '53

The Academic Program

The Advisory System

Purpose Statement:

Student Advising

At Miller School of Albemarle, our advisory program is committed to providing a transformative experience that empowers and guides our students on their unique journey as they work to develop their minds, hands, and hearts.

This is first and foremost done by cultivating strong, meaningful relationships between advisors and students, creating a supportive and inclusive environment where every student feels known, valued, and inspired to reach their highest potential. Through weekly advisory sessions, seated lunches, and personalized one on one meetings, we strive to foster a sense of belonging, self-discovery, and resilience that prepares our students for success in college, career, and life beyond.

By offering an advisory curriculum tailored to the unique needs of our students, we aim to provide them with the tools, resources, and guidance necessary to navigate the academic and social rigors of our college-preparatory program.

Advisory Meeting Times: *(all meeting times are required, and students should stay for the entirety of the period)*

Monday:

9:50 am - 10:10 am: Advisory Time

Tuesday:

9:50 am - 10:10 am : Assembly

11:30 am - 12:25 pm Advisory Lunch (L1-11:30 am - 11:55 am/ L2 - Noon - 12:25pm)

Thursday:

9:50 am - 10:10 am : Assembly

11:30 am - 12:25 pm Advisory Lunch (L1-11:30 am - 11:55 am/ L2 - Noon - 12:25pm)

Friday:

9:50 am - 10:10 am : Assembly

11:30 am - 12:25 pm Advisory Lunch (L1-11:30 am - 11:55 am/ L2 - Noon - 12:25pm)

Academic Advising

The members of the Student Success Center team share academic advising responsibilities for all Miller School students. Each student will be assigned a primary academic advisor with whom the student will develop an academic success plan that will guide their course selections and academic activities at Miller School.

Course schedules are designed with the individual student in mind. Course selections can and should highlight a student's particular interests, talents, and strengths, but students are encouraged to challenge themselves to explore new areas and improve existing skill sets. First choices are honored whenever possible. The course selection process takes place each spring when students and parents meet with their academic advisor and review the student's long range academic plan. Academic advisors guide students through the process, taking into account a variety of factors including academic performance, subject interests, personal goals, and college/career plans. While students can and should discuss their schedules with their faculty advisors, academic advisors will ensure a holistic selection process and a schedule that works for the student.

College Counseling

Our Director of College Placement guides students through the college search and application processes. The Director of College Placement works closely with the Student Success Center team to ensure that students will achieve their desired post-high school goals.

In the 10th grade, students take the PSAT, the practice exam for the initial Scholastic Aptitude Test (SAT). Students who intend to apply to one of the military academies such as West Point, the Naval Academy, etc. should know that this process begins in 10th grade. It is also critical that such applicants attend the various "Service Academy Days" that Virginia's congressional representatives host. Please speak with the Director of College Placement to plan this attendance.

Eleventh-grade students take the PSAT again, which is also used to determine National Merit Scholar qualification. Juniors are encouraged to take both the SAT and the ACT during the spring to determine which College Board test suits them best. Most college admission committees will accept either test.

International students should take the TOEFL test as early as possible. The TOEFL is a measurement of their proficiency in English and is required by nearly all American universities. Selective colleges generally require an IB TOEFL score of 100. International students are required to report TOEFL scores to the school whenever the test is taken so that a student's progress in English may be monitored.

College Application Process

The Director of College Placement is here to help and to facilitate, but students and parents are expected to do their part in a timely, thorough, and accurate manner. Keep in mind that planning and organization lead to the best college choice and a smooth application process. Deadlines are important and should be met.

The Miller School of Albemarle uses Naviance application software to facilitate the application process. The Director of College Placement will assist the student in setting up this account as well as a College Board account. Furthermore, the Director of College Placement schedules meetings with students to discuss the college application process and to aid the student and family in selecting colleges and universities that are a good fit for the student.

Also, the Director of College Placement posts a highly informative [College Counseling Handbook](#) on the School's web page. It is located under the Academics tab. Click on "College Placement," and then scroll to the bottom of the page where the link to the handbook is found. This handbook is very helpful in directing the search and application process.

The Director of College Placement schedules meetings on campus with admissions representatives from various colleges and universities. In addition, students and their families are encouraged to visit prospective choices during school vacations. Finally, be advised that some schools grant interviews to an applicant only during their junior year or during the summer preceding the student's senior year.

Graduation Requirements

The following courses meet the requirements for the Miller School of Albemarle diploma:

4 credits	English (four core literature courses/no more than one per year)
4 credits	History & Social Sciences (three credits must be history courses, including one government course. The fourth credit can be either a history or social science course.)
3 credits	Mathematics (must complete through Algebra 2)
3 credits	Science (Biology and Chemistry are required)
3 credits	World Languages (at least 2 credits must be consecutive courses in the same language)
3 credits	Fine Arts
8 credits	Electives*
4 credits	Physical Education (completed through participation in mandatory athletics)

*After requirements have been satisfied in a subject area, additional courses taken in that subject area can fulfill the elective course credit requirement.

- ❖ A minimum of 32 credits are required for graduation (20 core academic credits, 8 elective credits, and maximum of 4 PE credits)

The successful completion of a Senior Speech is required for a diploma.

Early Graduation

The MSA curriculum is designed to be completed over a full four years in order for a student to gain the maximum benefit. Should a rare circumstance arise that requires a student to complete the program at an accelerated pace, the following policies apply:

- A student must submit an early graduation request **no later** than December 1st of their junior year.
- Students are expected to complete all of Miller's credit requirements.
- The academic advisor will meet with the student and family to discuss the request.
- A review panel including the faculty and academic advisors, the college counselor, and athletic coaches (if appropriate) will meet to discuss the student's situation.
- The Academic Team and the Head of School will review the request and make a final decision.

NCAA Athletic Eligibility

Some of our students are interested in playing Division I athletics at the collegiate level, and therefore must be declared eligible through the NCAA Eligibility Center. Parents are responsible for ensuring their child is registered with the NCAA Eligibility Center by the start of the junior year and that the child meets all eligibility requirements. Students should make their academic advisor aware of their interest in playing Division I athletics, so that the goal can be incorporated into the Student Success Plan and credit requirements closely tracked.

According to recent NCAA rule changes, students who have repeated a year during high school face unique academic requirements to become eligible for NCAA Division I athletics. In short, they must complete 16 core course requirements in their first 8 semesters in high school. Thus, in order for a repeat high school student to be eligible for Division I NCAA athletics from the Miller School of Albemarle, the student must do one of the following:

- Qualify for the NCAA's Early Certification Program, available only to students who have repeated their 11th grade year.
- Receive a waiver from their college or university after college matriculation.
- The school will not make changes to individual course schedules outside of its core academic scope and sequence to satisfy NCAA eligibility requirements.

Curriculum: Five-Year Academic Plan

Subject	8 th Grade	9 th Grade	10 th Grade	11 th Grade	12 th Grade
English (4 core literature courses, one per year)	Humanities 8 (integrated English & history, all year course-2 credits) Intro to Creative Writing	English 9 (Literature, Citizenship & Society) Intro to Creative Writing Professional Writing	English 10 (World Literature) Intro to Creative Writing Film Analysis Professional Writing	English 11(American Literature) AP English Language & Composition Creative Writing Film Analysis Philosophy, Religion, & Ethics Professional Writing	English 12 (The Art of Reading, Thinking, Writing, & Speaking) AP English Literature & Composition Creative Writing Film Analysis Philosophy, Religion, & Ethics Professional Writing
History & Social Sciences (4 courses, 3 history incl. Government & Civics, 1 additional course in either history or social sciences)	Humanities 8 (integrated English & history, all year course-2 credits) Virginia History World Religions	Human Civilization Virginia History World Religions	World History *AP World History Intro to Economics Psychology * (World History prereq.)	US History Government & Civics AP World History AP US History AP US Govt & Politics AP Human Geography Intro to Economics AP Macroeconomics Psychology AP Psychology Student Leadership	US History Government & Civics AP World History AP US History AP US Government & Politics AP Human Geography Intro to Economics AP Macroeconomics Psychology AP Psychology Student Leadership
Math (3 credits, must complete through Algebra 2)	Pre-Algebra Algebra 1 Geometry Algebra 2	Algebra 1 Geometry Algebra 2 Algebra 3 Trigonometry Pre-Calculus Computer Programming	Algebra 1 Geometry Algebra 2 Algebra 3 Trigonometry Pre-Calculus AP Precalculus Calculus Statistics AP Calculus AB AP Calculus BC Computer Programming	Algebra 2 Algebra 3 Trigonometry Pre-Calculus AP Precalculus Calculus AP Calculus AB AP Calculus BC Statistics AP Statistics Computer Programming	Algebra 3 Trigonometry Pre-Calculus AP Precalculus Calculus AP Calculus AB AP Calculus BC Statistics AP Statistics Computer Programming
Science (3 credits, Biology & Chemistry are required)	Integrated Science and Study Skills combined Intro to Engineering Sustainable Agriculture	Biology Intro to Engineering E4USA Applied Engineering Engineering Design in Arts Media Sustainable Agriculture	Biology Chemistry Physics Applied Engineering 1,2 E4USA Engineering Design in Arts Media Land Management Sustainable Agriculture AP Physics 1, 2 AP Biology AP Chemistry	Chemistry Physics Applied Engineering 1, 2, 3, Adv E4USA Engineering Design in Arts Media Astrophysics Land Management Sustainable Agriculture AP Physics 1, 2 AP Biology AP Chemistry DE Anatomy & Physiology DE Principles of Nutrition & Human Development	Chemistry Physics Applied Engineering 1, 2, 3, Adv E4USA Astrophysics Land Management Sustainable Agriculture AP Physics 1, 2 AP Biology AP Chemistry DE Anatomy & Physiology DE Principles of Nutrition & Human Development
World Language (3 credits) including 2 consecutive years of a language	French 1, 2 Latin 1, 2 Spanish 1, 2 Cultural Linguistics	French 1, 2, 3, Adv Latin 1, 2, 3, 4 Spanish 1, 2, 3, 4 Cultural Linguistics	French 1, 2, 3, Adv Latin 1, 2, 3, 4 Spanish 1, 2, 3, 4 Cultural Linguistics	French 1, 2, 3, Adv Latin 1, 2, 3, 4 Spanish 1, 2, 3, 4 Cultural Linguistics	French 1, 2, 3, Adv Latin 1, 2, 3, 4 Spanish 1, 2, 3, 4 Cultural Linguistics
Arts (3 credits)	Art 1, 2 Music/Singing 1, 2 Drama 1, 2	Art 1, 2, 3, Adv Ceramics Music/Singing 1-Adv Drama 1- Adv Photography 1, 2 Design Build 1, 2	Art 1- Adv Ceramics Music/Singing 1-Adv Drama 1-Adv Photography 1-Adv Design Build 1-Adv	Art 1- Adv Ceramics Music/Singing 1-Adv Drama 1-Adv Photography 1-Adv Design Build 1-Adv	Art 1-Adv Ceramics Music/Singing 1-Adv Drama 1-Adv Photography 1-Adv Design Build 1-Adv
Non-Departmental	Study Skills	Study Skills Internships Independent Study	Study Skills Internships Independent Study Life 101	Study Skills Internships Independent Study Teaching Assistantship Life 101	Study Skills Internships Independent Study Teaching Assistantship Life 101
Total Academic Credits 28 +4 PE	HS Credits Earned	Credits Earned 9th	Credits Earned 10th	Credits Earned 11th	Credits Earned 12th

Enhanced Learning Opportunities

Advanced Placement (AP)

The Miller School of Albemarle offers a variety of Advanced Placement (AP) courses for students who have developed the necessary skills to be successful in college level courses. Before a student can enroll in an AP course, the student must have demonstrated a high level of aptitude and performance in another course in that curricular area. Each academic department uses specified prerequisites for AP enrollment, and these might consist of placement tests, minimum overall averages, and course-sequence fulfillment.

The Miller School of Albemarle offers a variety of AP courses dependent upon student interests and available teaching faculty. **Student accounts are charged for the cost of AP exams, which is \$97 per exam. The College Board charges a \$40 fee for students who order the test late, cancel the exam, or take the test late.**

Dual Enrollment (DE)

The Miller School of Albemarle offers Dual Enrollment (DE) courses through a partnership with Piedmont Virginia Community College (PVCC). Students earn both high school and college credit through DE courses, which are taught on our campus by teachers who meet the educational requirements in their respective fields. Juniors and seniors who meet the prerequisites may enroll in these challenging college-level courses. DE courses are offered dependent upon student interests and available teaching faculty.

As with AP courses, DE courses allow students to challenge themselves with college-level content. Once a Miller student qualifies for a DE course, the student is enrolled officially as a PVCC student. A student ID is issued, and access is granted to all library resources, as well as online tutoring. The PVCC transcript is independent of MSA's transcript. On the PVCC transcript, courses taken appear as regular college courses (no "DE" status is listed). All DE courses count toward fulfilling the credit sequence for the MSA diploma, either as electives or as required courses.

DE fees are \$150/per credit hour and will be charged to student accounts. Most DE courses are 3-4 credit hours per semester.

Independent Study

Students often have intellectual, artistic, or career interests outside our normal curricular offerings. These students may apply for an Independent Study, which may be designed by the student in coordination with a member of the MSA faculty or an outside expert/scholar in the field.

A student may also elect to take a credit or noncredit course through approved online providers in the Student Success Center. An Independent Study awards elective credit. Specific information, including detailed guidelines for application and course credit requirements are available in the Student Success Center. There are a variety of reasons why an online course might be desirable. Some students may want to take AP courses not offered at MSA or they may want to begin earning early college credit from an institution. Sometimes, there may be a scheduling issue for a required course and, with approval from the Director of Academic Advising & Student Support, a distance course can be taken.

