



# **DARROW SCHOOL**

## **Student Handbook**

**2024–2025**

# Contact List

School office hours are from 8:00 a.m. to 4:30 p.m.

**After school hours, you may leave messages on the appropriate voice mail, in the event of an emergency, you should call the Administrator on Duty (AOD) at 518-365-9762.**

Main Number 518-704-2760 (8:00 a.m. - 4:30 p.m. during the school year)

If you have a question, please feel free to call. All numbers begin 518-704-....

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# Mission Statement

*At the Darrow School, we are dedicated to serving students with diverse backgrounds and abilities, building on each student's individual talents and interests to inspire enduring confidence for success in college and in life.*

*Our challenging and individually focused college-preparatory curriculum features a unique combination of classroom instruction, hands-on learning, and environmental consciousness. Our beautiful mountainside campus, a National Historic Landmark, is rich in its Shaker heritage and provides an ideal setting.*

## **Darrow School Values**

### **Growth**

We prioritize growth over perfection, recognizing that each individual has their own gifts, challenges, and goals to build from. Our students are safe to fail creatively, which is essential for true learning. They routinely revise and reflect on their work on their way toward mastery.

### **Diversity**

We believe that the opportunity to learn and grow in a small, diverse community during your formative years is irreplaceable. We actively cultivate and celebrate a student body that is diverse along many dimensions, including racial and ethnic diversity, diversity of gender identity, and neurodiversity.

### **Community**

Like the Mohicans and Shakers who inhabited this place before us, we believe in the power of an intentional community built around shared work and shared values. Darrow is deliberately small, which means that each community member is valued and influential.

### **Compassion**

We seek to treat each other with compassion, recognizing that we may only know a small part of someone else's story.

### **Authenticity**

We aspire to be a place where young people become comfortable in their own skin and empowered to understand and share their authentic selves.

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# Academics and Co-Curricular Programs

The process of learning is the lifeblood of a school and the very reason for its existence. Members of the faculty have worked hard to create an environment that will foster the growth of a community of learners. We are all learners, adults and students alike. Acceptance at Darrow is an invitation to join this community of learners in order to expand horizons and deepen experiences. We encourage students to take advantage of the many opportunities that surround them.

Students are responsible for prompt and thorough preparation of assigned academic work. If a student finds that, with conscientious effort, they consistently cannot complete class work, they should talk with their teacher or Advisor before falling behind in the course. All teachers are ready to help students do their best work. Students should make an appointment with a teacher when they need extra help.

## Academic Program

### Courses and Credit Requirements

In the redesigned weekly schedule for the 2023-2024 school year, most courses meet three times a week, in academic blocks A – F. Two of the weekly blocks are 50 minutes long, and one 80 minutes long. Some lower-level world language courses are scheduled to meet in G-block, which meets for 45 minutes four times a week. Successful completion of a year-long “core” course earns 1.0 credit at the end of the year. Successful completion of a semester-long elective course earns .5 credit at the end of the semester. Final grades are computed as an average of the two semesters’ grades and become part of a student’s permanent transcript.

### Course Changes

Course changes may be made only with the permission of the Director of Studies during the first week of each semester. Under special circumstances, students may withdraw from a course after the Drop & Add Period with the permission of the Director of Studies, and will have a grade of W/P (withdrawn/passing) or W/F (withdrawn/failing) included on their transcript depending on their average at the time of withdrawal. No credit is given when students withdraw from courses.

### Diploma Requirements

The Darrow School awards diplomas to students in good standing who have successfully met the graduation course credit requirements. The Director of Studies may waive this requirement under certain circumstances. In addition, students must have attended Darrow for one academic year, and have earned at least five credits at Darrow.

### Credit Requirements

Graduation requirements for a Darrow diploma comply with, and in some cases exceed, New York State requirements. In total, students must earn 20.5 credits, including 1 credit of Physical Education, which reflects participation in Darrow’s sports program. A requirement may be waived by the Director of Studies under special circumstances.

Required Discipline Credits:

- English 4.0
- Social Studies 3.0 (one credit of U.S. History)
- Mathematics 3.0 (including Algebra II)
- Science 3.0 (with Biology and Chemistry required)
- Language 2.0 \*

- Visual/Performing Arts            2.0
- Physical Education/Sports        1.0 (see “Physical Education and Sports Block”)
- Health                                    0.5 (received through HAWC programming)
- Financial Literacy                    0.5
- Electives                                1.5
- Total =                                    20.5

\* Many colleges require both credits to be in the same language.

## Grade System

Academic grades are reported each quarter and as described below. (Academic grades are reported on the A–F system.) In addition, the Grade Point Average (GPA) is computed each quarter as part of the determination of Honors and High Honors status.

## Good Standing

A student in good standing passes all year-long classes and spring semester classes and is not on Academic Probation at the end of the quarter.

## Progress Reports/Grades and Comments

Teachers fill out the progress report below as a Google Form in the middle of each quarter. Advisors will review the progress reports, summarize them for students and families, and help coordinate any requested follow-up. Formal Grade and Comment Reports are sent out at the end of each quarter.

### Darrow Progress Report 24-25

	<b>Meets Expectations</b>	<b>Needs Attention</b>	<b>Follow-Up Requested</b>
<b>Preparation &amp; Timeliness of Work</b>	The student typically completes assigned work in a timely manner, has the materials they need, and is generally prepared to engage in class.	The student is inconsistent about timely work completion and preparation for class.	Missing or late work or other lack of preparation is significantly interfering with the student’s ability to participate and learn in class.
<b>Engagement in Class</b>	The student follows class and community norms and contributes to the learning environment through their participation in class discussions and activities.	The student may need reminders to follow class and community norms, or their participation in class discussions and activities may be inconsistent.	The student is regularly disengaged or disruptive in class, even after reminders to participate or respect class and community norms.
<b>Communication</b>	The student communicates with their teacher when they need help or clarification, have questions or feedback about the class, miss class, or need more time on assignments.	The student typically needs some prompting to communicate with their teacher about missed work or learning needs, or they may miss some scheduled meetings.	The student does not typically communicate with their teacher about missed work or learning needs. They do not reliably attend scheduled meetings.

## Academic Grade System

A+ 97-100 B+ 87-89 C+ 77-79 D+ 67-69  
A 93-96 B 83-86 C 73-76 D 63-66  
A- 90-92 B- 80-82 C- 70-72 F below 63

## Grade Point Average (GPA) System

A+ 4.00 B+ 3.33 C+ 2.33 D+ 1.33  
A 4.00 B 3.00 C 2.00 D 1.00  
A- 3.67 B- 2.67 C- 1.67 F 0.00

## High Honors and Honors

Honors status is determined at the end of each quarter based on a combination of grades and academic habits. Honors status can be achieved by earning a 3.5 average on the 4.0 GPA scale with no grades below C-. High Honors status can be achieved by earning a 3.8 average on the GPA scale with no grades below C-. If a student meeting those criteria had three (3) or more “Needs Attention” or one (1) “Follow-Up Requested” on their mid-quarter Progress Reports, the Director of Studies will check with classroom teachers to see whether the student made satisfactory progress on those areas of concern by the end of the quarter. If not, the student is not eligible to earn Honors or High Honors status.

## Academic Alert and Probation

Academic Alert/Probation is notification that a student is in danger of not completing the course requirements and may be in danger of failing. It is a specific period of time during which the student is expected to improve their academic responsibility and responsiveness to their teachers. During Academic Alert/Probation, a student will report more frequently to their teachers, Advisor, and the Director of Studies about the status of their academic work. Parents/guardians will be contacted initially by the Director of Studies and updated by the Advisor. The Director of Studies may add supports on a customized and as-needed basis for a student not showing the expected level of academic performance.

### Academic Alert

A student will receive notification of Academic Alert status if, at the end of a grading period, the student has received two grades of D or lower and Progress Report notations of “Follow-Up Requested” for two or more courses.

A student placed on Academic Alert will remain on Academic Alert until the end of the next grading period. At that time, the Academic Alert will be removed if their academic habits and grades have improved. If there is no improvement in performance, the student will be placed on Academic Probation.

### Academic Probation

A student with two F grades at the end of a grading period will be placed on Academic Probation. Others with multiple combinations of Ds or Fs and Progress Report notations of “Follow-Up Requested” can be put on Academic Probation by the Director of Studies.

If a student is placed on Academic Probation and is unable to improve their academic status during the following grading period, they may have their contract withheld and could ultimately face dismissal.

## Academic Integrity

### Academic Honesty

Students must do their own work at all times, and not take credit for, or improperly use, the work of others. Students are responsible for their own actions regarding the integrity and authenticity of all academic efforts. As



a consequence for a first instance of academic dishonesty on a significant assignment or assessment, the student must redo or retake it rather than receiving an automatic grade reduction. The classroom teacher will also alert the Director of Studies so that this first instance of academic dishonesty can be recorded. After the first instance of academic dishonesty, students can expect a Disciplinary Committee hearing.

### **Cheating**

Cheating on tests and quizzes is a form of academic dishonesty. Cheating includes, but is not limited to, the following:

- Copying from another person's test or homework.
- Providing work from which others can copy.
- Taking notes into a test when they are not allowed.
- Use of a translator without teacher permission.
- Finding out what the questions (or the answers) are from someone else, before taking a test.
- Use of electronic devices to find answers during a test, exam, quiz, etc.

### **Plagiarism**

Plagiarism is a form of cheating that involves claiming others' work as one's own and not crediting the author(s) for their ideas. Plagiarism often involves passing AI-generated text or other material as one's own, or copying sections of a book, article, or website into a paper or homework assignment. Plagiarism can also involve the "stealing" of ideas or failing to cite [as footnote, endnote, or in-text citation] another author's (including generative AI-produced) ideas.

Teachers will review plagiarism in their classes and help students to avoid inadvertent plagiarism.

### **Citation Errors**

Failure to cite will be deemed as plagiarism; however, in a case of improper citation, we will attempt to determine the nature of the errors and make sure that each student fully understands how to avoid those errors in the future. Improper citation will not necessarily lead to discipline; however, a pattern of citation errors (established after clear warning) could result in disciplinary action.

### **Academic Disciplinary Consequences**

Teachers and the Director of Studies initially filter allegations of academic dishonesty. If established, it passes to the Dean of Students who conducts a disciplinary hearing. See "The Disciplinary System" for more information on this process.

## **Study Hall Rules and Privileges**

The supervised study period offered during the school day is a time for quiet, concentrated study. Most students study in their rooms in the evening, unless they have completed a more structured Study Hall during the day, or they have Freedom of Study (see below).

### **General Evening Study Rules**

The following rules apply to all study locations and all students, and are in effect from the beginning of study hall each evening. Study hall in the dorm runs from 7:30-9:30 on Sunday, Monday, Wednesday and Thursday evenings and 7:30-8:30 on Friday evening.

During Study Hall:

- Be engaged in academic work.

- Quiet hours are observed: all students, regardless of status, who are present in a dormitory during Study Hall hours must maintain quiet. Failure to do so will result in a dorm strike.
- Students who do not have Freedom of Study (see below) must have their door open for the duration of Study Hall hours, whether the student's work is complete or not. The door must be open enough that all residents of the room are visible from the door.
- Ask permission to leave their room to ask a question of another student.
- Read, write, or review work if all other work is complete.
- Work alone unless permission is received from the proctor or house parent to study with another student. Permission to work together must be given in writing by the teacher for whom the work has been assigned.
- The internet should only be used for academic purposes until all academic work is complete.
- Cell phone use during Study Hall hours should be limited to communication about homework or other academic purposes. Phone calls should not occur during Study Hall hours without permission from the House Parent. Students in Daytime Study Hall are required to turn in their cell phones at the beginning of the evening.
- Students may not receive take-out food, do laundry or shower during Study Hall hours unless they have Freedom of Study.

Music with headphones is permitted during study hall when the music cannot be heard by others, and listening to music does not interfere with a student's academic performance. Day students who are present on campus for Study Hall are expected to check into their dorm and report for Study Hall.

### **Daytime Study Hall**

Students who would like to opt into or who have been enrolled in Daytime Study Hall will report to Bethards during scheduled free blocks during the school day to complete Study Hall. Students who complete two 50-minute blocks or one 80 minute block of Support Study Hall during the day have completed their study hall for that day, and then are not required to fulfill their study hall requirement that evening. One 50-minute block completed during the day will allow the student free time from 8:30 to 9:30 in that evening's study hall. Support Study Hall rules: Students engaged in Support Study Hall are expected to put their phone in the provided receptacle and to not use it during study hall except with proctor permission. Students who are absent from their Support Study Hall during the day will be required to fulfill evening study hall that night and log an absence with the Dean's office. Students are expected to stay for the entire block of Study Hall. Students who complete Daytime Study Hall on Tuesdays will be relieved of evening Study Hall on Wednesday evenings; those who complete Daytime Study Hall on Fridays will be relieved of evening Study Hall on Sunday evenings.

### **Study Privileges for Honors and High Honors Students**

Honors and High Honors students receive study privileges in accordance with their achievement. Students on High Honors have Freedom of Study and may choose when, where and how they study. Students on Honors have Freedom of Study on Friday and Sunday evenings. In some cases, when a student is in good academic standing but not on High Honors, they may be allowed to work with their Advisor to create an alternate study plan that gives them permission to study outside of their room. In these cases, the plan must be approved by both the Dean of Students and the Director of Studies.

### **Study Privileges for Seniors**

Seniors are granted Freedom of Study starting in the spring semester. Seniors are expected to maintain a quiet atmosphere and be considerate of those studying around them. The Director of Studies or Dean of Students may

revoke this privilege if problems arise such as chronic tardies, a pattern of “Needs Attention” or “Follow-Up Requested” on progress reports, or a student being placed on academic alert or probation.

## **Learning Skills Program (Center for Academic and Personal Enrichment)**

The Learning Skills Program at Darrow creates a framework for academic success that translates into personal and professional success. This optimizes academic performance by ensuring that the student takes ownership of the learning process. Students set goals with their Academic Coach and prepare for each session. Coaches create an atmosphere in which students are empowered to learn. Coaches know their students’ learning preferences, help set goals, and identify strategies to reach them. They keep records, facilitate feedback, and conduct an open, free exchange of ideas. See the *Enrollment Contract for Learning Skills* for additional details about the program.

## **Co-Curricular Requirements: Hands-to-Work and Sports**

### **Hands-to-Work**

Hands-to-Work is a tradition handed down by the Shakers who lived here before us. Throughout the history of the Darrow School and the Shaker Village before it became a school, every resident contributed their best efforts toward improving the buildings and grounds, or providing goods and services for the community while developing respect for a strong work ethic.

Every Wednesday morning, all members of the school are engaged in this work. Faculty and students participate in such tasks as maintaining gardens, tending to our chickens, making maple syrup, engaging in forestry and trail clearing, artisan crafts and construction projects, and providing community service off-campus.

Hands-to-Work at Darrow deepens a student’s understanding of others and of what it takes to make a community. Hands-to-Work is an important part of the educational program at Darrow and a required commitment for all students.

### **Physical Education and Sports Block**

Participation in sports is a part of every Darrow student’s educational experience, as well as an opportunity for recreation. The program includes required activity four or five afternoons a week (depending on the sport) and regularly scheduled interscholastic competitions. Once students make a choice for the season, they are expected to continue with that activity unless the Athletic Director approves a change.

