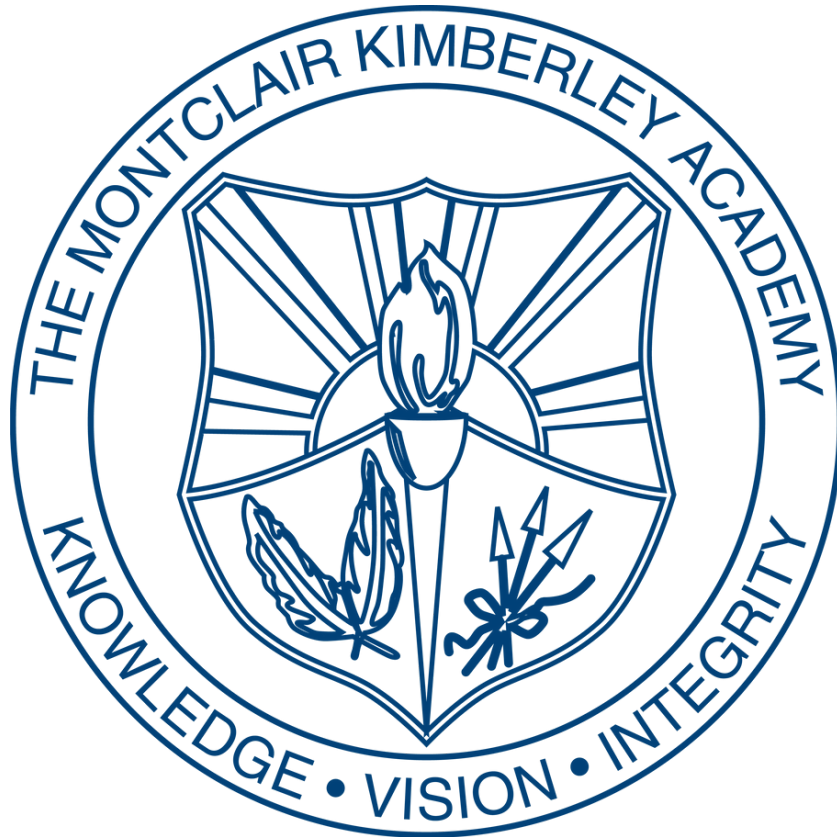


MKA HANDBOOK

2025 - 2026



48TH ANNUAL EDITION

MKA.ORG

MONTCLAIR KIMBERLEY ACADEMY

Handbook for Students and Parents
2025-2026

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2025 - 2026 School Year Calendar



July 2025

4: SCHOOL CLOSED
(Independence Day)

July 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2026

5: School Reopens
19: NO SCHOOL
(Martin Luther King, Jr. Day)

August 2025

12: Pre-Season Practice begins for US: Football
18: Pre-Season Practice begins for US: Girls Tennis, Boys' and Girls' Cross Country, Field Hockey, Boys' & Girls' Soccer, Volleyball
19 - 21: New Teachers' Institute
25 - 28: InService for Faculty & Staff

August 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 2026

13: No Classes (InService for Faculty & Staff)
16: SCHOOL CLOSED
(Presidents' Day)
17: SCHOOL CLOSED
(Lunar New Year)

September 2025

1: SCHOOL CLOSED
(Labor Day)
2: Orientation/Registration
3: First Day of School
18: MS Back to School Night
23: SCHOOL CLOSED
(Rosh Hashanah)
25: PS Back to School Night

September 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2026

16 - 27: No Classes
(Spring Break)
30: School Reopens

October 2025

2: SCHOOL CLOSED
(Yom Kippur)
9: US Back to School Night
20: SCHOOL CLOSED
(Diwali)
23: MS Parent Conference Day
(NO classes for MS students)

October 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2026

3: SCHOOL CLOSED
(Good Friday)

November 2025

13: PS and US Parent Conference Day (NO classes for PS + US students only)
24 - 28: No Classes
(Thanksgiving Break)
24 - 25: InService for Faculty & Staff

November 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2026:

1: No Classes (InService for Faculty & Staff)
14: No Classes
(Tri-Campus Parent Conference Day)
25: SCHOOL CLOSED
(Memorial Day)

December 2025

12/22/24 - 1/2/26: SCHOOL CLOSED
(Winter Break)

December 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2026

4: Last Day of School for PS and MS
5: Closing Exercises for Grade 3 and Grade 8
6: Senior Class Commencement
(Rain Date: 6/7/26)
8 - 10: InService for Faculty & Staff
19: Juneteenth

School Closed/
No Classes

Professional Development
(NO CLASSES)

ABOUT MKA

Head of School: Nigel D. Furlonge

Primary School Campus
224 Orange Road, Montclair, NJ 07042
973-783-8805
Head of Campus: Katie Banks

Middle School Campus
201 Valley Road, Montclair, NJ 07042
973-746-9800
Head of Campus: Carlaina Bell, Ed.D.

Upper School Campus
6 Lloyd Road, Montclair, NJ 07042
973-783-8300
Head of Campus: David C. Flocco, Ed.D.

Main Phone Number: 973-746-9800
Website: mka.org

MISSION STATEMENT

MKA's challenging, engaging, and innovative academic program provides a vibrant and transformative education. Our faculty's deep and genuine understanding of our students as individuals and as learners fosters their ethical development, intellectual growth, and personal success. MKA's diverse, collaborative, and inclusive community inspires students to lead lives of noble character, purpose, and distinction.

Evidence of our mission is found in the Knowledge, Vision, and Integrity of our students and our alumni:

Knowledge

- Academic excellence
- Intellectual independence
- Love of learning

Vision

- Personal engagement with the world
- Understanding of human complexity
- A sense of humility and compassion

Integrity

- Strength of character
- Responsibility as a citizen and leader
- An honorable and generous life

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OUR SCHOOL AND OUR HERITAGE

An independent, coeducational day school located on three campuses, each with its own character, we are linked by strong traditions dating from 1887: vision; persistence; dedication among students, parents and caregivers, faculty, and administrators; and the formation of trustworthy habits. Our college-preparatory program provides a challenging and coherent liberal arts education from Junior Kindergarten through Grade 12.

The heritage of Montclair Kimberley Academy comprises the histories of three schools: Montclair Academy, The Kimberley School, and Brookside School. Each has a rich and diverse tradition of a continual search for excellence.

Montclair Academy was founded in 1887 when a group of parents hired John G. MacVicar to prepare their sons for college. His philosophy emphasized giving attention to the individual's "formation of character and the principles of truth and honor." The counterpart for young ladies was founded in 1906 by Miss Mary Kimberley Waring. Miss Waring set high standards and ran The Kimberley School with warmth and legendary common sense.

Parents and caregivers who wanted a "progressive and liberal" school for their children formed Brookside School in 1925. In 1950, Brookside School and Montclair Academy combined, and in 1974, merged with The Kimberley School to become Montclair Kimberley Academy.

Today the school is over 1,000 students strong with more than 200 faculty members on three campuses. Its original commitment to excellence and character continues with the same energy as its founders.

CHARACTER STANDARDS FOR THE MKA COMMUNITY

All members of the MKA community strive to act, speak, and think in ways that are:

Respectful: We act with civility in our relations with others while still valuing ourselves. We are conscious of the world around us and recognize the worth of all we have and treat it accordingly.

Friendly: We demonstrate good will and compassion in our relationships with others. We understand that in order to have friends we must be friends and treat all with understanding, loyalty, and respect.

Responsible: We fulfill obligations and complete tasks to the fullest of our ability, and we are accountable members of our community. We volunteer our assistance when called upon and budget our time, efforts, and resources sensibly.

Confident: We uphold a positive image of ourselves regardless of the way others perceive us. We recognize our potential and challenge ourselves to improve the talents and skills we possess. We are able to take pride in our work, while remaining humble and accepting criticism. We express our opinions freely without fear of the judgment of others and always speak up when we see acts of injustice.

Temperate: We balance all aspects of our lives. By devoting personal attention to academics and personal commitments, we maintain moderation. While welcoming relaxation, we exert self-control and strength of will when faced with temptation and challenge.

Fair: We cultivate an environment where all students may act and speak without the fear of prejudice, intolerance, or judgment. We recognize and seek to understand the differences between individuals in the community. While recognizing these differences, we also value the inherent equality among all.

Informed: We rely not only on our own experiences to make decisions, but we also actively seek a more thorough understanding of the world. With our knowledge, we envision a more peaceful and empathetic society.

Honest: We understand the value and necessity of being true to ourselves, as well as others, and we are sincere in words and actions. We take pride in the authenticity of our own work and ideas, and we have the courage and integrity to take responsibility for all of our actions.

MKA'S PRINCIPLES OF PARTNERSHIP

Achieving MKA's mission "to strengthen each student's intellect, character, and confidence" is dependent upon a genuine and mutual partnership between our students' teachers and parents and caregivers. Collaboration and communication are hallmarks of the MKA experience, and we encourage all members of the community to act in accordance with MKA's Character Standards, in ways that are respectful, friendly, informed, fair, and temperate. Through such a partnership the best interests of our students can truly be served.

It is expected that all MKA parents and caregivers will:

Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

Respect MKA's responsibility to do what is best for the entire school community, while recognizing the needs of each individual student.

Familiarize themselves with and support the school's policies and procedures.

Be their children's first teachers in modeling behavior in accordance with MKA's Character Standards.

Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.

Involve themselves in the life of the school, be it through volunteerism, support of arts and athletic events, or other means, to promote the best interests of their student.

Share with the school any cultural, medical, personal, or religious information that the

school may need to best serve their child and the school community.
Seek to resolve problems and secure information through appropriate channels
–classroom teacher/advisor, Head of Campus, and Head of School – in that order.

In the face of conflicts and challenges, treat everyone with respect and maintain an educational focus, rather than an adversarial tone.

While technology promotes 24/7 communications, understand that teachers are not available 24 hours a day, and that some questions and concerns are best addressed in person rather than by email.

Utilize the support of PAMKA when appropriate.

Believe that the cost of an MKA education is an investment in the educational development of their child.

Avoid and discourage gossip, rumors, or public judgements about parents or caregivers, faculty, or students.

It is expected that all MKA faculty, staff, and administrators will:

Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

Establish positive, professional relationships with students, characterized by mutual respect, warmth, and good will.

Develop and sustain partnerships with parents and caregivers that support each student's well-being and autonomy.

Participate in and contribute to an atmosphere of collegial support and adherence to professional standards, treating colleagues with the same respect that we expect students to demonstrate for their teachers and peers.

Initiate growth in their own intellectual and professional development, making full use of the extensive opportunities provided by MKA for such development.

Know the mission and policies of the school, and as they arise, raise questions or concerns with appropriate colleagues and administrators.

Understand that parent or caregiver concerns and questions need to be addressed in a timely manner, no later than the next school day, and that appropriate time should be given for full and confidential discussions.

Model behavior in accordance with MKA's Character Standards, and demonstrate integrity, intellectual curiosity, responsibility, and respect for all persons.

Model an appreciation for diversity of race, religion, culture, gender, sexual orientation, and learning styles.

Be teachers to students at all times; be committed to teaching ethics and character development in accordance with MKA Signature Programs and guiding philosophies.

Involve themselves in the life of the school, be it through attendance at arts and athletic events or other means, to support the interests of their students and colleagues.

Avoid and discourage gossip, rumors, or public judgements about parents or caregivers, faculty, staff, or students.

Enforce the expectations of MKA's Code of Conduct for students in a fair, firm, compassionate, and educationally sound manner.

THE MKA EDGE

At Montclair Kimberley Academy, we believe that meaningful challenges and accomplishments result from an education that is transformational. Because of this deeply held belief, MKA students learn at their growing edge, the place where they experience opportunities to push the boundaries of their understanding and comfort. While an MKA education is a serious endeavor that is a step ahead at every stage, it is delivered at a student-centered pace that fosters a deep love of learning and enthusiasm for discovery and exploration, nurturing children who grow into confident adults, thoughtful citizens, and ethical leaders.

Montclair Kimberley Academy Board of Trustees 2025 - 2026

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Montclair Kimberley Academy School Song

Oh, MKA, we give to you
Our constant thanks and praise,
We pledge to you our loyalty,
Your name we'll always raise.
What e'er the road our lives may take,
Our friendships will stay true.
Oh, MKA, Oh, MKA,
Our song we sing to you.
Oh, MKA, Oh, MKA
Our thanks to those who went before
And set a standard high:
Knowledge, vision, integrity
Great truths that never die.
Within these halls and on these fields
We wear the green and blue,
Oh, MKA, Oh, MKA,
Our song we sing to you.

Composed by Nixon Bicknell and Lois Riley in 1974

<p>School Motto: Knowledge, Vision, Integrity School Colors: Navy Blue and Forest Green School Mascot: Cougar</p>
--

THE MKA SEAL

After a school competition, the design of Betsy Benedict '76 won student and trustee approval. Her concept joined several symbols. The rising sun, a beginning, shines on the torch of knowledge. The palm fronds stand for achievement, the three arrows, for the schools combined in MKA. The motto, said Betsy Benedict, was in English "so that all who read it may understand it."

SCHOOL INFORMATION

ADMISSIONS AND FINANCIAL AID OFFICE

The Admissions Office guides prospective families through the admissions process while providing information about MKA. Financial Aid may be available from fourth grade on. For all admission inquiries, please contact [Alyson Waldman](#), Director of Enrollment Management, Admissions & Financial Aid by email or phone at 973-509-7930.

ANNUAL ENROLLMENT

Montclair Kimberley Academy is a selective, independent school that maintains high standards of academic and personal excellence. An annual enrollment contract governs one's standing as a student at MKA. If a student's grades fall below an acceptable level or if personal and/or social behavior does not meet acceptable standards, they may not be offered an enrollment contract for the next academic year. In some cases, a conditional enrollment contract and letter of explanation may be offered. In such a case, the student's parents will meet with MKA school officials to confirm and discuss the conditions of the contract and/or letter. Finally, a student may be dismissed for academic insufficiency in the middle of the year.

Further, MKA is limited in its ability to support students with moderate and severe learning disabilities. Enrollment contracts may not be offered or may be withdrawn if, in the opinion of MKA faculty and administration, the school is unable to meet the learning needs of a particular student.

MKA reserves the right to prohibit a student from attending classes or to withhold report cards and transcripts and advise any school of the non-payment of fees, if any payment is not made in accordance with the terms of the enrollment contract. It is MKA's policy that all parents or caregivers must sign the enrollment contract and be financially responsible for the payment of all fees due to the Academy. In the event that you request an exception to this policy, you must obtain the consent of the Director of Admissions before returning the signed enrollment contract.

Enrollment at MKA is by means of an annual enrollment contract, generally signed and returned to the school by the middle of February of each year for the next academic year. The enrollment contract must be accompanied by a deposit which is non-refundable. A student may withdraw from MKA after signing an enrollment contract by providing the school with written notice of withdrawal on or before **May 1** of the given year. After the May 1 deadline has passed, the obligation to pay tuition for the entire academic year will be incurred. No portion of the tuition paid or not yet paid will be refunded or canceled for any reason whatsoever, including, but not limited to withdrawal for medical or psychological reasons, a determination that the student would function better in another school, relocation of a parent or caregiver, or a substantial change in financial circumstances.

It is the policy of MKA to enforce its enrollment contract strictly in accordance with its terms. MKA relies on tuition payments to meet its financial obligations. The last date of withdrawal is strictly adhered to by MKA; there is no "grace period" with regard to a notice of withdrawal.

If a family has reason to question the continued enrollment of a student at MKA and cannot

make a decision by May 1, MKA may be willing to grant an extension of the May 1 withdrawal date provided that the request is made before the withdrawal date has passed. In order to request an extension, the family should contact the Director of Enrollment Management, Admissions & Financial Aid. In order to be valid, the extension must be confirmed in writing and signed by the Director.

MKA offers tuition insurance in the event of withdrawal in accordance with the terms of a policy offered by an independent insurance company. Although it does not provide complete reimbursement under all circumstances, each family should give careful consideration to purchasing insurance coverage.

BUSINESS OFFICE

The Business Office is responsible for the financial operation of the school, including tuition, dining services, MKA School Store, student transportation services, Extended Play and Enrichment, facility rentals, and other programs. Questions about any of the above should be directed to the Business Manager, [Eileen Richardson](#), by email or phone at 973-233-3010.

CONCERNS

Students, parents, or caregivers may, at times, have a question or concern. While not exhaustive, the following list should serve as a general guideline of who to contact for various issues that may arise. Contacting the Head of Campus is recommended when a student or family needs assistance with a confidential situation.

For Students:

If you have any concerns about your teachers, coaches, peers, or family situation, we encourage you to try and talk to your parents first. If there are reasons that prevent you from doing this, we suggest the following (these adults may then be obligated to communicate directly with your parents):

Student:	Contact:	Follow-Up:
Has a concern about an advisor	Head of Campus, school counselor, or Dean of Students	May contact your parents to follow up
Has a concern about a teacher	Advisor, Head of Campus, school counselor, or Dean of Students	May contact your parents to follow up
Has a concern about yourself or your family	School counselor or another trusted adult at MKA	May contact your parents to follow up
Has a concern about a peer	School counselor or another trusted adult at MKA	May contact your parents or your peer's parents to follow up
Has a concern about an adult/coach, etc.	Advisor, teacher, Director of Athletics, school counselor, or Dean of Students	May contact your parents to follow up
Has a concern about online activity	Advisor, teacher, Head of Campus, Tech Center staff, school counselor, or Dean of Students	May contact your parents to follow up

For Parents and Caregivers:

Parents & Caregivers:	Contact:	Follow-Up:
Have a concern about a faculty/coach/staff member	Call or email the Head of Campus; they will direct you to another administrator if appropriate	A follow-up meeting may be arranged
Have a social/emotional concern about your child or your family	Call or email your child's advisor and/or the school counselor	A follow-up meeting may be arranged
Have educational concerns about your child	Call or email your child's teacher/advisor and/or the learning specialist	A follow-up meeting may be arranged
Have a concern about another child	Call or email the Head of Campus, Dean of Students, and/or school counselor	A follow-up meeting may be arranged

While MKA respects a student's and a family's privacy and confidentiality, there are some circumstances under which it cannot maintain confidentiality. A teacher, counselor, or administrator may be required to disclose information if the health and safety of a student is at risk. Under certain circumstances, for example, if the school is party to litigation or when information is requested by subpoena, the school may be required to provide information to a third party. Where the school has information pertaining to criminal behavior, it may report that information to law enforcement authorities.

Behavior and Discipline:

Primary School Dean of Students and Community Life	Kelley Arau	(973-783-4870)
Middle School Dean of Students	Cali Burks	(973-842-2392)
Upper School Dean of Students	Gillian Branigan	(973-783-8302)

CONTACT INFORMATION

The main school number, available from 7:30 a.m. to 5:00 p.m. is 973-746-9800. To email faculty or any MKA employee, access their email address under the [About MKA](#) section of the MKA website. MKA email format is the first initial of the first name and the full last name, e.g., nfurlonge@mka.org.

COUNSELING

See [Office of Student Support](#)

DEVELOPMENT OFFICE

The Development Office is responsible for all capital, Annual Giving, development activities, and alumni relations. Questions about giving and/or fundraising should be directed to [Kelly Flippin](#), Director of Annual Giving.

HEALTH SERVICES

Each campus has a full-time school nurse. Nurses are available from 7:30 a.m. - 3:30 p.m.

Emergency Information and Consent to Treat:

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Emergency information and Consent to Treat permission, which parents are required to complete, can be found online through the Magnus Health System on the [Parent Portal](#). This is the information that the school uses to contact parents or caregivers if a child is too ill to stay in school or if there is an emergency. If we can only reach an answering machine, we will call a parent at work and finally the secondary number. If a child needs hospital care and we cannot reach you, a staff member will accompany your child to the emergency room and stay until you arrive. If you know that you will not be available at certain times due to travel or other obligations, you must submit a signed authorization allowing someone who is available to make emergency treatment decisions.

Physicals and Immunization Records:

Annual physicals are required of all students from Jr-K to Grade 12. All new students must submit a complete and updated immunization record and a valid physical through the Magnus Health System prior to the start of the school and annually thereafter. Students will not be allowed to attend school, overnight field trips, or participate in school sports or activities if their medical forms are not current. Any medical or emergency information that needs to be updated before the start of the school year or during the course of the school year must be done through Magnus Health. You can access Magnus Health through the [Parent Portal](#). School policy states that you have 30 days to submit a new physical and to update the state-required preschool, kindergarten, and sixth grade immunizations. Please notify the campus health office of a scheduled appointment for your child. If you cannot provide this information within the 30-day grace period, your child may be asked to stay out of school until the information is provided.

Medication:

Medication will be dispensed with written consent from both parent and physician. Medication may not be carried by a student or kept in a locker with the exception of inhalers for asthma and Epi-Pens for anaphylaxis only if a self-medicate order has been obtained from their physician. A separate medical form must be completed by the physician for these exceptions and can be obtained and submitted through Magnus Health. If temporary medication is needed during the school year, a parental note, along with the prescription container, is to be left in the nurse's office with proper instructions and dosage for school hours. Because of the danger of side effects and other reactions, the nurse must be informed of any medication a student is taking or of any change in medication and dosages. All such information is kept confidential. If a student forgets to take their medication at home, a parent or caregiver may bring the medication into the school. **The parent is asked to please report to the nurses' office to administer the medication to the student.** Students should not be given any medication to take on their own in school. **All medications must be administered by the nurse, parent, or caregiver in the nurse's office.**

General Health Information:

Parents must notify the school any time they will be out of town. Parents must inform the school of an alternate contact in case of a medical emergency during their absence. Any changes in the health of a student must be reported to the student's campus nurse. If a student is diagnosed with chicken pox, measles, German measles, mumps, or influenza, please contact the campus school nurse immediately.

If a student feels ill during the course of the school day, they must obtain a pass from his/her teacher before going to see the nurse. The nurse will assess the child and a parent or caregiver will be notified if necessary. **ALL CALLS TO HOME DUE TO ILLNESS MUST BE MADE BY THE NURSE FROM THE NURSE'S OFFICE. SICK STUDENTS CANNOT GO HOME**

UNTIL THE SCHOOL NURSE ASSESSES THEM. If your student contacts you during the school day and states that they are ill, please tell them to go directly to the school nurse.

Upper School students who are sick cannot drive themselves home without clearance from the nurse and direct permission from parents or caregivers.

All students with possible communicable diseases such as flu, conjunctivitis, high temperature, or strep throat will be sent home. Proof of treatment for conjunctivitis and strep throat is required for re-admittance. Students sent home with head lice may not return to school until the nurse has cleared them for readmittance. Students diagnosed with infectious mononucleosis or a concussion may only return to school with written permission and instructions from a physician regarding physical activities (i.e. physical education, class attendance, dance, and sports). If there are restrictions, a physician's note is required to return to full activity.

Students who sustain an injury requiring a medical examination and or treatment must bring a physician's note to the nurse in order to be exempt from physical education and sports and may not return to either physical education or sports without written consent from the physician. The school nurse will notify the PE teachers and coaches of clearance to participate. If a student is unable to participate in PE class on a specific day, a note or email explaining the reason should be sent by the parent or caregiver to the campus nurse on that day.

Students who have had a fever, diarrhea, or vomiting should be free of all symptoms, be able to hold food down, and be fever-free without the use of acetaminophen or ibuprofen for 24 hours before returning to school.

MKA has detailed policies and procedures with regard to the management of seizure disorders, asthma, diabetes, and food allergies, including the use of Epi-Pens and a policy for the use of defibrillators. If parents or caregivers need information or believe that a student is impacted in any of these areas, please contact your campus nurse for additional information and guidance.

Campus Contacts:

Primary School Nurse	Rachael Masters (973-783-8809)
Tri-Campus Nursing Supervisor & Middle School Nurse	Debra Van Eerde (973-783-6324)
Upper School Nurse	Melinda Costa Fernandes (973-783-8788)

LIBRARIES

Each MKA campus houses its own library. MKA Libraries provide a diverse collection of resources to meet students' needs; serve vital functions in students' growth as readers and researchers; and offer flexible spaces for class visits, small group collaboration, quiet individual study, and special community programs.

MKA Libraries' Statement of Purpose:

Montclair Kimberley Academy Libraries inspire students to think critically and imagine.

Montclair Kimberley Academy Libraries are dedicated to the cultivation of a love of learning and a passion for reading and inquiry. Our libraries strive to create engaged, ethical, and informed global community members by providing a nurturing and flexible learning environment in which students are motivated to wonder, question, explore, evaluate, reflect, and create. Our librarians collaborate closely with teachers to provide students with an

integrated and interdisciplinary curriculum. Robust, constantly evolving print and digital library collections support the diverse needs, experiences, and perspectives of the MKA community, providing opportunities for students to both discover themselves and empathize with the experience of others. Our libraries play an essential and foundational role in preparing MKA's students to thrive in the global community.

Collection:

The MKA Libraries house approximately 30,000 print volumes and offer digital media, periodicals, subscription databases, eBooks, audio books, and curated digital collections that can be accessed through the MKA Digital Library, libguides.mka.org.

Policies:

Primary School Library: https://libguides.mka.org/ps_librarypolicies

Middle School Library: <http://libguides.mka.org/mslibrarypolicies>

Upper School Library: <http://libguides.mka.org/uslibrarypolicies>

Hours:

Librarians are available during the following hours:

Primary School Library: 7:45 a.m. – 2:30 p.m. Monday through Friday

Middle School Library: 8:00 a.m. – 4:00 p.m. Monday through Thursday (3:00 p.m. Friday)

Upper School Library: 7:30 a.m. – 4:15 p.m. Monday through Friday

Contact:

Primary School Library: 973-842-2380

Middle School Library: 973-842-2794

Upper School Library: 973-783-8787

OFFICE OF STUDENT SUPPORT

The MKA Office of Student Support bridges counseling and academic support, nurturing every aspect of our students' growth with an understanding of human complexity in a diverse, collaborative, and inclusive environment. This tri-campus office facilitates student and family programming, cross-campus collaboration, and professional development for MKA employees around mental health and wellbeing, learning disabilities, and neurodiversity. Adopting a whole-child approach, the program seeks to empower students to reach their full potential academically, socially, and emotionally. We align with MKA's mission to foster intellectual independence, love of learning, and strength of character, ensuring all students feel seen, known, and accepted within a supportive learning environment.

Each campus includes school counselors and learning specialists who closely collaborate to support students' challenges. This includes providing individual and grade-wide support, communicating with teachers and advisors, gathering and sharing data, implementing intervention plans, making referrals to outside providers, and coordinating requests for accommodation for those students with diagnosed disabilities. As appropriate, the Office of Student Support collaborates with the Deans of Students, school nurses, academic interventionists, and campus-based administrative teams.