Please note that due to SEVIS requirements, international students are limited to one online course per semester.

Families are responsible for covering the fees associated with any online courses that students choose to take.

Internships

Internships provide real world experience to those looking to explore or gain the relevant knowledge and skills required to enter a specific career field. Internships are also an excellent way to begin building a network for the future. Interns must seek out and find a willing sponsor who assigns specific tasks and evaluates the intern's overall work. An internship receives elective credit. Specific information, including guidelines for application and course credit requirements are available in the Success Center.

Academic Accommodations

Families of students who have clinical evaluations with recommendations for accommodations may provide the report to the Admissions Office during the application process if they wish to receive accommodations. All reports will be reviewed by the Director of Academic Advising and Student Support or the Student Support Specialist.

Members of the Student Success Center work with the family, student, faculty, and staff to develop student success plans. Every effort is made to uphold the recommended academic accommodations. These plans are shared with teachers and appropriate staff so they are aware of how to best meet the needs of the student. Full reports are kept on file in the Registrar's Office and are confidential.

Standardized Testing Accommodations

Students with documented disabilities may be eligible for accommodations on standardized testing such as the PSAT/NMSQT, SAT, ACT, and AP Exams. In order to receive accommodations on standardized testing, a request must be approved by the testing organization.

If your student received accommodations through the College Board, or ACT, Inc. prior to attending the Miller School of Albemarle, *please make sure to notify the Services for Students with Disabilities (SSD) Coordinator at least two weeks before testing dates* to ensure the student receives the allowable accommodations.

Families with students who have a current Individualized Education Program (IEP) or a 504 Plan and who are new to the Miller of School of Albemarle need to contact the Director of College Placement and provide appropriate documentation if they wish to apply for testing accommodations. The approval process can take several weeks and must be completed well before test dates.

Please click [here](#) to go to the College Board's information page on documentation required for accommodations. Please click [here](#) for information about accommodations for the ACT exam.

Textbooks

Textbook lists are available for families on the Miller School website under the [Academics tab](#). Please refer to that document for correct titles and links to purchase texts.

Academic Integrity

Respect is the guiding standard of behavior for all classrooms at the Miller School of Albemarle. Classroom rules include, but are not limited to:

- Classrooms are centers of hard work and lively discourse. All students are expected to participate fully in class and to respect and honor the class rules and each other.
- Cell Phones should not be out in class. Teachers will ask that phones are either stowed out of sight and on silent or turned in at the beginning of class. . At times, teachers may allow usage for designated class activities.
- Unless deemed appropriate by the teacher, earbuds or listening devices are not approved for use during class and should remain out of sight.
- A student is expected to be on time to all classes and required school activities including but not limited to advisory time, lunch, assemblies, *et cetera*.
- Only a member of the Academic Team has the authority to excuse students from an academic activity.
- Classroom disturbances or inappropriate conduct in class will be dealt with by the teachers and, if necessary, by the Dean of Students.

Academic Grade Scale, Policy, and Reporting

Grade Scale

Grade scales are as follows:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D (lowest passing grade*)
59 and Below	F

A student who earns an overall average below a 60 does not demonstrate proficiency in the course and will not be granted credit.

Class Rank

With the exception of the naming of the valedictorian and salutatorian of the graduating class, students are not ranked. Applications for college admissions will state this policy. However, cumulative grade point averages are computed and reported for all application processes.

The valedictorian and salutatorian are determined by averaging the numerical grades for courses taken at the Miller School of Albemarle, as well as taking into account the difficulty of the academic course load. A student must have attended MSA for the final two years of their high school career to be eligible. In order to be eligible for this honor, the student must be present at graduation.

The determination of valedictorian and salutatorian, as well as the students with the highest average in each grade, will be made after grades have been submitted for the second triad of the second semester. For underclassmen, the difficulty of the academic course load is not a factor in determining the highest average, except in cases of a numeric tie.

Grading Policy

Teachers determine grading policies according to several factors such as the nature of the subject, the course's intended outcomes and skill sets, and the policies of their respective academic departments. Grading policies can be found in course syllabi which are distributed and discussed during the first week of classes.

Final grades for each semester are reported on a student's transcript.

Reporting

Report cards are issued to parents/guardians via email at the conclusion of each semester. Report cards include grades and written comments. Grades and comments can be viewed through MillerConnect, which is accessible on the school website under Resources.

Unless otherwise ordered by a court, each parent and all financially responsible parties for whom the school has current contact information will receive grade reports.

Specific questions about a particular grade should be addressed to the teacher of the course in question, and the advisor should be copied on the communication. Parents are encouraged to use email in contacting teachers and advisors, as they are only available by phone at limited times during the day. The Faculty/Staff Directory can be found on the MillerConnect portal and the [school website](#).

Transcripts

All requests for transcripts must be submitted to the Registrar, [Karen Teal](#), in writing, at least 5 days in advance of the date the transcript is needed. There is no fee for a reasonable number of transcript copies, unless requesting delivery other than via standard U.S. postal mail service. The fee for expedited delivery service will be billed to the responsible party. All outstanding accounts must be brought up to date with the Business Office before transcripts are released.

Transcripts and other school reports are provided promptly upon request of parents or guardians who have fully honored or are current in their financial obligations to the School.

Academic Probation

Each semester will be divided into three sections, or triads. If a student earns two or more “D” grades, or one “F” grade in a triad, the student will automatically be placed on Academic Probation.

The period of Academic Probation will last until the student makes marked improvements at which time their probationary status will be reassessed.

The Director of Academic Advising and Student Support enforces the Academic Probation procedures which include:

- Notification to the student’s family.
- No participation in away contests.
- Assignment to daily Office Hours.
- Assignment to Focused Study Hall (FSH) for boarding students.
- Weekly assignment to Saturday Morning Study Hall.
- Sustained Academic Probation may be grounds for withholding a student’s invitation to return for the next academic year and may have an impact on the continuation of financial aid.

If a student earns one grade of D in a triad or at the conclusion of the semester, they will receive an academic warning.

Academic Awards

Spring Honors is a time at which students are recognized for excellence as well as effort in their academic, performing, and creative endeavors. On a more daily basis, students are credited at morning assembly for smaller successes. Three times a year, after the conclusion of the sports seasons, awards assemblies are held to recognize athletic achievements. At the end of the school year, a special awards ceremony is held, at which students are honored for achievement in a variety of areas: academic, athletic, service, leadership, and student life.

Daily Class Schedule and Rotation

Daily Class Schedule

Office Hours*	8:00-8:25 am
A Period	8:30 am-9:45 am
Assembly	9:50 am-10:10 am
Maverick Period (fixed)	10:15 am-11:30 am
Lunch	11:30 am-12:30 pm
B Period	12:30 pm-1:45 pm
C Period	1:50 pm-3:05 pm
Office Hours	3:05 pm-3:35 pm
Afternoon programming	3:45 pm-5:00 pm

*Special schedules will be provided via MillerConnect to students, parents, and faculty prior to any half-day, special programming, etc.

Class Rotation

Miller School of Albemarle operates on a daily class rotation to enrich a student's learning experience in all courses. A sample of a weekly schedule is as follows:

	M	T	W	R	F
Period	Class	Class	Class	Class	Class
	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
1	A	B	C	A	B
	Advisory	Assembly	TAB	Assembly	Assembly
2	Maverick	Maverick	Maverick	Maverick	Maverick
	Lunch	Lunch	Lunch	Lunch	Lunch
3	B	C	A	B	C
4	C	A	B	C	A
	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

Attendance and Absences

All students are expected to attend all classes, assemblies, afternoon activities, and advisory lunches each day that school is in session. Teachers take attendance at the beginning of each class period, and advisors take attendance informally at assembly and lunch.

Any student who arrives after 8:30am or departs before 3:05pm must check in/out at the attendance desk. If a student needs to depart early from afternoon activities they should arrange with their coach or the athletic director.

Tardies

All students (day and residential) who are late to their first period class should report directly to the attendance office (OM room 10) to get a note for class. Each tardy will be recorded and documented by the teacher of each respective class. Once a student has accumulated a total of four tardies (5 to 30 minutes late), it will be the equivalent of one unexcused absence. A student who is late to class by more than 30 minutes is considered absent, not tardy.

Absences

Absences should be logged by the parent/guardian on the Absence/Tardy/Early Dismissal Form on the Parent Portal of Miller Connect. If unable to access Miller Connect please email or call the attendance office by 8:10 am or earlier on the morning of the student's absence. After the third day of an unplanned absence, a parent should provide an emailed note explaining the circumstances of the absence to [Antoinette Nelson](#), Attendance Coordinator, on the day that the student returns to class. All absences will be noted, recorded and tracked for each student. Students are expected to remain in good academic standing in spite of absences.

Per semester - Once a student has accumulated **five absences** (or absent equivalents) in a particular class a meeting will be scheduled with the parents and [Tom Pallante](#), Dean of Students, to discuss what is causing the inability to be in school or to arrive on time. When a student has accumulated **eight absences**, a follow up meeting will take place with the Dean of Students and [Sam Hale](#), Assistant Head of School, and a member of the SSC team to discuss the potential loss of academic credit for the class in question. If a student has **ten absences** for a particular class in one semester, they could potentially lose credit for the course.

Planned Absences

To obtain approval for a planned absence, parents/guardians must submit a written request to the attendance coordinator ([Antoinette Nelson](#)) **one week prior** to the absence. One week prior to departure, students must get all necessary signatures on the [planned absence form](#), as well as a list of assignments that they will miss and need to make up. Planned absence forms are turned in to Ms. Nelson three days prior to leave. Students should attempt to have all work completed upon return to school and be ready to take any missed assessments. It is the student's responsibility to see that all requirements regarding make-up work are fulfilled. For a planned absence, all work is due on the Monday following the student's return to school unless a plan has been arranged with the SSC. When appropriate, a student will be assigned to Saturday Morning Study Hall to complete their make-up work.

School-Related Absences

Absences incurred for a school-sponsored event, such as a field trip, performance, or an athletic event, will be recorded but counted as excused. If traveling for a Miller sponsored event a MSA staff member will help to coordinate academic work being missed.

Day Students Returning to Campus

All day students who come to campus outside of normal school hours (after 5:30pm) and on weekends must "Tile In" and "Tile Out" through the Orah App. Failure to do so could result in the loss of campus privileges.

Absences due to Non-Miller Events

If you are participating in an athletic event not associated with the Miller School of Albemarle which requires you to miss academic time, we encourage students be in good academic standing and exercise good attendance practices. The student must also submit to the Office of Campus Life and Student Experience a [planned absence form](#) and a leave request (if applicable) at least **one week** in advance of departure for the event. All work is due on the Monday

following the student's return to school. When appropriate, a student will be assigned to Saturday Morning Study Hall to complete their make-up work.

Illness at School

If a student wishes to go to the infirmary, the teacher will call the school nurse. If the teacher cannot contact the nurse, the teacher will then call the Office of Campus Life and Student Experience. When appropriate, the nurse or designee will send a signed slip for the student's re-admittance to class or study hall. Should the nurse deem it appropriate for the student to go home, a parent will be called, and the student will sign out with the attendance coordinator. If no parent can be reached, the student may remain in the infirmary at the discretion of the nurse.

Day students who require more than a class period of infirmary care will be asked to have their parent or guardian pick them up for the remainder of the day.

If the nurses notice a pattern of frequent infirmary visits or if a student frequently comes to the infirmary during a particular class(es), they will notify the parent, the School Counselor, and the Dean of Students.

College Visits

College visits can qualify as planned absences. However, residential students are not allowed to visit local colleges for unsponsored or unsupervised weekend visits. The student must fill out both a college visit form and a planned absence form **one week prior** to the visit. Absences will not be excused if the visit hasn't been approved by the Director of College Placement.

Impact of Absences on Participation in Afternoon Programming

Any student (day or residential), who is absent or who missed classes due to being in the infirmary for two full class periods may not participate in any athletic or afternoon program event taking place that same school day. Upon consideration of the nature of the absence, the administration may grant exemptions.

Dismissals For Scheduled Appointments or departing during the day

When the Assistant Director of Campus Life receives a MillerConnect note, email, or phone call from parent/guardian to dismiss their students for a scheduled appointment during the school day, the student must report to the Assistant Director of Campus Life/attendance office before departing. Upon return, the student must check back in to receive a pass to class. Any student who departs during the academic day must check in and check out with the attendance office.

Making Up Work

If an assignment is not submitted or an assessment is not completed due to an absence, it is the student's responsibility to see that all requirements regarding make-up work are fulfilled. If there is an extended absence, all work is due on the Monday following the student's return to school. When appropriate, a student will be assigned to Saturday Morning Study Hall to complete their make-up work.

Recurring Attendance Issues / Extensive Absences

Attendance is tracked by the [Assistant Director of Campus Life](#) in the Office of Campus Life. If a student has five absences in a semester, either across the board or in individual courses, then parents will be notified by the Dean of Students. A conference will then be held to make a plan to improve future attendance. If the pattern continues and a student reaches ten unexcused absences, they will be at risk of not receiving academic credit for the course(s) impacted.

School-related absences will not count in this calculation, but students who know they will be absent frequently should plan carefully to minimize other absences when possible. Exceptions can be made for medical reasons or other extenuating circumstances. These will be considered by an administrative team consisting of (but not limited to) the Dean of Students, the Director of Faculty and Curriculum, as well as the Assistant Head of School for Enrollment and Student Experience. In these situations, parents/guardians must submit a written request and/or meet with administrators to explain absences – preferably well in advance of absences, so that an action plan can be formed.: [Planned Absence Form](#)

Office Hours

Office hours are held in a teacher's classroom at the start and end of the academic day. Teachers are available for support and to answer student questions. The teacher or members of the Student Success Center may require a student to attend office hours for a multitude of reasons, including but not limited to: make-up work, homework, and assessments. If there is a pattern of missed office hours, teachers will then speak with the student and notify the parent/guardian, the Student Success Center, and the Faculty Advisor.