The credit for Physical Education/Sports is earned by meeting the below requirements each year a student is enrolled at the school:

- Students must complete 3 full units of sports each year by engaging with one competitive or non competitive sport option per trimester.
- Students who have missed a substantial amount of practices or meetings, or who do not fully participate in the sports block offering will not receive credit for the sport.

### **Team Sports**

The Darrow School is a member of the New England Prep School Athletic Council (NEPSAC) and the Hudson Valley Athletic League (HVAL). There is interscholastic competition in girls’ and boys’ soccer, cross-country running, girls’ and boys’ basketball, girls’ softball, e-sports and lacrosse, provided there is sufficient interest. Games are usually played on Wednesday and Saturday afternoons. Attendance and participation in all practices and games is expected. Any absences from practice or games must be cleared through the Dean of Students office. All student-athletes participating on competitive teams must maintain a 2.5 GPA in order to be eligible for competitions.

- Noncompetitive Opportunities  
Darrow School offers other physical education opportunities that fulfill the athletic requirement. These may include outdoor education, alpine skiing or snowboarding(for an additional fee), fitness, theater, yoga, and mixed martial arts depending on student interest and faculty availability.
- Medical Excuses from Sports  
Unless students are required to visit a doctor or remain in the Health Center, they must report to their coach at the beginning of each sports period, even if they have a medical excuse from active participation. They are expected to remain with the sport and observe if they are excused from active participation.
- Good Sportsmanship  
An athlete's code of conduct has been established by the Western New England Prep School Athletic Association, and will be reviewed with all students. The expectation is that all Darrow players and spectators will uphold proper deportment both on the athletic field and off.
- Equipment  
Students should bring equipment for the sports in which they are interested— sneakers, cleats, lacrosse sticks, hiking boots, helmets, gym clothes, sweatshirt and shorts, etc. Game uniforms and protective equipment for team sports are available through the school. Students will be charged for uniforms and school equipment that are lost or destroyed. Students are expected to wear the predetermined athletic gear as described by their coaches during the season. Helmets, appropriate for the activity, are required for snowboarding, skateboarding, lacrosse, alpine skiing, and bicycling.

## **Experiential Learning Program- Spring Term, Internships**

### **Spring Term**

Spring Term is an experiential learning program that provides students with the opportunity to explore and learn well beyond the classroom walls, discovering their leadership potential, resilience and creativity through experiences ranging from traveling to new places, building community through outdoor adventures to developing new and unexpected skills right here on the Mountainside. Spring Term takes place at the end of May, after second semester classes end and before graduation. Spring Term is a required commitment, and students are expected to successfully complete the program each year that they are enrolled at Darrow. A required commitment may be waived by the Dean of Students or Director of Studies only under special circumstances.

Students are expected to abide by Darrow rules and to model Darrow values during ALL experiences, whether on campus or off. Students may be asked to sign a contract detailing expectations, particularly when traveling away from school. A student may be sent home during Spring Term if they are found to be out of line with expectations on their trip. As per all experiential programs at Darrow, we work to design programs that provide students with agency in their learning.

### **Attendance Policies and Procedures**

- ★ The school nurse, the athletic trainer, and the school counselor are the only Darrow staff members who may excuse a student from class, and only if the student meets with them before the class period for which they wish to be excused begins.

### **Absences**

Two unexcused absences in a quarter will result in a weekend of restriction followed by a Watch Week.

A student who misses one commitment, such as one class block, sports, Learning Skills, Daytime Study Hall, HAWC, Tuesday Community Program, or Hands-to-Work will receive an unexcused absence. Missing an all school meeting or advisory counts as half an unexcused absence, with attendance taken at the beginning of the meeting. A student who receives two unexcused absences in the course of the quarter will serve a weekend of restriction and a Watch Week (see below).

Six unexcused absences in one week will result in a disciplinary level.

A student who misses more than six commitments in a week will have missed more than one full day of classes. Students are expected to attend class and a student who misses such a significant amount of class in a short period of time will have their parents notified and a discussion will follow with the Dean of Students office about how to avoid continued absences in the future. Excused absences will not be counted toward this number. Students may be encouraged to enter into our Restorative practices pathway as an alternative to the disciplinary level. See more in the discipline section of the handbook.

## **Tardies**

Three tardies in one week will result in one unexcused absence.

Student punctuality is vital to avoid classroom disruptions and to promote a solid learning environment. Students are expected to arrive to class prepared and on time.

A student who is more than 15 minutes late for a class is considered absent from that class rather than tardy. A student who is LESS THAN two minutes late to a class should be marked on time.

1. Excused tardiness is defined as tardiness over which the student cannot reasonably be expected to have control. This must include a written note from a teacher or the nurse.
2. Unexcused tardiness is defined as tardiness which could reasonably have been avoided by the student (woke up late, etc.)
3. Students who are consistently 1 minute late to every class will have a discussion with their advisor about ways to improve their punctuality.

Absences are tallied for each academic quarter, and then reset. Tardies reset each week.

## **Restriction**

The duration of the restriction period is a full week, beginning Friday evening following a restriction notice received Friday afternoon. The restriction period ends at the Friday morning check in of the following week. [To jump to the schedule of Weekend Restriction click here.](#)

A student who is not present at a morning check-in during a Watch Week will be woken up/checked in by staff from the Dean of Students office. If the student continues to miss their commitments after being woken up, they will receive a Disciplinary Level.

## **Watch Week:**

After serving a weekend of restriction, the Watch Week requires students to check in at Morning Meeting with a representative from the Dean of Students' office between 8am and 8:30am. This will occur from Monday through Friday the week directly following the weekend of restriction. A student may miss only one of the five check-ins in the week. If a student misses more than one check-in that week, they will be placed on

## **Re-restriction.**

If a student misses one or more restriction commitments (Weekend restriction or Watch Week) the student will be placed on an additional attendance restriction, called “Re-restriction”. If the Re-restriction is not completed to standards, the student will receive a Disciplinary Level. This may trigger a meeting with the student’s advisor, the Dean of Students, the school counselor, the Director of Studies, and the student’s parents or guardians to discuss the absences and create a plan to prevent further absences.

### **Total Allowed Absences**

Unexcused absences totalling 20% or more of the total class sessions of a course or 30% total absences from the total class sessions, will result in the student receiving only pass/fail credit for the course.

Twenty percent of a class means for a semester-long class, a total of 9 unexcused absences will result in loss of credit. For a year-long class, a total of 18 unexcused absences will result in a loss of credit. If a student reaches to 20%-30% threshold, they will be placed on academic probation, which can include mandatory Support Study Hall, and loss of privileges such as soft lights out or freedom of study.

If a student has an unexcused absence from a class, it is the student’s responsibility to meet with the teacher to arrange to make up missed work and turn in assignments. A teacher may impose grading penalties on work that was missed due to an unexcused absence.

Any student who is in danger of receiving pass/fail credit for a course will attend a mandatory meeting with their advisor, the Dean of Students, the school counselor, the Director of Studies, and their parents or guardians to discuss the absences and create a plan to prevent further absences. The plan may include loss of “soft lights” privileges, enactment of an electronics removal plan, participation in a HAWC workshop, a meeting with Learning Skills, or mandated office hours with teachers. If, after implementing the plan, the student accumulates additional unexcused absences, the student may be placed on a behavioral contract with a clearly enumerated plan for attendance; if the student is unable to meet the expectations of the contract, they will be placed on medical leave or extended suspension.

### **Planned Absence From Campus**

All students (boarding and day) must use an [Excused Absence Request Form](#) before any planned absences from class or sports for doctor’s visits (except those arranged through Health Services), college visits, family obligations or other activities that will require a student to miss school. The form must be filled out completely with all necessary signatures and returned to the Dean of Students office 72 hours in advance of all planned absences. Planned absences for observation of religious holidays are exempt from commitment attendance limits. Absences due to religious practices should be communicated to the Dean of Students’ office and will be considered excused once that communication happens.

### **Absence for College Visits and Standardized Tests**

Students may be excused from classes and other school commitments to visit colleges and complete standardized tests outside the test dates offered on the school calendar; however, students are encouraged to schedule these visits and additional testing during a school recess to minimize interference with academic and other school responsibilities. Students who need to schedule testing outside of the testing offered by the school should arrange to do so at the nearest testing location and should get permission from the Dean of Students *prior* to registering for the test. Students must complete a [College Excused Absence Request Form](#) and submit the form by the required deadline. Students taking standardized tests must arrange to have an official score

report sent to Darrow in order for absences to be excused. Juniors and Seniors are permitted up to 3 college visits or testing days per school year that are exempt from commitment attendance limits.

## **Academic Resources**

### **The Library**

The library is an important resource for students and is available every day and some evenings before and during study hall. Students are encouraged to use the library for research, recreational reading, and browsing. Students are invited to make recommendations and to suggest titles of books that they would like to see added to Darrow's collection. Borrowing privileges are extended to all members of the school community. All materials must be checked out at the circulation desk, and may be borrowed only during the school year. Failure to return borrowed materials before the end of the school year will result in a fine. Material returned in poor condition will be assessed as lost material. The fines for materials are the replacement value of the material plus a \$15 fee for processing of the replacement. The material fee may be refunded if the lost material is returned before it is replaced; the \$15 fee will not be refunded. The Librarian may cap the replacement value of a material at their discretion. The Librarian reserves the right to recall materials before their due dates if necessary. Failure to properly check out materials, or the removal of reference, reserved/special collections, or periodical materials may be considered theft.

### **College Counseling**

The Darrow School is a college-preparatory school; its curriculum has been designed with that in mind. The Director of College Counseling, Advisors, and teachers will provide support in the process of applying for and ultimately selecting a college that suits each student. Every junior and senior at the school receives formal guidance on college application procedures, and, at various times, has an opportunity to talk with college admission officers who visit the school.

### **Standardized Testing**

The standard college entrance examinations are an essential part of the school's academic guidance program. Juniors take the Scholastic Aptitude Test (SAT) in May; seniors take the test in October/November. In addition, some seniors elect to take the American College Test (ACT) in October. All juniors (and some sophomores) take the Preliminary Scholastic Aptitude Test (PSAT) in October. Darrow's Director of College Counseling coordinates all testing of the PSAT, SAT, and ACT. Darrow also provides students who are non-native English speakers the opportunity to take the Test of English as a Foreign Language (TOEFL) at least once in the spring as juniors and at least once in the fall as seniors. For information on transportation to these tests, please see "Travel Policies" in the Residential Life portion of the handbook.

## **Computer Resources and Acceptable Use Policy**

### **The Network**

The Darrow School's computer network is intended to support legitimate and authorized academic, instructional, research, and administrative purposes. Although Darrow will do its best to maintain the computer network, it does not guarantee that it will function at all times. All users' behavior must comply with the standards of appropriate behavior as outlined below.

## **General Internet Rules**

- By using Darrow’s network and computer resources, users agree to abide by all applicable federal, state, and local laws.
- Users of this network are representatives of the Darrow community, and strict adherence to all School rules and policies is required.
  - This includes, but is not limited to school policies on harassment, hazing, plagiarism, dishonesty, privacy, software piracy, copyright infringement, or vandalism is strictly prohibited.

## **Software Piracy and Copyright Infringement**

All commercial software is a form of literary expression and is included in the Copyright Act. According to Title 17 of the United States Code, it is illegal to make or distribute copies of copyrighted material without authorization. There is no justification for the use of illegally obtained software from any source. This includes file sharing.

The Copyright Act also applies to software, photographs, artwork, music, movies, and scholarly research downloaded from the Internet. Copying network software to your personal computer is also a violation of the Copyright Act. Any violation of the Copyright Act is considered theft. Disciplinary action will be taken against individuals suspected of piracy or copyright infringement.

## **Campus Chromebooks**

Chromebooks for student use are housed in the Library, and are available throughout the academic day. Chromebooks are meant to be used in the Library; however, there are times when a student may need to borrow one for classroom use. In either case, Chromebooks must be signed out with the Librarian or a Library Prefect. Chromebooks should be returned by the end of the academic block in which they are borrowed, or, with permission of the Librarian or Library Prefect, at the end of the academic day. No overnight borrowing of Chromebooks is permitted.

The Library offers ethernet access along with adapters for both PC and Mac computers. Several outlets with USB ports are located throughout the lower floor of the Library, including one in the Library foyer, which is available even when the Library is locked. Wireless printing is available at the Library, along with help configuring your device to the printer.

## **Privacy**

All users of Darrow’s network agree to respect the privacy of each user with access to the network. Toward this end, users may not intentionally seek or provide confidential information on, obtain copies of, or modify the data files, email, or passwords of any user of the network. Users may not, in any way, attempt to gain unauthorized access to private information on the school’s network or any network or organization located outside the confines of Darrow School. Although we do grant the right to privacy, all users are reminded that impersonation and anonymity are not permitted. The right to privacy is relinquished when information is posted on websites.

## **Consequences and Penalties**

Any user believed to be in violation of the above guidelines grants the Director of Studies, Dean of Students, Head of School, or their designee the right to inspect any and all private files, including those on the user’s personal computer. When possible, an attempt will be made to notify the user before such an inspection occurs. Any user of Darrow’s network who violates School policies will face consequences as outlined in The Disciplinary System.



# Student Life

Student Life is driven by the relationships that we as students, faculty, and staff have with each other. Students' willingness to accept challenges, to embrace Darrow values, and to participate in the community define each individual's distinctive experience.

Active involvement in the school community teaches students how to live with respect, understanding and tolerance; it is a gift that endures, nurturing a resilient strength of character and preparing Darrow students to lead capably in any environment.

Through frequent and meaningful interactions with adults and peers, cooperation, acceptance, conflict resolution, accountability, and leadership, Student Life at Darrow facilitates personal growth, fosters a strong sense of community, and develops significant life skills.

## Community Life

### Advisors

To ensure that students receive individual guidance, all students will be assigned a faculty Advisor. The Advisor will be ready to help in all areas of school life and be in contact with families on a regular basis. Parents and guardians should feel free to be in touch with Advisors should they have any concerns or questions regarding their child's life at Darrow.

### Community and All-School Gatherings

The "typical week" at Darrow includes two community meals, four all-school community meetings, and a gathering in the Tannery or theater for thoughts and reflections. All members of the Darrow community are encouraged to bring ideas, speakers, and activities to the community meetings. Student leaders, faculty, and volunteers help plan, organize, and promote the community efforts each week.

Throughout the year the Darrow community gathers together to celebrate and offer possibilities for discovering new ideas or remembering and renewing old ideas. One theme that is intended to pervade all of the community meetings is the simple gift of enjoying life.

Some of the celebrations held at Darrow are:

- Convocation, the celebration of the new school year
- Sports Banquet, seasonal celebrations of school athletics
- Darrow Coffee House, celebrations of performance
- Maple Fest, a celebration of spring
- Baccalaureate, a celebration of achievement
- Commencement, the final celebration of the school year

## Cell Phone Policy

Students are required to put their cell phones in a teacher-provided receptacle at the beginning of each class and Hands to Work. Students are not permitted to keep their cell phones in backpacks, bags, or pockets. They are not permitted to use their phones for the entirety of class, including mid-class breaks, except at the express invitation of the teacher for class-related purposes (for example, participating in a Kahoot).

Students are not permitted to use cell phones in lieu of laptops or calculators.