Counseling:

Counseling support (from School Counselors) is available for individual students on a short-term basis. Students at all three campuses are encouraged to meet with the School Counselor to address social-emotional concerns or any time that they feel it would be helpful, and teachers often refer students to the School Counselor when they have a concern or to address a specific issue. In addition, MKA Counselors sometimes work with groups of students. Counselors do not provide therapy. When specialized assistance, long-term counseling, or therapy is necessary, MKA counselors work diligently to connect students and their families with respected professionals outside of MKA and coordinate communication between those providers and the school. School counselors collaborate with learning specialists on intervention plans and evaluations, and work with advisors and teachers to implement support strategies as needed. They also maintain essential communication with families to ensure comprehensive student support both in and out of school.

Counselor Contact Information:

<i>MKA Director of Counseling</i>	Daniella Kessler	(973-783-6629)
Primary School Counselor	Jessica Schenkel	(973-509-4520)
Middle School Counselor (Grades 4-6)	Carolyn Metz	(973-
Middle School Counselor (Grades 7 & 8)	Daniella Kessler	(973-783-6629)
Upper School Counselors	Varsay Lewis	(973-509-4864)
	Meghan Oppenheimer	(973-233-4878)

Academic Support:

MKA strives to support students with mild learning and attentional disabilities who can meet the curriculum's demands with minor accommodations and interventions. Students whose academic performance is impacted by these challenges may be referred to appropriate specialists outside of school for diagnostic testing and evaluation at the parents' expense. Requests for accommodations based on a medical challenge or physical disability should go through the campus nurse.

Once diagnostic testing is complete and documentation has been submitted, a committee comprising administrators, learning specialists, and school counselors will review the results to consider specific accommodations for the student. The school is limited in its ability to address the needs of students with moderate to severe learning disabilities. If it is determined by faculty and administration that the school cannot adequately meet a student's learning needs through our Student Support Program, and the student is unable to learn and achieve successfully, an enrollment contract may not be offered. Additionally, if a student is disruptive, unable to meet academic or behavioral standards, or places an undue burden on faculty workload, the school may not be able to accommodate the student.

Learning Specialists Contact Information:

<i>MKA Director of Academic Support</i>	Laura Demaria	(973-842-2765)
Primary School Learning Specialist	Teresa McSharry	(973-509-4855)
Middle School Learning Specialist (Grades 4 & 5)	Kara Leftwich	(973-842-2763)
Middle School Learning Specialist (Grades 6 & 7)	Dagny Baker	(973-842-2762)
Middle School Learning Specialist (Grade 8)	Laura Demaria	(973-842-2765)
Upper School Learning Specialist	Miller Hughes	(973-509-4859)
Upper School Learning Specialist	Robin Dyer	(973-842-2817)

For more detailed information about MKA's policies and protocols for assistance, including

accommodations, please see MKA Guidelines for Assistance to Students with Learning, Psychological, and/or Medical Challenges.

PHOTO RELEASE/PUBLICITY

MKA reserves the right to use photographs or other media of the student or works created by the student for public relations and marketing purposes, in perpetuity. Parents may restrict this right by advising the Communications Office in writing within thirty (30) days of the execution of the school enrollment contract. Please contact Director of Strategic Marketing and Communications, [Kim Saunders](#), with any concerns.

SCHOOL HOURS

PRIMARY SCHOOL 224 Orange Road	Jr-K to Grade 3 8:00 a.m. – 2:20 p.m., Monday-Friday
MIDDLE SCHOOL 201 Valley Road	Grades 4 to 8 7:50 a.m. – 2:50 p.m., Monday-Friday 3:00 p.m. – 4:00 p.m., Interscholastic Sports, Monday-Friday
UPPER SCHOOL 6 Lloyd Road	Grades 9 to 12 8:00 a.m. – 2:50 p.m., Monday-Friday (unless early dismissal) 3:30 – 5:30 p.m., Interscholastic Sports
EXTENDED PLAY AND ENRICHMENT	Jr-K to Grade 5 Available after school until 6:00 p.m., Monday-Friday
EXTENDED STUDENT SUPERVISION	Grades 6 to 8 Available after school until 6:00 p.m., Monday-Friday

Snow Closings or Delays:

In the event of bad weather, school will either be canceled or there will be a 90-minute delayed opening. A decision for either will be made as early as possible, posted on the MKA website, and delivered via email, text, and phone messages shortly thereafter. You are always encouraged to use your own discretion; if you feel it is unsafe for your child(ren) to travel to school, please do not send them. Call and let us know that your child(ren) will be absent.

Information on MKA's homework/learning policy for extended weather cancellations can also be found on the website.

If there is a delayed opening, classes and/or school activities will begin at 9:30 a.m. and conclude at the regularly scheduled time for each campus. Students may arrive at school between 8:45 a.m. and 9:30 a.m. Please do not bring your child to school before 8:45 a.m. because buildings may not be open and ready, and driveways and walkways may not be plowed. Faculty, administration, and staff will not be available to supervise students before 8:45 a.m.

For those families using transportation services, a parent or caregiver should remain at home until their child has been picked up. It is possible that the bus driver will arrange a different pick-up location that may be a street or a block away from the usual location.

SCHOOL SAFETY

Asbestos Hazard Emergency Response Act

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for MKA. This notification is consistent with applicable law and should not be construed to indicate the existence of any hazardous conditions in MKA's buildings.

Child Abuse And Neglect Reporting

The school is committed to the highest standards of care for students and seeks to ensure that students are protected from inappropriate or hurtful actions by adults responsible for their care, as well as by anyone else who may mistreat a student. In accordance with New Jersey law, all MKA employees are required to report suspected abuse or neglect of any student under age 18. New Jersey law requires any person having "reasonable cause to believe" that a child has been abused or neglected to report such knowledge or suspicion immediately to the New Jersey Department of Children and Families, Division of Child Protection and Permanency ("DCP&P"). Suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts, or statements by a child, a victim, or a third party. Such suspicion does not require certainty or probable cause.

Emergency/Fire Drills

Drills are conducted regularly throughout the school year in compliance with NJ Department of Education policy, and all emergency policies are posted in each classroom.

Visitor Policy

Updated February 2025

MKA welcomes visitors, including parents, to campus and has the following policy in place to safeguard our community:

- Visitors must enter through the campus's main entrance and report directly to the security guard at the front desk.
- All adult visitors, including parents, are required to present a government-issued identification for the purposes of verification via a sex offender database.
- Once cleared, a visitor badge will be printed which must be prominently displayed during the entire duration of their visit.
- Adult visitors (including parents) will not be admitted without a government-issued ID and appropriate clearance.
- Visitors must be escorted from the reception area by their MKA host.
- On departing the school, visitors are required to return to the reception area to sign out and return their badge.
- Visitor's badges are not required at open houses, performances, athletic events, parent/guardian evenings, or other school-sponsored events open to the public.

SCHOOL STORE

MKA's online store is the destination for clothing (optional and required), spirit wear, and MKA merchandise. All purchases will be shipped directly to homes. [Visit the School Store.](#)

TECHNOLOGY

MKA offers technical support to students and staff at all three campuses. If your child needs help with their MKA computer or account information, contact the Middle School Tech Center at 973-509-4597 or the Upper School Tech Center at 973-842-2812. The [1:1 FAQ section](#) online can also be used as an informational reference.

VERACROSS PARENT PORTAL

Veracross provides a single hub with information for students, faculty, parents, and caregivers. Each MKA parent has a separate Veracross account. Within Veracross, parents and caregivers can see their child's(ren's) grades and comments, complete re-enrollment, search school directories, view the MKA calendar, and more. Families have the ability to update their individual contact information directly within the system, and students and faculty have access to a fully integrated Learning Management System. Questions regarding Veracross should be directed to Bill Stites at wstites@mka.org

WEBSITE

For news items, athletic updates, access to school forms, and current information on what's going on at MKA, visit mka.org.

TRI-CAMPUS POLICIES

HONOR CODE

Montclair Kimberley Academy is very proud of the tradition of excellence and high expectations that extends through academics and behavior. Please refer to each campus section for specific information regarding the Honor Code.

MKA DIVERSITY & INCLUSION STATEMENT OF PURPOSE

Connected to the fundamental principles found in MKA's mission – *Knowledge, Vision, and Integrity* – this Diversity and Inclusion Statement of Purpose defines our community's aspirational beliefs and actions.

We believe that a **diversity** of experiences presented through a rigorous multicultural curriculum develops our global cultural competency. *To cultivate a love of learning*, we encourage ourselves to explore and appreciate differences and similarities, to challenge stereotypes, and to acknowledge the range of perspectives within and outside of our community.

We strive for **equity** and **social justice** as the foundation for our engagement with an increasingly complex world. *To promote full and active citizenship and leadership*, we engage with the world through the strength of our ethical convictions and recognize our deep interdependence with others.

We uphold that an **inclusive** school environment fosters a culture of mutual respect, moral responsibility, and academic excellence. *To recognize complexity and value empathy*, we welcome, embrace, support, and encourage our entire community: its races, cultures, genders, gender-identities, and sexualities, its experiences and economics, its aspirations, abilities, and affiliations.

STATEMENT OF NON-DISCRIMINATION

Montclair Kimberley Academy does not discriminate in the admissions process, its scholarship and loan programs, or the administration of its other programs and policies on the basis of characteristics or conditions such as race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, or disability not related to the requirements for being a successful student at MKA. In reaching admissions and other decisions, MKA may consider those conditions that it reasonably believes would adversely affect a student or prospective student's ability to succeed at MKA, taking into consideration any reasonable accommodations that would not materially alter MKA's programs or services or place an undue burden on MKA.

ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY

MKA recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, MKA has made a significant commitment to integrating technological advances into the school program to enhance students' learning experiences. MKA provides access to the school's printers and internet services from every device (e.g., laptop, iPad, etc.) connected to MKA's network. Understanding and following MKA's Acceptable Use Policy allows MKA to maintain a respectful, effective, and safe learning environment. Issues such as fairness and network capacity limitations also require a policy concerning the appropriate use of all technology.

The school cannot be held responsible for any damages, injuries, or claims resulting from student violations of responsible use of technology as outlined herein.

School-issued devices and network resources are considered the property of MKA. Any actions performed or initiated through the network must reflect the integrity and honesty expected of an MKA student, as described in MKA's Honor Code, and be compliant with MKA's Code of Conduct, as set forth in the MKA Handbook. All network traffic is logged by MKA, and those logs may be monitored for inappropriate use. MKA also monitors laptops for the installation of applications that are in violation of this AUP.

MKA blocks websites and web-based services that the administration deem to pose a threat to the safety, security, and well-being of its community members, facilities, network, and resources. Categories that are blocked include:

- Pornography and sexually explicit material
- Criminal and illegal activities
- Weapons and extreme violence
- Computer hacking
- Spyware, phishing, spoofing, and malicious software
- Certain video streaming sites
- Dark Web

MKA will also continue to take precautions against this type of material on all equipment that is part of the school's network.

Students may be held responsible for actions initiated on their device, regardless of whether they were using their device at the time of the infraction. Therefore, students may only use the device they have been issued or one provided in the event of repair.

Students are provided with an MKA-issued email account, which is the primary email account used by MKA faculty, staff, and coaches. This account is to be used for educational purposes; however, school email may be used for incidental or occasional personal use so long as it does not violate any terms defined in this AUP. Email is not to be used for group solicitations not directly related to school purposes.

As a rule, MKA will make reasonable efforts to maintain students' privacy and will treat students' electronic information as it treats any other student property. However, privacy cannot be guaranteed and should not be expected. The school reserves the right to randomly search students' personal belongings, devices (personal and school-issued), and school-issued

accounts in accordance with policies stated in the MKA Handbook and posted on MKA's website.

Responsible Use of Technology

Students will:

- Use technology in ways that reflect MKA's Character Standards and Social & Emotional Learning Competencies and uphold MKA's Code of Conduct and Honor Code.
- Use technology during class time only for approved academic purposes
 - Software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject (e.g., generative AI Tools, language translation services, literature summary sites, calculators, and equation solvers) should not be used unless instructed to do so by a teacher
- Protect passwords
 - Do not give out passwords or accept another's password
 - Have a plan to remember passwords
 - Do not allow anyone to add their fingerprint for Touch ID
- Keep the school-issued protective case on their iPads (*Primary School only*)
- Keep a hard, protective case on their laptops (similar to the ones originally issued with their laptops)
 - Students are encouraged to place stickers on this protective case to personalize their laptops; students may not place stickers directly on or otherwise mark their laptops
 - Backpacks with a separate, padded, laptop section are recommended
- Keep their school-issued device updated to the most recent OS version, as permitted
- Carry laptops with lids closed
- Come to school with their devices fully charged and charge only in these areas while at school:
 - Middle School: Library, Dining Hall, and Tech Center
 - Upper School: Commons, Academic Center, and Dining Hall
- Visit the MS/US Tech Center or PS Library for any needed repairs (e.g., cracked screen, missing keys)

Violations of the Acceptable Use Policy fall into two broad categories: Minor Offenses and Major Offenses. A Major Offense of the AUP is also a Major Code of Conduct Violation.

MINOR OFFENSES

A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Students who demonstrate a pattern of minor offenses will be referred to the Primary School Educational Technology Coordinator or the Middle or Upper School Dean of Students. Minor offenses include, but are not limited to, the following:

Laptop Usage and Settings

- Creating secondary accounts for the laptop. (e.g., for a friend, parent, or caregiver or to enable parental controls).
- Installing operating systems other than those installed by the MKA Tech Department. (e.g., Boot Camp, Virtual Machines).
- Changing the following settings in the System Preferences:

- Sharing → Disabling or changing settings for Remote Login
- Sharing → Disabling or changing settings for Remote Management
- Security → Turning on FileVault
- Security → Enabling the Firewall
- Screen Time → Enabling services within without discussion with IT department
- Profiles → Modifying or removing any MKA-related profiles

Network Access (Minor)

- Installing or using unauthorized 3rd party multi-node file-sharing software (e.g., qBittorrent, uTorrent, BitTorrent, Seeds, eMule, Frost Wire) on school laptops. Messages, Dropbox, Evernote, and AirDrop do not fall under this category.
- Using personal laptops or iPads/tablets instead of the school-issued laptop.
- Sending chain emails, inappropriate broadcast messages, or any other information that may cause undue network congestion.
- Accessing MKA's network via the wired network.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school-provided devices, technology, or access to the Internet (including BitCoin related sites/services).
- Installation of firewalls, anonymizers, or proxies.
- Accessing non-MKA wireless networks with the laptop while on campus (this includes personal hotspots).
- Attempting to connect to the MKA wired or wireless network with non-authorized devices including personal laptops, phones, or tablets.

MAJOR OFFENSES

A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major Offenses to the AUP also count as Major Offenses to the Code of Conduct. Major Offenses include, but are not limited to, the following:

Privacy, Property, and Community

- Accessing or deleting the MKA administrative account.
- Vandalizing the device or other network resources. This includes defacing, engraving, coloring, painting, etching, stickers, skins, and using marker on the device itself. It also includes deliberately removing keys or deforming the original shape of the device and its components.
- Accessing devices, accounts, and files of others without permission. This includes going on to someone else's device and accessing any web page, social network, or application without the owner's knowledge or permission or impersonating someone online.
- Recording, filming, using a live transcription service, or photographing teachers or other students without express permission to do so. If teachers or other students have given permission to record, the student who receives permission is expected to respectfully and responsibly use and manage the recorded material. Sharing or publicly posting captured material without permission is also prohibited.
- Using the device and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.
- Sending or posting messages that are detrimental to the reputation of MKA by virtue of the sender's address or other means of identification.

Illegal or Improper Activity

- Use of the Internet, network, or email system either in or out of school for improper or unlawful purposes or to create disruptive or offensive materials or messages, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, bullying, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, gambling, participating in terrorist acts, spamming, sending or receiving sexually explicit material, computer hacking, and/or computer tampering (e.g., spreading of computer viruses) is strictly prohibited.
- Examples of “offensive” materials or messages include, but are not limited to, any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone’s personal traits, including, but not limited to, their race, age, sexual orientation, religious or political beliefs, national origin, or disability.
- Using MKA’s systems to upload, download, or view obscene or offensive materials from the Internet; to upload or download copyrighted materials, trade secrets, proprietary financial or other such information, or similar materials without prior authorization is strictly prohibited.
- Installing or distributing unlicensed or illegal software.
- Attempting to subvert network security, to impair the operations of the network, or to bypass restrictions set by the administration is prohibited. This includes, but is not limited to, using VPNs, or remote login tools (e.g. GoToMyPC, LogMeIn), misuse of disk space, slowing down the processor of a workstation or server, monopolizing network bandwidth, and overuse of printing resources. Use of the network, website, class page, or other School systems or property for commercial purposes, political lobbying, or illegal activities is prohibited. Using the network in support of illegal activities or businesses or for gambling is prohibited. The school will not be responsible for any financial obligations resulting from school-provided technology or Internet access.

Network Access (Major)

- Placing, creating, or accessing sexually explicit, violent, obscene, or unlawful material.
- Attempting to get around MKA’s network security or to impair functionality of its network by using, for example, VPNs, or remote login tools (e.g., GoToMyPC, LogMeIn).
- Attempting to bypass restrictions set by the network administrators.
- Using a device for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your device or MKA network resources.

ACCEPTABLE USE POLICY FOR SOCIAL MEDIA (AUP-SM)

Social media can bring significant benefits to MKA, particularly for building relationships with current and prospective students, families, and alumni. It is important that employees and students who use social media do so in a way that enhances the school’s prospects.

A misjudged post or unapproved social media account can generate complaints or damage the school's reputation. There are also security and data protection issues to consider. This policy explains how employees and students can use social media as MKA community members.

This policy applies to all employees, students, contractors, and volunteers at MKA who use social media for personal and school-related purposes. For reference in this policy, "social media" refers to but is not limited to the following platforms: Instagram, X (Formerly Twitter), Facebook, TikTok, SnapChat, Youtube, Pinterest, Tumblr, and SoundCloud.

General Guidelines and Rules

- Use good judgment and common sense when communicating on the Internet and in any social media.
- If a student maintains a personal website, webpage, or weblog, it should not suggest in any way that it is officially sanctioned or supported by MKA. Students may not link their website, webpage, or weblog to MKA's website.
- Do not criticize or discuss other students or their confidential information via social media.
- Students should assume that faculty, staff, other students, parents, administrators, college admissions, and prospective employers would read what has been posted or written. Students should avoid posting material that is in violation of the Honor Code.
- Students should think before posting, as content may be available even after it is removed from the site due to copying, printing, sharing, and downloading.
- Students should report information posted on a social media site that is not in compliance with the guidelines found in this Handbook
- No MKA employees and/or students can create social media accounts using any form of the MKA name and/or logo without written permission from the MKA Communications Office.
- Employees should not share images/videos of students on their personal social media accounts.
- Do not use MKA's social media accounts for political or election-related purposes.
- Only those who have been authorized by the MKA Communications Office to manage/use the school's official social media accounts may do so. Allowing only designated people to use the accounts ensures the school's social media presence is consistent and in-line with guidelines.
- The MKA Communications Office reserves the right to delete or deactivate any approved MKA social media accounts at any time for reasons including, but not limited to: inappropriate content or use of platform and account inactivity.
- Any approved MKA social media account must share administrative rights (username/password) with the MKA Communications Office.
- MKA will take appropriate action in the event of breaches of the Social Media Policy.
 - Accounts using any form of the MKA name and/or logo, that have not been approved by the MKA Communications Office, will be reported to the respective platform and actions will be taken to have the account deleted.
 - Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is considered illegal, the school will report the matter to the police and other relevant external agencies and may take action according to the disciplinary policy.

Process for Creating New Accounts:

Anyone wishing to create a social media account using any form of the MKA logo and/or name must fill out the [Communications Project Request Form](#) covering the following points:

- The goal of the account
- The intended audience
- How the account will be promoted
- Who will run the account (at least one MKA employee should be named)
- Will the account be public or private
- The MKA email account that will be used to create the profile (No personal email addresses can be used to run MKA accounts)

Following consideration by the Communications Office, the request will be approved or rejected. In all cases, the Communications Office must be satisfied that anyone running a social media account on behalf of the school has read and understood this policy and received appropriate training. If a request is rejected, a member of the Communications team will reach out to the student/employee and suggest appropriate platforms and communications ideas to better suit the needs of the intended goal.

ABSENCES/EXTENDED ILLNESS/EXTENDED VACATIONS

MKA expects students to be active and responsible learners in the school community. In order to fulfill this role, students must be in classes on a regular basis. Please see the relevant Campus Section for specific information on reporting absences.

If your child will be out for an extended illness, please contact the nurse, who will direct you to the appropriate person for the appropriate academic information. Should a student experience an extended absence from school, MKA faculty will provide assignments. MKA faculty will complete the assessment of work assigned on a Home Study. The Head of Campus must approve any exception to this policy. In the event of a lengthy medical absence, generally exceeding 60 school days, or in aggregate, a series of leaves amounting to 60 days, a student may be asked to withdraw from MKA. Cases will be considered by the Head of Campus on an individual basis.

Extended vacations are discouraged, and it will not be the classroom teacher's responsibility to help the child catch up on missed work. The school urges parents and caregivers to plan vacation trips around the established school vacation schedule.

ALCOHOL AND DRUG POLICY

Montclair Kimberley Academy promotes the health and safety of its students. Thereby, MKA students who use, sell, possess, or distribute drugs and/or alcohol on or off campus may be subject to severe disciplinary sanctions and may be required to participate in an approved drug- or alcohol-treatment program.

Early Intervention:

In the event that an MKA student exhibits symptoms of alcohol or drug use, MKA may require an evaluation of the student by a licensed drug- and alcohol- outpatient program at the expense of the parents or caregivers as a condition of continued enrollment. This evaluation, which must be shared with the Academy, may be required based upon observation of the student's behavior by MKA personnel, even in the absence of a disciplinary offense involving possession or use of

drugs or alcohol. MKA may require as a condition of continued enrollment that the student comply with recommendations from the evaluation at the parents' or caregivers' expense.

Self-Referral:

MKA encourages students who believe that they need help because of alcohol or drug use to seek assistance from the school. Normally, a student who seeks help from a school counselor, administrator, or teacher may not be disciplined so long as the self-referral occurs prior to MKA's knowledge of the commission of a Code of Conduct offense. In such an event, the student may be required to obtain a professional evaluation from a licensed drug and alcohol program at the parents' or caregivers' expense. MKA may require as a condition of continued enrollment that the student comply with recommendations from the evaluation at the parents' or caregivers' expense.

Alcohol and Drug Policy Violations:

A student who uses or possesses alcohol, drugs including cannabis and marijuana, drug paraphernalia, cannabis products, or controlled substances while under the jurisdiction of the Academy is guilty of a major Code of Conduct offense that may result in severe disciplinary sanctions up to and including expulsion. However, a student who acts responsibly and/or seeks help for someone who may be under the influence of a controlled substance may not be charged with a major disciplinary offense. The latter case also applies to the student being helped.

Any MKA student found guilty of any offense involving the sale and/or distribution of alcohol, controlled substances, or illegal drugs whether on or off campus may be immediately expelled.

If MKA is notified by law enforcement personnel or has other evidence indicating that a student has violated the laws governing alcoholic beverages or controlled dangerous substances, MKA may take disciplinary action against the student.

Alcohol and Drug Evaluations and Treatment:

With offenses involving drug or alcohol use, in addition to any disciplinary action that may be taken, the student may be required to have a drug and alcohol evaluation at a licensed drug and alcohol program at the expense of the parents or caregivers. Results of this evaluation must be shared with the school before the student will be permitted to re-enter the school. MKA may require as a condition of continued enrollment that the student comply with recommendations from the evaluation at the parents' or caregivers' expense.

Addiction:

MKA will make reasonable accommodations for the addicted, disabled student, but it will not waive its academic standards or diminish its standards of conduct. Enrollment contracts for such disabled students may be conditional, predicated on continuing treatment. Refusal to submit to random drug testing while under treatment by a licensed center, or commission of a major Code of Conduct offense, such as the use or possession of drugs or alcohol or being under the influence of drugs or alcohol while on or off campus, may be grounds for expulsion. MKA will make reasonable accommodations for students afflicted with drug or alcohol addiction under the Americans with Disabilities Act, but accommodations cannot be provided to students who continue to violate MKA's drug and alcohol policy as it would present an undue hardship on the school.

ANTI-VIOLENCE STATEMENT

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

CELL PHONE USE

Cell phone or personal mobile device use is prohibited during all class periods and community functions. If a parent or caregiver needs to reach his or her child in an emergency, please contact the campus office to relay a message to the student. Refer to campus sections for full information on this policy.

EDUCATIONAL RECORDS

Montclair Kimberley Academy subscribes to the *Family Educational Rights and Privacy Act*. Parents or eligible students (over 18 years of age) have the right to inspect and review a student's permanent educational record maintained in the central office within three business days after such a request is made.

Information contained in the student's educational record includes:

academic courses/grades	psycho-educational reports
anecdotal reports	pupil progress record
career plans	record of access forms
discipline reports	record release forms
in-school reports/forms	standardized test results
parental correspondence	

Such information will not be released to any outside parties without the permission of the parents or eligible student. Discipline reports are not included on student transcripts. Directory information, which includes student name, certification of graduation and special awards, officially recognized activities, and sports may be released without the permission of the parents or eligible student.

MKA generally believes in maintaining confidentiality in matters of discipline. At times, however, major rule violations by students may have consequences beyond the confines of the school. Many college applications pose questions about a candidate's high school disciplinary record to which students and college counselors are expected to respond honestly. Following the Principles of Good Practice and the National Association for College Admission Counseling (NACAC), it is the policy of Montclair Kimberley Academy to notify institutions when a student has been separated from the school for a period of more than five days. All colleges at which a student is holding an offer of admission will be notified only of the date of suspension, withdrawal, or dismissal. It is the student's responsibility to inform the college of the circumstances surrounding this change of status. As advocates for students, the school counselors will continue to work closely with students and their families throughout this process.

MKA believes that good citizenship is fostered by discussions about student behavior. The school reserves the right to discuss the details of disciplinary incidents in order to promote understanding of the code of ethics and disciplinary process, while keeping confidential the identity of the individuals involved.

In accordance with state law, MKA maintains an immunization record for each student. When your child graduates or transfers to another school, a copy of the immunization record will be provided to you upon your request.