Academic Day Study Hall

Study Hall is an opportunity for students to work earnestly in a quiet study environment. It is a time to engage in academic assignments only. Non-academic activities are not permitted during Study Hall. Students should come to Study Hall with the materials needed to use this time effectively. Students are allowed only one study hall per year, unless approval for a second study hall is granted by their academic advisor and parent/guardian. A student's academic or athletic schedule should merit the need for a study hall. Study Halls will be held in the proctor's designated classroom or space; the Student Commons is not available for use during study halls. Study Hall proctors will provide comments at the end of each triad about the student's effective use of time and students will receive a pass/fail for the course. Attendance in Study Hall is mandatory. Students are expected to attend Study Hall regardless of what period it falls in the day. A pattern of misuse of study hall time or excessive absences from study hall may jeopardize the students' opportunity to take study halls in future semesters.

Evening Study Hall

Evening study hall is a requirement for residential students. Evening Study Hall is an opportunity for students to complete academic work. It runs Monday-Thursday from 7:30-9:00 pm.

Students on senior privilege are given more flexibility during Evening Study Hall.

Focused Study Hall

New and returning students may be assigned to the Focused Study Hall (FSH) by the Director of Academic Advising & Student Support. Members of the Student Success Center supervise the Focused Study Hall, which runs Monday-Thursday from 7:30pm-9:00pm. Focused Study Hall is an opportunity for students to complete work in a structured, accommodating environment with support.

Library

Students may check out books for three weeks. Books may be renewed as needed if someone else has not reserved them. Materials that are lost or destroyed will be charged to the student's account for the cost of replacing those materials. If a book is lost, it should be reported to the librarian immediately.

Students who wish to use the PODs located in the library must sign up for a date and time with the librarian.

Teachers or student groups who wish to use the conference space in the library need to sign up for a date and time with the librarian. Likewise, teachers who wish to bring their class to the library need to sign up ahead of time with the librarian.

The Student Commons are available for use before school, during TAB, lunch, and after school.

Students may sign up to study in the library during evening study hall. A sign-up sheet is available in the dining hall when students check in with the duty team at dinner.

Student Success Center

The Student Success Center (SSC) provides a supervised space where all students' academic needs and strengths are supported.

Opportunities for individual growth and success are supported by the Success Center as it provides a home-base for students pursuing internships, mentorships, independent studies, and distance-learning. Teachers can also enlist the help of Center staff in creating and delivering differentiated learning plans and assessments.

In the Center throughout the day, and during evening and Saturday Study Halls, students can receive on-site coaching in organization, study skills, presentation and more. Other academic support is provided via the Center's writing center and peer tutoring. Additionally, support is given to those with diagnosed learning disabilities through targeted academic accommodations and standardized testing accommodations.

Individualized Learning Opportunities

The Student Success Center staff arranges and oversees individual enhanced learning opportunities such as independent studies, internships, and distance-learning courses. For more information, please refer to the [Course Descriptions 23-24 document](#).

The SSC also provides resources for students who would like summer opportunities for enrichment as well as guidance during the college exploration process.

Peer Tutoring

The Success Center staff coordinates peer tutoring. Peer tutoring is a research-supported strategy in which students work together to practice and master academic skills or concepts. The Miller School of Albemarle peer tutors are motivated students confident in their understanding of content and in their personal academic skills. Building on their enthusiasm to work with other students, the Center staff trains peer tutors in the basics of instruction. Some peer tutors intern as teaching assistants and serve as the primary peer tutor for certain subjects.

Study Skills

The study skills course is designed to help students acquire study skills that set them up for academic success and lend support for coursework, if needed. The small size of study skills classes provides time for individualized attention. Getting to know each student's strengths and challenges allows study skills instructors to tailor instruction, find methods, approaches, and resources that best meet the needs of the individual student. Study skills instruction is also embedded in MSA's 8th grade curriculum, setting students up for success as they prepare for high school level work.

Academic Call Back

Students who are missing assignments during the first two classes of the day can be assigned to Academic Call Back (ACB) during their free lunch period. Students may also use this time to make up tests and quizzes.

Academic Call Back is held in the Student Success Center Monday- Friday. Attendance is taken and Center staff are available to assist students as needed. Students who exhibit a pattern of missing ACB will be referred to the Dean of Students.

Saturday Morning Study Hall

Any students, day or boarding, who have missing assignments, are underperforming, received an academic warning, or are on academic probation, will be assigned by their teacher or the Director of Academic Advising and Student Support to Saturday Morning Study Hall (SMSH). Students and parents will be notified by Thursday evening if a student is assigned to the upcoming SMSH. Student Success Center staff as well as peer tutors will be available to provide academic support. Students should arrive on time and bring all needed materials with them to complete their assignments. In addition, SMSH provides opportunities for student-led study groups (e.g. class projects) and also a place for drop-in help for all students.

Focused Study Hall

New and returning students may be assigned to Focused Study Hall (FSH) by the Director of Academic Advising & Student Support or Student Support Specialist. Members of the Student Success Center supervise the Focused Study Hall, which runs Monday-Thursday from 7:30pm-9:00pm. Focused study hall is an opportunity for students to complete work in a structured, accommodating environment with support.

Student Programming and Organizations

Community Engagement

A core value of the Miller School of Albemarle is service to the community through non-profit partnerships, active in participation in community engagement, and helping others. Volunteerism is substantive and focused on meaningful engagement rather than a simple accumulation of hours. This is accomplished through myriad service opportunities that are sponsored by the Student Success Center, the office of Student Experience, Athletics, and classroom teachers.

The Heart: We encourage our students to shine as concerned leaders and devoted team players through civic-minded programs built on cornerstones of honor and service.

At Miller, service is a part of the fabric of our school community. Opportunities to volunteer both on and off campus are provided throughout the school year and all students are encouraged to align efforts with their interests as groups work to fulfill their service projects.

The Hands: With many student-initiated and student-run programs, our students have a hand in shaping the culture of the school.

Students not only have an opportunity to shape the culture of the school through on-campus service projects, but can use their initiative to the benefit of our local or national community.

The Mind: We offer a challenging and structured curriculum in partnership with the Student Success Center which students not only learn, but love to learn.

Service can provide students with the opportunity to learn new skills and engage in intellectual pursuits with like-minded members of the Charlottesville community. Partnerships with local organizations like the African-American Heritage Center, the Virginia Festival of the Book and others, allow students to learn new skills while helping to plan community events.

Afternoon Programming

Afternoon Programming for the Miller School of Albemarle consists of several activities, such as drama, yoga, engineering, and traditional sports. Students are awarded two Physical Education credits upon the successful completion of six seasons of afternoon offerings. Our accreditation permits us to do this by student's participation in physical activity. We strive to offer our students the opportunity to become more well-rounded young adults through instilling the values of dedication, self-discipline, and perseverance.

All students must submit a physical examination each year, and copies of all medical forms, inoculations, and Registration/Medical Update to the medical office before participating in afternoon programming, including practices or games.

Students in grades 8, 9, and 10 are encouraged, but not required to participate in multiple sports during their years at Miller School of Albemarle.

A student may be excused from an afternoon program or sport practice or game with written permission from the Athletic Director or the Dean of Students. On occasion, a student may be excused by another administrative authority, as well as the school nurse or athletic trainer. If a student is absent from two classes of the academic day due to being in the infirmary, the student is not to participate in any afternoon program or sport taking place that same school day.

Students are responsible for returning uniforms, sweat suits, and equipment issued specifically to them (not someone else's) within 3 days of the close of a season or afternoon program. Items not returned will result in a \$100.00 fee plus the replacement cost for the uniform(s) and/or equipment.

NCAA Athletic Eligibility

Some of our students are interested in playing Division I athletics at the collegiate level, and therefore must be declared eligible through the NCAA Eligibility Center. Parents are responsible for ensuring their child is registered with the NCAA Eligibility Center by the start of the junior year and that the child meets all eligibility requirements. Students should make their academic advisor aware of their interest in playing Division I athletics, so that the goal can be incorporated into the Student Success Plan and credit requirements closely tracked.

According to recent NCAA rule changes, students who have repeated a year during high school face unique academic requirements to become eligible for NCAA Division I athletics. In short, they must complete 16 core course requirements in their first 8 semesters in high school. Thus, in order for a repeat high school student to be eligible for Division I NCAA athletics from the Miller School of Albemarle, the student must do one of the following:

- Qualify for the NCAA's Early Certification Program, available only to students who have repeated their 11th grade year.
- Receive a waiver from their college or university after college matriculation.
- The School will not make changes to individual course schedules outside of its core academic scope and sequence to satisfy NCAA eligibility requirements.

Student Organizations

Student Government Association

Education encompasses more than just classroom learning. It is the Miller School of Albemarle's intent to help our young students develop their leadership potential and to practice those skills which will guide their success after graduation. Students elect a Student Government Association President, Vice President, Secretary, and Treasurer.

These officers facilitate the exchange of information between the student body and the School Administration. The SGA meets with the Office of Campus Life and Student Experience weekly and is called upon at morning assemblies for any announcements that need to be made by the SGA.

National Honor Society

Members of the National Honor Society must meet specific eligibility requirements based on the criteria of scholarship, service, leadership and character. In order to apply for membership, students must have earned a scholastic average of 90% or higher during the most recent semester at the Miller School of Albemarle. In addition, students must document their leadership roles in both the classroom and in extracurricular activity and their service to the school and community in their application. Selection for membership in the National Honor Society is made according to the by-laws of the National Honor Society and the faculty and administration at the Miller School of Albemarle.

Student members must adhere to our school standards of honor and discipline. Each student must model the membership criteria of scholarship, leadership, and character.

Establishing a New Organization or Club

Students are encouraged to propose and form clubs and other organizations. Clubs must have a faculty sponsor and must be approved in advance by the Director of Campus Life and Student Experience.

To form a club, refer to the following instructions:

1. Complete the New Organization or Club Form in its entirety. This form can be found in the Office of Campus Life & Student Experience.
2. Submit the form to Kathie Cason for review and approval by both the Office of Campus Life and the Director of Faculty and Curriculum.

Fundraising Guidelines

The Miller School of Albemarle allows fundraising to benefit the campus, students, and outside charities/service organizations. Fundraisers are encouraged as a way of raising money to fund events for donations that will serve our campus, the student body, or the community. We encourage fundraising efforts that are focused on service at any level – whether local, national, or global.

Any fundraising by a class or organization on campus must be coordinated through the Office of Campus Life & Student Experience. A class or organization will need a faculty sponsor for the fundraiser. A fundraising form should be submitted **at least one week** in advance of the event and permission must be granted for the fundraiser prior to any announcement being made in assembly or fliers being posted on campus.

Student Services

Health and Wellness

The Student Health Center is staffed by nurses on premise from 7:30 a.m. until 10:00 p.m. The nurse on duty may be reached on weekdays by calling the School at (434) 823-4805 Ext. 1055. Please contact the duty team after hours and on the weekends.

The Miller School of Albemarle Student Health Center is comprised of the Infirmary and the Clinic. Students report to the Clinic to receive daily prescription medications and are expected to do so outside of class time. Students also go to the Clinic to be evaluated when they are ill, injured, or have any health questions or concerns. Students who are not able to attend classes or athletics due to illness will be required to stay in the Infirmary. If a student checks into the Infirmary and remains there for more than two full class periods, the student must remain under the nurses' care during athletics. If a student is in the Infirmary for any length of time the student may be restricted from competitive events, evening activities, or trips. Students may not check themselves into the Infirmary and may only stay or leave with the nurse's permission.

All new and returning students should have the following on file and completed each year:

- Registration/Medical update form.
- Proof of health insurance or copy of insurance card.
- Current physical record.
- Personal medical history.
- Immunizations records showing that all immunizations are up-to-date.

If these forms are not on file, school policy prohibits students from participating in any athletic activities, any extra-curricular activities, or trips occurring off-campus until required forms are received.

If residential students are referred to medical specialists for any reason, these appointments will be scheduled by the nurse and transportation will be arranged for a fee. Parental permission will be obtained before the student goes to these appointments.

Parents are encouraged to make arrangements for appointments and transportation during holidays and weekends whenever possible. If transportation is provided the charge is \$50 for appointments in Crozet, and \$75 for appointments in Charlottesville. Student accounts will be billed for these charges.

Medication Policy

All prescription medications will be kept in the Clinic. The label on the medication container must match exactly the doctor's prescription requiring how medication is to be given. If there is a change in direction as to how the medication is given, a change order on letterhead signed by the prescribing physician is required. A fax is acceptable. No change order for Class II medications are taken verbally. A written prescription is required for Class II medications, and only the original may be filled at a pharmacy.

Any medications sent by mail should be to the attention of the Miller School of Albemarle Nurse. Over the counter medications are kept in secure areas in each dorm and will be dispensed and taken by the student in the presence of the nurse or an adult. Students are not permitted to keep medicines in their possession.

Bedtime and weekend medications are packaged and dispersed by the nurse or a member of the duty teams.

Prescription Medications: For insurance purposes, it is often most economical for parents to fill the prescription at their home pharmacy or via mail order. A school nurse will notify you at least one week before the refill is needed. If you are unable to fill a prescription, a school nurse can fill it at Parkway Pharmacy in Crozet (434-823-6337). However, we must have the prescription and current insurance information. Medication costs

and a charge for picking up prescriptions will be billed to the student's account.

Student Injury

The School reserves the right to prohibit, restrict, or limit a student's participation in any event if there is injury or illness which may negatively impact the safety or well-being of the individual student, the School community, or those against whom the student may compete. Parental permission for participation when injured does not require the School to allow such participation.