Students are not permitted to have cell phones out during all school meetings, community meals (Tuesday dinner and Friday lunch), and sports. Cell phones can be kept in backpacks, bags, or pockets during these times. Advisors/coaches will monitor students and remind them to put phones away as needed. Students who repeatedly violate this rule will be asked to give their phones to their advisors/coaches at the beginning of community events/sports blocks.

In emergency situations where families or others may need to reach a student during the school day, they should call the main Darrow School phone number: 518-704-2760.

Students *are* permitted to use cell phones at all meals except for community meals (Tuesday dinner and Friday lunch).

Recording of individuals, whether faculty or students, without their consent, is not permitted and could be considered bullying or harassment, carrying disciplinary consequences.

## **Dress Code**

Darrow students are expected to wear clothing appropriate to the task at hand. Adhering to the following guidelines demonstrates an understanding of one's responsibility to live within the standards set for this community.

### **General rules for all times:**

- Headphones may not be worn in class, at all-school meetings, in the Tannery, or at all-school events such as TCP
- Hats and hoods may not be worn at all-school meetings, Tuesday dinner, or Friday lunch
- Students must maintain good personal hygiene. (See "Student Hygiene" in Residential Life)
- Items that include images or messages pertaining to hate speech, pornography, objectification of others, alcohol references, illegal drug references, violence/gore (including guns), and profanity are inappropriate
- Underwear should not be worn as outerwear
- Pajamas or sleep clothes should not be worn during the academic day
- Clothing must allow the student to fully, safely participate in the task at hand

Students who are found in violation of the dress code will be approached by a faculty member privately and asked to go to their dorm and change. Day students without a change of clothes will be asked to turn the offending item inside out.

Note: Any student will receive an unexcused absence if they do not have proper attire for the task at hand.

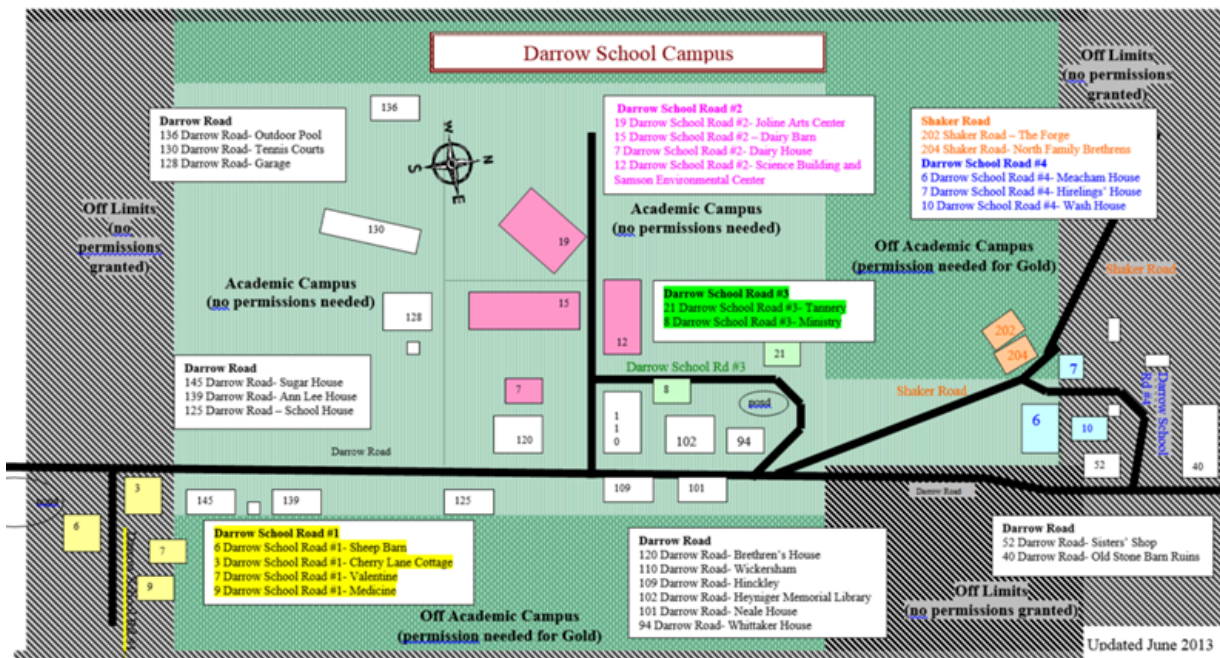
- **Academic Day** - Students are encouraged to come to class wearing clothing that respects the seriousness of the academic purpose such as jeans, t-shirts, skirts, shorts and other clean clothing.
- **Sports Dress** - Students are encouraged to come to sports dressed and ready to participate, wearing clothes that are comfortable and easy to move around in. Appropriate attire may depend on the sport. For example, students in Outdoor Ed may be asked to wear hiking boots and rain gear, while soccer players will be expected to wear cleats and clothes they can run in.
- **Hands-to-Work** - It is important that students wear clothes that will keep them safe at Hands-to-Work which include closed-toed shoes, and appropriate layers depending on the weather. Students are also

encouraged to wear clothing that they are comfortable getting dirty. There may be additional guidelines or restrictions for students who opt to serve on an off campus crew.

- **Sports Banquet and other formal events** - Students are encouraged to bring dress clothing such as dress shoes, skirts, dresses, blouses, dress slacks, button down shirts, and ties for more formal occasions, including sports banquet and graduation.
- **Professional Dress** - Frequently, students will be asked to dress in professional dress so that they may participate in events such as open houses, campus tours, new student orientation, off campus field trips, college visits, special guest presentations, and other activities in which students are representing Darrow to the public. Professional dress includes slacks, skirts, dresses, collared shirts, and unripped jeans. All clothes should be clean, wrinkle free and in good condition. Students in professional dress should not wear sleepwear or sportswear (except Darrow shirts). If a student is unsure about what attire is expected of them, they are encouraged to speak with the faculty member hosting the event. Failure to meet these guidelines may result in students being asked to change before they are able to participate in the event. Repeated failure to adhere to the guidelines may result in the loss of leadership positions or credit for the activity.

## Campus Boundaries

Students must remain on campus and within main campus boundaries during the academic day and during evening study hours. Residential students should never leave campus without explicit permission from the AOD or the Dean of Students. Maps are posted throughout campus, and it is the responsibility of each student to review these maps. Students should “text out” (with AOD) for campus trail hikes. The northern boundary of the school is Meacham Dorm. The southern boundary is Ann Lee Dorm. **Students do not have permission to walk Darrow Road or Shaker Road** beyond those north/south boundaries. (See campus map.) Students who receive permission from the AOD or Dean of Students to go for a run should only run south on Darrow road to Chairfactory Road.



## **Trespassing**

For safety and “good neighbor” reasons, students must not trespass on private property, including the areas around the Stone Barn and North Family, which are not owned by the Darrow School but by Shaker Museum|Mount Lebanon. Similarly, students are not permitted on the south end of campus or in any area which is privately owned. Additionally, students should be respectful of faculty living spaces. Students should only knock on the door of an off-duty faculty member in case of an emergency.

## **Security Cameras**

### **Use and purpose of security cameras on Darrow campus**

The implementation and use of security cameras on Darrow’s campus allow us to better monitor the health and safety of our community. This includes being better able to know the whereabouts of our students, the coming and going of visitors, and the happenings around campus. The use of security cameras is in no way intended to violate the privacy of students, faculty, or staff. These cameras will only be used in public areas, and will never be used inside living areas, bathrooms, or locker rooms. Video footage will be stored for 30 days on our online servers.

### **Where, when, and how cameras will be used**

The placement of cameras will be decided by the Head of School and the Dean of Students, and is subject to change at their discretion at any time. Cameras will be able to view the entrances of all residential dorm buildings. Cameras will be active and recording 24 hours a day, seven days a week. Camera footage will be available to by necessary administrative and disciplinary parties, and will be monitored daily. To protect the privacy of students, camera footage will not be available to view for parents, students, faculty, or unrelated staff.

### **Guidelines for students**

Students should be aware that behavior seen on the security cameras that goes against Darrow’s school rules is subject to the disciplinary consequences described in this handbook. Students, faculty, and staff other than the Dean of Students and Head of School are never permitted to tamper with the security cameras. This includes moving the cameras, obstructing the camera's view, or turning the cameras off.

## **Privilege System**

Students who demonstrate through attendance, behavior in the dorm and in the wider community that they can follow the rules that Darrow has set out in this handbook will be able to receive additional privileges.

### **Privilege Levels:**

Restricted: when a student is restricted, their privileges will be restricted as well, such as not being able to travel off campus over the weekend, not being able to participate in off campus weekend activities, and not having visitation privileges on Friday evenings. Students who are restricted also have additional responsibilities such as weekend study hall and time back hours.

Standard: Most of our students will have standard privileges, which mean that they are allowed the rules as laid out in this handbook.

Expanded: Expanded students have additional privileges laid out here:

- In room visitation
- Weekend Guests on campus
- Sunday Valley Runs
- Food Delivery late hours
- Special weekend activities
- Other privileges as determined

### **Privilege Qualifications**

All students start with Standard Privileges. Privileges are assessed on the first of each month, with Expanded privileges starting in October.

To receive Expanded privileges, students must:

- Have NO absences, and fewer than three tardies in that month.
- Have not been restricted for dorm strikes, and have accumulated 1 strike or fewer.
- Have no level discipline.

Students may see their Privilege status listed on Plusportals at any time.

### **Bullying/Anti Bullying**

Darrow is a place for students to learn, grow, and thrive as their authentic individual selves, and to do so free from all forms of discrimination, harassment, or bullying. We are fortunate to be a diverse community with members from different backgrounds and of different races, ethnicities, genders, pronouns, sexual orientations, religions, and identities.

All Darrow staff, students, faculty and visitors are expected to treat their fellow members of the Darrow community with the utmost respect. This includes (but is not limited to) using peoples' correct pronouns, refraining from commenting on other peoples' bodies or expression of religion or gender and refraining from the use of racial slurs. We do not tolerate discrimination, harassment or bullying of any kind, including microaggressions.

Below are more specific descriptions of behavior that falls under the categories of bullying or harassment. Beyond these definitions, if you at any time feel someone has said or done something to you that makes you uncomfortable we urge you to speak with our school counselor or Dean of Students. These definitions are expanded and adapted from those provided by [stopbullying.gov](http://stopbullying.gov).

**Bullying** is unwanted, aggressive behavior between any two or more people, and often includes a real or perceived power imbalance. Bullying can either be a series of repeated behavior or a single behavior that has the potential to be repeated.

An imbalance of power can mean physically, if someone uses their physical power in an aggressive way towards someone else repeatedly or in a way that has a potential to be repeated. It could also mean a social imbalance of power, meaning someone is using their access to embarrassing information, photos, or videos against someone else. It can also mean someone is using their social power, such as their popularity or friend group, in an aggressive way to harm someone. Bullying can look like making threats, spreading rumors, attacking someone physically or verbally, excluding someone from a group on purpose, or sharing pictures or videos of someone with the intent to embarrass or humiliate them. Power imbalances change over time, and could manifest in a number of different ways. It's important to remember that with any type of power you have comes responsibility to not do harm to others.

The four main types of bullying are verbal bullying, social bullying, physical bullying and cyberbullying. An individual instance of bullying could fall under one or more of these definitions.

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes but is not limited to teasing, name-calling, inappropriate sexual comments, the use of slurs, taunting, and threatening to cause harm.
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes but is not limited to leaving someone out on purpose, telling other people not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes but is not limited to inflicting physical harm on another person (hitting, kicking, etc), spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- **Cyber bullying** is when social media is used for bullying. Cyber bullying includes but is not limited to posting pictures or video of a person without their consent, sharing information about a person online in order to spread rumors or embarrass them publicly, leaving someone out of a social media group on purpose, and doxxing a person

(<https://www.stopbullying.gov/bullying/what-is-bullying#types>)

### **Supports for students**

Students who feel that they have experienced bullying should report the incident to the Dean of Students or the Head of School. Together with the Dean of Students, as well as the house parents, advisors, or school counselor if the student or Dean of Students sees fit, the incident will be investigated and an action plan to stop the bullying will be put in place. We also advise students who have experienced bullying to talk to the school counselor.

### **Non-retaliation policy**

Any student who brings forth information or makes a charge about another student or a member of the staff for violation of the school's rules or engaging in unsafe behavior, including complaints regarding sexual harassment, bullying, or discrimination, may not be subjected to retaliation of any sort. Retaliation can be defined as any threatening, intimidating, or harassing conduct directed towards the reporting student and could include verbal, physical, or cyber actions. A student who retaliates against another student in violation of this rule will be subject to [disciplinary action](#).

### **Healthy Relationships**

Darrow recognizes that building relationships is an important part of adolescent development. We strive to help students develop healthy relationships built on mutual respect, trust, and honest communication. When students choose to engage in physical contact of any kind, all parties must provide affirmative consent. Although we support students' desire for intimacy, sexual activity is not permitted on campus. Public displays of affection must be approached with respect for the feelings and values of those involved and other members of the school community.

## **Social Media Guidelines for Students**

### **Online Life is Real Life**

Align your online Image with your real-life goals. Learning to use social media responsibly, both in and outside our Darrow community, could impact your future success.

### **First Impressions**

Be thoughtful about what you share online and consider how it would look to others—both those who know you and those who don't. Many colleges and employers search social media before accepting students and hiring workers. And what they see about you in an online search may be the first—and only—impression they get of you.

### **Stand Behind Your Words**

Take responsibility for what you post on all social media. While you may think that using a fake name prevents posts from becoming part of your footprint, there are still ways to link that info to the person who posted it (for example, through an internet address or other specific information). Be your best self online. Post truthful information and be responsible about what you say.

### **Pause Before You Post**

Online posts can never be completely deleted, so ensure you're comfortable with living with what you post. Take time to think about whether a post will be hurtful or embarrassing or whether it could affect your or someone else's future. It may seem funny or harmless when you post it, but it could hurt someone's feelings

### **Consider the Consequences**

Most of the time, it is easy to tell whether social media use is school-related or personal. Other times it's hard to tell the difference. Sometimes, personal social media use may result in trouble at School. When this happens, the School may need to get involved. It is important to remember that the rules outlined in the Student Handbook also applies to online communication. To be safe, be in control of what you do online, even during personal time or on your personal accounts.

### **Protect Yourself**

There are many ways to protect yourself online. For example, only accept friend requests from people you know. You may interact online with people you have never met in person. If you do, use caution and find out as much as you can about the person. Also, while it is essential to be yourself online, remember not to post too many personal details (such as tagging your location). Sharing that information can be dangerous. Do not share passwords with friends. Also, be sure not to let public computers save passwords. Always log off when you have finished using a site.

### **Adjust Your Privacy Settings**

Social media providers automatically set privacy settings. You decide who can see your posts, how information is linked, and what data is available to the public. Decide whether to change the default settings to make your posts more or less private. For example, if you are creating a personal site to promote your artwork, music, or a cause, you likely want to make that site open to everyone. However, limiting access to a small group of classmates may be better if you're posting images hanging out in your dorm room.

## **Know What to Do**

"De-friend," block, or remove people who send inappropriate content. It is important not to answer or forward any harassing or bullying content. It may also be a good idea to save harassing messages. This proof could be important to show an adult if the behavior continues. If the behavior is school-related, print out the messages. Provide them to the Dean of Students Office when you report the incident.