GUIDELINES FOR GENDER INCLUSIVITY

In accordance with the school's Mission Statement, MKA is committed to providing a safe, supportive, and inclusive learning environment for all students. These Guidelines are intended to ensure that all students have equal educational opportunities and equal access and inclusion in MKA's educational programs, curriculum, and activities. No person shall be subjected to discrimination on the basis of gender, gender identity, or gender expression. These Guidelines do not anticipate every situation that might occur with respect to the needs of our transgender, non-binary, or gender-creative students and their interactions with other members of the MKA community.

If and when MKA students or their parent(s) or legal guardian choose to share their needs with respect to their or their child's identity, they will be fully supported to the best of MKA's ability in accordance with these Guidelines. Like all members of the MKA community, transgender, non-binary, and gender-creative students have the right to decide when, with whom, and to what degree they share or do not share private information. Any student who needs assistance, including addressing concerns about student records, school facilities, and school activities, should contact a trusted member of the faculty or staff, such as the school counselor, diversity and inclusion coordinator, school nurse, Dean of Students, or the student's advisor.

The following definitions are not intended to label a student but rather to assist in understanding these Guidelines:

- "Sex" or "Biological Sex" is a label a person is assigned at birth, often based on a medical professional's interpretation of the newborn's physical characteristics. Common examples may be male, female, or intersex.
- "Gender Identity" refers to a student's deeply held sense or psychological knowledge of their gender, which may or may not correspond to the student's biological sex.
- "Gender Expression" refers to the way a student represents or expresses themselves to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- "Gender Nonconforming," "Gender Creative," and/or "Gender Fluid" are terms that refer to a person whose gender expression does not conform to the stereotypical expectations or norms. This includes students who identify outside of the gender binary or identify as gender fluid or non-binary.
- "Transgender" refers to a person whose biological sex is different from the person's gender identity and/or gender expression. Therefore, a transgender person can have a range of identities that fall outside of the gender binary.
- "Transition" is the process that people go through as they change their gender expression and/or physical appearance to align with their gender identity. The process of transition varies depending on the person. For some transgender

individuals, this process primarily involves a social transition, such as changing an individual's first name, pronouns, clothing, and/or appearance rather than a physical transition brought about by medical treatment.

MKA believes that the responsibility for determining a student's gender identity rests with the student or, in the case of a young student not yet able to advocate for themselves, with the parent(s) or legal guardian. Therefore, MKA will accept a student's assertion of their gender identity when there is consistent and uniform assertion of the gender identity or any other evidence that the gender identity is sincerely held as part of the student's core identity. MKA will not question or disregard the student's assertion of their own gender identity.

It is MKA's goal to work together with the student, parents, guardians, and family to accommodate the needs of a transgender, non-binary, or gender-creative student. The concrete actions the school is able to take in support of students vary based on the student's needs and circumstances. In the event that a parent or guardian is not supportive or unaware of their child's gender identity, the school will partner with the student to communicate effectively with the parent or guardian. The school's priority is the social and emotional wellbeing of the student. MKA will remain in dialogue with parents and provide parental support including, but not limited to, education on gender identity in support of the student's needs.

MKA shall seek to balance the privacy rights of the student and the rights of the parent(s) or legal guardian(s) to be kept informed about their child. In support of MKA's mission, we believe a student's transition at school must be grounded in a partnership between the school and the family.

1. MKA recognizes that school-related issues regarding a transgender student will vary. Therefore, the Head of School or the Head of School's designee will meet with the parent(s) or legal guardian(s) and the student to discuss school-related needs. The items to be discussed shall include, but are not limited to, the following: Names and Pronouns: the school's employees shall address the student by the name and pronoun corresponding to the student's gender identity.
2. Student Records: MKA's official, permanent student record will be maintained in accordance with federal and state law, which will indicate the student's legal name and biological sex. In addition, the student's legal name and biological sex will appear on standardized tests. However, MKA will use the name and pronoun requested by the student and/or parent for internal and/or unofficial school records, such as grade books. A student's MKA records can be changed upon request from the student and/or parent(s) or legal guardian(s).
3. Privacy: A student has the ability to discuss and express their gender identity and expression openly and decide when, with whom, and how much of their private information to share with others. The Head of School or Head of School's designee shall work closely with the student and/or parent(s) or legal guardian(s) to formulate an appropriate plan regarding the confidentiality of the student's transgender status. Disclosure of, or access to, confidential student records, including a student's status as transgender, shall be in accordance with federal and state law.
4. Restrooms and Locker Rooms: a student will not be required to use a restroom or

locker room that conflicts with the student's gender identity.

5. Physical Education Classes and Athletics: a student shall be permitted to participate in physical education classes in a manner consistent with their gender identity. Where applicable, participation in competitive athletic activities will be determined in accordance with The New Jersey State Interscholastic Athletic Association's (NJSIAA) policies.
6. Gender Segregation in Other Areas: as a general rule, in any other circumstances where students are separated or organized by gender in school activities (i.e., overnight field trips), students will be permitted to participate in accordance with their gender identity. If a student is non-binary, they will have the opportunity to talk with a trusted member of the school community to ensure they are comfortable with their placement.
7. Dress Code: students have the right to dress in accordance with their gender identity and shall comply with MKA's policies.

Note: If a student's birth certificate is changed, parents should provide documentation and notify the school so that all official records can be updated.

**Much of the language in these guidelines and the structure of the presentation of these guidelines is drawn from similar documents from a variety of independent schools and other sources.*

**These guidelines will be reviewed by the DEI Committee of the Board of Trustees every three years.*

**These guidelines were originally adopted by the MKA Board of Trustees on April 20, 2017. The updated version was adopted by the Board of Trustees on May 19, 2022.*

HARASSMENT, INTIMIDATION, AND BULLYING

MKA prohibits acts of harassment, intimidation, and bullying. MKA expects that all members of the MKA community will strive to behave in accordance with the Character Standards for the MKA Community and Anti-Bullying Standards for the MKA Community.

"Harassment, intimidation or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, through social media, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- Has the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property;
- Has the effect of insulting or demeaning any student or group of students;
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Active or passive support for acts of harassment, intimidation, and bullying are also prohibited

and may subject a bystander to discipline. MKA encourages students who observe acts of harassment, intimidation, and bullying to attempt to stop them or to report them to the appropriate authorities. Any student bystander who actively encourages acts of harassment, intimidation, and bullying will also be subject to discipline.

MKA will consider acts of harassment, bullying, and intimidation to be a violation of school rules which will subject an individual to disciplinary consequences when the acts of harassment, bullying, and intimidation take place on campus, on a school bus, on a school trip, or during a school event or which involve the use of school property such as computers or other electronic or wireless communication devices. Where an act of harassment, bullying, and intimidation occurs off school grounds and puts at risk the safety and well-being of a student or staff member who is the victim of such action, or if the offending party puts at risk or damages school property or interferes with the requirements of appropriate discipline and the orderly operation of the school, then the commission of such acts will subject the individual(s) involved to disciplinary consequences.

MKA expects students to conduct themselves appropriately at all times with a proper regard for the rights and welfare of others, the educational purpose underlying all school activities, and the care of school facilities and equipment.

MKA will take sufficient disciplinary measures to ensure that the acts of harassment, intimidation, and bullying will cease. Consequences for a student who commits an act of harassment, intimidation, and bullying shall be determined by the nature of the offense, the extent and severity of the conduct, the degree of harm inflicted, the surrounding circumstances, the age of the student, and the student's history of problem behavior and performance. Consequences may include admonishment, temporary removal from the classroom, loss of privileges, detention, suspension, or expulsion. In addition, the offending student may be required to provide restitution and/or may be required to take part in a relevant learning or service requirement. In appropriate cases, a student may be required to undergo a behavioral assessment or evaluation and to participate in student counseling. In cases of sufficient severity, the conduct may be reported to law enforcement officials.

All school employees and all students are encouraged to report all incidents of harassment, bullying, and intimidation to any teacher or administrator. Reports may be made anonymously, although no disciplinary action will be taken solely on the basis of an anonymous report. Cases of sufficient severity will be reported to the Head of Campus and Dean of Students. All reports will be investigated according to specific Campus guidelines.

The parents or guardians of the students who are parties to the investigation will be advised as to the nature of the investigation, whether evidence of harassment, intimidation, or bullying was found, and whether discipline was imposed and/or counseling or other services provided to address the incident.

Any retaliation against a person who reports an act of harassment, bullying, or intimidation is prohibited.

Definition of "bullying" used with Primary School students: Bullying is when someone purposely says or does mean and hurtful things to another person.

Definition of “bullying” used with Middle and Upper School students: Bullying involves words and/or actions that are meant to hurt, scare, or intimidate others. Often, the behavior is directed at a particular person, and though it may be a single incident, it is usually repeated over time.

MKA Anti-Bullying Standards:

- We respect others and will not bully.
- We will take the responsibility to help students who are bullied.
- We will include ALL students, including those who tend to be left out.
- If we see or know that someone is being bullied, it is our responsibility to tell an adult at school and an adult at home.
- If I am bullied, I will tell an adult at school and an adult at home, and I will stand up for myself appropriately as best I can.

Definition of Sexual Harassment:

Sexual harassment is defined as any type of unwelcome conduct toward an individual related to gender. It includes but is not limited to sexually oriented kidding, teasing, or abuse; offensive language, graffiti, jokes, or conversation; physical contact such as patting, pinching, or brushing against another's body; demands or threats, however subtle, for sexual favors, accompanied by overt or implied promise of preferential treatment concerning an individual's status at Montclair Kimberley Academy.

What are some examples of sexual harassment?

- When someone with power uses that power to manipulate someone else for sexual purposes. A threat of retaliation may be involved if that person should complain about or resist the harassing action.
- When someone of equal power or status verbally or physically harasses someone else in a sexual way. Even if the person doing it thinks of it as innocent fun, it may still be sexual harassment if it makes the other person uncomfortable.
- When one or more members of the community speak or act in sexual ways that make the school an unpleasant place to be for one or more members of the community. This would include graffiti with sexual references or innuendos.

What are the consequences of sexual harassment?

- Because of the destructive nature of sexual harassment, Montclair Kimberley Academy will take all measures to prevent sexual harassment.
- It will not be tolerated.
- If discovered, it will be treated as a major Code of Conduct offense and may lead to expulsion.

What does one do when they have been or may have been sexually harassed?

- Sexual harassment cannot be dealt with if the person does not come forward.
- When a student feels that they have been sexually harassed, they should report it to one of the following people: The Head of Campus, Dean of Students, or the School Counselor.
- Once the behavior has been reported, immediate action will be taken.

HATE SPEECH AND BIAS INCIDENTS

As a member of the MKA community, you are expected to adhere to MKA's Mission and Character Standards. In keeping with those standards, bias incidents, including hate speech, are prohibited. Bias incidents are defined as behaviors, communications, or physical expressions that are explicitly or implicitly motivated by intolerance, prejudice, or stereotypes against someone's perceived or actual identity. Hate speech is defined as demeaning speech, imagery, gestures, or conduct regarding a person's perceived or actual race, ethnicity, national origin, religion, gender, gender identity, social position, physical or intellectual disability, or sexual orientation. Hate speech can also be directed towards a person because that person associates with an individual who falls within any of the aforementioned categories. Hate speech directed at an individual or a group that creates or contributes to an intimidating, hostile, or offensive educational environment or intentionally inflicts emotional distress will not be tolerated. This includes (a) comments about an individual's perceived or actual identity and (b) comments supposedly made in jest, whether intended or not, and whether spoken, written, or in any online forum. Hate speech and bias cannot be dealt with if the person does not come forward. The history of the N-word in American society makes it an example of particularly egregious hate speech. In terms of life at MKA and all interpersonal interactions, the use of the N-word is strictly prohibited, as is any form of hate speech, including symbols associated with hate groups, such as the Nazi swastika, among many other examples too numerous to list. MKA strongly encourages students who believe that they have been a target of, or witness to, an incident of bias or hate speech to report the incident to the Head of Campus, an appropriate administrator, or a trusted adult. When a bias incident or hate speech occurs, the school may immediately separate a student from the community while the severity and the implications of the offense are being investigated and determined.

JURISDICTION OF THE ACADEMY

A student is under the "jurisdiction of the academy" when: they are on Academy grounds, including the playing fields and residences owned by the school, during the school day, before and after school and weekends, whether or not school is in session. MKA jurisdiction also includes school-sponsored trips, meetings, performances, and games, regardless of location and any travel to and from MKA in connection therewith. This includes all three campuses.

POLITICAL PARAPHERNALIA ON CAMPUS

The school discourages the display and/or distribution of any federal, state, and/or municipal political or election-related materials, including but not limited to, campaign posters, flyers, buttons, and clothing by any student while on campus.

RELIGIOUS AND CULTURAL HOLIDAYS POLICY

The MKA community includes students, families, and employees of many faiths and cultures. Our calendar is structured to respect the observance of religious and cultural holidays both by observing days out of school for certain holidays or observances and by modifying expectations regarding school activities and student/faculty obligations during and after the school day.

Because certain religious and cultural holidays do not always occur at the same time within the international or Gregorian calendar, days out of school in observance of religious holidays will vary from year to year. See campus sections for specific policies on homework and assessments during religious and cultural holidays.

The school calendar operates accordingly in relation to the following religious and cultural holidays:

Rosh Hashanah – When the first day of Rosh Hashanah occurs on a day during the school week (Monday through Friday), school is not in session. If the day prior to the first day of Rosh Hashanah is a school day, then the schedule for all after-school activities is modified so that those activities conclude by 5:00 p.m. Activities are limited to athletic practices, rehearsals, or meetings – no athletic contests, student performances, or special events may be scheduled the day before a full day of the school’s observance of a religious or cultural holiday.

Yom Kippur – When Yom Kippur occurs on a day during the school week (Monday through Friday), school is not in session. If the day prior to Yom Kippur is a school day, then the schedule for all after-school activities is modified so that those activities conclude by 5:00 p.m. Activities are limited to athletic practices, rehearsals, or meetings – no athletic contests, student performances, or special events may be scheduled the day before a full day of the school’s observance of a religious or cultural holiday.

Diwali – When the third night of Diwali occurs on a day during the school week (Monday through Friday), school is not in session. If the day prior to the third Night of Diwali is a school day, then the schedule for all after-school activities is modified so that those activities conclude by 5:00 p.m. Activities are limited to athletic practices, rehearsals, or meetings – no athletic contests, student performances, or special events may be scheduled the day before a full day of the school’s observance of a religious or cultural holiday.

Lunar New Year - When Lunar New Year occurs on a day during the school week (Monday through Friday), school is not in session. If the day prior to Lunar New Year is a school day, then the schedule for all after-school activities is modified so that those activities conclude by 5:00 p.m. Activities are limited to athletic practices, rehearsals, or meetings – no athletic contests, student performances, or special events may be scheduled the day before a full day of the school’s observance of a religious or cultural holiday.

Good Friday – When Good Friday occurs following the conclusion of spring vacation, school is not in session. If the day prior to Good Friday is a school day, then the schedule for all after-school activities is modified so that those activities conclude by 5:00 p.m. Activities are limited to athletic practices, rehearsals, or meetings – no athletic contests, student performances, or special events may be scheduled the day before a full day of the school’s observance of a religious or cultural holiday.

Passover – When the first two nights of Passover occur during the school week, the schedule for all after-school activities is modified so that those activities have concluded by 5:00 p.m. Activities are limited to athletic practices, rehearsals, or meetings – no athletic contests, student performances, or special events may be scheduled the afternoon before observance of the first or second night of Passover.

Eid al-Fitr – When Eid al-Fitr occurs on a day during the school week (Monday through Friday), school is not in session. If the day prior to Eid al-Fitr is a school day, then the schedule for all after-school activities is modified so that those activities conclude by 5:00 p.m. Activities are limited to athletic practices, rehearsals, or meetings – no athletic contests, student performances,

or special events may be scheduled the day before a full day of the school's observance of a religious or cultural holiday.

SEARCH AND SEIZURE OF PROPERTY

As a rule, MKA will protect students' privacy and will treat students' electronic information as it treats any other student property. The administration reserves the right to randomly search a student's locker, books, personal belongings, automobile, cell phone, smartphone, tablet, or computer files/accounts. If a search reveals drugs, weapons, or any other item that may be evidence of a criminal violation, the police may be notified and the object in question transferred to police custody.

WEAPON-FREE CAMPUS

The school expressly prohibits the possession of any weapon by any student or parent on campus. As such, no person may possess, conceal, use, or transfer any firearm (including any handgun) or any other weapon (including knives, clubs, or other articles or devices that are primarily used to inflict injury), on MKA property. Any instances of weapon possession must be reported immediately to Campus Security first, then the Campus Head or another Administrator. All reports will be fully investigated. Any violation of this policy may result in disciplinary action up to and including dismissal from school.

MKA GUIDELINES FOR ASSISTANCE TO STUDENTS WITH LEARNING, PSYCHOLOGICAL, AND MEDICAL CHALLENGES

At MKA, we provide our students with a challenging, intellectual setting, and we are committed to providing “a vibrant and transformative education,” as stated in our Mission Statement. **The positive working relationships between faculty members and students are an integral part of what makes the MKA community special. For this reason, we encourage support for students and their learning to begin with their classroom teachers and advisors. The support MKA offers students is intended to empower them to become independent, self-directed learners by helping them learn how to learn best and manage their schoolwork effectively.**

MKA’s Office of Student Support guidelines and policy statements that follow within this document reflect its commitment to educating the whole child within the boundaries of resources that the school can reasonably provide. Our policies and practices regarding students with specific learning disabilities or psychological disorders¹ are based upon the belief that we should be sensitive to the particular learning challenges of our students while maintaining high academic standards and expectations. For students with disabilities to be successful at MKA, an active partnership between the school, the family, and the student is essential. MKA follows the guidelines set forth in the Americans with Disabilities Act (ADA). However, as an independent school that does not receive federal financial assistance, IDEA, Section 504 of the Rehabilitation Act of 1963, and New Jersey Special Education Law do not apply, and MKA is not required to follow these laws. **It is ultimately up to the school to decide whether and to what extent we can reasonably support or accommodate a student’s learning challenges and/or psychological disorders. MKA will offer reasonable accommodations that do not result in a hardship; however, a student must be otherwise eligible and qualified for enrollment in MKA, and must be able to engage with and manage MKA’s academic program with or without accommodations.**

At MKA, we recognize the inextricable link between learning and emotions. As such, our campus-based Student Support teams work together to gather data and implement appropriate supports and interventions. Learning Specialists, in collaboration with School Counselors and with input from teachers and outside professionals, create formal learning and accommodation plans for students in grades five through twelve. For students in Junior Kindergarten through grade four, action plans that identify specific challenges and developmentally appropriate interventions and supports are shared with the teacher and family. More information can be found in the Primary School Student Support Overview.

- Within MKA’s program, school faculty and staff collaborate with students and their families to support wellbeing and academic success. *However, the program is not designed for students who require special education or a therapeutic environment outside of our inclusive, general education setting.*
- MKA follows a tiered system of student support with a focus on Universal Design for Learning. In most cases, learning, attentional, and social-emotional challenges will be addressed in the classroom by the teacher and advisor with input and support from the appropriate campus-based professionals.
- When a student is referred for support, Learning Specialists and School Counselors share evidence-based strategies and interventions with the classroom teacher(s) and maintain ongoing communication to track progress. Occasionally, students with diagnosed disabilities may require formal accommodations in addition to interventions.

Each campus follows a specific protocol, as outlined below.

Academic Support (from Learning Specialists) at MKA is designed to address students' learning needs with the intent that students will gradually develop the skills to work independently at MKA, eventually without the need for specific, ongoing support. Should any student with a diagnosed learning or psychological disability need additional support beyond what is defined below, a member of the Student Support team will recommend that the family seek support outside of MKA or refer them to the Campus Head to discuss the appropriateness of MKA's program for their child. To inform referrals, Learning Specialists at each campus maintain a list of trusted professionals in the area who are familiar with MKA's program and the needs of MKA students.

Counseling Support (from School Counselors) is available for individual students on a short-term basis. Students at all three campuses are encouraged to meet with the School Counselor to address social-emotional concerns or any time they feel would be helpful, and teachers often refer students to the School Counselor when they have a concern or to address a specific issue. In addition, MKA Counselors sometimes work with groups of students. Counselors do not provide therapy. When specialized assistance, long-term counseling, or therapy is necessary, MKA counselors work diligently to connect students and their families with respected professionals outside of MKA and coordinate communication between those providers and the school. School counselors collaborate with Learning Specialists on intervention plans and evaluations and work with advisors and teachers to implement support strategies as needed. They also maintain essential communication with families to ensure comprehensive student support both in and out of school.

REQUESTS FOR DISABILITY ACCOMMODATION

At times, professionals may recommend accommodations based on a diagnosed learning or psychological disability² that may help a student access MKA's program in a manner more in keeping with the student's ability. For the school to make carefully considered decisions about accommodations and the appropriateness of our academic program for a student, parents must provide the school with diagnostic and clinical evaluations and/or other professional documentation from a healthcare provider regarding the student's disability and the proposed accommodation.

Requests for accommodations for students with diagnosed learning, psychological, or medical disabilities are processed by the Accommodations Committee at the appropriate campus. **No person or entity other than the Committee is authorized to grant accommodation requests. Requests are considered once families have submitted all necessary documentation and the Committee has had the opportunity to follow its protocol and process for considering disability accommodations, including requesting input from the student's teachers and outside professionals.** (This can often take upwards of six weeks, though requests may be expedited if/when an acute medical condition necessitates immediate action via a medical affordance, e.g., fractures or concussion management.) The Accommodations Committee at each campus consists of the campus Learning Specialists, the School Counselors, the Academic Dean (at the Upper School) or the Assistant Head of Campus (at the Middle School), and the School Nurse when appropriate.

MKA will provide accommodations to students who have provided the school with the appropriate documentation as set forth herein, and when MKA is able to provide the accommodation, to enable the student to participate in and benefit from the school's programs, services, and activities, provided that the accommodation would not (i) fundamentally alter the

nature or operation of the school's programs, services, or activities; and/or (ii) cause undue burden to the school. **Accommodations are not intended to maximize student outcomes by providing unnecessary services or unfair advantages to a student; their purpose is to provide access to the program when a student has a well-documented disability and demonstrates evidence of eligibility based on a substantial functional limitation in the academic setting in relation to their peers on nationally normed testing data, not just in an independent school setting. Additionally, low performance on isolated subtests may not be a sufficient indicator of a functional disability.**

MKA will make every effort to meet the needs of our students within the scope of our mission and program. As such, the school does not accept accommodation plans from other schools but will make its own considerations based on its program, process, and protocols. *As an independent school that does not receive federal financial assistance, MKA does not accept or consider 504 plans under the Rehabilitation Act of 1973.*

PROVIDING PROPER EVIDENCE OF THE NEED FOR ACCOMMODATIONS

A request for an accommodation must be accompanied by the appropriate medical, psychological, and/or educational diagnostic and clinical evaluations that document a disability. Except for cases in which accommodations are requested for a physical disability only, this includes a complete battery of psychoeducational or neuropsychological testing. The required tests are described in an accompanying document for outside evaluators. The school will consider reports and evaluations regarding student disabilities³ and accommodations only when done by professionals with the appropriate level of expertise and credentials. *Reports submitted to the school must be on letterhead, typed, signed, dated, and include diagnostic information, a description of the functional limitation, and relevant recommendations.* [These requirements are further detailed in MKA's Memo to Outside Evaluators available through a campus-based Learning Specialist.] It is essential to note that decisions regarding accommodations are made solely by the Accommodations Committee of the school and may differ, at times, from the recommendations contained in a testing or evaluation report and from a determination made by a previous school.

DETERMINING APPROPRIATE ACCOMMODATIONS

When the Committee receives complete documentation that a student has a diagnosed learning, psychiatric, or medical disability and is otherwise qualified to meet MKA standards and expectations, it will then assess whether the requested accommodation is appropriate.

Accommodations that MKA will consider must meet several criteria:

- They must be reasonable based on learning, medical, and/or psychological disorder criteria and the specific learning needs of the student;
- They must be based on evidence of a substantial functional impairment in the academic setting compared to the student's peers, including as demonstrated on nationally normed assessments;
- They must not unduly burden the teacher, disrupt the dynamic in the classroom, nor compromise access to instructional staff;
- They must not create an undue hardship upon MKA; and
- They must not alter the essential requirements of the MKA curriculum or program in any substantive way.

Process and Timeline

The school, through representatives of the Accommodations Committee, must be authorized to contact any specialists providing treatment or assisting the student, including those who have conducted testing and evaluation, to make the best, informed decision regarding accommodations. The school will consider, but does not guarantee that it will offer the recommended accommodations contained in any testing/evaluation report. The determination regarding accommodations is made by a group of professional educators who evaluate the information in the testing report, as well as historical and current information about the student's performance in school. To facilitate appropriate and complete consideration, upon receipt of documentation, a member of the campus-based Accommodations Committee may provide or request additional information.

Within a week of the Committee's accommodations decision, a representative will discuss the determination with the student and their family. Following the scheduled Committee meeting, a letter communicating the decision and related information will also be sent to the student's family for their records. To ensure that a student receives the approved accommodations in each setting in the school as appropriate, the Committee will communicate with each of the student's teachers once a determination is made. This communication may include a meeting in which the teachers collaborate with a member of the Accommodations Committee.

Once a student is offered accommodations, it is a shared responsibility of the student, their family, and the school to determine the effectiveness of the accommodations. A member of the Accommodations Committee will help monitor the effectiveness of accommodations and interventions by collecting feedback from teachers. At the end of each academic year, the Learning Specialists and/or School Counselors will update student learning and accommodations plans to provide current and relevant information to teachers at the next grade level.

Accommodations Process and Timeline for Students New to MKA

Through the admissions process, students and families applying to MKA acknowledge that they know of no reason that the student is unable to meet the requirements of MKA's program without additional support or accommodations. If a family discloses testing and/or a diagnosis during the admissions process, the school can more effectively partner with them to determine if MKA can reasonably support the student's needs if admitted.

If a request for an accommodation is required, families and students shall follow this policy and the process outlined above. Families and students understand that students must be able to meet the academic standards with or without a reasonable accommodation.

Maintaining Accommodations Eligibility

Students with specific learning disabilities⁴ and/or psychiatric/psychological disorders who receive academic accommodations must be reevaluated every three years with a complete neuropsychological battery of testing⁵ to maintain their accommodations. Following reevaluation, the Accommodations Committee may make a revised determination regarding eligibility for accommodations. This policy is in keeping with MKA's stated mission to empower students by fostering "intellectual independence." Likewise, as students prepare to transition into higher grade levels, considerations for appropriate support and accommodation may be adjusted based on current testing. *Please see the "The Academic Support Program" section of this document below for campus-specific information.*

Students who receive academic accommodations or affordances due to the impact of a

psychiatric/ psychological disorder or a short-term medical condition must be and remain under the care of a clinical professional to be granted and maintain those accommodations or affordances. The clinician must provide a treatment plan to the School Counselor or School Nurse, who must be authorized to speak directly with the student and clinician for regular check-ins. The school may request data from the provider to support the presence of a *substantial functional limitation in the academic setting*, in addition to information collected from the student's teachers, at any time. Due to the changing nature of psychological/psychiatric disorders, the clinician must provide a *twice-annual* update (at minimum) to confirm ongoing eligibility for accommodation. This documentation must include the following information: date of most recent evaluation and treatment, current diagnosis/es with ICD or DSM codes, current impact on the student's functioning in the academic setting, and recommendations for essential interventions and accommodations.