Concussions

Any student-athlete suspected of having a concussion will be removed from play immediately and not allowed to return to sport until being evaluated and cleared by a licensed healthcare professional. Academic accommodations are also available to student-athletes who are recovering from a concussion. For a student-athlete to return to unrestricted sports activity the student must not receive any academic accommodation as a result of the concussion. They must also be cleared by a licensed healthcare professional and complete a gradual return to play program. Further information about Miller School of Albemarle's concussion policy can be found on the school website. Any questions or concerns can be directed to the Athletic Trainer.

Privacy and Confidentiality

It is the responsibility of all Miller School of Albemarle personnel, including but not limited to, employees, medical staff and other professionals to preserve and protect confidential student information whether in hard copy, file, oral, or digital form.

Age of Majority

As a school serving 8th through 12th grade students, some MSA students may attend school after their 18th birthday. Parents and their students understand that MSA, in its discretion, will treat its students over the age of 18 as minors with respect to communicating with their parents about grades, discipline, health and all other issues the school feels are appropriate for parent communication and involvement.

Blue Ridge Banking

Miller School, in partnership with the [Blue Ridge Bank](#), provides debit cards to Miller School students if desired. Each Miller student with appropriate identification (passport, driver's license, student ID) is allowed to open an account with a debit card which the student owns, but **can be supervised by the business manager at Miller School**. The business manager can access student account statements and balances, help students manage their money, and facilitate cash deposits to the card. Upon graduation, the relationship with the Miller School of Albemarle is severed and the card becomes a normal private account.

VISA debit card features:

- No monthly service fee.
- No minimum balance requirements.
- Free online banking and bill pay.
- Free mobile banking.
- Free statements.
- Up to \$20.00/month refund of any banking fees incurred at ATMs.

Ways to transfer funds to student debit cards:

- Transfer money instantly via a transfer service such as [Zelle](#), [Venmo](#), or [Google Pay](#).
- Wire money to a student's debit account (please contact the [business office](#) for wiring instructions).
- Mail checks to be deposited directly to the student's account via the mobile banking app.
- Send cash deposits to the business office to be deposited to the student's account.

An ATM is available in the Bistro for students to withdraw cash when needed.

Religious and Spiritual Life

The Miller School of Albemarle recognizes the religious and spiritual lives of families and students. Religious absences are approved through the Office of Campus Life and Student Experience. Prior to any absence, please provide written notification so that proper attendance may be recorded.

Any student that practices religious dietary restrictions are encouraged to inform the Office of Campus Life & Student Experience. The office will work directly with the dining staff to provide practical and sustainable accommodations.

Community Expectations and Policies

Parent Expectations and Policies

The Miller School of Albemarle understands the relationships between families and the School are essential in fulfilling our mission and upholding our values. While the Miller School of Albemarle understands that families may use different methods to fulfill our expectations and policies, the School reserves certain rights when a family or family member does not meet the outlined expectations and policies.

The School may place restrictions as well as dismiss the family or family member from the community if the School deems appropriate. If any family member engages in behavior, communication, or interaction on or off campus, that is disruptive, illegal, intimidating, or reflects a loss of confidence in or disagreement with the School's policies, methods of discipline, instruction, or otherwise interferes with the School's safety procedures, responsibilities or fulfillment of its educational purpose, the School reserves the right to dismiss the associated student immediately and refuse re-enrollment.

As a part of the Miller School of Albemarle community, families participate in a joint role that helps students grow and mature. Parents are expected to encourage their students to address problems or inequities appropriately and independently. Parents are encouraged to allow students to learn to advocate for themselves and to learn to seek an adult on campus for academic, athletic or other assistance. Advisors are resources for your student for this purpose.

Shared Vision

As members of the Miller School of Albemarle community, parents agree to:

- Support the mission of the School, as well as understand and support the School's policies and procedures.
- Support the disciplinary process and understand the School's authority in such matters is final.
- Be supportive of our commitment to diversity and inclusion.
- Acknowledge that the payment of tuition is an investment in education.

Home Environment

As members of the Miller School of Albemarle community, parents agree to provide a home environment that supports the overall health of the student by:

- Creating a schedule and structure that supports the student's study and completion of academic requirements.
- Being aware of the student's online activities and use of social media as well as video gaming content.
- Encouraging integrity and civility in the student by serving as a role model.
- Encouraging the student's participation in events that promote high standards and actively discouraging participation in events that can lead to illegal or unacceptable behavior.
- Supporting the School through the Parents Association, volunteerism and attendance at school events.
- Becoming informed about the facts surrounding alcohol and drug abuse and abide by the following:
 - Do not serve alcohol to other students or allow young people to bring alcohol and/or drugs into your home.
 - Do not sponsor or condone student activities with limited or no adult supervision.
 - Support School programs and events that are a part of the Miller School of Albemarle's Health and Wellness Program.

Dual Households

As members of the Miller School of Albemarle community, parents agree to communicate in writing information about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a child from school, parent involvement in field trips or other issues, please provide the School information in writing. These situations can be stressful for parents and confusing for children, and your help in minimizing the school's phone calls to you for clarification is

very important. Unless otherwise ordered by a court, each parent and all financially responsible parties for whom the office has current contact information will receive grade reports as well as other informational mailings and electronic communications during the year.

Please know the Miller School of Albemarle must abide by your student's legal name. If there is a legal name change, documentation must be provided.

Community Relationships

As members of the Miller School of Albemarle community, parents agree to participate in the formation and sustaining of community relationships built on communication, collaboration, and mutual respect by:

- Maintaining discretion regarding confidential information unless a case warrants a compelling reason or legal requirement that confidential information be revealed to the Head of School or appropriate outside authority.
- Helping build and maintain a positive School atmosphere by not participating in or tolerating gossip.
- Providing home environments that support positive attitudes toward the School.
- Treating each member of the community with respect, good will, and a collaborative approach.
- Acknowledging the value of the educational experience by making regular and timely school attendance a priority and by scheduling non-emergency appointments outside the academic day.
- Financially supporting the School to the best of one's ability.

Communication

As members of the Miller School of Albemarle community, parents agree to follow the expectations detailed:

- When parents contact the School without the student's knowledge, the School will need to address the issue directly with the student. The Miller School of Albemarle does not promise that we will maintain confidentiality about your correspondence.
- Although your student is important to us, issues and concerns take time to address. Please allow 24 hours for a response. Faculty and staff are not required to answer email over the weekend. If there is an emergency, please call the Old Main and Wayland numbers provided.
- Parent requests for placement with specific teachers or advisors cannot be guaranteed. Our administrators and faculty put much professional thought and effort into placing students into classes or advisory groups. We consider a variety of factors in student placements, including but not limited to gender, social, emotional, and behavioral needs. If you have specific concerns, please contact the [Director of Faculty and Curriculum](#) or the [Director of Academic Advising and Student Support](#).
- All communication between parents and any person at the Miller School of Albemarle should be professional, cooperative, and appropriate. If this type of relationship is not apparent, mediation may take place.
- Parents are expected to check the [Miller School of Albemarle](#) website regularly as well as Miller Connect.. Parents are also expected to review the weekly newsletter and any other notifying correspondence from the school.
- School closing announcements will be provided via email, MillerConnect, school website, radio, and local news outlets.

Student Conflict

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. Parents should never intervene or engage a child who is not their own in response to a dispute or concern involving their own child. Loud, angry, or aggressive language or actions will not be tolerated and will be subject to disciplinary consequences.

The School will typically investigate issues and question students without the parent's presence. This allows quicker resolutions to issues.

Payment of Tuition and Fees

The enrollment contract requires timely payment of tuition and fees. The School reserves the right to deny attendance to students whose accounts include overdue balances. Students may not participate in school-sponsored trips or activities until payments are brought up-to-date. The Miller School of Albemarle will withhold grades and transcripts. In addition, students may not be allowed to sit for final assessments or graduation.

Re-enrollment and Contract

The enrollment contract is issued annually to families and students in good standing at Miller School of Albemarle. Reasons that a student's re-enrollment contract may be withheld include, but are not limited to, excessive absences, failure to adhere to our code of conduct as outlined in the Handbook, academic probation, or a failure to meet financial obligations. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing. No student is permitted to re-enroll if there is an outstanding account balance from the previous school year.

Reclassification

The reason for repeating a grade must be based on compelling academic and/or social-developmental issues, not athletic reasons.

Students that are considering repeating a year are encouraged to do so when enrolling at Miller School of Albemarle. Students that are new to Miller and are considering reclassifying need to discuss this change and have it approved by both the Admissions committee and MSA's Academic Team.

If a student elects to reclassify after enrollment they must do so prior to the start of their 11th grade year and no later than March of the current school year. All decisions to repeat a grade are subject to review and approval by the Academic Team. In order to request a reclassification parents must submit a letter of intent to the Assistant Head of School for Enrollment and Student Experience and the Director of Academic Advising and Student Support.

Reclassified students are expected to take advantage of the additional time at Miller School of Albemarle by continually challenging themselves with advanced coursework through their final semester(s) at MSA. Students that receive financial aid may not be eligible to receive assistance for the reclass year.

Residential/Day Status: Request for Change

Every student is offered admission through extension of a contract, formally offered by Miller School of Albemarle, after careful review by the MSA Admission Committee of all student application materials, which are completed and certified by the applicant and their guardian/guarantor of the contract. Admission and entry by each student, in either residential or day status, is conditional according to the accuracy of completed application materials and the formal contract. Because many factors are in the composition of grade levels and the well-being of each member of the student population, any proposed modifications by a parent/guardian to a student's contract which pertains to changes in the student's residential or day status (during the academic year or at the conclusion of an academic year), will necessitate formal re-application and submission for review, and approval or denial, by the Admission Committee prior to any change.

Parents Association

The Parents Association is committed to promoting a strong sense of community through activities which support the faculty, staff, students and families of the Miller School of Albemarle.

As a parent/guardian of a Miller School of Albemarle student, you are automatically a member of the Parents Association. All members are strongly encouraged to become involved during the school year through volunteering or contributing financially to the Annual Fund. The Parent Association Dues is a one-time \$40.00 fee that is billed to students' accounts at the beginning of the year. This fee covers the cost of all activities that the Parent Association provides for the year. To volunteer or offer support, please contact the Director of Campus Life and Student Experience.

Code of Conduct

The Code of Conduct is a set of expectations and policies that we embrace as a community and serve as a guide for moral and character growth. Foundational expectations include:

- Respecting others and treating them with civility and kindness.
- Contributing positively to the community.
- Developing your fullest potential as a student and community member.
- Accepting responsibility for your actions and your choices.
- Conducting yourself at all times and in all ways as a credit to yourself and the School.
- Refraining from “deceptive behavior.”
- Using acceptable language and avoiding crass and vulgar language.
- Refraining from blatant disrespect or insubordination.
- Refraining from negative, disrespectful, and crude use of social media towards other community members.

The following sections continue to outline specific expectations and policies that are included in the Miller School of Albemarle’s Code of Conduct.

Behavioral Expectations Off-Campus

All students must uphold the expectations and policies of the Miller School of Albemarle at all times, including holidays and weekends. Residential and day students are expected to conduct themselves appropriately, whether on campus under the supervision of our staff and faculty or off campus without such supervision. Any behavior that is detrimental to the community will jeopardize your position in our School.

Healthy Relationships

The Miller School of Albemarle prohibits all forms of sexual conduct while enrolled as a student in this community. Furthermore, the Miller School of Albemarle aims to eradicate sexual and personal misconduct through education, training, clear definitions and policies, and serious sanctions for policy violations.

Many forms of sexual and personal misconduct are prohibited by federal law, including Title IX of the education amendments of 1972, and by the Commonwealth of Virginia statutes, and could result in criminal prosecution or civil liability.

Sexual Misconduct

The Miller School of Albemarle prohibits all forms of sexual misconduct. The School aims to provide clear definitions and policies, educate, train, and enforce clear consequences for policy violations.

Sexual misconduct includes a range of behaviors, including but not limited to, sexual harassment, sexual assault, intimate partner violence, stalking, and another sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing. Consent is defined as positive, unambiguous, and voluntary engagement in any specific intimate activity and throughout any intimate activity. Consent to some intimate activity does not constitute consent to all intimate activity, including sex. Consent can be revoked at any time during a specific encounter.

Consent is only properly engaged through direct communication, with verbal communication serving as the most appropriate and reliable form. Consent is not presumed or implied. Consent cannot be forced through threats, coercion, or force, nor can it be obtained from someone who is asleep or otherwise mentally or physically incapacitated. Mental or physical incapacitation is defined as lacking the ability to make or act on a thoughtful decision to engage in an intimate activity, including sex.

Making photographs, videos, or other visual or auditory recording of a sexual nature with or without consent constitutes sexual misconduct.

The Miller School of Albemarle’s policies and definitions apply to all members of the community, regardless of

their age, sex, or gender.

Sexual Harassment

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus. Sexual harassment includes, but is not limited to, the following examples:

- Name calling of a sexual nature.
- Commenting about a person's anatomy.
- Circulating or originating obscene drawings or denigrating graffiti.
- Telling crude jokes.
- Spreading false rumors or accusations about sexual encounters.
- Touching someone offensively.
- Making references to someone's sexual "reputation."
- Asking for sexual favors.
- Making suggestive looks, sounds, or expressions.
- Making suggestive hand or bodily gestures.
- Engaging in unwarranted and sexually suggestive letters, messages, phone calls, emails, and social media.
- Cornering, blocking or preventing in a threatening way.
- Pulling at another person's clothing in an offensive, embarrassing way.
- Displaying sexually offensive materials, including, without limitation, in a dorm room.
- Promoting or tolerating in others any of the above behavior.

Sexual harassment is a serious offense regardless of the extent to which the person is harassed. Such conduct may be found in a single instance, as well as persistent behavior. Sexual harassment has the purpose or effect of interfering with the individual and the community by creating an intimidating or hostile environment.