## **Social Media Public Participation Policy for Students**

Social Media is any form of online publication or presence that allows interactive communication, including but not limited to social networks, blogs, websites, Internet forums, and wikis. Darrow School uses social media platforms to connect with prospective families, current families, students, and alumni. As a member of the Darrow community, you are expected to show respect and to take the privacy of others into careful consideration.

### **Official Darrow School Social Network Accounts**

[facebook.com/TheDarrowSchool](https://facebook.com/TheDarrowSchool)

[twitter.com/DarrowSchool](https://twitter.com/DarrowSchool)

[tiktok.com/DarrowSchool](https://tiktok.com/DarrowSchool)

[Youtube/darrowschool](https://Youtube/darrowschool)

[Linkedin/darrowschool](https://Linkedin/darrowschool)

[Instagram.com/darrow\\_school/](https://Instagram.com/darrow_school/)

### **Approved Social Network Account Run by Darrow Students**

*Monitored by Marketing & Communications*

[Instagram.com/darrowmusiccollective/](https://Instagram.com/darrowmusiccollective/)

### **School Network-Related Accounts**

Students may not create any social media accounts that use the Darrow School name or logo.

### **Public Participation Guidelines for Students**

When engaging on Darrow's official social media accounts, we encourage you to follow these terms of use to foster a positive online experience for our entire community:

- Be kind. Always engage in social media interactions with integrity, respect, and compassion.
- Regardless of privacy settings, act on the assumption that all postings are in the public domain. Do not post personal information about your friends, faculty, or staff. Do not share information that isn't meant to be public, even from a private space.
- Actions or content that risks the school environment may result in disciplinary action.

### **Privacy**

We will never post or release information that is considered private and confidential. Photos of students will not be posted on our social media accounts if a parent expressly opts their child(ren) out of such communications. Students:

- Students will be identified by first name only
- Opt-in tagging for 2nd Semester juniors' and seniors' personal instagram accounts highlighting academic, athletic, or professional accomplishments.



## **Food Delivery**

Food delivery services are allowed at Darrow, with certain expectations about them to maintain student safety and privacy.

During the academic day (8:30-4:00), food deliveries must be delivered to the Dairy Barn Lobby.

After the academic day, food deliveries may be delivered to the dorm **until 9:30 pm**.

Students may not retrieve food delivery during in-dorm Study Hall unless they have Freedom of Study.

Students may NOT leave class to retrieve food delivery.

Students with Expanded Privilege may receive food delivery between 9:30 and 10:30 pm.

Students may not leave their dormitories to retrieve food delivery. Any student who cannot meet these expectations may face disciplinary action.

## **Travel Policies for Recess, Weekends, and Appointments**

### **General Travel Expectations**

Students are expected to arrive and depart campus on the specified dates and times in the published Darrow calendar. Unexcused early departures for, and late arrivals from, vacations may result in academic penalties and disciplinary consequences.

Requests for assistance in making travel arrangements for vacations, arrival before the start of school, and departure after graduation should be made in writing no later than 14 days prior to travel. Last-minute changes to travel plans are strongly discouraged, as they often lead to confusion and can create a lack of safety. If an extreme need for a change arises, please contact the Dean of Students' Office.

### **Student Sign-Out**

Any student who is going off school grounds must check out before leaving campus. Checkout may occur in the Health Center for students who are going to health-related appointments; otherwise, students must sign out with the Dean of Students' Office or with the AOD.

### **Vacation Leaves**

During school vacations, students are expected to go home and be under the care of their parents or guardians, go to a Darrow-approved homestay program, or stay with a legal guardian or adult relative.

### **Making and Communicating Travel Plans**

Travel is a safety concern, and it is imperative that families communicate their student's travel plans with the Dean's Office. Travel information is distributed to enrolling students and their families with their enrollment packet and to returning students in early August, and it is sent to parents throughout the year. All travel arrangements must be cleared through parents or guardians before a student may leave campus. International families must determine with whom they would like their children to stay, well in advance of vacation, and let the Dean's Office know that person's contact information, and have that person contact the school. We recommend that international students have a contact in the U.S. for emergencies. Students may depart campus in another student's car provided they have filled out the appropriate forms.

Students will NOT be permitted to miss any school commitments for travel purposes. If a commitment would be missed to catch earlier buses, trains, planes, etc., then the student must travel later or the next day. Any exceptions MUST be cleared through the Dean of Students at least 72 hours in advance of travel by filling out the ["Excused Absence Request"](#) form.

Adequate travel money should be provided by a student's parent or guardian. Fares and spending money should be clearly noted on the travel form with specific dollar amounts. Any money taken from the student's SDA must have prior approval from the parent or guardian.

Except for at the start and end of school vacations, in almost all other circumstances, Darrow-provided transportation is NOT guaranteed. When available, the cost will be per student, as posted in the Dean of Students' Office, and will be billed to the student's SDA account. Fares for taxi service range from \$20 to \$200 and more, depending on the destination, and fares are always subject to change.

Travel forms are a very important part of travel and must be filled out completely with as much information as possible. Recess Travel Forms are to be submitted by a student's parent or guardian to the Dean of Students' Office no later than 14 days before any arrival or departure. Failure to notify the Dean of Students' Office of travel plans by the deadline will result in a \$25 surcharge.

### **Vacation Check-Out**

To maintain cleanliness and order in the residential houses, students are expected to thoroughly clean their rooms and complete house jobs before leaving for vacations. Failure to do so will result in disciplinary action upon return.

### **Vacation Return**

Students may NOT return to campus until the specific day indicated on the "Travel Recess Forms." A student who shows up earlier will NOT be allowed to stay in the residential houses. In the case of a student arriving without a parent or guardian, they will need to go to a local hotel to spend the evening, and parents or guardians will be responsible for any costs incurred.

### **Weekend Leaves**

If a student would like to travel for the weekend, they must fill out the weekend travel form and submit it to the Dean of Students' office by Thursday at 3pm of the weekend they plan to travel. Travel will not be approved if the student has weekend commitments such as athletic competitions, or other obligations that have not been excused by a faculty member. If a student participates in weekend travel that is NOT approved by the Dean of Students' office, restrictions or other disciplinary consequences may apply.

Students are also strongly encouraged to pick up any and all medications from the Health Center prior to departure, and to communicate their departure with enough notice for the Health Center to prepare any medications.

### **Name/Pronoun change process:**

Some students may change their name or pronouns while at Darrow. We welcome these changes, and ask that they follow these guidelines so that any changes are communicated to those who need to know.

The easiest way for a student to communicate a name or pronoun change is by filling out the [name/pronoun change form](#) found below or in the Dean of Students' office, the Health Services office, and the Admissions office and hand the form to the student's advisor. A student who chooses to communicate a change in their name or pronouns should notify their advisor of the change. That student's advisor will communicate this with the Dean of Students' office, and disseminate that information to adults who need to know. If the student would like to see a name change on things like email, PlusPortals, etc, they should let the advisor know that specifically so that those changes can be made.

If the student would like their advisor to make that announcement or welcome the student with their new name during a community event to notify the entire community, their advisor can also do that.

## [Name/Pronoun Change Form](#)

### **Vehicles (motorized and human powered)**

Boarding students only may have cars on campus by special request to the Dean of Students office and with parent permission. If the student displays a lack of responsibility in their vehicle use, their car may remain on campus, but they will not be allowed to use it except to travel home for breaks. Day students with cars on campus must check out with the AOD before leaving campus. Passengers in student cars must have parent or guardian permission to ride with a student driver and have notified the Dean of Students office. See the Day Student section for more information.

Students may use bicycles or skateboards on campus in designated spaces; however, helmets are required when riding anywhere on campus. Dirt bikes and other small motorized vehicles are not permitted.

Day students may drive their motor vehicles to and from school; however, they are not allowed to use these vehicles during the Darrow academic day. Students should park behind the Dairy Barn in the upper lot.

### **Day Students**

Day students are required to participate in all aspects of the regular school program, including athletics, Hands-to-Work, community meals and Tuesday Community Program. Day students are encouraged to participate fully in the overall program at the Darrow School, including the residential life program (up to two nights a week). Day students must observe all Darrow regulations while on campus and when attending off-campus school functions.

#### **After the Academic Day**

Day students are permitted to stay for dinner, but must fill out and submit the Day Student Overnight form by noon if they are planning to stay overnight except in case of emergency. In case of emergency, the student should notify the AOD as soon as they know they plan to stay over.

#### **Day Student House Assignments**

Each day student will be assigned to a house for overnight stays. Where possible, day students will be given a free room to use. These rooms may not be locked, and therefore day students are strongly encouraged to store any belongings in the lockers provided for their use. Day students are permitted to stay overnight up to two nights a week, and must submit a Day Student overnight form for each night they plan to stay overnight.

#### **Lockers**

Day students should always have on hand a change of clothing, in case they need to change during the day (if they get wet/dirty). Lockers are available for day students in the Dairy Barn and are assigned by the Dean's Office. Students must use locks distributed and registered by the Dean's Office; all other locks will be removed.

### **Vehicles**

Day students are permitted to use their cars only for transportation to and from school and must use only the designated parking spots located behind the Dairy Barn. Day students may not leave campus during the academic day. Cars may not be used as lockers for storing personal items or as a place for socializing. Other day students are only allowed to ride in a day student's car when they need transportation to and from school, and they must have prior approval from the Dean of Students office and from both students' parents or guardians. Day student policies apply to children of faculty members enrolled at Darrow.

Prior to the first day of school, any day student wanting to drive themselves to school must receive permission from the Dean of Students office and complete the Student Motor Vehicle Contract. Failure to adhere to these policies may result in revocation of driving privileges.

General On Campus Car Rules:

- All laws including Junior operator laws (Ages 16.5-18) MUST be abided
  - Students and parents/guardians must complete the [Student Motor Vehicle Contract](#) and all supplemental materials including proof of insurance and copy of student driving record.
  - ALL students who want to ride in a student vehicle MUST have this contract submitted to the Dean of Students' Office
- All on campus keys must be kept in the Dean's Office (boarding students are a must; Day students may be asked to keep their keys in the Dean's Office if they do not abide by the rules set out in the Student Handbook)
- Only the student who owns the vehicle may drive the vehicle
- Students must follow the proper procedure for going off campus
  - They must text the AOD with the destination, students in car, and approximate return time
  - They must text AOD and return keys immediately upon return
- Students must park behind the Dairy Barn in the upper lot

Any substantiated claim by a member of the community will cause a forfeit of the right to use a car for the remainder of the year.

## **Day Student Absences**

If a day student will be absent from school, the day students' parent or guardian must call the Dean of Students office before 8:30 a.m. to notify the school.

In the event of inclement weather day students are encouraged to stay overnight; however confirmation by a parent or guardian to the school or AOD by phone is required. No advance notice is necessary in the case of inclement weather. It is advantageous for day students to keep an overnight bag for these situations.

## **Extracurricular Life**

### **Trips Away from School and Transportation**

Transportation of athletic teams and other groups representing the school is provided by the school at no additional cost to the student. As is transportation to and from all school sponsored weekend activities. Students may participate in educational and recreational trips away from the school under the sponsorship of faculty members. As long as the trip involves a vehicle with a school driver, special parent/guardian permission is not required.

### **Regular and Special Religious Event Observance**

The school will attempt to facilitate attendance at religious services of a student's choice.

Students who wish to observe religious holidays off-campus while school is in session must complete each of the following, preferably one week in advance:

- Notify the Dean of Students' Office, which may assist in coordinating the necessary transportation/travel arrangements.
- Submit a completed [Weekend Travel Form](#) if traveling home or elsewhere (parent/guardian permission required).
- If missing any school commitments, complete an [excused absence form](#), request permission from the Dean of Students, speak with the teachers involved to gather assignments, and meet with their Advisor.

Planned absences for observation of religious holidays are exempt from commitment attendance limits.

### **Weekend Activities**

Darrow offers weekend activities, many of which take place off campus. These activities may include trips to the movies, shopping, or out to dinner, ice skating, bowling, hiking, and other educational, entertaining, or cultural events. Numerous activities occur on campus, often run by student Prefects, including movies, capture the flag and other games, open gym, cooking and baking, jewelry making, and Coffee House (an open-mic performance).

Activities are announced at All School Meeting and students sign-up with the Activities Director. Students who sign-up and go on trips may receive spending money from their Student Drawing Account (SDA). Due to seating limitations of school vehicles for off-campus weekend activities, students who sign-up but do not attend trips will be charged \$5. Students are also responsible for the cost of their ticket. Students may only sign themselves up for trips.

Students are encouraged to communicate with the Activities Director and the Activities Prefect to assist in designing weekend adventures. Student input is critical to the quality of weekend activities.

### **Guests on Campus**

Students may have family guests on campus. There are some specific guidelines that need to be followed to maintain campus safety:

- Family members may visit a Darrow student as long as they check in with the AOD once they arrive on campus.
- Any student traveling off campus with their family must check out face to face with the AOD.

Other guests: Students who have Expanded Privileges may have guests other than family members visit campus during the weekend. This must be communicated to the Dean's office by Wednesday of the week prior to the visit. Information to be provided must include the visitor's name and phone number, permission from the hosting student's parent or guardian, and the visiting student's parent or guardian, and the time and date of the visit.

### **Student Drawing Account (SDA)**

Each student has a Student Drawing Account (SDA), and parents/guardians are required to replenish this account as needed. The business office also the SDA for various charges including (but not limited to) key replacement, Spring Term, and transportation.

- SDA can be used at the School Store for purchases of some-basic necessities including personal care items, school supplies, and Darrow school spirit items known as Darrow Wear.
- Parent/guardian permission to the Business Office must be given by the end of business day Tuesday, for any money to be provided from a student's SDA to the student for travel or other needs.

### **Mail and Packages**

Students will have their own lockable mailbox, located in the Dairy Barn. Mail, including packages from UPS, FedEx, etc., will be sorted daily, Monday through Friday. There are no Saturday deliveries. Outgoing mail should be given to the Dean of Students' Office or the Admissions Office by 8:30 a.m. Monday through Friday. Students must notify the Administrative Assistant to the Dean of Students if they lose their mailbox key so that a replacement can be made. A \$25.00 charge for the replacement key and lock will be deducted from their SDA. The cost to replace keys and locks increases every time a student loses their key.

## Suspicious Mail

Mail that arrives and has the potential to be contraband (shipping company name, suspicious sounds or feel, etc.) may be turned over to the Dean of Students. When this happens, a student will be asked to open the package in front of the Dean of Students. The package will not be opened unless the addressee is present. If the contents include materials that are not allowed at school it will be confiscated and the student involved may face disciplinary consequences.

## Student Leadership Roles

At Darrow, we strive for our students to become responsible citizens and community leaders. We offer many formal and informal opportunities for students to be actively involved in developing, organizing, and leading programs and activities on campus.