**It is important to note that the decision to grant accommodations to any student at MKA does not guarantee that the student will be granted the same accommodations by standardized test organizations, such as the College Board or the ACT Corporation, or in college. The College Board, ACT Corp., and colleges and universities make independent decisions regarding accommodations for students with disabilities.*

APPEAL PROCEDURE FOLLOWING ACCOMMODATIONS DECISION

MKA is committed to an internal appeal procedure that provides for the prompt and equitable resolution of disagreements regarding the MKA Accommodations Committee's decision to grant in-school accommodation in accordance with the process outlined in the above paragraphs. Any person or parent acting on behalf of a student who believes an inequity exists may file an appeal.

- An appeal must be submitted in writing to the In-School Accommodations Coordinator at the appropriate MKA campus within 30 days of receipt of the formal letter outlining the accommodations decision from the Committee. The appeal must state the disagreement regarding the Accommodations Committee's decision and the remedy or relief sought.
- The MKA In-School Accommodations Coordinator will process the appeal and, in conjunction with members of the Accommodations Committee, including the Director of Academic Support and/or Director of Counseling, consider the request for a change to the original decision. This process may be informal, but it must be thorough, affording all interested persons an opportunity to submit additional documentation to be considered based on the requested remedy or relief sought. Teachers may be consulted, and the student's input will also be considered. The MKA In-School Accommodations Coordinator will maintain the files and records relating to such appeals. (These are separate from a student's formal academic record.)
- The In-School Accommodations Coordinator, along with either the MKA Director of Academic Support or the Director of Counseling, will issue a written decision on the appeal no later than 30 days after receiving the written request for appeal and remedy or relief sought.
- The person filing the action may appeal the second decision of the MKA Accommodations Committee. This second appeal must be submitted in writing to the Head of Campus within 15 days of receiving the MKA Accommodations Committee's decision on the original appeal. The Head of Campus shall issue a written decision in response to the second appeal no later than 30 days after its filing.

MEDICAL ACCOMMODATIONS AND AFFORDANCES

Academic accommodation and affordance decisions regarding students who are diagnosed with short- or long-term medical conditions (both physical and/or psychological/psychiatric), including concussion management planning, will be considered on a case-by-case basis. In instances when a student is unable to complete their academic responsibilities, the school may require a student to take a medical leave. Medical accommodation and affordance requests based on a short or long-term physical challenge should be directed to the School Nurse and Upper School Academic Dean or Assistant Head of Middle School. Medical accommodation and affordance requests based on a psychiatric challenge should go through the School Counselor.

TYPICAL ACADEMIC ACCOMMODATIONS FOR MKA STUDENTS

As part of its comprehensive academic support program, MKA offers accommodations to students with specific learning, psychological, and/or medical disabilities. The school will consider recommendations based on the information provided in the complete battery of psychoeducational or neuropsychological testing that is submitted by the student's parent/guardian, in addition to evidence of a substantial limitation as demonstrated in school. However, MKA does not guarantee that it will approve the recommended accommodations contained in any testing/evaluation report that are not consistent with the student's diagnosis/es, provided data and other information, or the school's program. The Accommodations Committee at the appropriate campus makes the decision to provide accommodations after a review of testing reports and other relevant information according to the parameters listed above for determining appropriate accommodations.

Typical, in-school academic accommodations at MKA include:

- 50% extended time on in-school assessments, including writing assignments, quizzes, tests, and exams
- Use of the student's laptop for in-school writing assignments, note-taking, and appropriate quizzes, tests, and exams (applies to students with a physical disability that substantially impairs handwriting)
- No penalty for spelling errors during in-school handwritten assessments or when the use of spellcheck is not permitted (does not apply in instances when a spelling error impacts meaning, such as writing *chlorine* for *chloride*, or in a world language with identified content vocabulary)
- Use of a student's simple-function calculator during math and/or science
- Adapted formatting on tests and/or teacher-generated materials when possible to accommodate visual and/or graphomotor challenges, including recording answers directly in the testing booklet when there is a separate answer sheet
- Small-group testing location for large-group exams (exclusive to nationally normed standardized tests)
- World language waiver (applies to students with a documented history of a Specific Learning Disorder in reading or a Communication Disorder, according to DSM-V criteria, that substantially impairs reading AND expressive language)

¹ The American Psychological Association *Diagnostic & Statistical Manual, fifth edition* (DSM V), categorizes learning and psychological challenges according to specific criteria that are assessed by qualified clinical professionals. Any learning challenge that meets stated criteria is identified as Specific Learning Disorder, and psychological challenges that meet stated criteria are identified according to numerous specified psychological disorders (e.g., anxiety disorder, disruptive mood/dysregulation disorder, attention-deficit/hyperactivity disorder, etc.). See <http://www.dsm5.org/Pages/Default.aspx>.

² Disability is defined as “a physical or mental impairment that substantially limits one or more major life activities,” per the Americans with Disabilities Act.

³ A Specific Learning Disorder falls into the category of *Learning Disability* according to federal disability guidelines (Americans with Disabilities Act, amended 9/15/2010) when the Specific Learning Disorder and/or other psychological and neurological conditions are considered “mental impairment that substantially limits one or more major life activities,” in this case the major life activity of learning. See the following:

- [Americans with Disabilities Act Amendments Act of 2008](#)
- http://www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm#anchor3508
- <http://www.ada.gov/pubs/adastatute08.htm#12102>

⁴ A specific learning disability can also be identified using IDEA TITLE I / A / 602 / 30, which articulates: “(30) Specific learning disability.-- (A) In general.--The term ‘specific learning disability’ means a disorder in 1 or more of the basic psychological processes involved in understanding or in using language, spoken or written, which disorder may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations. (B) Disorders included.--Such term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. See <http://idea.ed.gov/explore/view/p/.root.dynamic.TopicalBrief.23>. Students who transfer to MKA from public schools may submit documentation that includes an IEP (Individual Education Plan) that resulted from in-school evaluation. The standard practice for measuring the effectiveness of an IEP for elementary school students [grades 2-8] is reevaluation every three years.

THE MKA ACADEMIC SUPPORT PROGRAM

Learning Specialists work collaboratively with classroom teachers and advisors within MKA’s curriculum. Students with diagnosed Specific Learning Disabilities and/or Attention-Deficit/Hyperactivity Disorder who need assistance developing strategies for learning beyond what a classroom teacher can provide may work with a Learning Specialist or another member of MKA’s Academic Support Team. Students identified by a teacher, an advisor, and/or a parent as experiencing learning challenges may be referred to an MKA Learning Specialist for short-term or project-specific diagnostic intervention. Following a model for gradual release of responsibility, work with a Learning Specialist addresses students’ learning needs to help students become self-directed learners. Access to learning support varies according to developmentally appropriate guidelines, campus schedules, and Learning Specialists’ availability, as outlined below.

MKA Learning Specialists can provide referrals for respected professionals outside of MKA for students and families who need more specialized assistance or a higher frequency of tutoring/coaching than the school can provide, and they will coordinate communication between those providers and the school as appropriate.

Primary School:

- Students with a Specific Learning Disability and/or other identified learning and attentional challenges may work with the Learning Specialist up to twice during a six-day cycle on an ongoing basis to address specific learning needs and enhance learning strategies that support curriculum access.
- Students reading below grade level and who may benefit from additional instruction beyond what the classroom teacher can provide may be referred to work with the Reading Specialist once or twice per cycle, usually as part of a small group.

Middle School:

- Fourth- and fifth-grade students with identified learning challenges and/or diagnosed learning disability may work with the Learning Specialist in the students’ classrooms or small groups in the Lower House Learning Lab. One-on-one or small-group, targeted work with the Learning Specialist will not exceed one period per ten-day cycle and will be coordinated with the advisor and classroom teachers.

- Sixth-through-eighth-grade students with accommodations for learning disabilities or other identified learning challenges may be assigned to meet with the Learning Specialist during school (recess, CWP, or FLEX) once per ten-day cycle, either one-on-one or in a small group of students with similar needs. (After-school hours are reserved for students on academic probation.) Eighth-grade students may meet less frequently with the Learning Specialist as they develop effective learning and executive functioning strategies.
- Fifth-through-eighth-grade students without accommodations may be referred by their advisor, teacher, or parent to work with a Learning Specialist for short-term intervention, as needed, before or after school or during lunch/recess/FLEX/CWP by pre-arrangement only. The Learning Specialist may then make suggestions for outside support or evaluation to gather additional information.

Upper School:

- Ninth-grade students with accommodations for learning disabilities or who exhibit other identified learning challenges will meet with a Learning Specialist individually or in a small group of students with similar needs. These meetings are typically 30 minutes long and may occur no more than once per cycle on an ongoing basis, though short-term support may occur at a greater frequency in special circumstances.
- Tenth- and eleventh-grade students with accommodations for learning disabilities or who exhibit other identified learning challenges may schedule a time to meet with a Learning Specialist individually or in a small group for once-per-cycle, short-term work (i.e., a specific project or assignment) for up to four consecutive cycles.
- General support and guidance for tenth and eleventh graders are limited over the course of the academic year.
- MKA expects that by twelfth grade, students with accommodations for learning disabilities or other identified learning challenges have developed effective habits and strategies to the extent that they should no longer need to receive additional in-school academic support. Learning Specialists are available strictly for drop-in support and/or to discuss plans for accommodations within the college process and environment.
- If students require more regular or extensive executive functioning or academic support, arrangements must be made with support providers outside of MKA. An Upper School Learning Specialist can provide referral information and act as a communication liaison between the provider and the student's advisor.
- In the unusual event that a student is diagnosed with a learning disability during junior or senior year of high school, an MKA Learning Specialist will work with the student for a limited time to ensure the student understands the diagnosis and is practicing effective learning strategies.
- To address issues related to a specific school assignment, any Upper School student with identified learning challenges may schedule a drop-in meeting for support with a Learning Specialist during the school day or immediately after school at a time when a Learning Specialist is available.
- Students who are not eligible for accommodations or require short-term executive functioning or academic strategy support may be referred to work with an interventionist. Students may then be referred for additional outside support or evaluation.

PRIMARY SCHOOL

224 Orange Road
Montclair, NJ 07042
Main Office: (973) 783-8805

To email faculty or any MKA employee, access their email address in the [Employee Directory](#) on the MKA website. The MKA email format is the first initial of the first name and the full last name, e.g., nfurlonge@mka.org to reach Mr. Furlonge.

All provisions of Tri-Campus School Policies apply and are amended for the Primary School, as follows:

CODE OF CONDUCT:

At Montclair Kimberley Academy, children¹ are expected to act in ways that reflect the eight Character Standards, uphold the community and classroom expectations, and engage in Restorative Practices. The expectations, rules, and regulations at the Academy are created to provide a healthy, positive, safe, and engaging learning environment for children and adults. While most school rules and expectations are outlined in this section, others may be introduced and discussed during the course of the school year. When students are making behavioral choices, there are a few basic principles to keep in mind:

1. Have respect and concern for the perspectives and feelings of others.
2. Behave in a manner that demonstrates respect for yourself, your family, and your school.
3. When you make a mistake, own it, reflect on it, and try again - this is how we learn.

At the Primary School, we recognize that young children are learning to navigate appropriate behavior and will explore different actions as they develop a deeper understanding of themselves, others, and social dynamics. Just as children are learning to read, write, solve math equations, etc, they are also learning how to identify their own feelings, the feelings of others, how to solve problems, and how to resolve and heal harm when it occurs.

Additionally, we view challenging behaviors of young children as a form of communication and are best understood as the result of still-developing (lagging) cognitive and/or social skills. We believe the best way to reduce behavioral concerns is to work collaboratively with children, teachers, and families to identify the root causes of the behavior. At the Primary School, our responses to challenging behaviors incorporate both proactive and reactive strategies, drawing from the approaches of Responsive Classroom and Restorative Practices. Our response to challenging behaviors serves as a positive growth process that promotes safety, increases student responsibility, and builds respect for self and others.

¹ At the Primary School, we intentionally use children more regularly than students throughout our part of the handbook to center the developmental level and youth of our students.

Overview

In alignment with Responsive Classroom and Restorative Practices, we typically categorize behaviors as age-reasonable (Tier 1), Tier 2, and Tier 3 (see below for further clarification). Behaviors that cause harm are addressed through our Restorative Practice Protocol.

Restorative Practices

At MKA, we strive to foster a positive, connected, and inclusive community. We accomplish this by integrating *Restorative Practices* into our school culture. We use *Restorative Practices* as an umbrella term to describe an approach to addressing behavior that focuses on accountability, growth, and communication. This practice allows a person to take accountability for their behavior and repair any harm that their action(s) may have caused to community members.

Core Principles of Restorative Practices:

Building Relationships:

Restorative practices prioritize building strong relationships between children, teachers, and staff through activities like community-building circles and regular check-ins.

Repairing Harm:

When conflicts or wrongdoing occur, restorative practices focus on understanding the impact of actions on others and collaboratively finding ways to repair the harm and rebuild relationships.

Accountability:

Children are encouraged to take responsibility for their actions and understand the consequences of their behavior, not just for themselves but for the entire community.

Improved School Climate:

By fostering a sense of belonging, respect, and empathy, restorative practices can lead to a more positive and supportive school environment.

Home-School Partnership

A critical piece to your child's success lies in the home-school partnership. Children thrive and do their best when the adults in their lives provide consistent and predictable responses to their needs, actions, and behaviors. When children hear and see adults at home and at school reinforcing and communicating similar expectations, they feel safe and have a greater chance of thriving.

Young children are not always the most accurate communicators as they are still developing the cognitive capacity to understand nuance, differentiate truth from fantasy, and are eager to

please. **If your child comes home and shares something concerning, please reach out to a trusted adult to seek clarification.** The more we work together to parse out the details of a situation, the more intentional and effective our response can be.

We hold and value every child in our school as an important member of our community and ask that families mirror this value at home. Conflicts between children will happen - this is where children have the opportunity to learn and grow. We ask that you trust and support our process. If you have questions or concerns or need to discuss a situation, please reach out to a trusted adult so we can support you.

A note on confidentiality: MKA adheres to maintaining confidentiality in matters of behavior and discipline and will not discuss or disclose the names of children, consequences given, and any other actions related to a child in our school. As part of our home-school partnership, we ask that families do their best to follow the same approach.

Please see [MKA's Principles of Partnership](#) for further information.

Age- Reasonable Behaviors (Tier 1)

These are typical behaviors we expect children to engage in at a young age as they are learning. Age-Reasonable Behaviors (Tier 1) are usually handled in the classroom with reminders and redirection and most often resolve themselves fairly quickly.

Examples of Age-Reasonable (Tier 1) Behaviors*

- Excessive talking, yelling, noise-making
- Engaging in physical contact that is unsafe
- Refusing to follow directions/classroom, or school expectations
- Not being prepared for class (2nd and 3rd graders only)
- Being off task
- Rude, discourteous language/behavior
- Interrupting the learning/work of others
- Misuse of school materials
- Leaving class without permission

Behaviors and Consequences (Tier 2 and Tier 3)

Tier 2 behaviors are behaviors that are most likely a result of a still-developing (lagging) cognitive or social skill and require more attention and a targeted approach. Tier 2 behaviors can be handled in the classroom with reminders and redirection, but often will require partnership with the counselor, learning specialist, Dean of Student Life, and family.

Examples of Tier 2 Behaviors*

- Any tier 1 behaviors that are not responsive to the proactive and reactive strategies, and in which a Problem Solving Conference has been done, but are not yielding results.
- Aggressive physical contact
- Major disrespect towards adults or peers.
- Disruptive behavior
- Academic refusal
- Abusive/offensive language
- Misuse of technology
- Damaging school/personal property
- Big emotional reaction that causes fear of or harm to others

Responses to Tier 2 Behaviors may include any of the Tier 1 responses, but they may also include the following:

- **PAW Plan:** A PAW Plan (Positive Accountability Well-being Plan) is a written agreement between a child and adults. It is a highly structured system that provides incentives for children to change their course when exhibiting consistent and persistent challenging behaviors. The PAW Plan is created with the child's input, fostering a sense of ownership and responsibility for working towards an agreed-upon goal. The PAW Plan process involves the teacher, Dean of Student Life, family, and any other necessary adults. Incentives provided are relationship-based and can come in the form of having a lunch date with a special adult/friend, visiting another classroom to help out, extra time to engage in a self-driven or desirable activity, etc.
- **Communication with family** and possibly a meeting to discuss a plan of action are crucial. Partnership with the family early on, when behaviors are occurring, is critical for the success of shifting student behavior.
- **Restorative Practice Protocol and ROAR Think Sheet:** The ROAR Think Sheet is a worksheet that helps children reflect on how their actions impacted others, identify what they need to do to repair the situation, and determine what they can do differently next time. It is part of the Restorative Practice Protocol and is coupled with a conversation between children, facilitated by an adult.

Tier 3 behaviors are behaviors that are not responding to Tier 1 or Tier 2 interventions, or can be a one-time, extremely harmful action. Tier 3 behaviors are taken seriously and are responded to immediately by the Dean of Student Life with approval and support from the counselor (as needed) and the Head of Campus.

Examples of Tier 3 Behaviors*

- A child physically hurts another child with malicious intent.
- A child says something hurtful that is menacing or threatening (hate/bias speech)
- Theft or vandalism of MKA or another person's property
- Harassment
- Major Disrespect - this could be a one-time situation that is egregious enough to warrant immediate action, or it could be repetitive behavior that is not changing regardless of the implementation of strategies from Tier 1 and Tier 2.

Responses to Tier 3 Behaviors may include any of the responses from Tier 1 and Tier 2, but they may also include the following:

- Communication with family and a meeting to discuss the plan of action
- Disciplinary Repair Program: This program serves as a support system for children who have received some disciplinary action and/or who are not responding to Tier 1 and Tier 2 interventions. In this program, children visit the Counselor and/or Dean of Student Life over a period of time. The focus of the sessions is to help the child understand their feelings about the inappropriate behavior, develop a goal for doing better, and then reflect on how they are doing as they work towards meeting their goal.
- Loss of privileges within the school for the day or for an agreed-upon period of time: Depending on the situation and agreed-upon consequence, a child might lose privileges related to their behavior for a predetermined period of time.
- Removal from the class for part of or the whole day: If a child is unable to reset and rejoin their class in a way that is respectful to the learning environment, they may be removed from the class for a predetermined period of time.
- Removal from school for the day or agreed upon period of time²: If a child has shown that they cannot keep themselves and/or others safe at school, they may be asked to go home for the day, to reset and try again at a later agreed upon time.
- Withdrawal: In certain cases, MKA may offer to permit a student to withdraw from school rather than go through a disciplinary process that may lead to expulsion. Under

² Any decisions that require removal of a child from school for any period of time, requires approval from the Head of Campus.

these circumstances, the withdrawal is unconditional and final.

- **Expulsion:** There are cases in which all supports, interventions, and home-school partnerships are unable to reduce or cease harmful behaviors, in which case MKA may determine that a student needs to be separated from the Academy.

*Note on development - As children grow, their ability to attend to and follow classroom and school expectations should increase - we expect the behaviors listed above to look different at each age range, and our response will be appropriate to their developmental level. We will keep in mind the child's age, frequency of behavior, and developmental level to determine the level of intervention. We also believe all children can learn and grow from their mistakes and deserve the opportunity to do so with the support of adults.

Disciplinary Review Process:

Most Age-Reasonable (Tier 1) behaviors are managed by the adults responsible for the care of the child(ren) when the behavior occurs and rarely require additional support.

Tier 2 behaviors are typically managed by the adults responsible for the care of the child(ren) when the behavior occurs with the support and guidance from the Dean of Student Life and Counselor (as needed).

Tier 3 behaviors usually require a more extensive process that may include the following elements:

- Communication and consultation with and between the Head of Campus, Dean of Student Life, Counselor (as needed), and Advisor.
- Investigation to understand the severity and impact of behaviors.
- Communication and partnership with the family.
- In extreme cases, consultation with the Head of School, Assistant Head of DEIA, and Director of Counseling.

Please refer to Tri-Campus Policies for further information and resources.

STUDENT LIFE

ACADEMICS

Please refer to the Primary School Curriculum Guide for information about programming and academic support.

ATTENDANCE

Absence procedure:

When your child is ill or will otherwise be absent, please email psnotifications@mka.org, the school nurse Rachael Masters (rmasters@mka.org), and your child's teacher(s) via one group email by 8:00 a.m.

If the school has not received an email regarding your child's absence or your child has not been confirmed present on campus, the school will contact you by 8:30 a.m.

Tardiness:

Students who arrive at their classrooms after 8:00 a.m. are considered late. If a student is consistently late, or frequently leaves school early, the Primary School team will contact that child's family and work together to help alleviate the problem.

Absences:

Regular and on-time attendance is essential for student success. It allows your child to build strong relationships with classmates and teachers, stay on top of coursework, and develop important learning habits. We understand that unforeseen circumstances may arise requiring absences. If your child will be absent frequently or for an extended period, please notify both their classroom advisor and the head of campus. This allows us to support your child's learning upon their return.

In cases of frequent non-medical related absences, a member of the administration team will reach out to discuss ways to partner with your family and ensure your child's continued success in school.

Absence for a religious and cultural holiday:

Please refer to the [Tri-Campus Religious and Cultural Holidays Policy](#) for information about missing school due to a religious holiday.

DAILY SCHEDULE

SCHOOL DAY

The Primary School day begins promptly at 8:00 a.m. and ends at 2:20 p.m. **Students arriving in the classroom after 8:00 a.m. will be marked late.**

****Please be advised that Primary School students should arrive on campus between 7:30-7:50 a.m. so that they do not miss important routines and lessons beginning at 8:00 a.m. Arrival in classrooms after 8:00 a.m. is disruptive to the classroom routine.**

Early arrival supervision is offered to all families from 7:30 to 7:50 a.m. Students of faculty and staff may be dropped off beginning at 7:15 a.m. If you are not an employee of MKA, please do not drop your child off before 7:30 a.m.

CARLINE ARRIVAL AND DISMISSAL

IMPORTANT: Families may **not** park on Orange Road and walk into the school to drop off or pick up their children, per signage posted by the Montclair Police Department. This is **unsafe** and **unfair** to others as well as **against school policy**.

The Primary School is located in a residential neighborhood, and the Primary School values its relationships with our neighbors and counts on their support. We ask for your cooperation with adhering to the following guidelines created by MKA and the Montclair Police Department regarding carline and when visiting and parking at the Primary School.

Please:

- Do not keep your vehicle idling before the carline begins.
- Do not block driveways.
- Do not park, or wait in carline, within 3 feet of a driveway.
- Do not park within 20 feet of an intersection or the entrance to the Primary School.
- Do not park within 15 feet of a fire hydrant.
- Do not park within 50 feet of the stop sign on Warren Street.

Please note: Morning carline begins at 7:30 a.m. and ends at 7:55 a.m. This ensures that all students will be in their classrooms by the **required 8:00 a.m. start time.**

To expedite the morning drop-off process:

- Be sure your child has their backpack and water bottle packed in their backpack ready
- Your child should be ready to disembark on the sidewalk side of the driveway upon arrival at a designated carline post.
- Older students should plan to exit their cars independently.

During afternoon carline, please:

- Do not arrive at school, Orange Road, or Warren Place for the afternoon carline **BEFORE** 2:10 p.m. (Parents or caregivers arriving before this time will be asked to move and rejoin the carline after 2:10 p.m.).
- Visibly display your carline sign upon entry to the school driveway and until you exit the school driveway.
- Drive forward as soon as your child is in the car and there is room to do so.
- If additional time is needed to secure your child safely, please pull over to an available space outside of carline.

Thank you for your help in maintaining these positive neighborhood relationships.

Walkers:

Families who live within a mile of the Primary School are eligible to be “Walkers.” During dismissal, parents or caregivers of walkers should wait under the portico at the end of the building. Walkers will exit the building when their parents or caregivers arrive.

DISMISSAL TRANSPORTATION CHANGES

Dismissal ends at 2:45 p.m. Children who have not been picked up by 2:45 p.m. will be sent to Stay and Play through the Extended Play and Enrichment (EPE) program. Parents or caregivers of those children will be called. **A fee will be charged for time spent in Extended Play and Enrichment.**

The school must be notified about any changes in a child's daily transportation plans. **Please email your child's classroom teacher(s) and psnotifications@mka.org to advise of any change by 8:30 a.m.** Should your child's dismissal plans change after 8:30 a.m., please contact the school no later than 1:00 p.m.

It is also very important that your child knows their after-school plans. Please inform your child what to expect at the end of their school day, especially if the after-school plans are different. If a child is going to another child's home directly from school, we **must** have email confirmation of

these plans to psnotifications@mka.org from **BOTH** families.

EARLY DISMISSAL REQUESTS

Students leaving school early must be signed out at the reception/security desk by the adult picking them up; the school will not release Primary School students to a waiting vehicle. If the adult picking up the student is someone other than the parent or caregiver, a note from the parent or caregiver confirming who will be picking up the child is required. **Please email all early dismissal details to your child's classroom teacher(s) and psnotifications@mka.org.**

EXTENDED PLAY AND ENRICHMENT

As a service to parents and caregivers, MKA offers Extended Play and Enrichment (EPE), an after-school care option, from 2:20 p.m. to 6:00 p.m. daily. More information about Extended Play and Enrichment may be obtained by visiting mka.org.

SNACK AND RECESS

Jr-K and K children have time for snack and then a 30 minute morning and afternoon recess. Grades 1-3 have a 10 to 15-minute snack recess in the morning and then an additional 30 minute recess later in the day. Weather permitting, all children go outside daily unless they have a written medical excuse.

It is essential that children have appropriate clothing for each season. Hats, gloves, boots, and snow pants (or extra pants) are required in the winter months. When a weather advisory states it is unsafe to be outdoors for extended periods of time, or if it is actively raining, recess will be held indoors. A spare sweater or windbreaker at school is a good idea for the spring and fall.

Please mark all clothing items with each child's first and last name. If you do not want your child to wear school shoes while outside during recess, please provide them with an additional pair of play shoes or boots to wear outside and to remain in school.