Anyone who experiences or witnesses an instance of sexual assault should immediately report the action or evidence to an advisor, teacher, or administrator.

Sexual Assault

Sexual assault is any nonconsensual sexual activity, including rape, groping, or another sexual touching.

Intimate Partner Violence

Intimate Partner Violence occurs when physical, sexual, or psychological harm is sustained by an individual as a result of a current or former partner's actions. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. Stalking may also be a form of Intimate Partner Violence.

Anyone who experiences or witnesses an instance of Intimate Partner Violence should immediately report the action or evidence to an advisor, teacher, or administrator.

Stalking

Stalking is the repeated or obsessive unwanted attention directed toward an individual or group that alarms, annoys, or intimidates. Stalking may also cause fear or emotional distress. Stalking can occur in person or through other forms of communication, including but not limited to, letters, emails, text messages, social media, or phone calls.

Inappropriate Displays of Affection

Certain displays of affection are not appropriate. Inappropriate affection includes but is not limited to, consensual sexual touching, nuzzling, and kissing. Whether on the premises of the Miller School of Albemarle or an off-campus event or activity, students who engage in displays of affection or physical intimacy which are vulgar, passionate, or otherwise inappropriate will be subject to disciplinary sanctions. Inappropriate displays of affection include displays of affection in less visible locations on campus.

Student/Adult Interaction and Communication

The Miller School of Albemarle's students and adults (teachers, administrators, staff members, coaches, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although adults can and should be friendly with the students, becoming too friendly with each other may result in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Head of School or supervising administrator.

Behaviors by an employee that should not occur and should be reported are listed below:

- Call students at home for matters outside of school, programming, or extra-curricular activities.
- Touch students or their clothing in non-professional ways or inappropriate places or touch a student with aggression or in frustration.
- Make inappropriate personal comments about a student.
- Send emails, texts, or notes to students of a personal nature.
- Visit students to "hang out" in their hotel rooms when on field trips or sporting events.
- Ask students to sit on a teacher's lap.
- Tell secrets or tell a student not to repeat something that is a secret.
- Use inappropriate language or make inappropriate sexual, racial or ethnic comments.
- Tell inappropriate jokes.
- Invite students to visit the adult's social networking profile or become a "friend" on a social network.
- Flirt, date, or engage in consensual relationships with students.

Hazing

Hazing in any form is prohibited. Hazing includes, but is not limited to, annoying a student by playing abusive or malicious tricks on that student; intentionally frightening, menacing, belittling, taunting, or harassing that student; demanding the performance of menial services from other students; making life generally unpleasant or subjecting an individual to personal indignity or fear.

Language

Students should be able to express themselves without the use of vulgarity. Defacing school property with obscenities carries with it the penalty of improper language and destruction of property. The use of improper, profane, or obscene language in conversation, on the phone, in writing, in email, and/or social media is not appropriate or acceptable.

Harassment

The Miller School of Albemarle community recognizes and respects individual differences with regard to culture, race, religion, gender, and ethnic origin. Harassment related to one's race, culture, gender, or religious beliefs will not be tolerated.

Bullying

Bullying in any form is not tolerated. Any form of bullying or discrimination is not accepted behavior and is not consistent with the Miller School of Albemarle values. The following are examples of such behavior and are prohibited:

- Unwanted, aggressive behavior.
- Making threats.
- Spreading rumors.
- Attacking someone physically and/or verbally.
- Excluding someone from a group on purpose.
- Threatening or vulgar, negative comments or posts on social media regarding other community members.

This list is not meant to be exhaustive. Bullying is a serious offense, regardless of the extent to which the

person bullied is offended.

Bullying related to COVID-19 or Illness

Bullying in any form due to illness or COVID-19 related derogatory statements will not be tolerated.

Movies, Videos, and Music

All movies, music, videos or any other materials can be confiscated by faculty, duty team members, residential faculty, or administration if the content is deemed inappropriate for the community.

Pornography

The possession, viewing or distribution of pornography on campus, in either electronic or hard copy form, is a violation of policy. The School reserves the right to determine what material is considered pornographic, and to enforce appropriate disciplinary consequences.

Smoking or Vaping

The Miller School of Albemarle does not permit the use of smoking or vaping products in any form, including but not limited to, smokeless tobacco, chewing tobacco, cannabis, or any infused vaping oil. This policy applies to the Miller School of Albemarle campus as well as while representing the School in any official or semi-official capacity off campus. The State of Virginia prescribes a law that punishes sale of tobacco products to minors with a fine up to \$500.00. Minors making such sales are subject to this law as well.

Gambling

Gambling in any form for any stakes, including money, is prohibited at the Miller School of Albemarle without approval from the Office of Student Experience.

Weapons

Carrying, bringing, using, or possessing any dangerous or deadly weapons in any school building, on school grounds, in any school vehicle or at any School-sponsored activity is prohibited. Violation of this policy shall result in immediate and swift disciplinary action by School officials, which may include dismissal as well as a referral to law enforcement officials for prosecution or other appropriate action in the criminal justice or juvenile justice systems. However, at its discretion, the School may determine that based on the facts of the case, other disciplinary action is warranted.

An exception to this policy may be made for students participating in an authorized part of the curriculum, under supervision by school personnel, or in any organization permitted by the School to use its premises.

Illegal Drugs and Alcohol

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or illegal drugs that are defined as such under by Commonwealth of Virginia, and/or other mind-altering substances (including synthetic salts or other substances) on or off School property or at School-related activities. Furthermore, all members of the Miller School of Albemarle community are to abide by this policy upon entering school property, including all family members, guests, and visitors.

Each year all students consent to the MSA Illegal Drugs and Alcohol Policy, and each student and parent/guardian sign the Handbook Agreement as a written acknowledgment of this policy and under the policy to serve as a condition of their membership in the Miller School of Albemarle student community.

Scope of Illegal Drugs and Alcohol

The terms illegal drug, controlled substance, and alcohol includes without limitation, any substances so identified by the Commonwealth of Virginia's Criminal Code, as well as substances, including household cleaners, glues, lacquers, petrochemicals, or any other substances that may be used improperly. The term includes use of a properly prescribed medicine in any way other than as prescribed, directed, taken, or administered in any way other than under supervision of appropriate personnel. Students may not keep prescription or over the counter medicines in residence hall rooms, lockers, automobiles or any other location without permission.

Drug and Alcohol Testing

The Parent-Student Handbook Agreement serves as written acknowledgment by the student and parent to

consent to on-site testing for illegal drug and alcohol use, as well as search of person, automobile, residence hall rooms, lockers, or other student possessions such as backpacks or handbags on School property.

In cases where faculty, staff, or administration determine reasonable suspicion that a student's behavior indicates suspected or actual possession and/or use of drugs or alcohol may request that the student submit to a drug or alcohol test at the Clinic.

Any student with a recorded or admitted history of illegal drugs or alcohol use or involvement may be randomly tested. Additionally, all students while on the Miller School of Albemarle property are subject to random illegal drugs or alcohol testing as a condition of continued membership in the student community.

Self-Reporting and Intervention

The Miller School of Albemarle values the life of each of its students. Because we are committed to the belief that every life is precious, early intervention will be pursued seriously, when indicated, in lieu of referral to criminal authorities.

To initiate the School's self-reporting policy for substances, a student should approach an advisor, faculty or staff member, or administrator with a genuine request for assistance with illegal drugs or alcohol use. On a case by case basis, administrative officials will consider the cooperation and seriousness displayed in the self-reporting when recommending actions. Such instances of self-reporting could include approval of medical absence for completion of a rehabilitation program, in lieu of other actions including removal from the community.

There are no facilities or professional staff to conduct any illegal drug rehabilitation or detoxification. However, the Head of School delegates an appropriate school official to engage any student in discussion about suspected conduct that may involve the use of either illegal drugs or alcohol. If it is determined by officials that a student is involved in illegal drug or alcohol behaviors at any time, based on personal statements, illegal drugs or alcohol testing or other factors and information, it is the policy that School officials hold the discretion and authority to remove the student from the Miller School of Albemarle community.

Acknowledging the importance of rehabilitation and student health, administrative officials also have the discretion, in lieu of removal, to allow for a medical absence of the student from school and require the student to successfully complete an external treatment program to fully address both the individual needs of the student and the requirements of the school. This treatment option shall be at the expense of the student/family and successfully completed at an age appropriate facility. The focus, objective and period of this treatment shall be recommended by the professional treatment facility and the progress of the student in completing the program will be communicated to the Miller School of Albemarle by the parents/guardians..

The ultimate academic status of the student and whether and when the student may return to the community, will be considered and communicated on a case by case basis at the sole discretion of the Miller School of Albemarle.

Testing for illegal drugs or alcohol for all students may be conducted whenever those officials determine it is necessary. However, a positive illegal drug or alcohol test will not be a prerequisite for the School to issue and enforce the requirement for a student to successfully complete an external rehabilitation treatment program, in addition to other school directed requirements, as a condition of their continued student status, as discussed above.

Appearance and Dress Code

MSA students should arrive at school in clothing that is well maintained and that promotes respect for oneself and the learning environment. The Dean of Students and the Office of Campus Life and Student Experience hold discretion in determining what is “appropriate” and what is not “appropriate.” Rules regarding dress are subject to immediate adoption or modification by the Head of School, Dean of Students, or by the Director of Campus Life.

Appearance

- Students must be well-groomed and maintain proper hygiene.
- Hairstyles are to be appropriate and not disruptive to the learning process. Facial hair is permitted but must be well groomed.
- Excluding earrings and nose piercings, no visible body piercings or gauges.
- No jewelry or body piercings are allowed to be worn during an athletic event.

Dress Code

Shoes

Clean, well-kept shoes of any type are acceptable. Some coursework may require closed-toe shoes for participation.

Clothing during the academic day (Breakfast up to Afternoon Programming and Sports) Attire for classes should be appropriate for a school setting; Neat and proper fitting attire that fosters an atmosphere of respect for learning and for the community.

Acceptable Attire

- Collared and non-collared shirts, sweatshirts
- Pants (non-athletic)
- Shorts of a respectable length (solid colored athletic shorts are acceptable)
- Dresses
- Leggings
- Skirts or skorts of respectable length

Unacceptable Attire

- Pajamas and/or pajama pants.
- Slippers outside of the dormitory.
- Patterned athletic/workout shorts
- Sweatpants or athletic pants
- Hats or hoods should not be worn in school buildings during the academic day.

Reminders: Clothing should promote a positive, inclusive, and focused learning environment.

- What is underneath your clothing (undergarments) should not be visible.
- Clothing should be appropriately sized
- Clothing should appropriately cover midriff and back and should not have a plunging or low-cut neckline.
- Clothing should be free of excessive rips, tears, frays, and stain as defined by the school
- Clothing with vulgar and disrespectful language or graphics are not permitted and students will be asked to change immediately. Clothing with tobacco, alcohol or inappropriate innuendos are also not permitted.

Clothing during non-academic times (weekdays 3:35 – 10:00 p.m. + weekends)

Acceptable Attire

All accepted academic day attire, as well as the following listed below:

- Athletic shorts
- Sweat pants

Unacceptable Attire

All unaccepted academic day attire, as well as the following listed below:

- Pajamas or pajama-like pants outside of the dorm even on snow days.
- Shirtless, or undershirts with no over shirt.
- T-shirts with vulgar, obscene, sexual, or gang-affiliated references.

Dining Hall dress during dinner and weekends

See “Clothing during non-academic times.” No hats/head coverings*

*For specific, individual cases, exemptions to the Dress Code may apply. This includes religious observances. If there are any questions about the above guidelines, the student should speak to the Dean of Students

Pool Attire

Appropriately designed and well-fitting bathing suits should be worn: Solid or tactfully printed swimming shorts or trunks. No thong bathing suits. One-piece bathing suits are encouraged.

Formal/Special Occasion Attire

At times students will be expected to “dress up” to a standard higher than the academic day. Acceptable attire is as follows:

- Dress slacks of any color (no denim).
- Belt/Leather belt if belt loops are showing.
- Dress shoes, flats, or heels (safety recommendation of 2 inches or less).
- Collared dress shirt fully tucked into slacks.
- Blouses or button-up shirts.
- Tie or bowtie with appropriate design and the correct length.
- Dresses and skirts of an appropriate length.
- Sport coats or blazers.
- Slips should be worn if the material is not lined or is “see through.”

Dress for athletic events, community service, and activities off-campus

For those who are practicing, competing in or traveling to an athletic event, proper attire during such periods will be at the discretion of the coach or faculty member supervising each team. The options are formal dress, “appropriate dress code,” approved athletic team gear, or team jersey.

For school-assisted or school-sponsored weekend recreational trips off campus, clothing during non-academic times will apply. Duty Team chiefs have final say regarding alternative appropriate dress for off campus outings. Students must remember that on any Miller School of Albemarle outing, from field trips to mall trips to mixers at other schools, they are ambassadors of the Miller School of Albemarle and should look and act appropriately.

Graduation Attire

Ladies (must be approved by a member of Campus Life)

- Solid paperwhite outfits (belts, buttons, zippers, ties etc. must also be paperwhite in color).
- Dresses and skirts may be no shorter than 5 inches shorter starting mid knee.
- Dresses and blouses must not be spaghetti straps, strapless, or backless. If so, a non-sheer cover up must be worn (sweater, jacket, or shawl in solid paperwhite color).
- Pants must be dress pants and solid paperwhite in color.

- Dress shoes can be any color or style (wedges work best for walking on the grass).

Gentlemen (must be approved by a member of Campus Life)

- Pressed dress khaki pants.
- Button down dress shirt must be solid white for graduation.
- Navy Jacket.
- Tie or bowtie (of any color).
- Dress shoes with dress socks (not athletic or white socks).
- Belt.