- **Core Leaders** are made up of 7-12 juniors and seniors who have demonstrated leadership ability and a commitment to the community at Darrow. They work closely with the Dean of Students to create a culture of inclusivity and respect. Throughout the year they work on rule changes and handbook amendments; they are responsible for Tuesday Community Programs and Dorm Wars; most importantly, they serve as examples and leaders to the student body.
- **Student Government** is made up of an elected Student Body President and elected representatives. Student Government is responsible for designing, organizing, and implementing activities and events that support all programs at the school.
- **The Student Body President** has the responsibility, with the Dean of Students, for being a liaison between students, faculty, and the Head of School. They work with other student leaders to ensure positive community culture. The Student Body President is elected in the spring; voting is as follows: returning students have 1.0 vote each, faculty and graduating seniors each have .5 a vote.
- **Resident Assistants (RAs)** have important responsibilities, including assisting Houseparents in managing the house and providing responsible leadership for their fellow students. RAs are selected by the Houseparents in conjunction with the Dean of Students. A detailed announcement of duties and procedures for application is made by early spring and selections are posted before graduation. RAs are entitled to leadership privileges, which include special late lights privileges and reduced room inspection.
- **Prefects** are responsible for leadership in many areas of school life. Each Prefect, with the guidance of a faculty member, supervises and directs activities or services important to the functioning of the school. Certain Prefects may be asked to return to school early for leadership training. Prefects are selected by the faculty in conjunction with the Dean of Students. A detailed announcement of duties and procedures for application is made by early Spring and selections are posted before graduation. Students who come to Darrow as Juniors and Seniors may apply for prefectships midway through the year if they are interested.

**Big Sibs** are invited to assist new students in adjusting to life at Darrow. They help new students learn the layout of the campus and the location of their classes, understand the rules and regulations, and appreciate the culture of Darrow. Big Sibs strive to help newcomers feel more comfortable and welcome. For details about this program, see the Director of Admissions or Dean of Students.

## Health & Wellness Services

## **Health Services**

When students need treatment for any illness or injury they should report to the Nurse, in the Health Center, during clinic hours. The Health Center is open Monday through Friday 8am-4pm, Saturday and Sunday 8am-1pm, and Non-Academic Days 8am-1pm. The Health Clinic shall be open from 8:00 am until 4:00 pm Monday through Friday (excluding holidays). The Health Clinic shall be open for limited hours on Holidays and Non-Academic Days (i.e.: 8:00 am - 1:00 pm). Sick Call hours are from 9:30 am-10:30 am and 1:00 pm-2:00 pm ONLY (except for medical emergencies). Sick Call shall be available, during these hours, whenever the Health Clinic is open.

For safety reasons, students may not remain in their rooms during the day if they are ill and must report to the Health Center, or inform a houseparent or the Dean of Students if they are too ill to leave their beds. Day students should call the Health Center phone line at 1-518-704-2739 to communicate their illness. For routine matters, so that classes are not missed unnecessarily, students should go to the Health Center during their free periods. If students should become ill at night or when the Health Center is not open, they or their roommate should see the on-duty houseparent or the AOD.

The Health Center is not staffed overnight; therefore if it is necessary for a student to stay in the Health Center overnight with supervision, a \$400.00 fee will be billed to the student's account.

The Athletic Training Office is open Monday through Friday and before and after athletic contests. The Athletic Trainer shall post open office hours on the Athletic Training Door and make available, to student athletes, appointments as the athletic schedules permit.

## **Medication Policy**

All student medications (including over-the-counter medications, supplements, and vitamins) must be registered with the Health Center. If a Nurse is not available, medications may be turned in to the AOD. Medications will be dispensed by the Nurse, houseparent, or AOD. In limited cases over-the-counter medications may be dispensed, in small amounts, to students to use at their discretion. This must be approved by a Nurse.

Students on prescription medications are expected to be responsible for taking them by going to the Health Center during the medication clinic times, or finding the AOD (usually at a meal), or on-duty houseparent (usually at bedtime). The health clinic is open for student medication administration, on academic school days, during the following hours ONLY (except emergencies): 8:00 am-10:30 am for Morning Medication, 11:30 am-12:30 pm for Lunch Medication, 1:00 pm - 4:00 pm for Afternoon Medication. Students who do not show for medications, during the scheduled times, will be recorded as having missed their medication and will not receive medication until their next scheduled dosage. Nurses may only administer medications per prescriber's orders which includes the time periods to which the medication has been written to be dispensed/administered.

All medication changes must be submitted, in writing, to the Health Center.

Students are allowed to Self Administer/Self Carry medications at the discretion of the Director of Health Services. This is considered to be a privilege at Darrow School. This status can be revoked at any time by the Director of Health Services. Students are allowed to self-administer vitamins, supplements, birth control, sports supplement products, and rescue medications. Students should not be self-administering OTC medications (i.e.: cough syrup, antacids, tylenol) as these may mask symptoms of illness. Students may not have OTC medications in their room without permission from the Director of Health Services. Students 18 years of age or

older do not automatically qualify to self-administer medications. Students that are self administering medications must keep their medications in their room and in a locked storage area (i.e.: safe). Students should not be carrying their entire supply of medication with them, in their backpacks or purses, in case the purse/backpack is misplaced. Exceptions are Rescue Medications (i.e.: inhalers, epi-pens). Students may carry a one day supply of medication on their person. Students are required to review and sign a Self Administer Medication Agreement, with the Health Center, outlining the students responsibilities and the medications they will have in their possession. The student must be able to verbalize a plan for refills of their medications.

Day students who are prescribed medications are allowed to self administer/self carry medications at the discretion of the Director of Health Services. Day students may only carry the amount of medication needed for the time frame they are on campus. All prescribed medications must have a physician's order for the medications on file with the Health Center.

It is Darrow School Policy that all students are compliant with their medications. Any student missing medications for more than 2 consecutive days, or who establishes a pattern of missed medications, is considered to be noncompliant. Medication noncompliance may result in revocation of any self-administer/self-carry privilege, medical leave of absence, withdrawal from School or combination.

Students are required to have a prescriber's order and parent/guardian permission when taking their medications on "school days only."

### **Medical and Mental Health Appointments**

Students who would like to see a Medical Provider (MD, NP, PA) or Mental Health Therapist/Psychiatrist should contact the Director of Health Services. The Director of Health Services or the School Counselor will obtain parent/guardian permission (if required), will assist the student with making an appointment and schedule transportation. Transportation by Darrow School costs \$45 per appointment, which is billed to the Student Account. It is important that students report back to the Nurse, after a medical appointment, when they return to school. This is to ensure medical information is communicated to the Health Center and that everyone complies with the medical/mental health professional's instructions. Failure to do so endangers the student's health and potentially those in the community.

All routine dental work and other treatment, of a non-emergency nature, should be conducted at home during vacations or breaks.

### **Medical Leave**

Certain circumstances regarding health and well-being (physical or psychological) may require placing a student on Medical Leave. This is not a disciplinary action and any student on Medical Leave would be expected to return to school, as deemed appropriate, by personal medical professionals and School Health Services. A Medical Leave may only be granted by the Director of Health Services or School Counselor (for mental health reasons). For more information on Medical Leave policies and procedures, please contact Health Services.

### **Counseling**

All students should feel free to go to any faculty member for support or guidance regarding any concerns or problems: academic, social, or personal. Their houseparents or advisors may be especially helpful in resolving problems associated with day-to-day living at the school. The School Counselor is available to meet with



students who may be in need of additional support, on a short-term basis, and then refer those students to outside counseling, if necessary. The School Counselor will also support faculty and administration concerning student issues, and Chairs the school's Guidance Committee.

Should a student need ongoing counseling, from a non-Darrow professional, therapists and counselors are available in the area. Please see the School Counselor or Director of Health Services for details. Darrow will arrange transportation to and from regular medical and mental health appointments for a fee of \$45.00.

### **Mental Health Day Policy**

To request a mental health day, please contact the School Counselor with your request before the start of the school day (before 8:30AM) or the Nurse (if on a Saturday). Students must come to the Health Center or call the School Counselor at 518-704-2740 (landline phone, no texts, please). Day students also need a parent/guardian to contact the Health Center to excuse the absence. Only Health Services Staff (School Counselor or Nurse) may approve a Mental Health Day as this request requires an evaluation be conducted by a licensed healthcare or counseling professional.

#### **Mental Health Day Expectations**

- Boarding students are required to check-in, in-person, with the School Counselor. Day students must check in with the School Counselor when they return to campus. If the School Counselor is not in the office, the student may check-in with the Nurse. Absences will be marked as unexcused until that in-person check-in occurs.
- It is the student's responsibility to communicate with their teachers and stay current with their work.
- Students are expected to remain in their dorm or the Health Center during their mental health day (except for meals). They may request permission from the School Counselor or Nurse to go outside for exercise.

Mental health days **will not** be granted for the following conditions/reasons:

- After long weekends or breaks
- For exhaustion. If a student feels too tired to go to class, they are encouraged to check-in with the School Counselor to discuss sleep hygiene strategies. Daytime napping disrupts adolescent sleep cycles and is not recommended.
- To catch up on schoolwork.
- To complete college essays or applications.

We are following these protocols for your safety and to ensure that you are receiving the care and support you need. You are always welcome to come to the Health Center to discuss your needs. A mental health day is a very specific request and thus the reason for the protocol.

### **Student Pregnancy**

Students may be tested for pregnancy at the health clinic. If a student is determined to be pregnant this information must be kept confidential, as per NYS Law, unless disclosure has been authorized by the student. Students that are pregnant will be placed on sports/athletics restrictions until or unless cleared by a healthcare practitioner.

### **Student Disclosure for use of Alcohol, Drugs, or other substances**

Students who self-disclose use of alcohol, drugs, or other substances must be offered a medical leave of absence to pursue treatment programs. Any disclosure, by a student, must be kept confidential unless the student has authorized this information to be shared with others, as per HIPAA and NYS Law.

### **Excusal of Students from School Activities**

The Nurse on-duty may excuse a student from school activities (class, sports, etc), only when there is a medically appropriate reason, that is consistent with current approved protocols from the School Medical Provider.

### **Excessive Excusals**

Excessive excusals is defined as a student who has been excused, by any health services staff member, from any School related function (i.e.: class, event, sports, physical education) as follows: 3 times in any 30 day period, 5 times in any 60 day period, 7 times in any 90 day period, 10 times in any School Year. Students who fall into the category of excessive excusals may be placed on Health Services restriction.

### **Health Services Restriction**

Students who accumulate excessive excusals or who violate the excusal policy may be placed on Health Services restriction. A student who is on health services restriction can only be excused by the Director of Health Services. The Director of Health Services may also require the student to provide a note from a Healthcare Practitioner (MD/NP/PA) in order to be excused from School. Students on restriction who do not receive excusal, from the Director of Health Services and/or a Healthcare Practitioner, will have their absence listed as unauthorized or unexcused and may be subject to disciplinary action as per Darrow School policy.

### **Emergency Outbreak Plan**

If an outbreak of an illness occurs Health Services will send home those infected/exposed day students and boarding students, who live within a reasonable distance to the School, for a period of isolation or quarantine, as determined by the Medical Advisor and Director of Health Services. Infected/Exposed Boarding Students, who are unable to be sent home, will be placed in isolation or quarantine in a separate location from others (i.e.: Dorm Room), for a period of time as determined by the Medical Advisor and Director of Health Services. Generally, the following protocol will be followed for respiratory viruses (COVID, Flu, RSV): stay home and away from others until, for 24 hours BOTH: symptoms improve and there is no fever (without medications). Then take added precautions for the next 5 days, which includes: masking and social distancing. Due to the communal nature of a Boarding School, isolation or quarantine may not be possible or feasible in all situations, such as when there is suspected exposure to a majority of students and/or staff. If such a situation should occur, the Medical Advisor and Director of Health Services may initiate a school-wide strict infection control policy which may include mandatory masking, distancing, and hand sanitizing protocols.

### **The Living Machine™**

All community members are responsible for maintaining the health of The Living Machine™, our innovative ecological wastewater treatment center. Only natural waste and toilet paper are flushed down the toilets on campus. Flushing personal body wipes or any menstrual products down the toilet is not permitted due to the

damage they cause to our wastewater system, including pump failure. Flushing personal wipes will be considered unacceptable behavior (see Disciplinary System).

## Residential Life

The Darrow School provides a safe, healthy, and comfortable home for all of our boarding students. Through frequent community interactions and expectations students learn to take increasing responsibility for themselves, while concurrently recognizing their obligation to be cooperative, considerate, and respectful.

### Basic Fire Safety Rules

Everyone must exercise particular care to prevent fires. Electrical equipment that is prohibited includes:

- Electric Blankets
- Hot Plates
- Sun Lamps
- Heating Coils
- Air fryers, instant pots, etc
- Any Similar Heat-Producing Devices.

The following items may not be used in student rooms, but may be used in common spaces:

- Irons
- Curling or Flat Irons
- Hair Dryers
- Electric Tea Kettles

These devices must be unplugged when not in use and have self-timers where applicable. Fans must be turned off when no one is in the room. Failure to comply with these expectations will result in confiscation and may result in disciplinary action.

If a fire occurs, students must be sure to wake others in their rooms and then immediately sound the alarm on their way out of the house. To call the fire department, dial 911 and identify the building number. Fire prevention will be thoroughly covered in the first house meeting, and students will be informed about the process for fire drills and their duties in case of a fire emergency. Fire drills, including night drills, will be held periodically and will generally be unannounced.

### Residential Houses and Houseparents

Darrow's residential program is built on the trust and personal integrity implicit in a balanced and functional community. At the core of that community is the Houseparent. Darrow houseparents are dedicated to residential life, serving as surrogate parents who mentor, advise, coach, respect, and supervise Darrow's residential students.

### Individual Rooms

Each student will be provided with a bed, mattress, desk, chair, and a dresser. Each room is equipped with shades and/or curtains, and screens. Furniture may not be moved out of the room unless permission is granted by the Dean of Students.

A Room Condition Report is completed at the beginning and end of each school year. If a student changes rooms, a new inspection report on the room they are leaving and the room they are entering is to be completed by them and a houseparent. Furniture and mattresses may not move with students.

Should damage occur in a house room or in the hallway, the student and their roommates or housemates will be held financially responsible for damage and labor, unless a specific individual claims responsibility for the damage. Students are encouraged to decorate and arrange their rooms as they like, but must keep in mind that the fire code for the State of New York does not permit any additional covering to be hung over windows, nor does it permit any additional covering to be hung over lights. No fabric hangings are permitted on walls or ceilings.

Posters, in good taste, are permitted and may be hung on the walls and doors only. Items that include images or messages pertaining to hate speech, pornography, objectification of others, alcohol references, illegal drug references, violence/gore (including guns), and profanity, are inappropriate. Students must use approved power strips for multiple electrical objects, and these power strips are the only acceptable form of extension cord. The power strips must run alongside the walls of the room and not across doorways or natural walkways within the room.

## **Keys and Room Security**

Students and their roommate(s) will be given keys to their rooms. Room keys must be returned at the end of the year or when room changes occur. The Fire Code specifies that under no circumstances may a room be locked when it is occupied, so that in case of an emergency the exit is not hampered in any way. Locking a room while it is occupied is “Unacceptable Behavior” and carries disciplinary consequences.

Students who are locked out of their room or house should find an on-duty houseparent or another student to let them into the building. Students should not knock on the door of off duty faculty or call the AOD because they have locked themselves out.

Students are strongly encouraged to lock their rooms whenever they leave their room. Students may not give or lend their key to other students, as this jeopardizes not only their belongings but also those of their roommate(s) and housemates. Students who find keys should return them to the Dean of Students’ Office immediately.

Similarly, external doors to dormitories may not be propped open due to lost keys for any reason or any length of time. Doing so may result in disciplinary action.