COMMUNICATION

ADVISOR SYSTEM

At the Primary School, each student's classroom teacher is also their homeroom advisor and primary advocate. Teachers initiate and maintain contact with each student's family on a monthly basis or more frequently as necessary to communicate about academic and social/emotional progress. Homeroom advisors also provide useful, relevant information to Specialist teachers on behalf of each student. In addition, homeroom advisors liaise with the Math Specialist, Literacy Specialists, members of the Student Support team, and the Dean of Student Life should academic or behavioral concerns arise. The Student Support team consists of the School Counselor, Learning Specialist, Assistant Head of Primary School, and Head of Primary School.

With regard to social development, advisors establish rapport with each student in order to:

- Encourage building relationships with peers
- Identify student concerns and provide guidance
- Establish a community identity in which teachers and students jointly set expectations

- that serve to help maintain student safety and welfare
- Serve as a mentor for developing character expectations
- Act as monitor for potential or ongoing social problems
- Provide a regular forum to discuss age-appropriate issues

You may ask for a meeting with any of your child's teachers, including Specialist teachers, anytime you have a question. It is far better to deal with a situation before it becomes a crisis; please don't hesitate to reach out if you have a question or concern. If the advisor feels the situation needs more attention, the advisor will reach out to the Student Support Team, Dean of Student Life, and/or the Primary School Administrative Team for advice and/or further action.

SPECIALIST TEACHERS

Your child's schedule consists of several classes taught by specialist teachers. These classes include Art, Dance and Theatre Arts, Music, P.E., French, Spanish, Science (K-3), and P.E. Additionally, a STEM+Flex class period is scheduled for Jr-K students to provide small group exploration of engineering and tools that support STEM+ fundamentals. If you have questions about your child's experience in these classes, please reach out directly to the specialist teacher. (Refer to Telephone/Email section for contact information)

PARENT PARTNERSHIPS

Please refer to this [document](#) when you would like to contact the school regarding your child. If your child is having a problem, the initial contact should be with your child's teacher(s). If the problem is not resolved by talking with your child's teacher(s), call Colleen Helsel in the School Office at 973-783-8806 for an appointment with the Learning Specialist, Dean of Student Life, Assistant Head of School, and/or Head of Primary School. Please provide a brief message as to the nature of your concern to help prepare for the meeting.

FAMILY PARTNERSHIP AND EDUCATION SERIES

Family Partnership and Education Series are opportunities spaced throughout the school year for families to meet with the members of the administrative team, members of the Student Support team (School Counselor, Learning Specialist, Assistant Head of Primary School, and Head of Primary School), and other staff to share information, ask questions, and highlight developments at the Primary School. The Primary School may also invite outside speakers to address relevant topics.

CONFERENCES

Each family takes part in two regularly scheduled conferences with their child's advisor each year, in November and May.

TELEPHONE/EMAIL

Families can reach their child's teacher(s) via email by accessing the [Employee Directory](#) on the MKA website. MKA email format is the first initial of a person's first name and their full last name; for example, you would email nfurlonge@mka.org to reach Mr. Furlonge.

Should you need immediate attention, please call the Primary School at 973-842-2364. This line is open and answered during the school hours, 7:30 a.m. to 4:00 p.m. Should you reach the voicemail, please leave a brief message, including the time of your call and a number where you can be reached.

GENERAL INFORMATION

CLASS PICTURES

Both individual and class photographs are taken early in the fall. Primary School families will be notified and order forms will be emailed home in advance of the date scheduled for pictures.

CODE OF ATTIRE

MKA believes a dress code creates an environment that is safe and conducive to learning. We expect all members of the community to dress neatly, demonstrating respect for others.

Jr-K students are not required to follow MKA's Code of Attire except on their concert day when they are required to wear a white, short-sleeved polo shirt with navy blue MKA logo. The daily dress code for Jr-K is comfortable clothing in durable fabrics.

KINDERGARTEN TO GRADE 3 DAILY DRESS CODE:

- Plain jumpers (solid navy or khaki)
- Slacks, walking shorts, skirts, and skorts (solid navy, khaki, or sand)
- Collared shirts and turtlenecks (any solid color)
- White, short-sleeved polo shirt with navy MKA logo
 - *Required for Primary School concerts and field trips
- MKA sweaters, MKA sweatshirts, or light MKA jackets can be worn over dress code clothing. No non-MKA sweaters, sweatshirts, or light jackets.
- Navy fleece vest with white MKA logo (optional)
- Cardigan, crew neck, or v-neck sweaters (any solid color) (optional)
- Tights or leggings (any pattern, print, or color), only under skirts, skorts or jumpers
- Solid color socks and closed-toe sneakers

WINTER DRESS CODE:

- Same as fall and spring, excluding skirts, skorts, and jumpers **unless** worn with tights or leggings

SPIRIT FRIDAYS (every Friday unless otherwise notified):

- Dress code bottoms or jeans
- Green and navy blue tops (solid or patterned)
- Shirts with visible MKA logos must be from MKA Bookstore or MKA-sponsored events (i.e., previous Field Days, New Cougar t-shirts, Field Trip t-shirts)
- No non-MKA sweatshirts

DRESS-DOWN DAYS (a special privilege granted to students on occasion):

- Collared shirts, t-shirts, or sweatshirts
- Shorts, skirts, skorts, dresses, jeans, slacks, or sweatpants

WINTER AND SPRING CONCERT DRESS CODE:

- White, short-sleeved polo shirt with navy MKA logo
- Khaki pants, skirts, or skorts
- White leggings or tights worn under skirts or skorts
- Sneakers

FIELD TRIP DRESS CODE:

- White, short-sleeved polo shirt with navy MKA logo (concert shirt)
- Khaki pants, jeans, skirts, shorts, or skorts
- Sneakers

GENERAL RESTRICTIONS AND DETAILS:

- Shorts worn under a skirt or jumper should not be visible
- Shorts must be knee-length
- Pants, walking shorts, skirts, and skorts must be plain and have no pattern. Pants may have an elastic waist, but should not have elastic at the ankles
- Shirts must reach the waistline of pants, skirts, shorts, or skorts. Shirts must have a collar or a turtleneck. No gauze, velour, t-shirts, etc.
- No denim, stretch, or sweatshirt material for any item of clothing (except on Spirit Fridays or dress-down days)
- No ripped or torn clothing
- Wherever solid colors are required, there should be no additional trim, decoration, stripes, large non-MKA logos, or other patterns
- No open-toe shoes, sandals, flip-flops, clogs, or Crocs
- When weather conditions mandate outdoor footwear, sneakers must be brought to school, changed into upon arrival, and worn during the day
- No dangling earrings or long necklaces
- No wrist-worn gaming devices

PHYSICAL EDUCATION (P.E.) ATTIRE:

All students should wear sneakers at school during the day so they are prepared for P.E. and recess. Rubber-soled boots are not permitted in P.E. class.

PHYSICAL EDUCATION (P.E.) EXCUSES

Students may be excused from taking physical education if they have a valid medical excuse. Those who are excused from class can participate as active spectators, encouraging their peers, or participate in a low-impact manner. Should your child need to sit out of P.E., please send an email to psnotifications@mka.org, the school nurse (rmasters@mka.org), and your child's advisor explaining the reason for the excuse. Students excused from P.E. will not be allowed to participate actively during recess.

Should a student need to be excused from P.E. and other physical activities for an extended period of time, we require a note from a physician. It will also be necessary to have a note from a physician giving any student permission to return to full activity after serious injury or illness.

NAME TAGS/LOST AND FOUND

All personal belongings - clothing, water bottles, backpacks, and lunch boxes if used - must be clearly labeled with your child's first and last name. Found items will be put into the Lost and Found located in the cafetorium. Periodically, nameless, unclaimed items are donated to organizations that accept such items.

LUNCH

Students in all grades have a 30-minute lunch period. They may sign up with our contracted lunch provider, DPG, or bring lunch from home. There are no refrigeration or heating facilities available to students who bring their lunch to school, so an ice pack or thermal container should be included or students should bring food items that can withstand sitting unrefrigerated for a few hours. Families are encouraged to send healthy food choices in their child's lunch. If a child regularly brings a lunch from home and forgets to bring lunch to school, MKA's Food & Dining Service will provide a school lunch, to be paid for by the student's family at a later date.

SCHOOL NURSE

The Primary School nurse is available to students from 8:00 a.m. until 3:30 p.m. every day. The nurse's office is located on the second floor of the building, at the top of the center stairwell.

Please do not send a sick or symptomatic child to school. If a child is ill during the night, please keep the student home the next day to prevent the spread of illness to others. Any child who has a fever of 100 degrees or higher should remain at home until they are fever-free without fever-reducing medication for a full 24 hours. Any child who has vomited must be able to keep food down and not have vomited for 24 hours before returning to school. If a child has a fever of 100 degrees or higher, vomits while in school, or is deemed by the Primary School nurse to be too sick to participate in normal school activities, a parent or caregiver will be required to take their child home immediately.

ILLNESS AND MEDICATION

Any child requiring dispensation of special medication during the school day will take said medication under the supervision of the nurse. Any medication must be accompanied by a physician and parent note specifying the reason, dosage, and time to be given. Refrigeration facilities are available for medications. All medications must be in their original containers and labeled clearly with each child's name.

MKA has detailed policies and procedures regarding the management of diabetes and allergies, including the use of EpiPens, as well as the use of defibrillators. If you need information or believe that your student has special needs, please contact the Primary School nurse at 973-783-8809 for additional information and guidance.

MEDICATION NOTIFICATION POLICY

If your child is currently taking, or has recently started, a new medication regimen, please notify the school nurse. This information will be kept confidential and shared with other school personnel only when necessary to support your child's daily functioning, safety, or learning. In such cases, the school nurse will first consult with the parent or guardian to determine an appropriate course of action.

Please note that this policy does not restrict your child from voluntarily sharing information about their medication with peers, teachers, or advisors.

SMOCKS

Art is a messy place! Students need a protective covering for art class. An actual art smock, or large T-shirt, all serve this purpose. Please send in a smock to be kept at school, and label your child's smock with their first and last name.

SNACKS

The Primary School provides a snack to all students mid-morning.

TOYS

Toys and sentimental personal items should not be brought to school, as they can be distracting during learning times and may cause conflicts among children. MKA's classrooms and recess areas offer a variety of items, games, and tools to engage with during school hours.

VISITORS

For safety and security reasons, all visitors to the Primary School - including parents and caregivers - must sign in at the reception desk, present a government-issued identification, and receive a visitor's pass from security personnel before moving through the building. If you are visiting, please do not come directly to your child's class without first stopping at the reception desk.

VOLUNTEERS

There are many ways to volunteer at and support the Primary School. Volunteer opportunities include PAMKA-sponsored events, guest readers in Jr-K and Kindergarten classrooms, class trips, and parties, among others. Please visit the [PAMKA page](#) on the MKA website to learn more. You may also speak directly with any teacher requesting volunteers.

STUDENT ACTIVITIES:

STUDENT ART SHOW

The Primary School's annual Art Show is one of the highlights of the year and takes place in the spring each year. For this event, Primary School families are invited to school to view and celebrate their children's artwork.

COMMUNITY MEETINGS

Primary School Community Meetings typically take place on Friday mornings. Community Meeting programs may include student-led presentations, outside presenters, and classroom performances. Families may be invited to attend if their child(ren) are performing.

BACK TO SCHOOL NIGHT

Each fall, families are invited to spend an evening at the Primary School during which they have the opportunity to meet the faculty and visit their children's classrooms. The date for Back to School Night will be shared before school resumes in September so that families may plan accordingly.

BIRTHDAYS

Children enjoy sharing the celebration of their birthdays with their classmates. Treats that are in compliance with the Primary School's allergen policies are acceptable. Before sending any treats to school, please inform your classroom teacher(s) of your plans and check with the school nurse to be sure treats are allergen-friendly for the class.

Children talk about their birthday parties at school. To avoid feelings of exclusion, it is recommended that, when possible, all children in your child's class be invited to birthday parties. When planning private birthday parties, we suggest the following:

- Please do not distribute birthday party invitations at school and/or put them in the children's backpacks.
- Please consider inviting all of the children in your child's class, and be as inclusive as possible. Please be especially mindful to avoid excluding one or two children.
- Please remind your child to refrain from discussing their birthday parties in class, as some children may be unable to attend.

CAPSTONE

Third-grade students and families celebrate the conclusion of their Capstone Experience at the Primary School campus. Parents are welcome to enjoy a student presentation and displays of their work. Immediately following the presentation, third-grade students enjoy a reception with light refreshments.

CLASS PICNICS

Each Primary School grade level enjoys a picnic sometime during the last six weeks of school. Parents and caregivers may be invited to attend the picnic in grades Jr-K-2. Third graders enjoy a special world language picnic that is just for students. Details about each picnic will be sent by homeroom advisors in advance.

CLASS PERFORMANCES

Primary School students in grades Kindergarten through Second Grade participate in a theatre arts showcase each year. These performance showcases are typically scheduled on a Friday at 8:15 a.m. during Community Meeting time. Students collaborate to create a developmentally appropriate class performance during their Dance/Theatre Arts class times under the direction of the Dance/Theatre Arts teacher. The culminating showcase is performed on the Primary School stage. Students engage in fundamental performance skills as they use their voices, bodies, and imaginations to share the story they worked to create together, live on stage. Beginning in kindergarten, students share their developing performance skills through the presentation of acting exercises. First and second-grade students continue to refine performance skills through co-creating performance pieces with more complex storylines. Movement and song are included in the performance. In first and second grades, parents and caregivers may be asked to help students learn their lines for the performance. Families are typically invited to the classroom following their child's class performance to enjoy refreshments and celebrate with the students. Third graders collaborate to create a Dance Concert and Capstone experience that is shared with parents and the community as a culminating experience of their third-grade year.

CLASSROOM PARTIES

The Primary School community celebrates Halloween, winter holidays, and Valentine's Day with classroom parties. In consultation with homeroom advisors, class parents coordinate activities and snacks for each class. Please do not bring food or other consumables to any class parties unless requested or cleared by your child's class parent. All items must be approved by the nurse's office to ensure compliance with the Primary School's allergen policies.

CLOSING EXERCISES

Third Grade students celebrate the conclusion of their time at the Primary School campus with Closing Exercises at the Primary School. Immediately following the ceremony, third-grade graduates and their families enjoy a reception in the gym. A moving-up ceremony for students in all other grades is held on the last full day of school.

COMMUNITY OUTREACH

The Primary School introduces children to the joys and responsibilities of helping and serving others. Faculty and students partner with organizations to support local, global, and environmental causes. Students engage in hands-on community outreach experiences and field trips to engage with communities outside of our campus walls. Age-appropriate literature and community guest visitors introduce students to the benefits of becoming advocates and agents of change. In addition, all Primary School faculty and staff support the work of PAMKA Community Outreach representatives through participation in various outreach projects, such as the annual Food Drive and Giving Tree.

DANCE CONCERT

Dance instruction and experiences at the Primary School culminate with the Third Grade Dance Concert. This performance, facilitated by our Dance/Theatre Arts teacher, showcases third-grade students' understanding of movement and dance skills that can be applied to create small group interpretive pieces. This much-anticipated Third Grade performance is student-centered, collaborative, and choreographed by Third Grade dance students.

FIELD DAY

Field Day at the Primary School is a full day of organized team events and outdoor activities. All students, faculty, staff, and parent volunteers are provided with Primary School Field Day t-shirts to wear for the day. Students, faculty, and parent volunteers all support the Field Day goals of participating in a variety of activities/events while practicing good sportsmanship and teamwork. Primary School students, faculty, and staff are assigned to blue and green teams and rotate through activities to earn points for their team throughout the morning. The entire community enjoys a midday lunch break, and activities resume with class sprint races and tug-of-war events. The day culminates with a closing ceremony to celebrate the community event and everyone's collective participation.

FIELD TRIPS

Every grade level schedules educational field trips each year. These trips introduce students to a wide range of learning experiences off campus and directly link to our programmatic and curricular goals.

Due to transportation seating limitations, the number of parent chaperones who can ride along on each class trip will vary. If you are interested in chaperoning a field trip, please reach out to

your class parent.

GRANDPARENTS' AND SPECIAL FRIENDS' DAY

The Primary School community welcomes grandparents and special friends to campus, and activities may include classroom visits, a student body musical performance, and other special activities. Grandparents' and Special Friends' Day takes place every other year. This event will take place during the 2025-2026 school year.

HALLOWEEN PARADE

The Primary School hosts an annual Halloween Parade on or around October 31. Students bring their costume items to school, change into their costumes after lunch, and then join their classroom teacher and classmates to walk the Primary School parade route. Family and friends are invited to line the parade route to wave and cheer on their child(ren). The parade begins promptly at 1:00 p.m. and is followed by class parties. Families can join the Halloween celebrations with their student(s). Unless otherwise specified, children are not permitted to come to school in costume. All costumes and accessories should be labeled with each child's name. Costumes may not include full-face covering masks or weapons.

MAYPOLE DANCE

A time-honored Kimberley School tradition, Second Grade students participate in a Maypole Dance on or around May 1. The Primary School shares information with second-grade families regarding attire, time, and location of the event. Second Grade families are invited to attend this special morning.

MUSIC CONCERTS

All K through third-grade students participate in the Primary School winter concert. Jr-K through third-grade students participate in the spring concert. These concerts provide students with an opportunity to share music they have learned in music class and showcase their ability to collaborate and perform in front of live audiences. Music concerts begin at 8:15 a.m. and typically last an hour.

PAMKA BOOK FAIR

Book Fair is an annual fundraiser sponsored and organized by PAMKA. All students attend the fair with their classes at specific times during the school day, and visiting authors are available to speak with all Primary School classes. Families are invited to browse and shop anytime during posted Book Fair hours; they are also welcome to attend during their children's assigned shopping times and help with book selection.

PLAYGROUNDS

Supervised students and their families are welcome to play on the front playground at the Primary School after 6:00 p.m. each school day and on weekend days. The playground is not open before school hours, as MKA personnel are not available to provide supervision on the playground when school is not in session, nor is it available before 6:00 p.m., as it is still being used for EPE classes after school.

WRITING CELEBRATIONS

Writing celebrations offer an opportunity for families to learn about and celebrate their

children's growth as writers, with a special focus on the effort and learning that go into the writing process. Writing celebrations are scheduled twice a year for students in Kindergarten through Second Grade and once a year for students in Third Grade. Jr-K curricular celebrations take place twice a year and highlight child-led Reggio explorations. Specific information regarding dates and times is communicated to families in advance.

TRI-CAMPUS SCHOOL ADMINISTRATION

Head of School	Nigel D. Furlonge
Associate Head of School	Steve Valentine
Assistant Head of School For Community Belonging	Paris McLean
Assistant Head of School for Curriculum and Professional Development	Karen Newman
Chief Financial and Operating Officer	Kathryn Davison
Director of Strategic Marketing and Communications	Kim Saunders
Director of Technology	William Stites
Director Of Enrollment Management, Admissions, and Financial Aid	Alyson Waldman

PRIMARY SCHOOL ADMINISTRATION, FACULTY, AND STAFF

Head of Primary School	Katie Banks
Assistant Head of Primary School/Curriculum Coordinator	Gretchen Ievers
Dean of Student Life	Kelley Arau
Administrative Team/Educational Technology Coordinator	Helen Noble
Primary School Associate Director of Admissions	Helen Makohon

Junior Kindergarten

Erica DeTrollo, *Grade Level Team Leader*
Kathy Sasena
Liana Rosabal-Bushnell
Sarah Vazquez

Kindergarten

Jessica Sarfati, *Grade Level Team Leader*
Phia Trinidad
Kristen Dawes
Suzanne Giarrusso

First Grade

Jennifer Cassidy, *Grade Level Team Leader*
Casey Corsa
Carolyn Narvaez

Second Grade

Erin McMenamin, *Grade Level Team Leader*
Lesley Peller
Laurie Lee-Georgescu

Third Grade

Daniela Vespucci, *Grade Level Team Leader*
Jeanne Weber
Brittany O'Neill

Fine and Performing Arts

Jocelyn Fine, *Fine and Performing Arts Chair, Art*
Ben Martin, *Music*
Kristin Weaver, *Dance/Theatre Arts*

Library

Melissa Haile-Mariam, *Librarian*
Emily Bracchitta, *Assistant Librarian*

Physical Education

Ralph Pacifico, *Director of Intramurals and Children's Sports Programs*

World Language

Anne-Sophie Roure, *World Language Chair, French*
Isabella Mendez, *Spanish*

Director of STEM+ Programming

Chris McLaughlin (Jr-K to Grade 8)

Teachers Associate

Mike Sasso

Student Counselor

Jessica Schenkel

Math Specialist

Isabel Medici

Learning Specialist

Teresa McSharry

Literacy Specialist

Jill Wimmer

Academic Office

Colleen Helsel, *Administrative Assistant to the Head of Primary School*

Admissions

Mary Hipp, *Admissions Associate*

School Nurse

Rachael Masters

Extended Play and Enrichment

Amy Pacifico, *Director*
Amy Moltane, *Assistant Director*

Physical Plant/Maintenance

Edwin Sena

Security

Steve Cristello

Recess Aide

Fay Lonsinger
Amy Moltane

MIDDLE SCHOOL

201 Valley Road
Montclair, NJ 07042
Middle School Main Number: 973-746-9800

To email faculty or any MKA employee, access their email address in the [Employee Directory](#) on the MKA website. MKA email format is the first initial of the first name and the full last name, for example: nfurlonge@mka.org to reach Mr. Furlonge.

All the provisions of Tri-Campus School Policies apply but are amended for the Middle School as follows:

HONOR CODE

Honor is a core value of Montclair Kimberley Academy. The purpose of this Honor Code is to instill a sense of honor and an atmosphere of trust among all members of the community.

Honor can be difficult to define because it manifests itself in deeds more often than it does in words. We all desire a community in which trust, security, happiness, and respect are prevalent for their own sake and are practiced as second nature. To be an honorable member of MKA is to employ respect, truthfulness, and civility. While we all come from different backgrounds, religions, and systems of morality, it is our responsibility as a community to preserve the ideals that we deem necessary to maintain a beneficial learning environment.

THE HONOR PLEDGE

We at Montclair Kimberley Academy cultivate an environment in which respect, honor, learning, and honesty are expected, practiced, and valued. As a student at MKA, I respect the right of the school to maintain this vision by creating rules that promote a respectful, trusting, and an honorable school environment. I understand that academic dishonesty, personal dishonesty, or cruelty to others is destructive to our community and hinders my personal growth. More specifically, I pledge:

- To neither give nor receive help on a test or graded assignment (before, during, and after) unless given permission by my teacher.
- To cite any outside sources and receive credit only for my own work.
- To respect others as well as their personal property and myself.
- Not to be cruel to others.

If I, as a member of this community, witness an infraction or have knowledge of a breach of the Honor Code, it is my responsibility to notify the student themselves and encourage them to act

accordingly or notify a faculty member/administrator.

If I witness an infraction of the Code and do not act in either of these ways, I realize I am in violation of the Code myself.

By upholding these provisions, I will not only maintain the respect of peers, teachers, and administrators but also contribute to the positive atmosphere of a moral and trusting community.

Definition of Terms as used in this pledge:

Academic Dishonesty includes but is not limited to cheating on an assessment (assignment/examination), plagiarizing, the unauthorized use of Artificial Intelligence technology (e.g. ChatGPT), or submitting someone else's work as my own.

Personal Dishonesty includes but is not limited to, stealing, or lying.

Responsibility means that I should inform a teacher, administrator, or the student themselves that there has been a violation of the Honor Code.

Acting Accordingly means that a person will turn in themselves to a teacher or administrator for a violation of the Honor Code.

CODE OF CONDUCT

At Montclair Kimberley Academy, students are expected to act in ways that reflect the eight Character Standards, uphold the Code of Conduct, and the Honor Code. Many of the rules and regulations at the Academy are created toward that end and are necessary to simply maintain an atmosphere that is pleasant, orderly, and conducive to learning. While most school rules are outlined in this section, others may be introduced and discussed during the course of the school year. When in doubt about what is the right thing to do, there are two basic rules that students should keep in mind:

- Have respect and concern for the rights and feelings of others.
- Behave in a manner that demonstrates respect for yourself, your family, and your school.

Violations of the Code of Conduct fall into two broad categories: "Minor Offenses" and "Major Offenses."

MINOR OFFENSES

A minor offense is an action or behavior that, while not serious, violates a school rule. Students who commit minor offenses fail to follow at least one of the following practices:

Arrive to school and class prepared and on time

- [Follow attendance procedures.](#)
- Abide by the Code of Attire.
- Keep appointments with faculty.
- Arrive to class with required materials and supplies.

Be a responsible and respectful member of the school community

- Do not use profanity or other inappropriate language in school.
- Engage productively in class, school meetings, and assemblies.
- Follow fire drill and lockdown procedures as stated by your teachers.
- Do not use cell phones during the school and should remain in locker.

Use school resources responsibly

- Keep all common areas of the school (dining area, hallways, locker areas, etc.) neat and safe from obstructions.
- Do not eat or carry open food, candy, or beverages in the building outside the dining hall, with the sole exception being bottled water.
- Do not play in the gym or other areas unless supervised.
- Use school computers for academic purposes only and as prescribed in the AUP.

Demonstrate self-discipline

- Refrain from disruptive or disrespectful behavior in class and other school settings.
- No roughhousing in or around the school building.
- Refrain from inappropriate displays of affection.

MAJOR OFFENSES

A major offense is a violation that undermines the morale and integrity of the school community. Major disciplinary offenses can lead to expulsion regardless of whether one is on Disciplinary Probation. In addition to its own remedial measures, MKA will immediately report any unlawful conduct to law enforcement. Major disciplinary offenses include, but are not limited to, the following:

Any Violation of the Honor Code: All MKA students are expected to understand and adhere to the principles of the Honor Code.

Cutting School or Being Off-Campus Without Permission: Any student who leaves campus during the school day without obtaining the appropriate permission(s) will be considered off campus without permission.

Repeated Disregard for School Rules: While many students will, at one time or another, commit a minor offense, it is expected that students will make a concerted effort to abide by

school rules. Students who continually violate school rules will be subject to major disciplinary action.

Harassment: Any action or actions deemed harmful, dangerous, or disrespectful to any individual member or group of members of the MKA community. This includes hazing, harassment, intimidation, or bullying, sexual harassment, and verbal or physical abuse (See [Tri-Campus Policies](#)).

Menacing Words and Conduct: Threatening words and actions are prohibited. Any actions or speech that threatens another student, faculty, or staff member will be taken seriously and may lead to suspension and/or expulsion.