The Honor System and Student Expectations

The Honor System

A fundamental tenet of life at the Miller School of Albemarle is that students and adults will conduct themselves honorably. The “little” lie, the “parsing” of words in an effort to mislead, the shirking of responsibility, and the belief that rules and laws are for others and not for “me” – are increasingly commonplace occurrences in society. They will not, however, be commonplace occurrences at Miller School.

We take seriously our mission to foster a positive moral and spiritual growth in our students. Similarly, we expect our students to join us in this mission. Respect for honor and an appreciation of personal integrity are central to this mission. Students who, by their dishonorable conduct, show that they have little respect for themselves or for others will find that their tenure at the Miller School of Albemarle will be short.

The Honor Code and Pledge

- **Honor Code:** *I will not lie, cheat, or steal, nor will I tolerate such conduct by others.*

This Code applies in all areas of Miller School of Albemarle life including the classroom. Those who are aware of Honor Code Violations but do nothing about them may find that they have also violated the Honor Code. This reporting rule promotes a community where all members understand and respect the centrality of honor in all that we say and do.

- **Honor Pledge:** *I have neither given nor received any unauthorized aid on this assignment/assessment, nor am I aware of any violation of the Honor Code by any other student*

Signature of Student

This pledge must be handwritten in full on every major assignment or assessment, for which a student’s work is expected to be his or hers alone.

Personnel Administering the Honor System

The Honor System is primarily administered by the Dean of Students; the School Representative; the Honor Board; and the Director of Faculty and Curriculum.

The **Dean of Students** receives reports of all alleged Code of Conduct offenses and promptly investigates each such report to the best of his ability. Depending on the severity of the alleged offense, he will either (a) handle the less serious allegations administratively or (b) consult with the School Representative to determine whether more serious allegations should be referred to the Honor Board for a hearing.

The **School Representative** works with the Dean of Students to determine if a Code of Conduct violation merits an appearance before the Honor Board. In conjunction with the Dean, the School Representative determines whether the student meets with an Honor Board subcommittee or appears at a full board hearing. The School Representative formally presents the evidence gathered by the Dean at the Honor Board hearing. In the case of a full board hearing, they recommend an appropriate sanction(s) based on the severity of the violation and existing precedent.

The **Honor Board** is composed of students and faculty.

- The Board has a Faculty Chair and a Vice-Chair.

- All members of the faculty are asked to take part in full board hearings on a rotating basis.
- Students become members of the board through an application and interview process that takes place each spring.
- The Board has two Student Co-Chairs, appointed by the Faculty Chair and Vice-Chairs.
- The Faculty Chair or Vice Chair presides over all hearings and keeps thorough notes of hearing proceedings.
- A Student Chair presides with the Faculty Chair at all hearings.
- As soon as possible after a hearing, the Faculty Chair writes and presents a report of the hearing to the Director of Faculty and Curriculum, summarizing its findings of guilt or innocence and, when applicable, a recommendation for appropriate sanctions.
- The Director of Faculty and Curriculum rules on the matter as promptly as possible and then meets with the student and the faculty advisor to discuss the resolution of the case.

Procedures for Handling a Code Of Conduct Violation

Less severe or ambiguous cases involving a Code of Conduct Violation may be handled in one of two ways.

1) More minor honor or discipline situations may be handled administratively by the Dean of Students, who keeps documentation of the incident and reports such actions to the School Representative.

2) A subcommittee of the Honor Board, composed of the Faculty Chair and two to three student members of the committee, may meet with the student, the student's Faculty Advisor, and the School Representative. This meeting is educational in nature. Its purpose is to discuss the student's behavior, provide advice on how to avoid future infractions, and to warn the student that similar incidents could result in the student facing a hearing with the full Honor Board. The Faculty Chair writes up an official summary of the subcommittee meeting, which is shared with the Dean of Students, School Representative, and the Director of Faculty and Curriculum.

Full-board Honor Hearings

Serious Code of Conduct violations, a prior hearing before a subcommittee, or a pattern of Code of Conduct violations may result in a student needing to appear at a full-board Honor hearing.

Specific pre-hearing, hearing, and post-hearing rules and procedures have been designed for the Honor System. These rules and procedures are intended to promote the search for truth, ensure fundamental fairness in that search, govern how deliberations take place, and how sanctions (if necessary) are administered.

For the purpose of this Handbook, however, it is worth noting that the Honor System at the Miller School of Albemarle includes, but is not limited to, the following components and concepts:

1. A full hearing before the Honor Board is held only for actions which, after an initial investigation by the Dean of Students and a meeting between the School Representative and the Dean, have been deemed quite probable to have occurred and warrant an official sanction.
2. The School Representative informs the student and his/her faculty advisor that an Honor Board hearing will take place.
3. The hearing will be convened after the accused student and the Faculty Advisor have had a reasonable opportunity to review the facts and circumstances of the case and to prepare a defense to the allegation(s) in question.
4. The faculty advisor of the accused student should contact the parent/guardian of the said student prior to the hearing.
5. An Honor Board hearing is convened by the Faculty Chair following a request from the School Representative.
6. For those cases in which a student has admitted his or her guilt, the Honor Board hearing is convened for the purpose of determining a recommended sanction.
7. If a student has not admitted guilt, he/she is presumed innocent until proven guilty beyond a reasonable doubt. A unanimous vote of the Board members participating in the hearing is required to find a student guilty of an infraction.

8. To help ensure fairness and impartiality, both the Faculty Advisor and the School Representative shall each possess one “peremptory strike” which they may choose to employ at the start of a hearing to remove a member of the Board from participation in that hearing. The Faculty Chair may not be removed in this way but may recuse him/herself by his or her own voluntary action.
9. At least three adults and four student members must be present at the outset of each hearing. Following peremptory strikes, a quorum shall be deemed present if at least two adults and three student Board members remain to hear the case.
10. Those expected to attend the entirety of any Honor Board hearing are the following:
 - A quorum of Honor Committee members.
 - The accused student.
 - The Faculty Advisor for the accused student.
 - The School Representative.
 - No individuals other than those referenced above are permitted to attend, to participate in, or to observe Honor Board hearings.
11. Honor Board hearings are held in private, and confidentiality is to be preserved by any and all participants or observers. Except for discussion with the Dean of Students, **the School Representative, the student appearing before the board, the Faculty Advisor, or any witnesses must not discuss or otherwise release information outside the hearing room concerning their testimony or evidence. All Board members likewise are not to discuss or otherwise release information outside the hearing room about any evidence, their deliberations, or recommendations.**
12. Honor Board members may pose relevant and meaningful questions at the discretion of the Faculty Chair. Board members may not introduce evidence.
13. Accusations of a Code of Conduct infraction are presented at a hearing in the form of testimony. Denials of a Code of Conduct infraction are likewise presented.
14. Witnesses at Honor Board hearings are expected to be open and honest in their testimony. Hearsay evidence (e.g., what someone recalls someone else as having said) is admissible but is to be given as much, or as little, weight as the Board members deem credible.
15. To preserve confidentiality, evidence from witnesses may be presented by the School Representative, who presents an oral or written summary of the witness’ testimony.
16. The Faculty Chair has the authority to make binding rulings concerning procedural or evidentiary matters as he or she may deem advisable and fair.
17. Following its deliberations, only by a unanimous vote of the Board may a student be found guilty of a Code of Conduct violation.
18. For students found guilty by the Board and for those who have admitted guilt prior to the hearing, a 2/3rd’s vote is required to approve each recommended sanction.
19. Recommended sanctions are referred to the Director of Faculty and Curriculum, in a written report from the Faculty Chair.
20. Final sanctions are determined by the Director of Faculty and Curriculum, who may accept the recommendations received from the Honor Board or modify the recommendations if deemed necessary or appropriate.
21. Under very limited circumstances (i.e., the assertion of new and exculpatory evidence not discovered prior to the hearing), a re-hearing may be ordered by the Director of Faculty and Curriculum or Dean of Students.

Any accused student not convicted of a Code of Conduct violation shall not be subjected to sanctions related to the accusation(s) heard by the Board.

Student Expectations and Community Standards

Student Expectations focus on conduct in general and work in conjunction with the honor system. The Dean of Students investigates any Student Expectations violations and determines whether to handle an incident administratively or by referral to the Honor Board for a subcommittee or full-board hearing.

The implementation and enforcement of Student Expectations in the residence halls are the immediate responsibility of residential faculty, aided by the entire faculty/staff, and the resident advisors (RA). The Dean of Students must be notified about any incidents that occur in the dorms.

In cases where the Dean of Students believes that a student poses a risk to their individual self or other members of the community, or if the student commits a dismissal offense, the Dean will inform the Head of School, who may, but is not required to, dismiss that student from the community immediately.

The regulations and policies specifically mentioned in this handbook are not intended to comprise an exhaustive list. At the sole discretion of the school, any student may be subject to disciplinary action for inappropriate actions not explicitly mentioned in the handbook. These guidelines are to be used as a guide for students during their life and work at MSA. The guidelines may be adjusted as the school feels necessary in individual circumstances.

Students are expected to serve infractions at the earliest opportunity that does not interfere with other MSA commitments.

Examples of Consequences for Failure to Meet Student Expectations

The consequences listed below may be used in response to Code of Conduct violations. These sanctions may be assigned by the Dean of Students, the Assistant Head of School, or the Director of Faculty and Curriculum. The following list represents the school's response to common rule violations. This list is not exhaustive, and consequences will be modified or created as needed to best serve the student..

- Saturday Morning Service
- Gating for weekends (boarding students)
- Dining Hall Duty
- Detention
- Restitution/Giving Back to the Community
- In-School Suspension
- Out-of-School Suspension
- Dismissal*

Other responses from the school may include:

- Warning from the Dean of Students
- Honor Board Hearing
- Counseling (as necessary)
- Loss of Leadership Position(s)
- Service Learning/Giving Back to the Community
- Written Assignments to help students understand community standards and expectations
- Collaborative discussion with the Dean of Students and the student's advisor

Student Offenses

The following lists are not intended to be a complete or exhaustive list.

Level One Offenses (Minor)

- Daily attendance.
- Dress code violation.
- Failure of room inspections.
- Failure to check out or in when leaving or returning to campus.
- Missing check in times on weekends.
- Out of dorm room after lights out.
- Skipping assigned help session.
- Skipping class.
- Skipping sports.
- Tardy to school/ school function.
- Inappropriate language.
- Failure to report on time to receive prescription medication(s).

Level Two Offenses (Moderate)

- Absence from required appointments.
- Absence from school grounds without official leave.
- Direct disobedience or disrespect.
- Repeated failure to follow instructions.
- Inappropriate public displays of affection.
- Possession, custody, or control of X-rated or mature-NC17 materials
- Presence in an off-limits area of campus.
- Use of vulgar/gang symbols or obscene hand gestures in school or on school trips.
- Using another student's username and password to access the School's network.
- Violation of any restriction in effect

Level Three Offenses (Severe)

- Bullying.
- Cheating and/or plagiarism.
- Fighting.
- Gambling.
- Hazing.
- Violation of school policies involving drugs, alcohol, bullying, or sexual activity while off campus.
- Out of dormitory after lights out.
- Possession of movies, video games, videos, music of a pornographic nature.
- Possession or use of a motor vehicle in violation of school rules.
- Possession or use of illegal drugs and alcohol.
- Sexual language and activity between students (including consenting).
- Sexual, Physical, or Emotional Harassment.
- Taking property that belongs to someone else.
- Vandalism, tampering or unauthorized use of school property, another student's property, or faculty/staff's property.
- Vaping, smoking, possession or use of any tobacco/nicotine products on or off campus and while on school sponsored trips.
- Violation of any safety rule.
- Weapons

Dismissal Offenses

A student is removed from the Miller School of Albemarle community. Students who have been dismissed are not permitted to visit the campus of MSA any time during one full school year following the last year of attendance unless they have written permission from the Head of School or the Dean of Students. The

following offenses may result in dismissal upon review and recommendation completed by the Dean of Students, Assistant Head of School, or the Head of School.

- Use, distribution, or possession of narcotics, controlled substances as defined in the Handbook or the Virginia state criminal code, drugs, or drug related paraphernalia on campus, in your car on campus, or on a school trip.
- Use, distribution or possession of alcoholic beverages or alcohol paraphernalia on campus, in your car on campus, or on a school trip.
- Inappropriate or potentially injurious use, distribution, or possession of medication or substances on campus, in your car on campus, or on a school trip.
- Possession or use of a weapon and/or explosives on campus, in your car on campus, or on a school trip.
- Sexual misconduct on campus, in your car on campus, or on a school trip.
- Opposite sex dormitory visitations.
- Tampering with fire alarms, smoke detectors, sprinkler systems, or security systems.
- Hazing, harassing, threatening, or striking another member of the community.
- Other behavior which, in the judgment of the Dean of Students, is potentially injurious to the safety and welfare of the School community, its members, or the School's reputation.
- Continued pattern of misconduct.

Community Living

Living in the Miller School of Albemarle community does not necessarily mean you reside in our dormitory housing. While this is the case for our residential students, the notion of community living also includes our day students as they spend most of their daily lives on campus. Both day and residential students are to refer to this section for information on community policies.

To be enrolled as a student at Miller School of Albemarle (MSA) in good standing, a student must be either (1) living locally with his or her parent(s) or other adult legal custodian; or (2) living as a residential boarding student in a MSA dormitory.

Any proposed modifications by a parent or guardian to a student's enrollment contract pertaining to a student's residential status during the academic year or at the conclusion of an academic year, will necessitate formal re-application and submission for review, approval or denial by the Admission Committee.

The Admission Committee review process must occur prior to any change in a student's residential status and proper completion of the Admission Committee review process is a pre-requisite for the continuing enrollment status of a student and his or her financial aid award.