Students are strongly urged to keep cash or other valuables in their room safes. The Business Office will also gladly secure money for them and return it upon request.

Lost keys will require the re-keying of the room. The cost for all keys and cylinders will be borne by the person who lost their key and will be paid for from their Student Drawing Account (SDA). The fee for lost keys/cylinders is \$25 for the first loss and \$50 for the second loss, and increases by increments of \$10 for each additional loss.

## **Residential House Expectations**

In order to create a community of respect that is safe and inviting for all residents, students are asked to meet basic expectations including:

- Curfews and check-in
- Passing room inspection
- Completion of house chores
- Prompt observance of lights-out
- Maintaining a respectful noise level
- Recycling and Conserving resources (e.g., water and electricity)
- Evening Study Hall attendance (if required)
- Respecting the physical space of the house (including windows/doors/walls)
- Respecting fellow students, faculty, and staff
- Respecting safety and fire safety rules

## **Courtesy**

In the interest of maintaining comfortable and harmonious living arrangements for every student, we ask that students abide by basic rules of courtesy. Students may have electronics such as televisions and speakers in their rooms as long as they are played at appropriate times and in such a way as not to disturb others. Houseparents and RAs will judge what is appropriate and may confiscate any misused equipment. Students must refrain from yelling and roughhousing in the houses, as this can be disturbing and disruptive for others.

## **Student Hygiene**

For the health and well-being of all community members, we expect that students maintain consistently good hygiene habits. When someone's hygiene is poor, it affects house morale and roommates. Consistently poor hygiene will not be tolerated. Students who do not meet standards will be given strategies to improve, but if those proactive steps fail to get the needed results, then the individual(s) involved will face disciplinary consequences.

## **House Meetings**

Each residential house has required weekly house meetings three times a week: Sunday, Tuesday (house time), and Thursday. This is an excellent time to respectfully raise concerns regarding any residential issue. House meetings are also a good time to plan house activities, etc. Students should feel free to offer any suggestions that will enhance house life.

## **House Chores**

Each residential house is responsible for scheduling chores on a regular basis. Houseparents and Resident Assistants (RAs) supervise this process and instruct students in the cleaning duties. These chores are completed on Sunday and Thursday nights. Consistent refusal to participate in completing house chores will result in disciplinary action.

## **Room Inspection**

Room Inspection occurs in all dorms Sunday, Monday, Wednesday and Thursday nights at 7:00 p.m. and the expectations for these inspections are located on every student's door. Students are expected to clean their rooms daily. In the interest of personal cleanliness, beds should be neat, and the mattress must remain on the frame and off the floor. Because of the closeness of the living accommodations, a clean and orderly room and house are essential. Houseparents and RAs will assist students in acquiring the skills and knowledge to make that cleanliness and order possible. Rooms will be inspected frequently.

Room Inspection Expectations:

- Clothes hung up or put away
- Floors clean
- Closets and bureaus neat
- Dirty clothes in laundry bag/basket
- Room decorations in good taste
- Food kept in closed containers
- Waste baskets emptied

## **Check-in & Lights Out**

Check-in is defined as the specific time that students are required to return to the residential house:

- Sunday, Monday, Wednesday, Thursday: 7:30 p.m.
- Tuesday: 8:30 p.m.
- Friday: 10:30 p.m.
- Saturday: 10:30 p.m.

Students who have earned Honors in the previous quarter do not need to check in until 9:30 on Sunday night. Students who have earned High Honors in the previous quarter do not need to check in until 9:30 on any study hall night (Sun-Friday, excluding Tuesday).

Students may not leave the house after curfew or before 7:00 a.m., unless required by a scheduled school activity or through explicit permission from the Dean of Students.

Check-in is a safety measure. It is imperative that students be on time. Students who are either more than a few minutes late, or are repeatedly late, will face disciplinary consequences.

**Lights-out** is defined as being in one's room, in bed, quiet, with lights and screens off.

Sunday–Thursday: 10:30 p.m.

Friday: 11:00 p.m.

Saturday: 11:00 p.m. (soft)

Seniors are granted soft lights out every night. Juniors are granted soft lights out every night in the spring semester.

**Late Lights:** Students who have specific academic needs may request “late lights” to complete assignments. If this request impacts a roommate, that particular individual must be okay with the request. Late lights may only be granted by the on-duty houseparent, and the student must ask at least 15 minutes *before* lights out.

**Soft Lights Out:** Students must be in their own room and maintaining quiet for those who wish to sleep, but may be out of bed and may use electronics. Lights may be on. Students must be considerate and respectful of their roommate(s) and housemates or they may lose the privilege of soft lights out.

## Visitation

Weekend Visitation procedures:

If a student wants to visit another student in a different dorm, visitation is permitted during the following times:

**Friday 8:30-10:15 (after study hall)**

**Saturday 7:30-10:15**

**Sunday 1:00-5:00**

**Houses are closed to visitation during the academic day.**

All students, regardless of privilege level, may host visitation in the dorm common room. Only students with Expanded privileges may host in-room visitation.

When a student wants to host a visitor, their first step is to request permission from the House Parent on duty. Once permission is received, the visiting student may enter the dorm and the hosting student may bring the visitor to the common room, or to their room, depending on privilege level. For those who host students in their rooms, **THE DOOR MUST BE OPEN AT ALL TIMES** while a visitor is present. The host should not leave the visitor for any reason during their stay, and when the host leaves, the visitor is required to leave as well.

Visitation is a privilege: having lights off, physical contact, or not being visible in the room will result in the visitation ending. The House Parent has discretion to remove any visitor from the dorm at any time, and both parties will receive a strike for visitation infraction.

Best Practices:

Anyone visiting another person's room is requested to knock on the door before entering. Faculty members are also expected to knock before entering student rooms. A student may not enter another student's room unless that student is in the room.

When any student is in a room other than their own, the door must remain completely open at all times and the private space of all roommates must be respected. The priority is the comfort of the students who reside in the room; if visitation is disruptive to a resident of the room, the visit should move to a common space. RAs and House Parents reserve the right to end visitation at any time for any reason, including but not limited to: loudness, disruptive behavior, or discomfort with the level of intimacy of the visit.

## Strikes

Strikes are given by houseparents when students are not meeting basic residential life expectations. Room inspection strikes double each consecutive day that a student fails room inspection. Additionally, other residential strikes such as, lights out, check in, or failure to do dorm job may begin doubling if a houseparent notices a pattern of unacceptable behavior.

Strikes for refusal to complete Dorm Jobs or attend Dorm Meeting will double with each infraction. Dorm jobs are a part of our residential program, and are required.

If a student receives **six or more strikes** within a two week period, a restriction or consequence will follow. If a student receives **ten or more strikes** within a two week period, it will be considered “unacceptable behavior” and result in a Disciplinary Level 1. (See “Disciplinary System”).

### Dorm Strikes consequences:

1. If a student's strikes arise primarily from room inspection, the student's weekend restriction will result in the student being restricted to the dorm on the weekend (meals and community events notwithstanding) until the student has completed a ROOM CLEANOUT (see below).
2. If a student's strikes arise primarily from lights out strikes, their lights out (and therefore check in as well) will be one hour earlier for Friday, Saturday, and Sunday nights.
3. If a student's strikes arise primarily from infringement of visitation rules, a student will lose visitation privileges (both receiving guests and visiting other dorms) for a period of TWO WEEKS starting on the Friday that the student receives the notice.
4. If a student's strikes arise primarily from check in strikes, the student is required to check in with the AOD for each meal from Friday Dinner through Sunday Dinner.
5. If a student's strikes arise primarily from Study Hall violations, the student may be asked to join Daytime Study Hall in the Library instead of participating in study hall in the dorm.
6. If a student's strikes arise primarily from not completing Dorm Jobs, the student will complete all dorm jobs over the restricted weekend.

Room Cleanout: If a student is restricted due to strikes for Room Inspection, the student is considered restricted from participating in off-campus activities and other normal weekend privileges (off campus travel, etc) until they have completed a Room Cleanout. This is defined as:

- The Student removes all of their possessions from their dorm room, to the hallway or common room
- The student cleans their space thoroughly, vacuuming, throwing out all trash, etc
- The student places all possessions back into their room in an organized manner.
- All of the above steps are approved by the house parent on duty as being completed before moving on to the next.

After a Room Cleanout is complete, the student is considered no longer restricted for the weekend.

Students who receive restrictions from Dorm Strikes three weekends in a row will meet with the Dean of Students to develop a plan for future behavior. Students who exceed 20 strikes in a 4 week period will go before the Disciplinary Committee and face appropriate consequences.

## **Roommate Difficulties**

Every attempt is made to match students with compatible roommates, but sometimes these relationships can take time to develop. The school does not encourage room changes; if a student has any problems concerning their roommate or living arrangements in the house, the student should feel free to take them to an RA or houseparent. The RA or houseparent can help them sort through the issues and assist students in coming to a resolution. Only in extreme cases will room changes be made, and these will occur only with the permission of the Dean of Students.

The process for room changes will be reviewed in the following order:

1. Student speaks with RA
2. All roommates participate in an RA led mediation
3. If the mediation is not successful, RA and students speak with a Houseparent
4. Houseparent speaks with the Dean of Students.
5. The Dean of Students gathers the necessary people to evaluate and resolve.

Helpful tips for roommate difficulties:

1. Remember that roommates don't have to be best friends. They can have different interests, different classes, or different social groups. The important part of successful roommate pairings is mutual respect.
2. Honest communication: students should advocate honestly for their needs, whether that is cleanliness, personal space, or bedtime. Students should then make agreements with their roommate. When a roommate doesn't meet those expectations, the student should communicate that with their roommate first.
3. RA support: RAs and House Parents will not have a conversation for a student, but will support the student with finding words, or with having a mediated conversation. Reaching out will always be met with support.
4. Tone of voice and empathy are important: sometimes it is not what is said, but how it is said. Approaching every interaction with compassion is a great way to start positive conversations.
5. Have an open mind. Roommates may have very different life experiences, beliefs, needs, or viewpoints. Approaching these interactions with the lens of being able to find new perspectives brings more success.
6. Dorm rules are key. Disorganization or mess can make a difficult situation in a room- and it is also against the rules of the dorm. Work together to help keep the room clean.

## **Post-Graduate Rules**

Post-Graduate students at Darrow are expected to be committed to the Darrow community and its values. However, they have different rules and responsibilities, as they have already completed a traditional high school course of study. Darrow's focus for Post-Graduate (PG) students is in preparing them for life after high school and to develop increased independence. Post-Graduate students living in Ann Lee, our Post-Graduate dorm, should consider this a privilege that can be removed based on behavior or failure to meet expectations. Post Graduate students are held to the same standards as all other students in terms of attendance and discipline, and are expected to familiarize themselves with the relevant rules.

Residential Life:



PG students living in Ann Lee (our Post-Graduate dormitory) will be held to different standards than other boarders at Darrow. However, these privileges can and will be removed for students who cannot meet expectations. Students who are asked to leave Ann Lee because of behavioral issues will lose these privileges.

1. PG students will not be required to attend Study Hall in the dorms. Check in for all PG students will be 9:30 on Sundays-Thursdays (8:30 on Tuesday), and 10:30 Friday and Saturday. Student athletes are expected to maintain at least a 2.5 GPA.
2. PG students will only have room inspection one time per week, on Sunday night. They are expected to keep their rooms reasonably clean at all times.
3. PG students will not be expected to have “Lights out” times. Instead they will be held to Quiet Hours, which start at lights out (10:30 pm on week nights, 11:00 pm on weekends): Quiet hours are defined as: students must be quiet enough that they cannot be heard outside of their rooms, and must either be in their rooms or in the bathroom. On the weekends (Friday and Saturday nights), students may also be in the common room, as long as they respect quiet hours and maintain appropriate volume levels.

Visitation: PG students in Ann Lee have the same visitation times and days as all other students. No student from outside Ann Lee should be present in Ann Lee, or vice-versa, except during posted visitation times: Friday from 8:30 pm to 10:15 pm, Saturday from 7:00 pm to 10:15 pm, and Sunday from 1:00 pm to 5:00 pm. Students found in violation of this rule should expect to face disciplinary consequences. All visitation rules remain the same as for all Darrow students, and must be abided by or the student will lose visitation privileges and could face disciplinary proceedings.

## **Other Policies**

### **House Searches**

There may be instances when a room, a student’s personal belongings and/or an entire house must be searched. Searches are conducted only when there is reasonable cause to do so. (See “Search and Seizure”)

### **No Pets**

Students are not permitted to have pets (including fish).

### **Laundry**

Washing machines and dryers are provided in each house. A fee for their use is billed each semester.

### **Safes**

Electronic safes are provided in each dorm room. Students can log on online to create a password. We encourage students to store any valuables in their safes. If a student has a problem with their safe, they should report it to their house parent or the Dean of Students.

### **Refrigerators**

Students may have refrigerators in their rooms if and only if the following conditions are met:

- Refrigerator cannot exceed a defined capacity of 3.0 cubic feet.

- Refrigerator must be directly plugged into a grounded outlet or a three-foot maximum, [Underwriters Laboratories \(UL\)](#) certified, grounded power strip.
- Single rooms and double rooms may not have more than one refrigerator.
- Triples or quads may not have more than two refrigerators.

## **Lost, Loaned, or Stolen Items**

The school is not responsible for students' items that are lost, damaged, loaned, or stolen. Families are encouraged to have homeowner's insurance coverage for their child's items that they feel warrant coverage, e.g., computers, bicycles, skis, etc. Unauthorized use of credit cards or cell phones, will be considered "theft" and processed as a disciplinary infraction. Students are encouraged to utilize the safes provided in each room for valuable items.

## **Gender Inclusive Housing**

Hinckley dorm on Darrow's campus is the school's designated Gender Inclusive Dorm. This is a safe space for all students and includes gender neutral bathrooms. Students of all gender identities live in our Gender Inclusive Housing. Permission from a students' parents or guardians is required in order to reside in Hinckley house. Students of any grade level may live in Gender Inclusive Housing, but must show independence and maturity in their approach to residential life. Admission into Hinckley house is at the discretion of the Dean of Students Office, and must be applied for on a yearly basis.

Single stall bathrooms for access on campus are located: in the Library, in the S.E.C, in the Health Center, in the Performing Arts Center, and in the Science building.

## **End-of-the-Year Departure**

All students must follow the school schedule of house check-out the week leading up to graduation. Charges will be applied to SDAs of students whose rooms are damaged, who do not clean their rooms properly, or do not transfer items to summer storage.

The UPS store will set up an on-campus location during the last week of school for students to buy and ship boxes.

The school allows returning students to store a limited amount of possessions on the fifth floor of Wickersham over the summer. Returning domestic students may store up to 5 boxes and international students may store up to 7. Any student storing more than their permitted number of boxes will be charged \$25/box or item. Students may not give their unused space to other students (i.e. a student storing only 4 boxes may not store an extra box for a friend).

# The Disciplinary System

Each member of the Darrow community is here by choice and invitation. Each of us has a responsibility to embrace Darrow values and live accordingly; the primary purpose of the disciplinary system is to support these values. The violation of rules can erode the climate of trust in the community and potentially endanger the health and well-being of community members.