Hate Speech and Bias Incidents: As a member of the MKA community, you are expected to adhere to MKA's Mission and Character Standards (See [About MKA](#)). In keeping with those standards, bias incidents including hate speech are prohibited. Bias incidents are defined as behaviors, communication, or physical expression explicitly or implicitly motivated by intolerance, prejudice, or stereotypes against someone's perceived or actual identity. Hate speech is defined as demeaning speech, imagery, gestures, or conduct regarding a person's perceived or actual race, ethnicity, national origin, religion, gender, gender identity, social position, physical or intellectual disability, or sexual orientation. Hate speech can also be directed towards a person because that person associates with an individual who falls within any of the aforementioned categories. Hate speech directed at an individual or a group, and that creates or contributes to an intimidating, hostile, or offensive educational environment or intentionally inflicts emotional distress, will not be tolerated. This includes (a) comments about an individual's perceived or actual identity and (b) comments supposedly made in jest, whether intended or not, and whether spoken, written, or in any online forum. The history of the N-word in American society makes it an example of particularly egregious hate speech. In terms of life at MKA and all interpersonal interactions, use of the N-word is prohibited—as is any other hate speech in any form, such as the swastika and other examples too numerous to list. MKA strongly encourages students who believe that they have been a target of, or witness to, an incident of bias or hate speech to report the incident to the Head of Campus, an appropriate administrator, or a trusted adult. When a bias incident or hate speech occurs, the school may immediately separate a student from the community while the severity and the implications of the offense are being investigated and determined.

Physical Aggression or Fighting: MKA will not tolerate any act of physical aggression, intimidation, or fighting. All students involved in a fight may be subject to discipline, regardless of who instigated the fight.

Unsafe Practices or Possessions: In order to ensure the safety of our students, MKA does not allow students to place themselves or others in danger through their actions or possessions. Use or possession of weapons or dangerous devices of any kind is forbidden. This includes but is

not limited to the following: guns, ammunition, knives, air rifles, slingshots, paintball guns, throwing stars, and other similar devices. Carrying a replica or facsimile of any of the above would also be considered a major disciplinary offense. To further emphasize the importance of safety, we have included a [Weapon-Free Campus policy](#) in the TriCampus Policies section of the Handbook

Reckless Endangerment: Students may not engage in dangerous pranks or activities that pose a threat to them or other members of the community.

Willful Disobedience of, or Disrespect for, a Faculty or Staff Member: Because the faculty and staff are entrusted with the responsibility of overseeing the health, safety, and well being of the students, students are expected to be respectful and cooperative, whether they are in the classroom or anywhere else on school grounds.

Use or Possession of Cigarettes or Other Forms of Tobacco: MKA is opposed to smoking and the use or possession of tobacco in any form. Students should be aware that it is a violation of a New Jersey Statute to sell, give, or furnish tobacco or smokeless tobacco to any individual under the age of eighteen. It is also the policy of the State of New Jersey that smoking is prohibited on the premises of schools, colleges and universities. The New Jersey legislature recognizes that smoking has a deleterious effect upon smokers and is an annoyance and nuisance to a substantial part of the non-smoking public. In support of the public policy and legislation of this State, MKA treats, as a major disciplinary offense, the use or possession of tobacco, or smokeless tobacco, or the furnishing of tobacco, or smokeless tobacco, by one student to another student when this act takes place while under the jurisdiction of the Academy. Those persons knowingly in the presence of someone using, or in possession of tobacco while on campus or in contiguous neighborhoods, can receive the same penalty. In addition to disciplinary action, MKA will assist in referring the student to an appropriate smoking cessation program.

Vaping: The act of vaping or the possession of any items used for vaping is prohibited.

Any Violation of MKA's Drug and Alcohol Policy: (See [Tri-Campus Policies](#))

Any Violation of Fire Regulations: Including using a lighted flame on Academy grounds or illegally pulling an MKA fire alarm.

Vandalism or Theft: The intentional destruction or defacement of school property is considered a major offense.

Any Violation of the Acceptable Use Policy for Technology: (See [Tri-Campus Policies](#))

Conduct Unbecoming of an Academy Student or Detrimental to the Reputation of the Academy: As a member of the MKA community, MKA students are expected to behave

appropriately on and off campus, whether or not they are engaged in an MKA related activity, and regardless of the place or time of day. In addition to the offenses outlined above, any conduct that is inappropriate or detrimental to the reputation of the Academy may lead to minor or major disciplinary action, including expulsion in cases of sufficient severity, even if it occurs off campus. Examples include, but are not limited to, the following:

- Any inappropriate behavior (e.g. loitering, littering, smoking, speeding) in the area on and adjacent to each campus and encompassing the private homes and apartment buildings in the vicinity of the school.
- Any involvement in or presence at a party or other activity where alcohol and/or drugs are present. A student who is knowingly in the presence of another who uses or possesses drugs, drug paraphernalia, or alcohol may be in violation of the school's Alcohol and Drug Policy (See [Tri-Campus Policies](#)). However, a student who acts responsibly and/or seeks help for someone who may be under the influence of a controlled substance may not be charged with a major disciplinary offense.
- Any behavior such as fighting, acts of physical aggression, menacing or harassing behavior, including Internet communications which are intended to intimidate others.
- Any violation of the criminal laws or a juvenile offense which comes to the school's attention, regardless of whether or not it is listed as a disciplinary offense.

This policy applies to new students whose behavior will be measured by MKA standards from the time that an enrollment agreement is signed. In the event of sufficiently egregious behavior, an enrollment contract may be withdrawn even if the behavior in question occurs before the beginning of the new school year.

EXPLANATION OF DISCIPLINE PROCEDURE

Students are expected to be familiar with the rules of the school. In addition, students are expected to be aware of the consequences of violating school rules. Students who violate school rules should expect to be held accountable by faculty, staff members, and administrators.

MKA believes the Restorative Justice process actively fosters a safe and inclusive community. Therefore restorative practices are an integral part of the discipline process when handling both major and minor offenses.

Restorative Justice*: Restorative Justice emphasizes repairing the harm caused by hurtful behavior. It is best accomplished through facilitated, cooperative processes that allow all willing parties to meet face-to-face or through some other means. This can lead to transformation of people, relationships, and communities. In certain situations, this practice may be employed when the MKA community or members of the MKA community experience harm or are made to feel unsafe by another member of the community. MKA will consider the needs and wishes of those harmed as a primary focus of the Restorative process. This is used in building a safe

community as well as in incidences of both major and minor offenses. **Definition based on the Center of Justice and Reconciliation*

Consequences for *minor offenses* include but are not limited to:

After-school and/or recess meetings with advisor, classroom teacher, or Dean of Students: Faculty work closely with students to monitor behavior. If a student has committed a minor offense, a teacher or staff member may meet with a child one or more times to discuss the issue and reflect on choices. Students are expected to attend these scheduled meetings on time and to participate actively in them. Parents and caregivers will be notified of these meetings via email and students will be notified through their advisors.

Consequences for *major offenses* may include any of the above but they may also include the following:

Disciplinary Diversion Program: This program is designed to be a support system for students who have received some disciplinary action. By terms of the Program, students are required to attend at least three counseling sessions with the school counselor. The focus of the sessions is to help the student understand his or her feelings about the inappropriate behavior, as well as about the school's actions. After the sessions have been completed, the counselor will make recommendations, as appropriate, regarding any further steps to be taken to support the student. A formal letter will be sent home and placed in the child's file.

Dean's Letter: This letter serves as notice that a student has broken a school rule. It is a record of that offense without an official disciplinary status attached. If a similar issue occurs in the student's career at MKA, the response will be necessarily more severe.

Disciplinary Probation: This status is notice to students and parents or caregivers that the conduct of a student has placed in jeopardy his or her continuation as an MKA student. A student may be placed on Disciplinary Probation for a specified period of time after commission of a major disciplinary offense or the commission of a series of minor offenses. A formal letter will be sent home and placed in the child's file.

Suspension from School or School-related Activities: A student can be immediately suspended where their continued presence endangers themselves or other students, or where it is required by the severity of the offense. During the period of suspension, a student must meet all academic requirements. In some cases, a student may be allowed to attend school, be suspended from participation in co-curricular activities, or be restricted during free time throughout the school day. Suspension may also be served in school. A formal letter will be sent home and placed in the child's file.

Withdrawal: In certain cases, MKA may offer to permit a student to withdraw from school rather than to go through a disciplinary process that may lead to expulsion. Under these circumstances, the withdrawal is unconditional and final.

Expulsion: There are some offenses that if committed so undermine the trust and well being of the community, that separation from the Academy will most likely occur. Major offenses can lead to expulsion regardless of whether or not one is on Disciplinary Probation. These offenses include but are not limited to severe major disciplinary offenses, disciplinary offenses committed while on Disciplinary Probation, and a major violation of the Drug and Alcohol Policy. The decision to expel is made by the Head of Campus. An appeal of the final decision may be made to the Head of School in writing, within 48 hours of the final decision. The request for an appeal shall consist of the substance of the allegations, the reasons why the student believes the matter should be appealed, and a copy of the final decision.

COMMITTEE STRUCTURE OF THE DISCIPLINARY SYSTEM

EXECUTIVE COMMITTEE: When a student in Middle School violates the Code of Conduct, and that violation is deemed a major offense, the Middle School Executive Committee may handle the case. The Executive Committee consists of several faculty members who are appointed by the Grade Deans and the MS Administrative Team at the beginning of each school year.

If a student has already been placed on Disciplinary Probation for violation of several minor offenses by the MS Dean of Students and/or Head of Campus, and that student commits another major or minor violation of the Code of Conduct, the case is automatically brought to the Executive Committee for review.

The Committee will meet in closed session in order to reach its determination and forward the disciplinary recommendation to the Head of Campus. The final decision for disciplinary action is made by the Head of Campus.

SPECIFIC POLICIES AND DEFINITIONS

CHEATING

Cheating is an act to dishonestly or unfairly gain an advantage on a graded or ungraded assessment (or assignment).

Cheating happens on tests or exams, the wandering eye, or use of cheat sheets. This also includes cheating with technology such as computers, unauthorized Artificial Intelligence (such as ChatGPT), or calculators. In addition, it is the responsibility of students to clear their testing

area of all books and notes, unless otherwise directed by a faculty member. Failure to do so will be considered evidence of cheating.

Individual departments and teachers have specific policies regarding testing and test discussion. Practices vary: be informed and ask the individual teacher. It is the student's responsibility to clarify guidelines regarding both individual and group work.

PLAGIARISM

To be fair and ethical, students must give credit to their sources. If credit is not given, regardless of intent, plagiarism occurs. The following include examples of plagiarism.

- Failing to cite the source of borrowed materials, e.g. ideas, quotations, maps, charts, graphs, images.
- Failing to use quotation marks around direct quotations.
- Failing to use one's own words to communicate an idea or set of facts.
- Using Artificial Intelligence and claiming the work as your own without prior authorization.

Generative Artificial Intelligence (AI) addendum: Any student use of Generative AI is only allowed at the discretion of the teacher. AI generated prose that is presented as a student's own work without citation will be treated as an Honor Code violation.

In cases where the student admits (or the teacher can document) that there is intentional plagiarism, the teacher will inform the student that the assignment is a "no credit paper." The student will be able to redo the assignment and the teacher will average the grades of the two assignments.

In cases where it is apparent that the plagiarism is due to carelessness, oversight, or an over reliance on paraphrasing (especially with younger, inexperienced writers), the teacher and department chair will decide on the appropriate action. The Dean of Students will be told of the incident and will meet with the student and their advisor.

STUDENT LIFE

ACADEMICS

Please refer to the Middle School Curriculum Guide for information about academic probation and other academic information.

THE ADVISOR SYSTEM

Advisors for fourth through eighth grade students provide support and guidance throughout

the year. Advisor groups meet daily for the purpose of building a sense of belonging, cohesiveness, and trust. These daily meetings provide important touchpoints for students and advisors to discuss social emotional and academic successes and needs.

In fourth through eighth grades, advisor groups have advisory once a week to discuss relevant topics, support social and emotional learning, plan group activities, or work on Community Engagement projects. The advisor is the principal contact between the school and a student's family. Any questions or concerns should go through the advisor, who will work to resolve them or make the proper referral.

As the advisor often tends to be the faculty member who works most closely with students, it is important for them to be aware of any major changes in a student's life. Therefore, students and their parents and caregivers are strongly encouraged to discuss such changes with the advisor so the school may provide the most appropriate support. Parents and caregivers should expect advisors to return messages within 24 hours when school is in session.

ATTENDANCE

Absence procedure:

- If a student is ill, a parent or caregiver should notify the school with an email to msattendance@mka.org and the advisors by 8:00 a.m. If a student is absent two or more days, parents or caregivers may request homework and materials **not otherwise available on Veracross** no later than 10:00 a.m. to be picked up in the Penick Lobby. Teachers will place assignments in the folders by 2:50 p.m. Requests may not be made for one-day absences. If the student knows of an absence in advance, they should have the appropriate permission form filled out by parents or caregivers, teachers, and the Head of Campus at least one week prior to the absence. (See [Planned Absences](#).)
- Students may not call the school on their own to account for their absences. When a student has been ill, a parent or caregiver must provide a note to the nurse advising the school of special medical precautions, if any are needed.
- When returning to school following an absence, a student should meet with their advisor so that a reasonable plan for make-up work can be established. We do not want students to struggle with regular assignments and make-up work when recovering from an illness.
- Any student who is absent from school on a given day will not be permitted to participate in any school activity. This includes interscholastic competition and evening activities or performances.
- If there is a need to leave school early, a parent or caregiver must come to the Penick lobby receptionist to sign the student out. Failure to follow proper procedure may result in disciplinary action.

Attendance and Absences:

Students should be active and responsible learners in the school community. In order to fulfill

this role, students must be in classes on a regular basis. Regular attendance is required of every student in order to meet academic, physical education, and other school obligations. In addition, attendance may be required by a teacher for an academic field trip. To this end, each absence must be accounted for with an explanation or planned by parents or caregivers, teachers, or the school. Any student who arrives at school after 11:00 a.m. will be listed in the record as “absent,” and the arrival time will be noted on the record.

Absence Explanations:

- **Excuses from Physical Education and Dance Classes:** A long-term medical excuse requires a physician's written note to the school nurse, stating specific time limitations. The student under long-term medical excuse receives the grade of M (medical excuse) and makes arrangements for alternative use of time through the Dean of Students. A short-term medical excuse requires a note from a physician, parent or caregiver, or the school nurse. The student is required to report to the gymnasium or auditorium for the entire class unless specifically excused by the teacher in charge. Students who do not participate in P.E. or Dance classes are not allowed to participate in athletic practices or games or events on that day.
- **Medical Appointments:** Except for emergencies, every effort should be made so students do not miss classes for medical appointments. Routine medical appointments should be made outside of school hours.
- **Field Trips, Performances, and Athletic Events:** Students are required to ask teachers at least one day in advance for permission to miss classes due to an early departure for any school trips. Students should hand in homework prior to the class and take responsibility for work missed. Permission may be denied if, in the judgment of a teacher, the absence would be detrimental to a student's academic progress.
- **Religious and Cultural Holidays:** Students absent for religious and cultural holidays are excused from work assigned that day. All absences for religious holidays should be confirmed with an email from home to school. Please refer to the [Tri-Campus Religious and Cultural Holidays Policy](#) with any questions..
- **Extenuating Circumstances:** Invariably, students encounter extenuating circumstances that cause them to be absent. Such absences will be dealt with on a case-by-case basis.

Planned Absences:

Students are expected to attend school every day it is in session. *Parents or caregivers should not schedule vacations or trips for days in which school is in session.* It is very difficult for students to make up work and classroom experiences when absent for a regular school day. In the case of an *unavoidable* planned absence:

- An email from a parent or caregiver explaining the absence must be sent to the Middle School Office and advisors *no later than one week prior to the absence*;
- The student will obtain from the Middle School Office a *Planned Absence* form;
- The student will then work out a *contract with each teacher* specifying how and when

work (including assignments; quizzes; tests; lab exercises) will be made up; this information will be recorded on the *Planned Absence* form;

- The contract will be signed by the student, the teacher, the parent or caregiver, and the Head of Middle School;
- The student will keep a copy of the form and a copy will be maintained in the Middle School Office.

Parents or caregivers and students *should not expect individual teacher tutorials* to help students make up work missed due to planned absences, such as extended vacations and sports competitions. Any work not completed according to the deadlines of the contract may receive a failing grade.

Lateness and Participation in After School Activities:

Any student arriving in school after 9:00 a.m. is not be permitted to participate in school activities after the end of the academic day unless a doctor's note accompanies the student. This includes interscholastic competitions and practices, after school rehearsals, and evening activities or performances.

Missing Class for Away Games:

Recognizing the importance of athletics in the lives of Middle School students and faculty, the MKA Middle School will operate under the following guidelines:

- Coaches will be informed when students are on academic probation .
- Students should request permission for early dismissal for regularly scheduled games at least one day in advance. Students who make the request in a timely fashion should be allowed to leave early to play in the game.
- Students and parents or caregivers will be informed that teachers may deny permission for early dismissal for a game for a student in the above category if the student is not in good academic standing in the class that they will leave early, and the teacher deems it detrimental for the student to miss the class in question. These will be special cases and should be highly unusual.
- Coaches must stress this policy to team members.
- Advisors must reinforce this policy in discussion with students.

The MKA Athletic Department has a practice of trying to limit the number of games for any student to two per week. The total number of games in any season generally does not exceed twelve depending on the sport and the size of the team.

TARDINESS

MKA believes that students should develop the good habit of being on time for appointments. Examples of appointments include all classes, assemblies, advisor periods, homeroom, etc. To this end, MKA has developed the following policies and procedures regarding tardiness:

Definition of Tardiness: Whenever students are late for school, as defined below, or an individual class, they will be recorded as "tardy" and will have to make up time missed due to lateness.

Exceptions: There are four exceptions to the Tardy Rule:

- A late bus arrival
- Medical appointments (accompanied by a doctor's note)
- Extenuating circumstances as determined by the Dean of Students
- A note signed by a teacher to excuse lateness to class

Consequences: Due to the importance of class attendance, a record will be kept when a student is tardy to any class (including homeroom) without a legitimate excuse. If a student is late three times, the Advisor and/or the Dean of Students will call home. Continued lateness may result in a meeting with the Dean of Students, Head of Campus, student, and parent or caregiver.

Reminders:

- Any tardiness must be accompanied by a parent or caregiver call or note so that the school is aware of the whereabouts of all students at all times. *However, a call or note does not "excuse" a tardy.*
- If a student comes to school late, they **MUST** report to the Penick Lobby desk to check in.

CLASSES

7:50 a.m. to 2:50 p.m.: Classes are shown on student schedules. Classes start at the printed times. Classes are dismissed at the end of the designated class period. Students are expected to go immediately to their next scheduled class/activity.

FLEX

FLEX periods meet four times per schedule cycle. The purpose of FLEX is to allow students the opportunity to explore areas of interest and to exercise some independence to shape their own learning. Students can enroll in year-long special arts offerings such as Jazz Band and Chamber Singers. They may also use this period to seek enrichment and/or support by attending sessions such as math, writing, world language, or science lab, or attend a study hall to complete work independently.

COLLABORATIVE WORK PERIOD (CWP)

During Collaborative Work periods, students will begin in their advisor groups supervised by their advisors. CWP provides an opportunity for students to check in with their advisors, see teachers, and collaborate with peers to complete assignments or study. All homework assignments are posted on Veracross by the start of end-of-day Advisor Meeting.

- Students must always come prepared with work/homework.

- Students must always bring a book to read in addition to work/homework.
- Computers and headphones may only be used for learning.

CODE OF ATTIRE

MKA Code of Attire Statement of Purpose: MKA believes a dress code should create an environment that is safe and conducive to learning. All members of the community are expected to dress neatly and cleanly, demonstrating respect for others and the occasion. While allowing for some personal expression and comfort, MKA's guidelines stress simple standards of neatness and taste in the face of changing styles.

Regular Dress Code:

- Collared shirt - oxford style, polo, rugby, or turtleneck
- Pants/ Shorts/ Skirts - corduroy, khaki, cotton, or dressy (not denim)
- Shoes- sneakers, closed toe shoes, or boots
- MKA sweaters, MKA sweatshirts, or light MKA jackets can be worn over dress code clothing
- **NO:** leggings, sweatpants, see through, torn or cut-out clothing, flip flops, Crocs, hats, or offensive slogans
- The hem of all tops should overlap with the waistband of pants/skirt/shorts

Spirit Friday:

- Jeans or dress code bottoms (no sweatpants)
- MKA top must be visible
- Regular dress code is an option
- The hem of all tops should overlap with the waistband of pants/skirt/shorts

Concert Band and Chorus Dress Code:

- Black bottoms
- White shirt with collar
- Black footwear

General Restrictions:

- Earrings are the only acceptable visible body piercing
- No visible tattoos
- No leggings (unless under skirts)
- No ripped or torn clothing
- No logos larger than a quarter
- No writing on clothing
- No hats
- No sleeveless shirts
- No bare midriffs

- No excessively tight or loose clothing
- No flip-flops, Crocs, or open-toed shoes
- No pajamas

Please read [this document](#) with more information about items of clothing that are not acceptable.

Dress Down:

- Only on specified days per the Head of the Middle School or Student Body President
- Tops do not have to be MKA
- Collegiate apparel, branded apparel are allowed
- Jeans, denim capris, athletic shorts, denim shorts of appropriate length
- **NO:** “just” leggings, see through, torn or cut-out clothing, or offensive slogans

The Head of Campus may make exceptions on restrictions for religious observance.

HEALTH SERVICES

The school nurse is available until 3:30 p.m. each day. The Nurse's Office is located next to the Physical Plant Office on the fourth/fifth grade hall on the ground floor of the building.

SCHOOL TRIPS

Permission slips must be completed and returned before school trips when required. MKA asks for the authority to obtain emergency medical care for students as part of the trip permission form. If parents or caregivers do not complete the necessary paperwork, the child may be refused permission to take the trip.

TELEPHONE USE

Students may use only the school telephones in the Middle School Office in the event of an emergency situation or in the event of a last minute schedule change made by the school (extra help, sports, rehearsals, etc.). *Calls to home due to illness must be made by the Nurse from the Nurse's Office.*

Cell Phones:

Students may keep cell phones in backpacks in lockers. If there is a situation that requires that a parent or caregiver contact a child, the parent or caregiver will contact the Middle School Office, and the student will receive a message to call home from the office. If a student uses a personal device during the school day, the device will be confiscated and held in the Dean's Office. The student may pick up their device from the Dean's Office at the end of the day. If this happens a second time, the device will be confiscated and a parent or caregiver will be required to pick it up from the Dean's Office.

Messages:

Important messages for students may be left at the Middle School Office. Messages received each day from parents or caregivers for students will be emailed to the advisor(s). Unless there is an emergency, or a genuine need to relay a message sooner, messages will be given to students during morning advisor meeting, advisor period, and afternoon advisor meeting only. To notify the school about dismissal changes, please email msnotifications@mka.org and the advisor.

DAILY SCHEDULE

ADVISOR MEETING

Advisors meet with their advisees every morning from 7:50 to 8:00 a.m. Advisors take attendance and make announcements during this period. Students who arrive after 7:50 a.m. are late and must sign in at the Penick Lobby.

AFTER SCHOOL REHEARSALS

All students who stay in school for after school rehearsals must be supervised at all times. All participants will be required to sign in for rehearsals at the 2:50 p.m. dismissal.

BEFORE SCHOOL

The school is open at 7:15 a.m. All students must enter through the Penick Lobby entrance. Students who arrive by car may only be dropped off at the portico. Parents and caregivers are not allowed to drop students off in the surrounding neighborhood areas, as it creates a dangerous situation for students and the community. However, parents and caregivers are welcome to legally park on any street surrounding the Middle School and physically accompany their child to the portico entrance.

Students who arrive early will gather in the dining hall and be dismissed at 7:45 a.m. to go to their lockers to prepare for the day. Students should unpack their book bags (book bags cannot be carried from class to class during the day) and report to their advisor group prepared for the first two classes before the bell rings at 7:50 a.m. *When the bell rings at 7:50 a.m., students must be in advisor groups.* If a student arrives after 8:00 a.m., they must sign in at the Penick Lobby desk so their attendance can be noted.

DEFINITION OF SCHOOL DAY AND ACADEMY GROUNDS

The school day is defined as 7:50 a.m. to 2:50 p.m. Students are expected to be in school during the school day, until they leave the grounds to go home. Students are not permitted off school grounds without permission from school personnel at any time. Students who stay after school for special events, extra help, or other activities, must be on school grounds and under supervision at all times. **Students are not permitted to go to local stores and then return to school, even with parental or caregiver permission.**

MORNING DROPOFF

All students arriving by car must be dropped off using morning car line procedures. Caregivers should approach Brunswick from the direction of Central Avenue, allowing them to make a left turn into the Middle School entrance and drop their child off at the portico. Cars may not cut the car line by making a right turn into the parking lot entrance by approaching from the direction of Valley Road.

Additionally, caregivers may not drop off their children on surrounding streets. If they would prefer, a caregiver may park legally on a nearby street and walk their child to the Middle School's main entrance. All students must enter via the main entrance unless they have made prior arrangements with the nurse and an administrator because of a documented challenge that prevents them from using the main entrance, such as the use of crutches or another mobility issue, including those students who are dropped off by van or shuttle.

DISMISSAL

Classes end at 2:50 p.m., and sports end at 4:00 p.m. All families must fill out the [school transportation form](#) to indicate how their child(ren) will be going to and from school. Starting in the 2024-2025 school year, families must also enter their child's default dismissal plan in the [PickUp Patrol](#) app. Parents will receive an email with instructions on how to register. Once registered, enter your child's default dismissal plan in PickUp Patrol and confirm that it is accurate so that your child can be dismissed correctly. If a student's transportation arrangements change, a parent or guardian must submit that information via PickUp Patrol, and our staff will be notified. Changes can be entered via PickUp Patrol from a phone or computer at any time up until 1:30 p.m. on the day of the change.

After 1:30 p.m., changes will not be accepted except in the case of an emergency. The end of the school day is a busy time. To ensure all students' safety, please plan accordingly and limit these exceptions to emergencies only. If a student is walking home with another student, and this is a change from the default routine, both families must note the change. All students are expected to follow Middle School rules during dismissal, and we rely on caregivers to support them.

*School Transportation**: Students who use school transportation should report to the Valley Road entrance by 2:55 p.m. for the shuttle bus and 4:05 p.m. for the regular afternoon bus. If the student is not participating in afterschool sports or clubs, they are expected to sign in to Extended Student Supervision in the dining hall and remain there until students who ride the bus are dismissed at 4:00 p.m. The faculty member on transportation duty will begin students at 4:15 p.m. That person will individually check off names and dismiss students to board the shuttle or van.