MSA reserves the right to modify a student's continuing eligibility for financial aid awards or merit aid awards based on changes in residential status, as such changes may impact MSA's assessment of financial need and ability to fulfill tuition requirements of the student's enrollment contract.

Rights and Responsibilities

As a resident of the Miller School of Albemarle, you have a **right** to:

- Conduct personal activities, study, and sleep without interference, unreasonable noise, or other distractions.
- Have personal privacy within your dorm room.
- Live in a clean environment.
- Be free from harassment, intimidation, physical, and/or any kind of harm.
- Expect that your personal privacy and personal belongings and property will be respected.

As a resident of the Miller School of Albemarle, you have the **responsibility** to:

- Prevent your actions from infringing or violating others' rights.
- Respect all residents for who they are, what they are, and where they are from.
- Observe quiet hours, keep your audio and your voice at a reasonable volume, and remind others that you expect the same of them.
- Be accountable for your choices—taking ownership for your actions, opinions, and beliefs, and how they may affect others within the community.
- Know and abide by the laws of the Commonwealth of Virginia and the expectations and policies of the Miller School of Albemarle, including those that pertain to alcoholic beverages, illegal drugs, and a smoke/vape-free environment in order to support the educational purposes of the school and to sustain a safe and comfortable living environment.
- Reflect upon your own behavior and work toward positive conflict resolution.
- Notify an advisor, teacher, duty team member, or residential faculty of a problem/issue in a timely manner, and to cooperate in mutually working toward a solution.
- Appropriately and respectfully use social media and technology.

Use of Cellular Devices

- All Students with a cell phone must register their phone during orientation and the student's number must remain updated throughout the year.
- Unless a teacher has specifically authorized use, all electronic devices (including phones) should be turned in or put away during all academic classes, during all mealtimes, assemblies, and school meetings. This means that they should not be visible during these events. Earbuds/headphones should be removed as well.
- Sacred Spaces: Cell phones, electronic devices, and headphones are not allowed to be used in the dining hall, assemblies, or school meetings.
- Residential students should have their phones on silent each night during Study Hall. All boarding students are encouraged to silence and put away phones after lights out.
- If a student does not have their cell phone on silent or is using their phone unauthorized during the academic day; there will be a warning for any offenses. After the warning the phone will be confiscated and turned over to the Dean of Students until the end of the academic day. Repeat offenders will receive a referral to the Honor Board.
- Seniors receiving Senior Privilege, which does not begin until the midpoint of the first grading period, may use cell phones during study hall outside of the dormitory. Abuse or misuse of the cell phone privilege during study hall will result in disciplinary action and possible loss of Senior Privilege.

Search Policy

Per the student enrollment contract the Miller School of Albemarle has the right to search any student's room, locker, automobile, mobile device, or any other belongings including backpacks and handbags on school property if they are in anyway suspected of being in possession of illegal contraband or having the knowledge of any form of illicit activity.

In the event of a room search, the Dean of Students and/or Assistant Head of School for Enrollment and Student experience will conduct the search with the residential faculty, duty team member or another school administrator. In most cases, the room search will be conducted in the presence of the student whose items are being searched. In unusual circumstances, the search may be conducted in the student's absence. If the student is not present for a room search, two school officials must be present for a search to be conducted.

Insurance for Personal Belongings

Residential students are to keep their wardrobes locked at all times when they are not in their rooms to prevent cases of theft. It is the student's responsibility to secure his/her valuables. The School cannot be responsible

for articles of clothing, money, valuables, or other personal belongings that are missing from a student's room.

The School is not liable for loss or damage to any property of the resident. This includes loss from theft, fire, flood, or natural disaster. Residents are responsible for protecting their personal property against theft, damage, or loss. It is strongly recommended that students obtain renter's insurance. All lost items should be reported to a Resident Faculty and the Office of Campus Life & Student Experience.

Visitors and Student Guests

Day students are not allowed in the dorms at any time unless permission is given by residential faculty or the Office of Campus Life & Student Experience.

Day students must Tile in and Tile out through Orah anytime they are coming onto or departing campus outside of normal school hours (8am - 5:30pm). Day students must depart campus by 7:15pm on school nights and by 9:30pm on Fri and Sat (*unless taking part in a school sponsored event*).

Students wishing to invite a visitor to campus must secure permission from the Office of Campus Life & Student Experience. The School reserves the right to deny any person or person's permission to visit the campus or properties at any time.

Visitors must sign in with the duty team chief in the presence of the student they are visiting. It is the student's responsibility to see that this is done. Visitors permitted on campus shall depart campus immediately following dinner on Sunday through Thursday and by 9:30 pm on Friday and Saturday.

While on campus, student guests must visit with students at Sam's Bistro, the foyer in Old Main, or the Bull Ring area. Students are responsible for the actions of their guests. Visitors are expected to comply with School regulations, including but not limited to policies dealing with tobacco, alcohol, and drugs.

Any student who is dismissed, expelled, or withdrawn under threat of the same may not thereafter visit the campus without advance written permission in hand from the Head of School. Former students in good standing with the School or graduates must check-in upon arrival to campus in the Main Office or with the duty chief to receive appropriate authorization.

Student Mail, Packages, and Privacy

Mail is picked up and distributed daily, excluding weekends and holidays. Students should check their mailboxes at least once per day. Each day student is also assigned a mailbox which should be checked regularly. The Miller School of Albemarle reserves the right to search packages.

Student Mailing Address:

[Name of Student]
Miller School of Albemarle
Student's Dorm (Old Main or Wayland Hall)
1000 Samuel Miller Loop
Charlottesville, VA 22903

Food Delivery

Food delivery to campus can only be ordered from Friday at 5:30pm through Sunday at 7:00 pm. On Fridays and Saturdays, food orders can be placed until 10:00 p.m. Food deliveries are not allowed during the academic day.

The duty teams must be notified when an order is placed. Students ordering from Wayland Hall should meet the delivery person on the front porch. The delivery person is not to enter the dorm. Those ordering from Old Main should meet the delivery person at the Portico or North steps.

Students should only place food orders in their own name. Personal food orders are not paid for with duty money.

Weekend Programming

Friday after sports until Sunday at dinner time is a period of time where we want our students to be safe and have fun. The Miller School of Albemarle encourages as much participation in our weekend activities as possible.

Regular weekend trips and activities are posted each week. Signups for weekend activities will take place outside the Office of Campus Life & Student Experience on Friday afternoons. At that time, residential students may sign up for weekend events. Day students may also sign up for planned trips or events. If there is a fee associated with this trip, the student's account will be billed. In some cases, day students may be required to secure their own transportation.

Special events or trips will be planned throughout the year. Any planned event or trip information will be provided monthly via flyers posted throughout the school, weekly via the school newsletter, and daily via assembly announcements.

Daily Evening and Weekend Schedule

Evening

Mon.-Thurs.

5:45-6:45 pm*	Dinner and Check-in
7:30-9:00 pm	Evening Study Hall
9:00/9:45 pm	In Dorm (see Bistro hours)
10:10 pm	In Room
10:20 pm	Lights Out
11:00 pm	Late Lights/Senior Lights

Friday

5:30-6:15 pm	Dinner and Check-in
10:00 pm	Day passes return
11:00 pm	In Dorm
11:20 pm	In Room
11:30 pm	Lights out

Weekend

Saturday

9:30-12:00 pm	Saturday Morning Study Hall
11:00-12:30 pm	Brunch and Check-In
5:30-6:15 pm	Dinner and Check-in
10:00 pm	Day passes return
11:00 pm	In Dorm
11:20 pm	In Room
11:30 pm	Lights Out

Sunday

11:00-12:30 pm	Brunch and Check-in
6:00-6:45 pm	Dinner and Check-in
6:00 pm	Residential students return
7:30-9:00 pm	Study Hall
10:00 pm	In Dorm
10:10 pm	In Room
10:20 pm	Lights Out
11:00 pm	Late Lights/Senior Lights

Residential Life Policies

The Miller School of Albemarle's goal is to provide a comfortable living space for each residential student. "Home" at MSA for our residential students is one of two residence halls: Old Main and Wayland Hall.

Old Main serves as the male dormitory. Male students live in the rooms on the ground floor of Old Main. Wayland Hall is our female residential hall. Wayland Hall is located just north of Alumni Gym. Residential faculty for both dorms plan all activities and oversee all policies and procedures applicable to dorm life. Residential faculty are charged with enforcing all expectations and policies applicable to boarders as well as the Rights and Regulations of communal living.

Typically, upper school students from each dorm are honored with the title of Resident Advisor. Students are selected from a pool of applicants based on several factors important to the efficient operation of a dormitory.

Groups of faculty and staff form multiple "duty teams" to provide supervision from late afternoon through lights-out on weekdays and weekends. Together with the residential faculty, duty team members enforce school policies and procedures relating to dorm life.

Dorms during the Academic Day

Residential students are not allowed to return to their dorms during the academic day. All residential students may request a locker to use during the school day for textbooks, notebooks, and so forth. If a situation arises during the school day and a student must return to the dorm, they will need to locate either their residential faculty, or an individual within the Office of Campus Life & Student Experience. Dorms reopen to students at the close of the academic day.

Dorm Rooms

Dorm rooms are furnished with a single bed, mattress, mattress cover, chest of drawers, lockable wardrobe, desk and chair, and mini blinds. Students are responsible for any damage to their rooms and furnishings. Any damage will be repaired, and the appropriate student's account will be billed. Furniture cannot be relocated from one room to another. Within each room, furniture shall not be moved without permission from residential faculty.

Students will sleep in their own rooms and beds and will not enter another student's room without that student being present. Sleepovers may be permitted by residential faculty only on Friday and Saturday night for those students who are in good academic and social standing.

Students are not allowed to sell items for personal gain from their dorm room, lockers, cars, or any other areas on campus. The selling of any items on campus must be in accordance with the fundraising policy listed in this handbook.

While the Honor Code is strictly enforced and adamantly upheld by students at the Miller School of Albemarle, should a student wish to request a lock box for their room in which to store valuables, the School will accommodate this request and a fee will be charged to the student's account.

Room Changes and Requests

Residential students who wish to change their room assignment must make a written request to the Office of Campus Life & Student Experience. The letter or email should contain information on their current roommate situation, the reason for their room request change, and information on where they would like to be moved. Permission must be granted by the office prior to any move or change in room assignment.

Standards for Room Inspections

- All electronic appliances must be turned off including lights.
- Floors will be swept regularly and kept free of clutter.
- Trash cans must be cleaned and emptied daily, and a clean trash bag liner replaced.
- Beds are to be made each morning and bed linens are to be washed weekly.

- Wardrobes should be closed and locked.
- Desktops must be orderly and not cluttered.
- Neat and legible name tags will be maintained to the satisfaction of residential faculty on all room doors or casings to identify the occupants in each room.
- Dirty clothes and laundry will be kept in laundry hampers, bags, or baskets.
- Continued failed room inspections could result in disciplinary action.
- Room inspections are completed by residential faculty daily. Rooms will be kept clean and may be inspected at any time and for any reason, including weekends.
- Any items left on the floor in your room once you have exited for class is cause for a failed room inspection.

Laundry

Commercial grade washers and dryers are available in both dorms. Students are reminded when doing laundry:

- Students need to provide their own washing/drying supplies, which can be purchased on trips off campus.
- Do not leave clothes for long periods of time in the laundry area.
- The area is to be kept clean and neat.
- Please find residential faculty or duty team members if you are unsure how to use the machines or if the machines need repair.

Student Leave: Day and Overnight

The Miller School of Albemarle requires all student leave to be submitted using our student management system: Orah. The primary passes available to residential students: day or overnight. Each week all 5-day and 7-day residential students should complete any anticipated or planned weekend leave. All leave requests are to be submitted to the Office of Campus Life & Student Experience no later than Thursday at 3:00 pm.

Overnight or weekend leaves do not begin until after sports on Friday and conclude at dinner (6:00 pm) on Sunday. If a student leaves without the appropriate leave request completed and approved, or fails to sign out by either texting the duty phone or in the presence of a faculty/staff or duty team member, the student will be subject to disciplinary action.

5-day residents may request to remain on campus over the weekend. Students requesting to stay will be charged for any additional nights on campus and any activities they may participate in on Friday, Saturday or Sunday before 6:00 pm. The charge for each additional night on campus is \$100.00 per night. There is no charge to the student if a 5-day resident must stay on campus for school obligations such as a game, theater production, or SAT.

For any questions or concerns regarding student leave or Orah, please contact the Office of Campus Life & Student Experience.

Student Leave: School Holidays

Travel information for each of the major holidays is due three weeks prior to the departure date. Return travel information must also be on file for the student prior to departure. Requests for transportation to Dulles and Charlottesville are not guaranteed if travel information is not submitted according to the deadline.

No flights should be made that require departure from the Miller School campus prior to 6:00 am. Charlottesville Airport departures should be scheduled for 7:30 am or later. Dulles International Airport departures should be scheduled for 11:00 am or after for domestic travel and 12:00 pm or later for international flights. Defined times allow for travel from campus and passenger check-in.

Students are not permitted to stay alone or in groups in hotels where there is no adult supervision during holiday breaks when the dorms are closed. Students must have a responsible adult who will be staying with them in the hotel. If not a family member, the adult must be 21 years of age or a family member who is at least 18 years old and has been granted permission by the student's parent/guardian to care for the student over the entire break.

Transportation

Vehicles and Safety

All parents, students, administration, faculty, staff, and coaches are to display designated parking permits at all times while on school property. If lost or damaged, please contact the Office of Campus Life & Student Experience.

Parents, faculty, staff and administration are to park in available parking on campus. While there are no designated areas for parking other than student parking, it is best practice to refrain from parking in locations that would impede or interfere with campus traffic. Certain locations on campus are blocked using white traffic barriers. Do not move or relocate any barrier as they are located for safety purposes.