## Disciplinary Levels and Consequences

The disciplinary system is a guideline to allow students, families, and faculty to assess a certain situation. Each violation of the rules will be treated on an individual basis, and defined by a disciplinary “level.” Each level has clearly defined consequences and the implications of each level is incrementally more serious. Each numeric level (1, 2, 3, 4 and 6) is a measurable connection to one’s status as a Darrow student.

Over the course of a school year, if a student receives the mathematical equivalent of a Disciplinary Level 6 (in any combination: one Level 6, two Level 3s, etc.), they should expect to be dismissed. Hard Level 3 and Level 4 infractions stay with a student for a full calendar year from the date of the infraction. A Level 6 infraction is atypical for Darrow students, but possible. It is essentially a “one strike” infraction likely resulting in expulsion.

Because the weekend schedule varies significantly in the last weeks of school, major discipline incidents that occur at the end of the fourth quarter, during Spring Term or in the week leading up to graduation may result in alternative consequences when deemed appropriate by the Disciplinary Committee.

### Infraction Level Consequences

Disciplinary Level 1 – one “Restriction.”

Disciplinary Level 2 – two consecutive “Restrictions.”

Disciplinary Soft Level 3 – three consecutive “Restrictions”, but the level will disappear at the end of a school year instead of remaining for one full calendar year.

Disciplinary Hard Level 3 – three consecutive “Restrictions.”

Disciplinary Level 4 – three consecutive “Restrictions.”

Disciplinary Level 6 – A student should expect to be dismissed from the school.

## Restorative Practices Pathway

Darrow school views discipline as an opportunity for growth, as opposed to punishment for violation of the school rules. Alternative discipline includes three facets: instructional, relational, and restorative actions.

Students may opt in to the Restorative Practices Pathway, where they will create with the Dean of Students an Alternative Discipline Contract which includes steps taken in each of the three facets mentioned, tailored to the disciplinary incident and the student. While the Restorative Practices pathway is optional, the Dean of Students office may make recommendations for students that it feels could benefit from the pathway.

Students who complete this pathway will do so in lieu of disciplinary levels; however, completion of the pathway and signing off on the contract by the Dean of Students is required. As the goal of the Restorative Practices Pathway is for students to find ways to stop behavior that does not fit the code of conduct, students may not be permitted to opt into the Pathway for a second offense similar to the first.

The Alternative Discipline Contract that a student signs includes various actions based on what fits the disciplinary incident, but all Restorative Practices should: build relationships; strive to be respectful to all; provide opportunity for the student to participate in decision making; involve all relevant stakeholders; addresses causes of conflict and harm; encourages all to take responsibility; keeps in mind the Darrow values.

## Restriction

Restriction MUST be served the weekends immediately following the event as defined by the Dean of Students Office.

Students who do not meet all the expectations of restriction will need to re-serve the restriction the following weekend. Students who fail to correctly serve two weekends in a row will face a disciplinary committee or additional level consequences for unacceptable behavior.

Day students who are serving restriction are expected to remain off campus on Saturday after Saturday classes have ended or any sports requirements have concluded. Day students are expected to come to campus on Sunday for Time Back work detail or to make arrangements to serve Time Back at another time through the Dean's office.

### Basic Rules of Restriction:

- Restriction takes place from Friday to Sunday. If the Restriction is not due to attendance, there will be no Watch Week.
- Students must remain on campus for the entire weekend.
- No off-campus activities are allowed: on campus activities are permitted as long as they don't interfere with the requirements of restriction.
- Friday: Students will remain in their dorm and complete Friday Study Hall in their room, whether they normally have Freedom of Study or not. Their room must be room inspection ready, and they are not permitted visitation.
- Saturday Afternoon Check in: Restricted students must check in with their house parent at 1:00 p.m. Their room must be room inspection ready and the house parent must give the okay before students leave the dorm or do other activities.
- Saturday Night Study Hall: Restricted students will meet the AOD in the Library with any necessary supplies for doing academic work, such as a computer, notebooks, pencils, etc. and work independently to complete any missing assignments from the week, or work ahead for the future week for one hour. No phones are allowed.
- Sunday Morning work detail: the AOD will instruct the student with regards to location and task. Students should expect to participate in whatever has been assigned until the work is completed.

Here is the schedule for Weekend Restriction:

Friday	Saturday	Sunday
Your day will proceed as normal until 7:30 pm check in.	9:00 am-12:00 pm: Classes	<b>9:00 am: Time back/work detail. Check in with AOD and stay until released.</b>
<b>Study Hall 7:30 pm-8:30 pm</b>	<b>1:00 pm: Check in at House</b>	Weekend restriction is completed

<b>In Dorm</b>	Activities permitted before and after study hall as long as House Parent has approved the room.	once time back is served, student is free.
<b>After study hall:</b> Student is in room, which is room inspection ready, no visitation.	<b>Study Hall 7:30 pm-8:30 pm: Check in with AOD in Library</b>	

## Dismissal

Dismissal is a serious event in the life of a student and their family. It is a serious event for the school community as well, and has far-reaching implications. The decision to dismiss a student is very difficult and is made by the Disciplinary Committee; however, the Head of School must approve the decision prior to any student's dismissal. If a residential student is dismissed the following conditions exist:

- They may remain on campus for no longer than a period of 24 hours.  
In some cases, parents or guardians may be asked to pick up their student before a Disciplinary Committee meeting has been convened, in which case students will be allowed back on campus for the DC meeting.
- Parents or guardians of the dismissed student have 24 hours to make travel arrangements. The Office of the Dean of Students will help parents or guardians with logistics if needed.
- If parents or guardians have not made acceptable\* travel arrangements, then Darrow School retains the right to return the student home by whatever means available (taxi, automobile, bus, train, and/or airplane).
- If health or safety is a concern of the school, the student will be accompanied by a Darrow-designated adult, and will include a travel expense fee.

\*Darrow School will not participate in any form of disciplinary action to a dismissed student beyond the expulsion itself. We fully believe that the only acceptable course of action following a dismissal is to return a student safely to their home.

## Suspension

If a student acts outside of the bounds of the community, they may be asked to depart campus for a short period of time until the issue is resolved or until they have fulfilled certain requirements. Suspension may be a recommendation of the Disciplinary Committee, or be required by the Dean of Student in consultation with the Head of School. The student will be given an amount of time to be away from campus, criteria to meet before they return to campus, or both.

## Extended Suspension

At times, students who meet the criteria for dismissal

If all conditions described below are met, a dismissed student may be considered for an extended suspension instead of dismissal.

- **Who is eligible?** The Disciplinary Committee members or Head of School and Dean of Students may recommend this consequence in lieu of an official dismissal if they feel that a student who has earned a cumulative Level 6 has the potential to benefit from a therapeutic intervention and could be a contributing member of the school community after treatment.
- **Who is not eligible?** Students who earn a singular Level 6 for egregious behavior, distribution of illegal substances, firearms/incendiary devices, or an open flame are not eligible.

## Requirements for return to Darrow

- The student must complete an intensive therapeutic intervention program approved in advance by the Health Team and Head of School.
  - Examples of suitable therapeutic programs include substance abuse rehabilitation programs, therapeutic wilderness programs, and residential treatment centers.
- In most circumstances, students will not be allowed to return to campus until the end of the quarter during which they complete treatment. Exceptions may be made for students who complete treatment in the first two weeks of any given academic quarter.
  - When possible, Darrow will work with students, their families and the treatment facility to continue the academic program while the student is off campus. Students will be responsible for completing all assigned work before returning to campus. In most cases, students will not receive letter grades for the quarter(s) they miss, rather all courses will be graded pass/fail. Students may be required to drop classes that rely heavily on hands-on instruction.
- The student must propose and complete a self-reflective project in which they demonstrate insight and accountability for the actions that led to their dismissal.
- Upon completion of the therapeutic intervention, the student must submit all required paperwork demonstrating completion of treatment as well as the student's reflection.
  - The Guidance Committee will meet to evaluate the materials submitted.
  - Re-admittance is not guaranteed if the school does not feel that the student has made adequate progress.
  - If re-admittance is granted, the student will return to Darrow with a hard level 3

## Sanctuary Policy

While substance abuse on campus is a serious disciplinary matter, the Darrow School will always prioritize the health and safety of our students over discipline and consequences. As such, any student who seeks help for either themselves or another student whose health and safety is at risk due to substance abuse will not be subjected to level discipline.

Additionally, students who report incidents of sexual assault or sexual harassment that occurred while they or other students were under the influence of substances will not face disciplinary consequences for the use of substances.

Note: Students must initiate the process and seek out assistance on their own. A student may not claim sanctuary if they have already been confronted or discovered by a faculty/staff member.

## The Disciplinary Committee

The Disciplinary Committee meets to determine the school's response to major disciplinary problems. The committee is comprised of seven voting members, along with additional participants, depending on the nature of the infraction:

### Voting Members

Permanent Seats:

- Dean of Students (Chair, non-voting except in the case of a deadlock)
- School Counselor (non-voting)
- Three faculty members - Faculty members are chosen by the Dean of Students in conjunction with other Senior Administration members

- Three student representatives - Student representatives are chosen by the Dean of Students, Director of Studies, and other designated faculty members during the Prefect application process (See “Prefects” in Student Life for more information on Prefects) Please note: In some cases of sexual harassment, bullying or assault student representatives may not be included in the disciplinary committee to protect the anonymity of the victim. That decision will be made by the Dean of Students, School Counselor, Director of Studies, and Head of School.

Meeting-to-Meeting Representation (non-voting):

- Director of Studies (academic related infractions)
- Staff member responsible for discovering the rule violation
- Advisor of the student involved

## **Disciplinary Procedures and Protocol**

### **Major Disciplinary Procedures (Levels 2, 3, 4 and 6)**

Typically the staff member who observed the behavior will inform a student in violation of a rule. The situation will then be reported to the AOD and the Dean of Students. The Dean of Students contacts all necessary parties in a timely fashion (including parents), and organizes a meeting of the Disciplinary Committee. If multiple students are involved, they may choose to have one DC meeting together, or have separate meetings. The typical disciplinary meeting procedure is as follows:

#### **I. Information Gathering**

1. Summation of objective details by the Dean of Students, if there is a dispute of facts, the Dean of Students will do their best to gather all accounts in writing and present them as written.
2. Hear from the staff member who observed the infraction if present
3. Hear from the student(s) involved.

At any point in the information gathering portion of the meeting, anyone in the room (committee members, the student(s) in question, etc.) may ask any clarifying or informational questions that come to mind.

Once the informational gathering portion is complete, the student(s) in question will be asked if they have anything else they would like to add before they and their advisor(s) will be asked to leave the room.

#### **II. Committee Discussion and Voting**

1. Identify and name the infraction
2. Discussion of which disciplinary level consequence is appropriate
3. Arrive at majority decision regarding the disciplinary level

As often as possible, the committee will attempt to arrive at a unanimous decision. However, if a unanimous decision is not possible, the committee will follow the simple majority.

Once the committee discussion and voting portion is complete, the student(s) in question and their advisor(s) will be invited back into the conference room.

#### **III. Decision and Conclusion**

1. Announce the decision to the student(s) and explain the consequences
  - a. If the levels the committee levies on the student result in a cumulative Level Six the Head of School is informed. The Head of School, in conjunction with the Dean of Students, makes the final decision on all student dismissals.

- i. Under the stressful circumstances of the situation described above, if a student is deemed to be a physical threat to other students or to themselves, the student would be removed from campus and kept safe until the parents or guardians can assume responsibility
  - ii. The Dean of Students places a phone call to parents/guardians
2. Ask if the student(s) has any questions
3. Conclusion of meeting

### **Minor Disciplinary Procedures**

Procedures vary depending upon the situation. Staff members discuss these issues with the Dean of Students, who filters the infraction and decides how to deal with it: the Dean of Students may choose to design an individually tailored solution, treat it as a Level 1 infraction, or send it to the Disciplinary Committee for resolution. It is the responsibility of the Dean of Students to see that minor (non-DC) rule infractions are treated in as consistent a manner as possible.

### **Disciplinary Protocol**

The disciplinary process is solely between the Darrow School and the particular student(s) concerned. Students facing the committee may NOT have legal representation, nor may they be represented by parents, guardians, or anyone not connected to the school.

### **Infractions, Definitions, and Limitations**

The following list represents the majority of rule infractions and the typical level assigned (per infraction), but is not necessarily inclusive of all violations at this school; it is therefore possible that a student could face disciplinary consequences for a breach not listed or defined by a particular category below.

Level 6:

- Distribution of Illegal Substances
- Firearms/Incendiary Devices
- Egregious Behavior
- **Open Flame** (campus buildings)
- Sexual Assault

Level 1, 2 or 3:

- Academic Dishonesty
- Body Modification
- Bullying or Harassment
- Curfew Violations
- Discriminatory Behavior
- Dishonesty
- Drug Paraphernalia
- Gross Disrespect
- Constructive Possession (illegal substances)
- Inappropriate Sexual Behavior
- Motor Vehicle Violation
- Sexual Harassment
- Unacceptable Behavior
- Unexcused absence/Unapproved travel
- Vandalism
- Visitation Infraction
- Theft
- Tobacco/ Vape

Automatic Levels:

- Nicotine/Vapes: Automatic Level 1
- Alcohol/Drugs: Automatic Level 2



There is no "safe-haven" boundary: any rule violations while school is in session may be determined regardless of proximity to school. All rule violations are processed by the Office of the Dean of Students. Level 1 infractions will be handled by the Dean of Students. All other infractions will be processed by the Discipline Committee.

### **Automatic Infractions**

**Tobacco use/possession:** A student who is found using tobacco, vaping nicotine, or in possession of nicotine or tobacco products will receive an automatic level 1.

“Tobacco” includes all forms (smokeless, e-cigarettes, etc.). Day students who smoke at home (with parent or guardian permission) are not allowed to arrive at school smelling of cigarette smoke; that specific situation will be defined as a cigarette violation.

**Drugs:** A student found in possession of drugs or with a positive drug screen will receive the following levels:

- For the first incident, the student will receive an automatic level 2, with two weekends of restriction. Their parents will be notified. They must turn in all devices in their possession. Students will be added to the random drug screen list throughout their tenure at Darrow.
- For the second incident, the student will receive an automatic level 3. The student will be asked to depart campus for a suspension for at least one week. The student will need to complete a substance abuse assessment and a substance abuse education program (the Dean of Students will make recommendations) before their return to campus. When the student returns to campus, they will have three weekends of restriction and remain on random drug screens.
- For the third incident, the student will face dismissal or an extended leave.

We encourage all students to seek help. Students finding themselves struggling with substance craving are encouraged to go to the Dean of Students, Health Services or the School Counselor. Remember that it is better to seek support before being found with substances.

Students who want support with an addiction by attending substance abuse meetings will be permitted to depart campus to do so, though we ask that these meetings do not interfere with the school day or Darrow programming.

### **Infraction Definitions**

Academic Dishonesty: see “Academic Integrity” (Academics and Co-Curricular Programs)

Alcohol: The use or possession of any alcoholic beverage. Note: A breathalyzer may be administered by the Dean of Students, the AOD, and/or a Houseparent if deemed necessary. This service is provided to protect a student's rights.

Body Modification: due to the health risks, students may not get a tattoo or body piercing while under the jurisdiction of the school without prior written consent from a parent or guardian. Students may not tattoo or pierce themselves or anyone else while under the jurisdiction of the school. Students who are found having engaged in these behaviors will be required to see the School Nurse.