**Note: Families must have registered through the Business Office for their students to ride the shuttle or MKA van.*

Walk: Students who walk home will do so through the Valley Road exit. As students leave, the faculty member on duty will check off individual names. Students not on the authorized walkers list will not be allowed to leave through the Valley Road exit. *To be included on the authorized walker list, a student must live within 1.5 miles of the Middle School.* If it comes to the administration's attention that a student is violating school policy and being picked up by car

after leaving from the Valley Road door, that child will be removed from the walk list.

Tennis Pavilion Walk-Up: From 2:50 to 3:15 p.m., all parents and caregivers, regardless of group letter, may park legally on streets surrounding the school, except on Central Avenue between Brunswick Road and Bellaire Drive due to the car line, and walk to the tennis pavilion near the parking lot to meet students. (The school suggests Central Avenue between Brunswick and Valley Roads.) Parents should provide the student's name to the faculty member on duty, who will dismiss the student from the auditorium.

Early Car Line: Carline dismissal will begin at 3:00 p.m. The Middle School is required to have a staggered early car line schedule to reduce the number of cars waiting to pick up students. Carline cohorts are determined alphabetically based on students' last names and will switch in the second half of the year. In September, families whose last names begin with A through L will line up no earlier than 2:55 p.m., and last names that begin with M through Z will join the line no earlier than 3:10 p.m. Cohorts will switch mid-January, after MLK, Jr. weekend. Cohorts will be clearly indicated by a color-coded name sign that must be displayed in the passenger window of the car. Caregivers who arrive early at the incorrect time will be asked to leave and rejoin the car line with their assigned group.

The car line will form on Central Avenue, heading north toward Brunswick Avenue. Families will be given a color-coded sign with their child(ren)'s name that must be displayed in their passenger-side window. If a family needs a duplicate sign for an additional caregiver, they can notify the Middle School office. All cars must turn on their hazard lights and approach the car line from Walnut Street so as not to cut ahead of other cars who are waiting or block intersections. Parents and caregivers must follow the car line rules as shared by the security team and head of campus. Parents or caregivers who double park, block driveways or intersections, or idle their engines in violation of Montclair Township codes may be ticketed by the police.

Late Car Line: Students who participate in after-school sports need adequate time to gather their belongings. Parents and caregivers should plan to pick up their student-athletes starting at 4:10 p.m. Drivers should follow the same rules as early car line.

Students wait for rides during early car line in the auditorium and are dismissed to the portico by the faculty member on duty. For late car line, students are dismissed from sports or afterschool clubs directly to the portico. Drivers should plan to meet students around 3:00/3:15 p.m. (or 4:15 p.m.) rather than at 2:50 p.m. (or 4:00 p.m.). Parents should not directly call or text their children to meet a ride from the Penick Lobby, on Brunswick Road, close to the Brunswick Road gate, on Valley Road, or on the surrounding neighborhood streets. Parents may park and walk up to the school's main entrance to pick up their child if they choose. If a driver has been waiting for a student at the portico for several minutes, they will be directed to the parking lot so as not to delay the car line. In between regular dismissal times, parents and caregivers may park in the MS parking lot and pick up their children from Extended Play and Enrichment (grades 4 and 5) or Extended Student Supervision (grades 6 through 8) without waiting in the car line. Caregivers picking up a child from ESS should call the front desk.

**Students who have not been picked up by 3:20 p.m. or 4:30 p.m. must report to the dining hall. There are no exceptions to this rule. All students who have not been picked up by the prescribed times will enroll for that day in Extended Student Supervision (ESS), and their parents will be charged a fee. Families are strongly encouraged to sign their children up for regular ESS in advance if they believe they will not be*

able to consistently pick up their student by 3:20 or would like to wait until the car line has finished. Parents and caregivers picking up students from ESS should not join the regular car line.

EXTENDED PLAY AND ENRICHMENT, AFTER SCHOOL EXTRA CURRICULAR TEAMS & EXTENDED STUDENT SUPERVISION

There is an Extended Play And Enrichment (EPE) program for students in grades four and five. There is an Extended Student Supervision (ESS) program available for students in grades six, seven, and eight. Students in grades six, seven, and eight can join an After School Extra Curricular Team (ECT) like Speech and Debate, Robotics, and Model UN. Information about these programs can be found on the [MKA website](#).

INTERSCHOLASTIC ATHLETICS

Practices take place from 3:00 to 4:00 p.m., Monday through Friday. Student athletes change and report to coaches as quickly after school as possible. Some teams travel to the Upper School Campus by bus or walk to Muenster Field for practice. Athletes who are traveling by bus or walking to practice will meet coaches in their designated location at the Middle School. Students will be excused in time to change for the 4:15 p.m. buses. Students should check the calendar in the Main Gym hallway and the electronic message boards for daily updates and changes to game and practice schedules.

LUNCH

There are three lunch periods divided by grade level. Students may purchase lunch or bring their own. After students have eaten lunch, teachers on lunch duty will excuse students to play outside until the end of the period. Dining Partnership Group (DPG) is MKA's food service provider, and the Tri-Campus Director Chef James can be reached at dpgjamesrafferty@gmail.com. The existing food service funding portal ([MyKidsSpending](#)) will remain the same.

RECESS

Students should report to and remain in one of the approved designated areas at the start of recess, which may include: dining hall; outdoor play areas; open, supervised gyms; eighth grade lounge (eighth grade only). Students may bring a snack or purchase one from the kitchen to eat at this time. All food must remain in the dining hall.

SCHOOL ASSEMBLY

Once a week, the entire Middle School meets for School Assembly. The purpose of School Assembly is to create a sense of community and a space for students to engage with a certain topic across the grade levels. Students sit in an assigned area with advisors or homeroom teachers. The faculty, frequently with the help of students, present programs of diverse interest. Students and faculty may make announcements at the end of Assembly. If a student wishes to present during Assembly, they should meet with Ms. Israel. Students are expected to be on time and to remain seated for the entire program.

_TRI-CAMPUS SCHOOL ADMINISTRATION

Head of School	Nigel D. Furlonge
Associate Head of School	Steve Valentine
Assistant Head of School For Community Belonging	Paris McLean
Assistant Head of School for Curriculum and Professional Development	Karen Newman
Chief Financial and Operating Officer	Kathryn Davison
Director of Strategic Communications and Marketing	Kim Saunders
Director of Technology	William Stites
Director Of Enrollment Management, Admissions, and Financial Aid	Alyson Waldman

MIDDLE SCHOOL ADMINISTRATION, FACULTY, AND STAFF

Head of Middle School	Dr. Carlaina Bell
Assistant Head of Campus	Catherine Gaynor
Middle School Dean of Students	Cali Burks
Middle School Dean of Community Life	Shanie Israel
Middle School Counselors	Carolyn Metz (grades 4-6) Daniella Kessler (grades 7-8)
Middle School Educational Technology Coordinator	Jacqy Chung

Fourth Grade Advisors	Meghan Murray
Roshni Shah, Grade Dean	Leon Shade
Lindsey Cerracchio	
Sheila Smith	
Mojda Walker	
Fifth Grade Advisors	Sixth Grade Advisors
Carlie Till, Grade Dean	Denis Wong, Grade Dean
Meg Arcadia	Diane Giangreco
Sarah Bradley	David Allen
Elizabeth Coyle	Lauren Arcis
Susan Hansen	Bill Bronson
<i>Chelsea Goss*</i>	Alison Carrascosa
	Scott Coronis
	Monica Elmore
	Nathan Lutz

Amy-Mai Tierney
Daniel Weller
Fangzhou Zhang

Seventh Grade Advisors

Nathan Gardner, Grade Dean
Susan Foley
*Joelle Francht**
Lisa Gunn-Becker
Beau Macksoud
Jennifer Maietto
Ruth Miller
Sunnie Minn
Huma Niazi
Denis Wong

Eighth Grade Advisors

Spencer Pyke, Grade Dean
Nicholas Tricarico
CherylAnne Amendola
Dominique Benson
Eric Fox
Peter Gaynor
Deborah Gordan
Marsha Kleinman
Amanda Langan
Justine Martinez
Yesenia Ravelo-Rodriguez
Thomas Ruddy
Vivian Tsai-Rosenberg

English Department

Ruth Miller, Interim Chair
Meg Arcadia
Lindsey Cerracchio
Marshall Hatcher
Marsha Kleinman
Roshni Shah
Sheila Smith
Carlie Till
Nicholas Tricarico
Mojda Walker

Fine and Performing Arts Department

Monica Elmore, Chair
Chae Anderson
Joelle Francht
Diane Giangreco
Dimitri Hadjipetkov
Paul Murphy

History Department

CherylAnne Amendola, Chair
Bill Bronson
Lindsey Cerracchio
Nathan Gardner
Pete Gaynor
Chelsea Goss
Roshni Shah
Sheila Smith
Amy Mai Tierney
Mojda Walker

Mathematics Department

Deborah Gordon, Chair
Lindsey Cerracchio
Alison Carrascosa
Elizabeth Coyle
Eric Fox
Sunnie Minn
Sheila Smith
Roshni Shah
Kristen Sigler
Vivian Tsai-Rosenberg
Mojda Walker

Science Department

Dan Weller, Chair
David Allen
Susan Hansen

Sunnie Minn
Jennifer Maietto
Justine Martinez
Huma Niazi

Wellness Department

Leon Shade, Chair
Sarah Bradley
Scott Coronis
Daniella Kessler
Carolyn Metz
Spencer Pyke

World Language Department

Yesenia Ravelo-Rodriguez, Chair
Lauren Arcis
Dominique Benson
Susan Foley
Amanda Langan
Nathan Lutz
Beau Macksoud
Fangzhou Zhang

Library

Thomas Ruddy
Meghan Murray

School Nurse

Debra Van Eerde, *Tri-Campus Nursing
Director and Middle School Nurse*

Counselors

Daniella Kessler
Carolyn Metz

Technology Center

Erica Budd, *Director of Educational
Technology*
Michael Alexander, *System Technician*
Jacqy Chung, *Instructional Technologist*

Director of STEM+ Programming

Chris McLaughlin (Jr-K to Grade 8)

Academic Support/Learning Specialists

Kara Leftwich, Learning Specialist (grades
4-5)
Dagny Baker, Learning Specialist (grades
6-7)
Laura Demaria, *Director of Academic Support
& Learning Specialist (grade 8)*

Office Staff

Pia Kутten, *Administrative Assistant to Middle
School Head of Campus*

**Family Leave*

UPPER SCHOOL

Upper School Main Office: 973-783-8300
6 Lloyd Road
Montclair, NJ 07042

To email faculty or any MKA employee, access their email address in the [Employee Directory](#) on the MKA website. The MKA email format is the first initial of the first name and the full last name, e.g., nfurlonge@mka.org to reach Mr. Furlonge.

Restorative Practices

At MKA, we strive to foster a positive, connected, and inclusive community. We accomplish this by integrating *Restorative Practices* into our school culture. We use *Restorative Practices* as an umbrella term to describe an approach to addressing behavior that focuses on accountability, growth, and communication. This practice allows a person to take accountability for their behavior and repair any harm that their action(s) may have caused to community members. These practices often happen alongside more traditional behavior correction/disciplinary approaches.

THE HONOR CODE

A Code of Honor that incorporates an Honor Constitution and Honor Council developed by the student body.

ARTICLE I: INTRODUCTION

This Honor Constitution is the culmination of a yearlong evaluation of Montclair Kimberley Academy's Honor Code. Ideally, this constitution is a living document that will change with the needs of the community.

Honor is a core value of the Montclair Kimberley Academy. The purpose of this Honor Code is to instill a sense of honor and an atmosphere of trust among all members of the community.

We all desire a community in which trust, security, happiness, and respect are prevalent for their own sake and are practiced as second nature. To be an honorable member of MKA is to employ respect, truthfulness, and civility. While we all come from different backgrounds, religions, and systems of morality, it is our responsibility as a community to preserve the ideals that we deem necessary to maintain a beneficial learning environment.

ARTICLE II: THE HONOR PLEDGE

We at Montclair Kimberley Academy cultivate an environment in which respect, honor, learning, and honesty are expected, practiced, and valued. As a student at MKA, I respect the right of the school to maintain this vision by creating rules that promote a respectful, trusting, and an honorable school environment. I understand that academic dishonesty, personal dishonesty, or cruelty to others is destructive to our community and hinders my personal growth. More specifically, I pledge:

- To neither give nor receive help on a test or any graded or ungraded assignment (before,

- during, and after) unless given permission by my teacher.
- To cite any outside sources and receive credit only for my own work.
- To respect others as well as their personal property and myself.
- Not to be cruel to others.

If I, as a member of this community, witness an infraction or have knowledge of a breach of the Code of Honor, it is my responsibility to notify the student themselves and encourage them to act accordingly or notify a faculty member/administrator.

By upholding these provisions, I will not only maintain the respect of peers, teachers, and administrators but also contribute to the positive atmosphere of a moral and trusting community.

Definition of Terms as used in this pledge:

Academic Dishonesty includes but is not limited to cheating on an assessment (assignment/examination), plagiarizing (see [Plagiarism Policy](#)), or submitting someone else's work as my own. **Note that this applies to any work produced by a student whether it is for a class or a co-curricular*

Personal Dishonesty includes, but is not limited to, stealing or lying.

Responsibility means that I should inform a teacher, administrator, or the student themselves that there has been a violation of the Code of Honor.

Acting Accordingly means that a person will turn themselves in to a teacher or administrator for a violation of the Code of Honor.

ARTICLE III: THE COMMITTEE STRUCTURE OF THE HONOR SYSTEM

The Honor Council has a dual responsibility to the community of the Upper School. Firstly, the Honor Council must promote the value of Honor through proactive approaches to education. Honor takes numerous forms, and the Council is encouraged to challenge itself and the school community in thinking about and acting on Honor in a variety of ways. The goal of the Honor Council is to promote the community's commitment to acting with integrity. Secondly, the Honor Council is responsible for deciding specific cases in which Honor may have been violated. The Honor Council will:

- Listen to each case brought before it.
 - Act with kindness and empathy towards the student and their advocates; the Honor Council will listen to each case carefully and, as a group, ask insightful questions or share relevant advice with the student.
- Decide whether or not the Honor Code has been violated.
- Recommend a consequence for the individual who violated the Code if the Honor Code has been violated.

The Honor Council will consist of the following individuals:

- 4 Seniors (including the Senior Chair)
- 3 Juniors

- 3 Sophomores
- 2 Freshmen
- 2 Faculty
- 1 Administrator (non-voting)
- An Additional Administrator, or designee, to take notes (non-voting)

The Honor Council will meet on a case-by-case basis. Additional meetings may be scheduled if necessary.

One of the four seniors serving on the Honor Council will be designated the Senior Chair. The Senior Chair will be appointed by the Dean of Students (or designee) and must have served on the Honor Council for a minimum of one year at some point in their MKA career. The primary responsibilities of the Senior Chair are to provide effective student leadership to the Honor Council and to conduct the case meetings of the Honor Council. The designated Senior Chair will also work closely with the Dean of Students (or designee) to ensure that student voices are heard and each case is attended to carefully. A quorum will consist of at least nine members (including the Senior Chair, or designee).

An MKA student is entitled to a hearing before any major disciplinary action is taken. The student and parent(s) will be notified of the Honor Council hearing, including the charges, in advance, by the Senior Chair, Dean of Students (or designee). It is a student's obligation to cooperate with the Honor Council. Failure to cooperate or engage in the process honestly, under the Code of Honor, will be considered a separate offense. Being dishonest with the Honor Council is an extremely serious matter that can lead to additional consequences. The committee will hear the facts of the case from such a variety of sources as it deems appropriate, which may include both students and faculty. The student may be represented by their faculty advisor or an agreed upon designee, but parents are also welcome to attend. The committee will then meet in closed session to reach its determination. If a student is found guilty, the Honor Council may recommend a variety of consequences.

The council will forward a disciplinary recommendation to the Head of Upper School. The final decision is made by the Head of Upper School. An appeal of the final decision may be made in writing within 48 hours to the Head of School.

Under certain circumstances the Head of Upper School (or designee) may offer a waiver of an Honor Council hearing. These circumstances include, but are not limited to:

- Cases involving sensitive issues that are inappropriate to share with a jury of students and faculty.
- Cases in which the student's transgression and appropriate disciplinary actions are clearly evident to all parties involved.
- Times when it is impractical to convene the Honor Council.

A waiver may be recommended by the Dean of Students (or designee) and granted by the Head of Upper School (or designee). A waiver may be offered in writing, signed by parents, with clear identification of who has granted the waiver. The Head of Upper School (or designee) determines the disciplinary consequences in a waiver case.

The Dean of Students (or designee) is the administrator directly responsible for overseeing the

activities of the Honor Council. Any communication home to parents will be written by the Dean of Students (or designee). Any disciplinary recommendations made by the Honor Council will be forwarded to the Head of Upper School for a final decision.

ARTICLE IV: THE ELECTION PROCESS OF THE HONOR COUNCIL

SECTION A: NOMINATION FORMS

Students and faculty interested in serving on the Honor Council will nominate themselves for election. They will pick up a nomination form from the Upper School Office that will be made available during the spring. The form will include the following:

- The student's name and grade level or the faculty member's name.
- Questions (Answer both questions: one page, typed, maximum for both questions).
 1. Why do you want to be on the Honor Council?
 2. In your opinion, what does Honor mean in Montclair Kimberley Academy's School Community?

Student nomination forms will be submitted to the Honor Council and faculty nomination forms to the Head of the Upper School. Current Honor Council members will then blindly rank student applications.

Approximately one week later, the student candidates for Honor Council will be presented to the appropriate grade level, and voting will take place during the spring with the Student Government and Executive Committee elections. The faculty candidates will be selected by the current administration during the spring. Election results will be effective immediately.

SECTION B: RESTRICTIONS

A student may not run for a position on the Honor Council if:

- They are already on a formal "status" at school (honor, academic, or discipline, be it Open File or Warning or Probation status).
- They are already elected to serve on the Student Government, as a class President, the President or Vice President of the Student Body, or the Executive Committee. The time commitment required for these positions would compromise the integrity of the Student Government, the class officer positions, the Executive Committee and the Honor Council.

SECTION C: VOTING PROCEDURES

Voting will be a two-stage process where the Honor Council votes on which student candidates will continue onto the second round, based on the applications. This will narrow the pool of candidates to a reasonable number by the review of the Honor Council. Ideally, the preliminary vote will offer twice the number of candidates for the positions (e.g., six candidates for three positions). All students will then need to speak in front of their entire grade at a Class Meeting. If there are not enough applicants from a given year, the number of slots may be filled with students from the other grade levels.

The second stage will proceed as follows:

Freshmen candidates will be voted on a few weeks following the Honor Convocation so

that freshmen have time to adjust to Upper School life. The freshmen will serve the remainder of the year and the following year. They will not vote on cases until the second semester of their freshman year. Voters will include the present freshman class.

The sophomore candidate will be voted on in the spring of their freshman year. They will serve a one-year term. Voters will include the rising sophomore class.

Junior candidates will be voted on in the spring of their sophomore year. They will serve two-year terms. Voters will include the rising junior class.

The senior candidate will be voted on in the spring of their junior year. They will serve a one-year term. Voters will include the rising senior class. The Senior Chair must have served at least one year on the Council.

The faculty candidates will be selected by the administration based upon faculty interests and the needs of the community.

ARTICLE V: DEFINING HONOR VIOLATIONS

SECTION A: GENERAL GUIDELINES

All violations of the Honor Code are violations, no matter the situation or the degree. The judgment as to whether an incident is an Honor Violation or not will be based on the Honor Pledge. Ignorance is not an excuse for violating the Honor Code. Consequences might vary and should reflect the severity of the offense.

SECTION B: DEPARTMENTAL GUIDELINES

For its students, every academic department will prepare guidelines that describe as clearly as possible how the Honor Code pertains to the specific department. These guidelines should also clarify what “authorized” and “unauthorized” help is in regard to major projects, essays, papers, tests, quizzes, lab reports and the like. Teachers will discuss these guidelines with their students throughout the year. If serious inconsistencies arise between differing departmental guidelines, then these should be brought to the Academic Dean and Dean of Students for discussion.

All course syllabi and guidelines should also include a section on the Honor Code. This section should outline the departmental guidelines and clarify the role of the Honor Code in each particular class.

ARTICLE VI: PROCESSING HONOR VIOLATIONS

When it is suspected by a faculty or staff member that a student has violated the Honor Code, the faculty or staff member will speak with the student privately and then, if necessary report the violation to the Dean of Students. In cases involving possible Academic Dishonesty, the teacher will meet with the student and the Department Chairperson (or designee) and then, if necessary, report the violation to the Dean of Students.

Whether or not an allegation of an Honor Code violation comes to the full Honor Council for consideration depends upon the severity of the allegation and/or whether or not the student admits to the violation. The Dean of Students will decide whether the case will come in front of

the full Council, or if the case will be heard by an Honor Board. The Head of the Upper School should be kept involved and informed in the process. In order for a trial to occur, at least nine members of the Honor Council (including the Senior Chair) must be present to hear the case.

A meeting between the Dean of Students, the Senior Chair of the Honor Council and the Senior Chair of the Executive Committee will determine whether a case goes before the Executive Committee or the Honor Council when a student violates both the Honor Pledge and another major code of conduct offense. Generally, the offense deemed more egregious will determine where the case is heard.

SECTION A: VIOLATIONS OF THE HONOR CODE

If the case does not warrant the meeting of the full Honor Council, then these procedures will be followed if the student admits to the allegation (this is called an *Honor Board meeting*):

Academic and Non-Academic Violation: An Honor Board meeting may be held with the person accused of the violation, the Dean of Students, the Senior Chair, and an additional Honor Council member. If needed, the student may meet with the Dean of Students directly. The full Honor Council will be notified of the cases. The Head of Upper School should be involved in each case in a manner that they see as appropriate.

When an allegation has been made and the student denies the allegation, or the allegation is deemed to be serious, the student will go before the full Honor Council. The Honor Council will handle a second violation of the Honor Code in any case.

Violations of the Honor Code include but are not limited to:

Personal dishonesty: Personal dishonesty is a Code of Honor violation and is essential to the preservation of trust in a community. It is considered dishonest for a student to mislead by not telling the whole truth, not stating important, relevant information, and not making all reasonable efforts to clear up misunderstandings or unclear areas.

Academic dishonesty: Cheating, Plagiarism, and Academic Dishonesty are violations of the Honor Code. **Note that this applies to any work produced by a student whether it is for a class or a co-curricular*

- **Mobile Device addendum:** If a student's mobile device is near them and is visible to the teacher during an assessment, the student will earn a failing grade on the assessment, and it will be an Honor Code violation.
- **Generative Artificial Intelligence (AI) addendum:** Any student use of Generative AI through any stage of the process, is only allowed at the discretion of the teacher. AI generated prose that is presented as a student's own work without citation will be treated as an Honor Code violation.

Theft: The theft of school property or the property of others, or possession of stolen property is considered a violation of the Honor Code.

SECTION B: PATTERN OF VIOLATIONS

A pattern of violations of the Honor Code may be cause for more severe disciplinary action, including dismissal. In addition, the Honor Council and the Executive Committee will be given

a full disciplinary report on a student who comes before them. Each committee will use that information, as they deem appropriate.

SECTION C: RECOMMENDATIONS OF THE HONOR COUNCIL

Following all Honor Council hearings and Honor Board meetings, the Honor Council members will forward their recommendation to the Head of Upper School (or designee), who will then make a final decision. An appeal of the final decision may be made in writing within 48 hours to the Head of School.

Consequences may include but are not limited to:

Detention: The Honor Council may recommend students receive one or more detentions. Detentions are served at 7:30 a.m. and include a reflection activity. *Detentions may be served in an alternate way under the discretion of the Dean of Students.*

Saturday Detention: Students may be assigned one or more Saturday detentions. This detention begins at 9:00 a.m. and ends at 11:00 a.m. Saturday Detentions include a reflection activity. If religious or cultural obligations conflict with Saturday detentions, please see the Dean of Students.

Community Service: Students may be assigned some form of service for the community. This may be assigned as a particular task or the Honor Council may assign it as a certain amount of time. The Honor Council may assign community service it sees fit as appropriate for the violation of the Honor Code.

Disciplinary Diversion Program: This program is designed to be a support system for students who have received some disciplinary action. By the terms of the Program, students are required to attend at least three counseling sessions with the school counselor or an alternate representative of the school if chosen by the Dean of Students and the Head of School. The focus of these sessions is to help the student understand their feelings about the inappropriate behavior, as well as about the school's actions. After the sessions have been completed, the counselor will make recommendations, as appropriate, regarding any further steps to be taken to support the student.

Restorative Justice*: Restorative Justice emphasizes repairing the harm caused by hurtful behavior. It is best accomplished through facilitated, cooperative processes that allow all willing parties to meet face-to-face or through some other means. This can lead to transformation of people, relationships, and communities. In certain situations, this practice may be employed when the MKA community or members of the MKA community experience harm or are made to feel unsafe by another member of the community. MKA will consider the needs and wishes of those harmed as a primary focus of the Restorative process.

**Definition based on the Center of Justice and Reconciliation*

Dean's Letter: This letter serves as notice that a student has broken a school rule. It is a record of that offense without an official disciplinary status attached. If a similar issue occurs in the student's career at MKA, the response will be necessarily more severe.

Open File Status: In certain cases, an "Open File" is created which states that if a similar offense (e.g. academic dishonesty) is committed while enrolled at MKA, regardless of Probation status, the student may be expelled.

Honor Warning: Honor Warning status is notice to students and parents that the conduct of a student has placed in jeopardy their continuation as an MKA student. For a violation of the Honor Code, the Honor Council may place a student on Honor Warning for a specified period of time.

Honor Probation: Honor Probation status is notice to students and parents that the conduct of a student has placed in jeopardy their continuation as an MKA student and that they will need to answer "yes" if a college asks if they have ever been on probation. For a violation of the Honor Code, the Honor Council may place a student on Honor Probation for a specified period of time.

Students are representatives of MKA when involved in all aspects of school life including co-curricular activities, athletic team membership, clubs, and performing arts events. As such, they should be representatives in good disciplinary standing. **Students who are on Honor Warning or Probation:**

- may not be eligible to serve or continue to serve as Class Officers, Team Captains, House Captains, or to hold major leadership positions in the MKA community, including status as a Peer Leader;
- may not be eligible for consideration for selection to the Cum Laude Society or for major leadership award recognition; and
- may be ineligible for Senior Privileges and/or an Independent May Term Project.