The speed limit on campus is 15 MPH. Repeated failure to observe the speed limit will result in the loss of driving privileges.

Student Parking

Day students who drive to school are to park in the gravel portion of the South parking lot near Old Main. Cars should not be accessed or moved during the academic day.

Residential students with cars must park their cars in the Wayland Parking Lot. Residential students must turn in their keys to the duty team immediately upon arrival to campus. Each student is assigned a key tag for the key box in the Office of Campus Life and Student Experience.

Automobiles on campus are not exempt from the rules and restrictions governing the Miller School of Albemarle community. Do not store unauthorized materials in cars as they are subject to search and seizure.

Permission to Drive

In order to obtain permission to drive on campus and secure a year-long parking permit, students and parents must complete the Student Private Vehicle Form. Students must have a valid operating permit, not suspended or revoked. Abuse of driving privileges or any violation of transportation policy may result in revocation of the student's parking permit.

All parents and students should be aware of Virginia's Teen Driving Restrictions and driving laws as follows:

Curfew Restrictions

If you are under age 18, Virginia law prohibits you from driving midnight to 4 A.M. except when driving:

- To or from a place of business where you are employed.
- To or from an activity that is supervised by an adult and is sponsored by a school or by a civic, religious, or public organization.
- With a licensed spouse age 18 or older, a parent or other adult acting in loco parentis who is occupying the front passenger seat.
- In case of an emergency, including responding to emergency calls as a volunteer firefighter or rescue squad personnel.

Restrictions on the Number of Passengers

If you are under age 18, you may carry only one passenger under age 21, unless accompanied by a licensed parent, or other adult acting in place of a parent, in the front passenger seat. However, after you have held your license for one year, you may carry up to three passengers under age 21 in the following situations:

- Travel to and from a school-sponsored activity.

- A licensed driver 21 or older is in the front passenger seat.
- In case of an emergency.
- Learner's permit holders may not carry more than one passenger under age 18.

Passenger restrictions do not apply to family members. Violations of either the curfew or passenger restrictions can result in the suspension of your driver's license.

Permission to Ride with other Students

Residential students are not allowed to ride with day students at any time or any distance without approval from a parent and/or the Office of Campus Life & Student Experience/Duty Chief.

School Transportation

The Miller School of Albemarle can provide transportation to and from local public transportation centers within certain constraints and for a cost to students using Bowles Transportation or the duty team. Students should not set up Uber, Lyft, or any other outside transportation service. All school transportation is arranged through the Office of Campus Life & Student Experience. Duty teams do not provide transportation to airports or other common carrier terminals in Charlottesville before 8:00 a.m. Car service using Bowles Transportation can be arranged for early transport.

Airports most commonly used for travel include:

- Dulles International Airport (IAD)
- Reagan International Airport (DCA)
- Charlottesville –Albemarle Airport (CHO)
- Richmond International Airport (RIC)

Bowles Transportation

Students who arrive at Dulles or Reagan International airports in Washington DC can arrange transportation. Bowles Transportation is a local car service used to transport students who are arriving or departing from airports outside of the Charlottesville area. The charge for this service will be billed to your student's account. Coordination with other students departing from the same airport will help cut the cost of transportation for each student. Bike transport is \$30 (must be in a case)

Bowles Transportation Pricing:

To/From Charlottesville Amtrak Station - \$75 for 1-2 ppl (each additional \$35)

To/From CHO Airport - \$100 1-2 ppl (each additional \$50)

To/From IAD Washington Dulles Airport - \$300 for 1-2 ppl (each additional \$100)

To/From DCA Reagan Airport- \$380 (1-2 ppl, each additional \$120)

To/From RIC Richmond Airport - \$280 (1-2 ppl, each additional \$80)

Duty Team

Duty teams will pick up students who arrive at the Charlottesville Amtrak Train Station, Greyhound Bus Station, and the Charlottesville Airport. A fee is charged to the student's account for this service. Charges for transporting students to and from the train or bus station by the duty team will be **\$30.00 per trip**. Transportation charges to and from Charlottesville Airport (CHO) by the duty team will be **\$50.00 per trip**.

Taxis/Uber/Lyft/Ride Sharing

For student safety concerns and the rural location of campus, students **are not allowed to use** Uber, Lyft or any other outside transportation service. With parental approval, in extremely rare circumstances a ride share may be approved and arranged by the Office of Campus Life & Student Experience.

Emergency

In the event of ambulatory transport, the responding adult is to ride with the student in the transport to the hospital. An administrator will then meet the student and adult at the hospital with any appropriate forms and paperwork. The administrator will immediately contact the parent or guardian. While treatment of students by the Student Health Center is covered by their school tuition, any ambulatory transport, as well as laboratory and X-ray services, and certain orthopedic supplies are covered by private insurance.

Technology Acceptable Use Policy

Scope and Purpose

All community members using electronic devices and technology on the Miller School of Albemarle property, over the School's systems, or at School-related events are required to follow technology expectations and policies.

The purpose of providing technology is to support the School's educational mission. The use of such resources should be limited to those activities that support the Miller School of Albemarle's educational and community goals.

Device Requirement

All students are expected to bring a personal computer with them to school for academic use. MSA does not require a specific device. All devices will automatically be registered on the campus network upon connection. Devices are required to have antivirus software installed. All student computers will be required to install a network access control software agent to be able to access the internet.

Privilege

The use of the Miller School of Albemarle's electronic systems and technology is a privilege and not a right. All technology by all community members should be used in a responsible, ethical, and legal manner. Inappropriate use or illegal use of such systems may result in the denial of access, confiscation of devices, and possible disciplinary action as determined by the Dean of Students or appropriate administrator.

Privacy Expectations

The school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports or inappropriate actions related to any technology used at school. All emails and messages sent through the school's network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Students should have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

Legal and Responsible Use

Copyright and Licensing

All community members, including students, must abide by all copyright laws and use proper citation for information, images, sounds, videos, and other data found online. Do not claim or imply that someone else's

work, image, text, music, or video is your own. This is plagiarism and will not be tolerated.

Content Filtering

The Miller School of Albemarle adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered and monitored. The School retains the right to monitor activities that utilize school owned technology as well as student-owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including, but not limited to, pornography, illegal content, or anything that violates copyright and licensing laws.

Personal Responsibility

The Miller School of Albemarle expects our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by the school to its students. Students bear the burden of responsibility to inquire with the IT Department or other school administrators when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Ultimately, the student is responsible for appropriate technology use. This requires efficient, ethical, and legal utilization of technology and network systems. To the extent that a student brings any electronic device to the school, the student does so at their own risk. This School is not responsible for theft, damage, or loss of such devices.

Social Media and Networking

Students should not access social media and/or social networking sites during the academic day, unless directly related to an academic assignment.

Students posting on social media or social networks who engage in inappropriate behavior, including but not limited to, drinking, smoking, sexual activity, and bullying, will be subject to disciplinary review. This behavior is not appropriate, and students should be aware that electronically transmitting sexual images of themselves or others is an illegal activity and the School reserves the right to report this behavior to legal authorities.

Policy Enforcement

Any policy violations by any member of the community are subject to disciplinary action enforced by the Miller School of Albemarle.

All members of the community are expected to assist in the enforcement of this policy. Any violation committed by a student should be reported to the Dean of Students. Any adult community member found in violation should be reported to the Head of School.

Internet and Security

Purpose

The purpose of this policy is to provide guidelines for Internet Security to access the Miller School of Albemarle network.

Scope

This policy applies to all Miller School of Albemarle employees, temporaries, students, and other workers including all personnel affiliated with third parties utilizing the Miller School of Albemarle's network. Students, faculty and staff and guests are not permitted to circumvent the internal network to access the internet on the Miller School of Albemarle network.

Policy

Each user is responsible for the security and integrity of information stored on his/her computer or voice mail account. Computer accounts, passwords, security codes, and other types of authorization are assigned

to individual users and must not be shared with or used by others. The Miller School of Albemarle, at its sole discretion, reserves the right to bypass such passwords and to access the system.

Removing or relocating school-owned technology resources requires prior authorization of the Technology Coordinator.

Students and faculty who live in residential housing or student dorms are provided the opportunity to connect to the campus network. All use of technology systems in residential housing or student dorms must always adhere to the Parent-Student Handbook and Employee Handbook.

Users may not use VPN software such as clients, proxies or other tools that attempt to circumvent or subvert the security provisions of any other computer/device on the school network or firewall or on the Internet. Without authorization from the technology department, no one may attach a server, switch, router, hotspots, or wireless access points to access the campus network.

For security and network stability reasons, personally-owned devices such as hubs, switches, routers, hotspot devices, wireless access points and servers or server services cannot be installed or used on the school's network or anywhere on campus, unless authorized by the Technology Coordinator.

Users are required to have updated virus protection software on their computers when connecting to the school network. To avoid damaging their computers and bringing destructive viruses into the school's system, users are cautioned not to open email attachments or download any files from unknown sources. Any computer found to be infected with viruses or malware to the extent that it may negatively affect other computers or general network performance will be isolated from the network services. Services will be restored once a member of the Technology department has verified that all viruses and malware have been removed and proper, updated antivirus software is installed.

Inappropriate Materials

The school prohibits faculty, staff, and students from keeping violent, sexual, or illicit content in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.

Accessing the school's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards for community behavior of the school is prohibited. The school will respond to complaints of harassing or discriminatory use of its technology resources in accordance with its Code of Conduct and Anti-Discrimination Policies. These provisions are not intended to prohibit an authorized user from carrying out his or her assigned educational, employment or administrative function.

Termination of Accounts and Access

Upon graduation or other termination of your official status as a student at the Miller School of Albemarle, you will no longer have access to the school network, files stored on the school network, or your school-provided email account. Prior to graduation, it is recommended to save all personal data stored on school technology as well as create an alternative email account.

Campus Boundaries and Swimming Rules

Areas that are listed below are considered out of bounds areas and are not permitted at any time without adult supervision or having express permission from a faculty/staff member.

- Old Main Focused Study Space and Dance Studio.
- 3rd Floor of Math Building.
- Areas behind the Alumni Gym, Tractor Shed, Math Building, and Wayland Hall.
- Weight Room.
- In or beyond the Lotus Pond going toward the baseball field.
- Mailroom in the Main Office.
- Computer Server Room.
- Administrative Offices.
- Areas beyond the first Faculty Home (house right after Old Main) south of Old Main.
- Farmland next to Miller School of Albemarle except for school-sponsored activities.
- All areas across Miller School Road (Rt. 635) and Dick Woods Road.
- Any fire escape – except, in case of fire.

Lake Rules

If a student wishes to swim in the lake they must adhere to the following policies:

- No students are to swim at the lake without an approved lifeguard present at all times.
- No students are to take out the canoes/boats without faculty/staff supervision at all times. Life jackets must be worn at all times while boating or canoeing, etc.
- The lake is off limits when there is ice.
- There is no overnight camping at the lake unless it is under the supervision of a faculty/staff member.

If a student wishes to walk down to the lake they must:

- Be in pairs or a group
- Check out with a duty team member.
- No one is allowed at the lake at dusk/after it is dark.
- The lake is not for visitors.

Swimming Pool Rules

- Students may not enter the fenced pool area unless there is a faculty/staff member or qualified student lifeguard on duty.
- Running or aggressive play in the pool area is forbidden.
- Food, bottles, and cans are not allowed in the pool area.
- Students should not allow animals into the pool area.
- Diving is allowed only in the deep end of the pool.

Emergency Procedures

School Closing or Delayed Open

In case of inclement weather, the Miller School of Albemarle determines whether we will close or whether to have a delayed opening independently of the local city and county school systems. Weather and roadway conditions will be examined in and around school property.

It is the School's goal to announce any closing or delay in a timely manner. There will be no announcement or messages to this effect if the school is to be open without any change in the regular schedule.

If we feel it's best to close school or delay opening, we will proceed as follows:

- A message will be sent via the schools SMS system., as well as an email to all community members.
- Posts notifying the closing will be added to Facebook and Instagram.
- A notification will be added to the school's website.
- Several local broadcast outlets will be notified: WVIR-TV (NBC, Channel 29, Charlottesville), radio stations WINA (AM 1070, CBS, Charlottesville), and WMRA (103.5 and 90.7 FM).

Please know that we understand weather conditions in certain parts of the Central Virginia area may be more severe than in our immediate area. For this reason, we will respect the decision of any parent to keep the student at home if it's genuinely felt road conditions justify doing so. In that case, we ask that the school be informed by 8:30 a.m. on the day in question.

School Emergencies

The Miller School of Albemarle's community regularly complies with required safety drills, such as lock-down, fire, and extreme weather. Questions regarding the School's Crisis Management Plan should be referred to Matt Benefield, Director of Finance and Operations.

Fire Drills

During normal School hours, report emergencies or fires to the nearest faculty/staff member. After hours, report them to a duty team member or dorm directors immediately. Roadways will be kept clear to allow for passage of emergency vehicles.

When the fire alarm sounds, students should leave their classroom without talking and leave the building through the specified exits. Students should stay with their own classroom group and teachers while leaving the building. Once in the designated safe area, teachers will take roll.

Due to the inherent dangers of fire, students will have no open flames or hot burners anywhere in the buildings. This includes candles, incense, matches, lighters, etc., and, of course, smoking materials. Open flames are not permitted at any location on School grounds except with the supervision of a faculty or staff member.

The fire extinguishers located throughout the buildings are not to be tampered with or discharged for any purpose except to extinguish a fire. Playing with fire extinguishers and fire alarm systems is a serious safety and disciplinary violation. Section 18.2-212 of the Code of Virginia makes it a Class 1 misdemeanor (max. punishment of 12 months in jail, or fine of \$1000, or both) to maliciously activate a fire alarm in any school.