Bullying/Harassment/e-Harassment: Any direct or indirect form of intimidation. Making public or passing along any material that is pornographic, violent, or otherwise hurtful will be considered a sign of disrespect and a form of bullying, and will be treated accordingly. See Social Media Policy for more information about e-Harassment.

Curfew Violations: Violations occur when a student leaves their house after check-in (or before 7am) without permission from their houseparent or is more than 15 minutes late for check-in. Additionally students who are regularly late for check-in may face a disciplinary committee for a curfew violation.

**Discriminatory Behavior:** Use of hate speech, racial slurs, or direct harassment that are conducted with the intent of being racist, sexist, transphobic, homophobic, xenophobic, or otherwise disrespectful (including repeatedly misgendering another person)

Note: For the first offense of slurs, the student in question should expect to receive a level 2 and be required to meet with the school counselor.

**Dishonesty:** A student who knowingly makes false statements to any member of the Darrow Administration, or to a teacher, that is deemed serious in nature. A student who makes false statements during a disciplinary procedure may be subject to additional discipline.

**Distribution of Drugs:** Holding, storing, and/or possessing significant quantities of drugs along with items intended to assist in distribution. This applies to all banned substances (including but not limited to prescription drugs, synthetic drugs, etc.).

**Drugs:** The possession or use of any drugs, including but not limited to prescription drugs, synthetic drugs, nicotine etc.

Note: A urinalysis or hair follicle test may be used if deemed necessary. This service is provided to protect a student's rights.

**Drug Paraphernalia:** The possession of any equipment, device, container, etc., designed or utilized to assist in the use and or storage of drugs.

**Egregious Behavior:** Any behavior(s) deemed excessively destructive and/or negative to the school community as a whole, to School property, or to an individual.

**Firearms/Incendiary Devices:** Any weapon capable of firing a dangerous projectile. Any weapon that uses a dangerous, explosive charge as a propellant.

**Gross Disrespect:** If a student behaves towards another member of the Darrow community in a way that does not align with the Darrow School values.

**Inappropriate Sexual Behavior:** Consensual behavior of an intimate sexual nature between students in either public or private.

Note: For the first offense, the student(s) involved will take a mandatory Healthy Relationship and Safe Sex Workshop. If the workshop is completed, no levels will be received. Any subsequent offenses will result in level discipline.

**Motor Vehicle Violation:** Student behavior against our vehicle use policy, including students departing campus in cars during the school day, driving in another student's car without permission, or using vehicles as spots for socialization.

**Open Flame:** Any use of fire in/or in close proximity to school buildings, school vehicles, and out buildings: decks, garages, covered walkways, etc. Open flame is inclusive of smoking, incense burning, lit candles, etc.

**Possession:** (see below)

**Sexual Harassment/Sexual Assault:** (see below)

**Theft:** Removal or attempted removal of any item(s) not belonging to the student

**Tobacco use/possession:** The use or possession of any form of tobacco including electronic nicotine inhalation devices (vapes) whether on campus, in town, at any school-related function or school-sponsored event.

**Unacceptable Behavior:** Any behavior that does not resemble the Darrow Values as defined in this handbook, or any other behavior not defined that is potentially dangerous to the Darrow community, This includes but is not limited to defiance, extreme disrespect to another person, and excessive use of foul language (regardless of intent)

**Unexcused Absence:** Any student at any time absent from school without permission. See Unexcused Absence in the Academics and Co-Curricular portion of the handbook for a full definition.

**Vandalism:** Damage to School property, unauthorized use of School property (fire extinguishers, etc.), and or damage to any property other than that rightfully belonging to the individual. This includes written, carved,

scratched, painted, etc., forms of expression on property belonging to the school (Graffiti). This is inclusive of all buildings and rooms on campus.

Note: As well as disciplinary action, student SDA withdrawal will be used to pay for damage to property.

**e-Vandalism:** e-Vandalism is defined as any malicious attempt to harm or destroy software, hardware, or data of another user, organization, or network, including all portions of Darrow School's computer network. This also includes, but is not limited to, the creation, uploading, downloading, or distribution of computer viruses.

**Visitation Infractions:** Presence (without explicit permission from a houseparent or the Dean of Students) in the living quarters (house rooms) of someone else.

### **Definition of Possession**

A student has possession of something if the student knows of its presence and has physical control of it, or if the student has the power or intention to control it. If possession is determined to be "sole," then only one individual will be held responsible, but if possession is determined to be "joint" then all individuals involved will be disciplined.

Darrow School recognizes two kinds of possession as defined infractions: "actual possession" (sole or joint) and "constructive possession" (sole or joint).

- Actual Possession: a student who has direct physical control of something (at any time) on or around their person.
- Constructive Possession: not in "actual possession" but a student who has the power and/or the intention to later take control over something (e.g., absent of their presence but in their car, their room, their locker, a stored backpack, etc.).
- Sole Possession: if one student alone has possession of something, possession is sole.
- Joint Possession: if two or more people share possession, possession is joint.

**Sexual Harassment/Sexual Assault:** Any member of the Darrow community may experience sexual assault, regardless of sex, gender identity, sexual orientation, age, race or ethnicity, national origin, or ability. Any community member who believes they have experienced sexual harassment or sexual assault is encouraged to seek help by reporting the incident (see below).

**Sexual Harassment** is defined as unwelcome conduct of a sexual nature. It can include sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature without the expressed, affirmative consent of all parties involved. This includes publicly or privately sharing unsolicited, explicit photographs of oneself or others in person or via text, email, Snapchat or any other social media site.

**Sexual Assault:** Sexual Assault is defined as any unwanted, non-consensual sexual contact, including but not limited to intentional touching of a person's sexual or intimate parts (breasts, buttocks, genitals). Sexual assault includes rape, defined as any attempted or carried out sexual intercourse, however slight, with any body part or foreign object, by any person by another person which is without consent, by forcible means, violence, duress, menace, intimidation, or incapacitation. Sexual Assault is considered Egregious Behavior, and any student who commits sexual assault will face dismissal. Additionally, when legally required or deemed appropriate by the administration, incidents of sexual assault will be reported to the authorities.

**Reporting Sexual Harassment/Sexual Assault:** Students who believe they have been the victims of sexual assault should seek help immediately from a trusted adult including but not limited to any of the following:

Head of School: Andy Vadnais: [vadnais@darrowschool.org](mailto:vadnais@darrowschool.org), (518) 704-2776

Dean of Students: Lily Corral: [corrall@darrowschool.org](mailto:corrall@darrowschool.org), (518) 704-2771

School Counselor: Brittney Barnes, [barnesb@darrowschool.org](mailto:barnesb@darrowschool.org), (518) 704-2740

Health Services: Gerald Russell, [russellg@darrowschool.org](mailto:russellg@darrowschool.org), (518) 704-2739

AOD: (518) 365- 9762

Students may reach out to professionals outside of the Darrow community:

RAINN: the Rape, Abuse and Incest National Network: [www.rainn.org](http://www.rainn.org), national sexual assault hotline: 1-800-656-4673.

State Police: Columbia County State police: (518) 794-8445

New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906

The REACH center in Hudson NY: [www.mhacg.org/reach](http://www.mhacg.org/reach) 1-518-828-5556

Our investigation process: Darrow school takes accusations of Sexual Assault very seriously. Once the student has reported the incident, the adult with whom the student reported will share the details with the Dean of Students, and a plan will be made for investigation. The goal of any investigation is the safety of all students and the community, so if the Dean of Students needed to ask the student more information, the student could elect to have the school counselor, their advisor, or the school nurse present. A student accused of sexual assault may be asked to remain off campus while an investigation is completed. Darrow school may employ an independent investigator to remove any fear of bias on the part of either party. Official dismissal or discipline may not occur until the investigation is complete; however, students are encouraged to speak with the Dean of Students about their concerns. We ask that students do not share information about a sexual assault report with other students for privacy of the individuals involved.

### **Statute of Limitations**

The statute of limitations varies per infraction and is defined as:

One full calendar year: the "infraction" stays with a student for 365 days from the day the infraction took place. All Hard Level 3 and higher infractions stay with a student for a full calendar year.

End of school year: the "infraction" disappears at the end of the school year unless the infraction takes place between April 1 and the last day of school; in this case the "infraction" would stay with a student through the end of the Fall Recess of the next school year. Level 1, Level 2, and Soft Level 3 infractions stay with a student until the end of the school year.

### **Leveling Down:**

If a student has received a Level 1, Level 2, or Soft Level 3, they can reduce their level by one through a demonstrated commitment to the Darrow community. If a student receives no additional level discipline infractions, fewer than five residential strikes, and no more than one unexcused absence over five consecutive school weeks (excluding breaks), the student can petition the Dean of Students to "level down." The student must complete the [Level Down Form](#). The Dean of Students will consult with advisors, houseparents, and other faculty to determine if the student is eligible to drop a level.

### **Day Students and Discipline**

Day students who violate school rules while at school or school functions, while participating in any school activities, or while representing the school in any manner will be disciplined in accordance with school policy. Furthermore, the school reserves the right to protect its interests, its community, and its reputation by disciplining a day student (or any student) who breaks the law or makes themselves a public nuisance. In those cases, the Head of School and the Dean of Students will determine if the school will take any action. In other words, Darrow reserves the right to discipline a student whose behavior may bring discredit on the school, even though the student is not participating in a school activity or program.

## **Drug and Alcohol Assessments and Testing**

A student who violates the substance abuse policy will be asked to complete a professional substance abuse assessment (SASSI). The appointment must be scheduled within one week of the Disciplinary Committee meeting. If the assessment indicates necessary follow up, the school will work with the family to ensure that the student receives appropriate support. When indicated, the school may require a student to begin weekly therapy, participate in random drug screens or be placed on medical leave to receive substance abuse treatment.

### **Drug Testing**

As policy under general conditions, the Darrow School does not participate in random drug testing. However, specific and/or random drug testing may take place when the following conditions exist:

- A student requests a specific drug test for individual reasons.
  - Note: A student who is caught directly (actual possession or use) may not request a drug test to clear themselves of guilt. A student facing “constructive possession” may request a drug test to potentially lower the defined infraction level.
- A parent has made a formal request to have their child participate in random or specific drug testing and the school agrees that it is in the best interest of the student to move forward with the testing.
- Reasonable suspicion that a student is impaired or intoxicated.
- A situation in which some form of knowledge or discovery is made indicating the use or potential use of drugs and no individual is accepting responsibility.
- A student admitted to Darrow has had documented treatment for drug and or alcohol use.

If a test is administered and the result is positive, then the student involved will face disciplinary consequences consistent with the use of narcotics or alcohol. A positive drug test does not necessarily indicate guilt in relation to the specific incident being investigated, but does, however, indicate that drug use has taken place within a reasonable period of time. If the conditions that necessitated the use of a drug test exist at any time during the school year, then a student’s claim to use at a time prior to the incident or prior to his matriculation, or prior to his return to school after a vacation, will have no bearing on the interpretation of the results.

A negative drug test will not necessarily exempt a student from all potential consequences (constructive possession, etc.); however, under most circumstances a negative drug test will (when actual possession is not an issue) most likely reduce any potential infraction level.

If the above conditions have been satisfied and a student refuses the drug test, they will be processed by the Discipline Committee and potentially face consequences consistent with the use or possession of narcotics or alcohol.

When drug screens are necessary, the fee for the test is charged to the student’s SDA, if the cost of the test is a financial hardship, students or their parents or guardians should contact the Dean of Students to discuss options.

## **Search and Seizure Policy**

Darrow School maintains the right to perform unannounced searches and to seize any form of contraband discovered. Contraband is defined as all substances or materials prohibited by school policy, state or federal law, including, but not limited to: controlled substances, drugs, alcoholic beverages, vapes or other nicotine devices, guns, knives, weapons, or incendiary devices. The school has the right to perform personal searches of students to determine whether they pose a danger to themselves and/or others. The Head of School, the Dean of Students, and/or any authorized (by the Head or Dean) staff member may search a student's pockets, purse, backpack, gym bag, or other personal property; house rooms, safes, computers, student lockers, desks, or other school property; or student automobiles.

Under most circumstances a search will be performed by more than one individual. Searches may take place with or without a student’s presence or knowledge (of the search). If any contraband is discovered, it will be

confiscated by the school, immediately. Contraband including but not limited to: controlled substances, drugs, drug paraphernalia, alcoholic beverages, and cigarettes, will be disposed of.

## **Disclosure and Dissemination**

### **Disclosure**

Disciplinary consequences are not part of a student's permanent record unless they are expelled. Expulsions are noted on transcripts absent of details. The details of disciplinary decisions are documented in written form and emailed to parents/guardians. The Dean of Students retains copies for the school's records.

### **Public Dissemination of Disciplinary Issues and Consequences within the Darrow Community**

There are times when it is not in the student's best interest (or the school's) to make disciplinary matters public until a decision has been reached. The Dean of Students will determine how and when to proceed with such matters. The School does not inform the student body in any formal or documented way.

### ***Policy Statement on Student Pregnancy***

In the event of a student pregnancy, the school will treat each case individually within the following guidelines: Pregnancy will be treated as a medical and counseling issue. The pregnant student's welfare will be of paramount concern. The school will alert the student to social, emotional, medical, and (if desired) religious counseling services.

Because of the medical nature of the issue, if the pregnant student is under eighteen years of age, the school is obligated to inform the student's parents or guardians of the pregnancy. Health Services will seek guidance from the student as to the best way to inform parents or legal guardians with the focus of concern and support placed on the student. Health Services will determine when parents will be informed before a decision is made so that the pregnant student will be aware of all the necessary factors to make an informed choice.

Health Services staff will make every effort to work with the student's family to help select the best course of action given the circumstances.

If the other parent is a Darrow student, the school will make available to the student the full range of counseling alternatives. The Health Services Center will work with the student as they inform parents or legal guardians.

Darrow School will be supportive of students and families in the case of student pregnancy; however, that support may also include disciplinary consequences consistent with the school's disciplinary system.

# Emergency Procedures

## Evacuation:

- During the school day: Proceed quietly calmly to the softball field between the science building and the tannery. Line up by dorms.
- At night: Proceed quietly, calmly to the dorm meeting spot:
  - Ann Lee - Field Across the street
  - Brethren's - South Door of Wickersham
  - Hinckley - East door of Wickersham
  - Neale - Sidewalk directly across the street
  - Meacham - Parking lot near dumpsters
- Find your roommate(s) and check in with your RAs
- Remain quiet and calm until given further instructions

## Shelter in Place:

- If you are inside, find the nearest staff or faculty member and stay with them unless directed elsewhere.
- If you are outside, report to the nearest building and find the nearest staff or faculty member, stay with them unless directed elsewhere.
- If you are in a building and no staff or faculty member is present, text the AOD phone (518-365-9762) with your name and location. Await further instructions.
- Once in place, remain there until given further directions, you may continue your activities as able.

## Report to Dorms:

- Report to your dorm immediately (unless the message gives a specific time)
- Day students report to the dorm to which you are assigned
- Once in your dorm, report to the common room
- Await further instructions

## Lock Down/Active Shooter:

- Report to the nearest building
- Find a space with a locking door
- Lock the door
- Turn off all lights, shut all blinds, silence cell phones
- Move away from windows and doors
- If given the all clear from an administrator or law enforcement, proceed to the theater unless otherwise instructed.