Suspension from School or School-Related Activities: A student may be suspended from school or school-related activities if a violation of the Honor Code occurs which so undermines the trust of the community that a temporary separation from the Academy or its sponsored activities may be necessary. During the period of separation, a student must meet all academic requirements. In some cases, a student may be allowed to attend school but be suspended from participation in co-curricular activities or be restricted during free time throughout the school day.

Withdrawal: In certain cases, MKA may offer to permit a student to withdraw from school rather than to go through a disciplinary process that may lead to expulsion. Under these circumstances, the withdrawal is unconditional and final.

Expulsion: There are some offenses that if committed so undermine the trust and well being of the community, that separation from the Academy will most likely occur. Violations of the Honor Code can lead to expulsion regardless of whether or not one is on Warning or Probation. The decision to expel is made by the Head of Upper School, after a hearing by the Honor Council or a waiver of that process.

Academic Consequences: The Honor Council does not determine academic consequences for Honor Code violations. Rather, academic consequences for Honor Code violations are determined by the policies laid out in this section.

SECTION D: CONFIDENTIALITY

MKA believes in maintaining confidentiality in matters of discipline and will not discuss, or disclose, Honor Council cases, or outcomes, with the community at large. However, some major Honor Code violations may violate the trust of the community to such an extent that information of those cases may be shared with those involved and/or the greater MKA community. The decision to disclose information of such violations is at the discretion of the Head of Campus and Head of School.

SECTION E: DEGREES OF HONOR VIOLATIONS

In addition to other consequences, a student will be placed on Open File status if their violation was deemed to be a minor violation of the Honor Code. A student will be placed on Honor Warning or Probation if their violation was deemed to be a major violation of the Honor Code. A student who is involved in an honor violation while on Open File or Honor Warning or Probation will likely receive a more serious penalty.

SECTION F: REVIEW PROCESS

The status of a student on Honor Probation, Warning, or Open File is reviewed at the end of their term, which is specified when they are placed on Probation, Warning, or Open File. At these times, the Honor Council will consider the nature of the offense, the length of term, and the student's progress during the time of sanctions. The Council will make one of the following decisions:

- The student will remain on Honor Probation, Warning, or Open File for the next semester.
- The student will be removed from Honor Probation or Warning but with an Open File Status.
- The student will be removed from Honor Probation, Warning, or Open File.

ARTICLE VII: REMOVAL OF AN HONOR COUNCIL MEMBER

According to the self-nomination form for the Honor Council, it is expected that all members of the Council will behave honorably in all areas of their lives. If there is serious concern that a Council member is not living up to the expectations of their position, then it is the Head of the Upper School (in consultation with the Dean of Students and Senior Chair) who reserves the right to remove that person from the Council.

In the event that the Senior Chair is not living up to the expectations of their position, then the Honor Council reserves the right to bring its concerns to the attention of the Dean of Students, who will investigate the matter.

If a member of the Honor Council or Executive Committee is found guilty of a violation of the Honor Code or Code of Conduct, the student will also lose their position on that committee immediately.

ARTICLE VIII: REVIEW OF THE CONSTITUTION

The Honor Constitution will be reviewed each year. Students and/or faculty can make proposed changes in writing to the Honor Council directly on a specified date before May 1. These students and faculty must be prepared to appear before the Council to explain their proposed changes. The Honor Council will evaluate each proposed change and put changes forth to the student body. The student body will vote on each proposed change separately. The Council will make appropriate changes to the Honor Constitution and the student body will

vote to ratify both the Code of Honor and the Honor Constitution. A plurality vote will determine renewal of the Code of Honor and Honor Constitution, and a signing ceremony for the Honor Constitution will take place each September.

ACKNOWLEDGEMENTS

Throughout the process of writing the Code, the Committee used David B.L. Gould's *A Handbook for Developing and Sustaining Honor Codes*. This handbook served as a template for the Code and provided ideas, insights, and language that helped develop an Honor Code that would work for MKA and its students.

SPECIFIC POLICIES FOR HONOR CODE VIOLATIONS:

MKA strives to foster a community of creative, responsible, and collaborative learners where the ideas of others are acknowledged and respected. Accordingly, we encourage students to engage in the pursuit of knowledge with a clear vision of the importance of intellectual integrity. Cheating and Plagiarism are forms of Academic Dishonesty and are viewed as violations of the MKA Honor Code.

CHEATING:

Cheating is an act to dishonestly or unfairly gain an advantage on a graded or ungraded assessment (or assignment).

Academic Consequences

First Offense: Student receives a failing grade (50) for the entire work in question.

Second and Subsequent Offenses: Student receives a grade of zero (0) for the entire work in question. A zero grade will be given regardless of the length of time since the first offense, whether or not the second violation occurred in the same subject area as the first and whether or not the student is on a formal discipline status (i.e., Open File, Warning, or Probation).

PLAGIARISM

Plagiarism is the misuse of information from any resource due to the failure to give credit to the original author. The use of another's ideas and writings, visual or audio, must be cited as borrowed material from the original creator. **Note that this applies to any work produced by a student whether it is for a class or a co-curricular*

The Modern Language Association defines plagiarism as "the act of using another person's ideas or expressions in your writing without acknowledging the source. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else."

Academic Consequences:

First Offense: Student receives a failing grade (50) for the work in question, and the student must rewrite or redo the assignment and re-submit the revised work for review by their teacher. The grade on the re-submitted work will be averaged with the failing grade, and the averaged grade will become the grade of record.

Second and Subsequent Offenses: Student receives a grade of zero (0) for the work in question, and the student must rewrite or redo the assignment and re-submit the revised work for no credit. A zero grade will be given regardless of the length of time since the first offense, whether or not the second violation occurred in the same subject area as the first and whether or not the student is on a formal discipline status (i.e., Open File, Warning, or Probation).

ACADEMIC DISHONESTY

Some Honor Code violations do not fit directly under *cheating* or *plagiarism* but are actions that are taken seriously by the Honor Council. These Honor Code violations include, but are not limited to, actions such as: copying homework, a lab, the use of Generative Artificial Intelligence technology (e.g. ChatGPT), or other work completed outside of class or compromising the integrity of a testing environment. The academic consequences for this type of violation will have the same consequences outlined above for *cheating*. **Note that this applies to any work produced by a student whether it is for a class or a co-curricular*

Generative Artificial Intelligence (AI) Addendum: For all Generative AI Honor Code infractions, students are required to redo their work, and their new grade will be averaged with 50% (1st offense), or 0% (2nd offense) to calculate the final grade for the assignment. Third+ offenses still require a redo of student work, but the final grade will be 0%. If the redo is not completed within the time frame indicated in the Dean's Letter home at the conclusion of the Honor process, the student will be sequestered to complete the work under supervision.

CODE OF CONDUCT

At Montclair Kimberley Academy students are expected to act in ways that reflect the eight Character Standards, uphold the Code of Conduct, and the Honor Code. Many of the rules and regulations at the Academy are created toward that end and are necessary to simply maintain an atmosphere that is pleasant, orderly, and conducive to learning. While most school rules are outlined in this section, others may be introduced and discussed during the course of the school year. When in doubt about what is the right thing to do, there are two basic rules that students should keep in mind:

- Have respect and concern for the rights and feelings of others.
- Behave in a manner that demonstrates respect for yourself, your family, and your school.

365-Day Rule

As a member of the MKA community, and in order to be able to respond to behavior that could harm other community members or the community, MKA students are expected to behave appropriately on and off campus, whether or not they are engaged in an MKA related activity, and regardless of the place or time of day. This policy is also expressed in the Major Offenses category, and is commonly known as the "365 day rule."

Violations of the Code of Conduct fall into two broad categories: "Minor Offenses" and "Major Offenses."

MINOR OFFENSES

A minor offense is an action or behavior that, while not serious, violates a school rule. Students who commit minor offenses fail to follow these practices:

Arrive to school and class prepared and on time.

- Follow Attendance Procedures
- Abide by the Code of Attire
- Keep appointments with faculty and staff members
- Attend all scheduled academic commitments (e.g., class, study hall, Math Lab, extra help sessions, assemblies, or advisor group meetings)

Be a responsible and respectful member of the school community.

- Do not use profanity or other inappropriate language in school.
- Pay attention in class, school meetings and assemblies.
- Be on time for school, for classes, assemblies, and any required meetings or activities.
- A portable personal music player is defined as any device which plays music through headphones. Portable personal music players may be used in the dining hall, learning lab, library, locker lounge, and, with the permission of the proctor, during study halls. Portable personal music players may not be used anywhere else in the building, including hallways, before, during, or after the school day. Music, videos, etc. may not be played from any device anywhere without headphones.
- Follow fire drill and lockdown procedures.
- Do not trespass on private property in the surrounding neighborhoods.

Follow the Upper School MKA Mobile Device Policy: *Please note that this policy is under review*

- Students must turn off mobile devices during all class periods and community functions (such as assembly, advisor group, etc.) unless specifically directed to use them by a teacher. (NB: This means phones or tablets are off during the time when a student should be in class; texting on a bathroom break, for example, is not allowed.) Should a student choose to bring their cell phone, smart phone, or tablet to class, they need to have it off and away or they can place it on their teacher's desk in the classroom.
- Mobile devices may be safely and responsibly used for time checking, texting, listening to music with headphones, and other silent activities at any time other than those described above.
- Cell phone conversations may only take place outside the building, in the main lobby or by the Weiss Auditorium doors.
- Violation of this policy may result in the device being confiscated, subject to a series of escalating responses, in addition to any academic or disciplinary penalties.
 - 1st Offense: confiscation of the device until 2:55 p.m. and a regular detention is issued.
 - 2nd Offense: confiscation of the device overnight and a regular detention is issued.
 - 3rd Offense: a regular detention is issued and additional consequences as determined by the Dean of Students.

Subsequent violations will be dealt with on a case-by-case basis. If a student's mobile device is

near them and is visible to the teacher during an assessment, the student will earn a failing grade on the assessment and it will be an Honor Code violation.

Use school resources responsibly.

- Keep all common areas of the school (dining hall, hallways, Commons, etc.) neat and safe from obstructions.
- Eat and drink only in areas where allowed.
- Do not play in the gym or use the weight room without supervision.
- Use school computers for academic purposes only (see Acceptable Use Policy in [Tri-Campus Policies](#) section).
- Follow [Parking procedures](#).

Demonstrate self-discipline.

- Refrain from disruptive or disrespectful behavior in class and other school settings.
- Refrain from roughhousing in or around the school building. Refrain from inappropriate displays of affection.

The consequence for a minor offense under normal circumstances may be a verbal reprimand and/or detentions. However, more flagrant offenses (e.g., cutting class/study hall, treating a teacher with disrespect) or repeated minor offenses may warrant Saturday detentions or be treated as major offenses.

DISCIPLINARY LADDER FOR MINOR OFFENSES

The following "Disciplinary ladder" outlines the consequences for a series of minor offenses and the communication between the Dean's Office and parents:

- 1st – 3rd offense (in a semester): Detention and communication home
- 4th offense (in a semester): Detention, communication home, and meeting with the Grade Dean or Dean of Students
- 5th offense (in a semester): Detention, communication home, and meeting with the Dean of Students.
- 6th offense (in a semester): Detention (Saturday or Regular), communication home, and a meeting with the Dean of Students. In addition, a student may be required to appear before the Executive Committee (Repeated Disregard of School Rules). As a result of the Executive Committee hearing, appropriate disciplinary action will be determined and conditions of continued enrollment may be placed on the student.

MAJOR OFFENSES

A major offense is a violation that undermines the morale and integrity of the school community. Major disciplinary offenses can lead to expulsion regardless of whether one is on Disciplinary Probation. Major disciplinary offenses include, but are not limited to, the following:

Any Violation of the Honor Code: All MKA students are expected to understand and adhere to the principles of the Honor Code.

Cutting School or Being Off-Campus Without Permission: Any student who leaves campus during the school day without obtaining the appropriate permission(s) will be considered off

campus without permission (See "Definition of School Day and Academy Grounds").

Repeated Disregard for School Rules: While many students will, at one time or another, commit a minor offense, it is expected that students will make a concerted effort to abide by school rules. Students who continually violate school rules will be subject to major disciplinary action.

Harassment: Any action or actions deemed harmful, dangerous, or disrespectful to any individual member or group of members of the MKA community. This includes hazing; harassment, intimidation, or bullying, sexual harassment, and verbal or physical abuse (See [Tri-Campus Policies](#)).

Menacing Words and Conduct: Threatening words and actions are prohibited. Any actions or speech that threatens another student or faculty member will be taken seriously and may lead to suspension and/or expulsion.

Physical Aggression or Fighting: MKA will not tolerate any act of physical aggression, intimidation, or fighting. All students involved in a fight may be subject to discipline, regardless of who instigated the fight.

To further emphasize the importance of safety, we have included an [Anti-Violence Statement](#) in the Tri-Campus Policies section of the Handbook.

Unsafe Practices or Possessions: In order to ensure the safety of our students, MKA does not allow students to place themselves or others in danger through their actions or possessions. Use or possession of weapons or dangerous devices of any kind is forbidden. This includes but is not limited to the following: guns, ammunition, knives, air rifles, slingshots, paintball guns, throwing stars, and other similar devices. Carrying a replica or facsimile of any of the above would also be considered a major disciplinary offense. To further emphasize the importance of safety, we have included a [Weapon-Free Campus policy](#) in the Tri-Campus Policies section of the Handbook.

Reckless Endangerment: Students may not engage in dangerous pranks or activities that pose a threat to them or other members of the community.

Willful Disobedience of or Disrespect for a Faculty or Staff Member: Because the faculty and staff are entrusted with the responsibility of overseeing the health, safety, and well-being of the students, students are expected to be respectful and cooperative, whether they are in the classroom or anywhere else on school grounds.

Use or Possession of Cigarettes, E-Cigarettes, Vaporizer or related vaping paraphernalia, or other forms of Tobacco: MKA is opposed to smoking and the use or possession of tobacco in any form. Students should be aware that it is a violation of a New Jersey Statute to sell, give, or furnish tobacco or smokeless tobacco to any individual under the age of eighteen. It is also the policy of the State of New Jersey that smoking is prohibited on the premises of schools, colleges, and universities. The New Jersey legislature recognizes that smoking has a deleterious effect upon smokers and is an annoyance and nuisance to a substantial part of the non-smoking public. In support of the public policy and legislation of this State, MKA treats, as a major disciplinary offense, the use or possession of tobacco, or smokeless tobacco, or the furnishing of tobacco, or smokeless tobacco, by one student to another student when this act takes place while

under the jurisdiction of the Academy. Those persons knowingly in the presence of someone using, or in possession of tobacco while on campus or in contiguous neighborhoods, can receive the same penalty. In addition to disciplinary action, MKA will assist in referring the student to an appropriate smoking cessation program.

Any Violation of MKA's Alcohol and Drug Policy: (See [Tri-Campus Policies](#))

Any Violation of Fire Regulations: Including using a lighted flame on Academy grounds or illegally pulling an MKA fire alarm.

Vandalism or Theft: Intentional destruction or theft of Academy property or the property of others or the possession of stolen property.

Any Major Violation of the Acceptable Use Policy for Technology: (See [Tri-Campus Policies](#))

Bias Incidents Including Hate Speech: As a member of the MKA community, you are expected to adhere to MKA's Mission and Character Standards (See [About MKA](#)).

In keeping with those standards, bias incidents including hate speech are prohibited. Bias incidents are defined as behaviors, communication, or physical expression explicitly or implicitly motivated by intolerance, prejudice, or stereotypes against someone's perceived or actual identity.

Hate speech is defined as demeaning speech, imagery, gestures, or conduct regarding a person's perceived or actual race, ethnicity, national origin, religion, gender, gender identity, social position, physical or intellectual disability, or sexual orientation. Hate speech can also be directed towards a person because that person associates with an individual who falls within any of the aforementioned categories. Hate speech directed at an individual or a group, and that creates or contributes to an intimidating, hostile, or offensive educational environment or intentionally inflicts emotional distress, will not be tolerated. This includes (a) comments about an individual's perceived or actual identity and (b) comments supposedly made in jest, whether intended or not, and whether spoken, written, or in any online forum.

The history of the *N-word* in American society makes it an example of particularly egregious hate speech. In terms of life at MKA and all interpersonal interactions, use of the N-word is prohibited – as is any other hate speech in any form, such as the swastika and other examples too numerous to list.

MKA strongly encourages students who believe that they have been a target of, or witness to, an incident of bias or hate speech to report the incident to the Head of Campus, an appropriate administrator, or a trusted adult.

When a bias incident or hate speech occurs, the school may immediately separate a student from the community while the severity and the implications of the offense are being investigated and determined.

Conduct Unbecoming of an Academy Student or Detrimental to the Reputation of the Academy: As a member of the MKA community, MKA students are expected to behave appropriately on and off campus, whether or not they are engaged in an MKA related activity,

and regardless of the place or time of day. In addition to the offenses outlined above, any conduct that is inappropriate or detrimental to the reputation of the Academy may lead to minor or major disciplinary action, including expulsion in cases of sufficient severity, even if it occurs off campus. Examples include, but are not limited to, the following:

- Any inappropriate behavior (e.g. loitering, littering, smoking, speeding) in the area on and adjacent to each campus and encompassing the private homes and apartment buildings in the vicinity of the school.
- Any involvement in or presence at a party or other activity where alcohol and/or drugs are present. A student who is knowingly in the presence of another who uses or possesses drugs, drug paraphernalia, or alcohol may be in violation of the school's Alcohol and Drug Policy (See [Tri-Campus Policies](#)). However, a student who acts responsibly and/or seeks help for someone who may be under the influence of a controlled substance may not be charged with a major disciplinary offense.
- Any behavior such as fighting, acts of physical aggression, menacing or harassing behavior, including Internet communications, which is intended to intimidate others.
- Any violation of the criminal laws or a juvenile offense which comes to the school's attention, regardless of whether or not it is listed as a disciplinary offense.

This policy applies to new students whose behavior will be measured by MKA standards from the time that an enrollment agreement is signed. In the event of sufficiently egregious behavior, an enrollment contract may be withdrawn even if the behavior in question occurs before the beginning of the new school year.

CONSEQUENCES FOR CODE OF CONDUCT OFFENSES

Students are expected to be familiar with the rules of the school. In addition, students are expected to be aware of the consequences of violating school rules. Students who violate school rules should expect to be confronted and held accountable by faculty, staff members, and administrators.

Consequences for Code of Conduct offenses include but are not limited to the following:

Verbal Reprimand: When a student commits a minor offense, a faculty or staff member may choose to simply reprimand the student and/or ask the student to correct the behavior.

Detention: In addition to being reprimanded or being asked to correct their behavior, students may be assigned one or more detentions by a faculty or staff member for any minor offense. Detentions are served at 7:30 a.m. and include a reflection activity. Any student who does not serve their detention by the due date, may be assigned an additional detention. Students need to arrive on time and in dress code.

**Detentions may be served in an alternate way under the discretion of the Dean of Students.*

Saturday Detention: For more flagrant or repeated minor offenses, students may be assigned one or more Saturday detentions. This detention begins at 9:00 a.m. and ends at 11:00 a.m. Saturday detentions include a reflection activity. If religious or cultural obligations conflict with Saturday detentions, please see the Dean of Students.

Community Service: As an alternative to detention, students may be assigned some form of

service for the community. This may be assigned as a particular task or it may be assigned as a certain amount of time.

Consequences for major offenses may include any of the above consequences as well as the following:

Disciplinary Diversion Program: This program is designed to be a support system for students who have received some disciplinary action. By the terms of the Program, students are required to attend at least three counseling sessions with the school counselor. The focus of these sessions is to help the student understand their feelings about the inappropriate behavior, as well as about the school's actions. After the sessions have been completed, the counselor will make recommendations, as appropriate, regarding any further steps to be taken to support the student.

Restorative Justice*: Restorative Justice emphasizes repairing the harm caused by hurtful behavior. It is best accomplished through facilitated, cooperative processes that allow all willing parties to meet face-to-face or through some other means. This can lead to transformation of people, relationships, and communities. In certain situations, this practice may be employed when the MKA community or members of the MKA community experience harm or are made to feel unsafe by another member of the Community. MKA will consider the needs and wishes of those harmed as a primary focus of the Restorative process.

**Definition based on the Center of Justice and Reconciliation*

Dean's Letter: This letter serves as notice that a student has broken a school rule. It is a record of that offense without an official disciplinary status attached. If a similar issue occurs in the student's career at MKA, the response will be necessarily more severe.

Open File Status: In certain cases, an "Open File" is created which states that if a similar offense (e.g. cutting school) is committed while enrolled at MKA, regardless of Warning or Probation status, the student may be expelled.

Disciplinary Warning: Disciplinary Warning status is notice to students and parents that the conduct of a student has placed in jeopardy their continuation as an MKA student. A student may be placed on Disciplinary Warning for a specified period of time after commission of a major disciplinary offense or the commission of a series of minor offenses.

Disciplinary Probation: Disciplinary Probation status is notice to students and parents that the conduct of a student has placed in jeopardy their continuation as an MKA student and that they will need to answer yes if a college asks if they have ever been on probation. A student may be placed on Disciplinary Probation for a specified period of time after commission of a major disciplinary offense or the commission of a series of minor offenses.

Students are representatives of MKA when involved in all aspects of school life including co-curricular activities, athletic team membership, clubs, and performing arts events. As such, they should be representatives in good disciplinary standing. Students who are on Disciplinary Warning or Probation:

- May not be eligible to serve or continue to serve as Class Officers, Team Captains, House Captains, or to hold major leadership positions in the MKA community, including status

- as a Peer Leader;
- May not be eligible for consideration for selection to the Cum Laude Society or for major leadership award recognition; and
- May be ineligible for Senior Privileges and/or an Independent May Term Project.

Suspension from School or School-Related Activities: A student can be immediately suspended with or without a hearing by the Head of Upper School and/or designee where their continued presence endangers themselves or other students or is required by the severity of the offense. In the case of an immediate suspension pending a hearing, the hearing will be scheduled as soon as possible. During the period of suspension, a student must meet all academic requirements. In some cases, a student may be allowed to attend school, be suspended from participation in co-curricular activities, or be restricted during free time throughout the school day.

Withdrawal: In certain cases, MKA may offer to permit a student to withdraw from school rather than to go through a disciplinary process that may lead to expulsion. Under these circumstances, the withdrawal is unconditional and final.

Expulsion: There are some offenses that if committed so undermine the trust and wellbeing of the community, that separation from the Academy will most likely occur. Major offenses can lead to expulsion regardless of whether or not one is on Disciplinary Warning or Probation. These offenses include severe major disciplinary offenses, disciplinary offenses committed while on Disciplinary Warning or Probation, violation of Open File Status, and a major violation of the Drug and Alcohol Policy. The decision to expel is made by the Head of Upper School, after a hearing by the Executive Committee or a waiver of that process.

THE COMMITTEE STRUCTURE OF THE DISCIPLINARY SYSTEM

I. EXECUTIVE COMMITTEE

An MKA student is entitled to a hearing before any major disciplinary action, including expulsion, is taken. However, the school reserves the right to take disciplinary action against a student without a hearing, under severe circumstances, as determined by the school in its sole discretion. In the event of a hearing, this hearing will be conducted by the Executive Committee and will include four students, including the Senior Chair, and four faculty members. In certain cases, it will consist only of the faculty members of the Executive Committee (see [Section IV](#)). It will be chaired by the Dean of Students (or their designee).

Students elect committee members; the Head of Upper School appoints faculty committee members.

The Executive Committee will consist of the following individuals:

- 4 Seniors (including the Senior Chair)
- 4 Juniors
- 5 Faculty
- The Dean of Students (non-voting)
- An Additional Administrator to take notes (non-voting)

II. THE ELECTION PROCESS OF THE EXECUTIVE COMMITTEE

SECTION A: NOMINATIONS

Students and faculty interested in serving on the Executive Committee will nominate themselves for consideration. A nomination form will be available from the Upper School Office during the spring. The form requires completion of the following information:

- (1) The student's name and grade level or the faculty member's name; and
- (2) the following questions:
 - (a) Why do you want to be on the Executive Committee?
 - (b) In your opinion, what is the value of the Code of Conduct in Montclair Kimberley Academy's School Community?

Student nomination forms will be submitted to the Executive Committee and faculty nomination forms to the Head of the Upper School. Approximately one week later, the student candidates for the Executive Committee will be presented to the appropriate grade level, and voting will take place during the spring with the Student Government and Honor Council elections (See Section C). The faculty candidates will be selected by the current administration during the spring. Election results will be effective immediately.

SECTION B: RESTRICTIONS

A student may not run for a position on the Executive Committee if:

- They are already on a formal "status" at school (honor, academic, or discipline, be it Open File or Warning or Probation status).
- They are already elected to serve on the Student Government as a class president, the President or Vice President of the Student Body, or the Honor Council. The time commitment required for these positions would compromise the integrity of the Student Government, the class officer positions, the Honor Council and the Executive Committee.

SECTION C: VOTING PROCEDURES FOR STUDENT MEMBERS

Voting will be a two-stage process.

During the first stage:

- The Executive Committee votes on which student candidates will continue onto the second round, based on the applications. This will narrow the pool of candidates to a reasonable number by the review of the Executive Committee. Ideally, the preliminary vote will offer twice the number of candidates for the positions (e.g., eight candidates for four positions).
- All candidates will then need to present a speech in front of their entire grade at a Class Meeting.
- If there are not enough applicants from a given year, the number of slots may be filled with students from the other grade level.

During the second stage:

- Four junior candidates will be voted on in the spring of their sophomore year. These four elected students will serve a two-year term.
- The Senior Chair will be appointed by the Dean of Students and must have served on the Executive Committee for a minimum of one year at some point in their MKA career.
- No more than four students will serve on any one case.

III. REMOVAL OF AN EXECUTIVE COMMITTEE MEMBER

If there is serious concern that a Committee member is not living up to the expectations of their position, then it is the Head of the Upper School (in consultation with the Dean of Students and Senior Chair) who reserves the right to remove that person from the Council.

In the event that the Senior Chair is not living up to the expectations of their position, then the Executive Committee reserves the right to bring their concerns to the attention of the Dean of Students, who will investigate the matter.

If a member of the Honor Council or Executive Committee is found guilty of a violation of the Honor Code or Code of Conduct, the student will also lose their position on that committee.

If a member of the Executive Committee voluntarily resigns, another candidate will be voted in to take that member's place in accordance with the procedures set forth in Article II, Section C.

IV. PROCEDURE FOR HANDLING MAJOR OFFENSES

Students on the Executive Committee shall not hear matters pertaining to bias, sexual assault, sexual misconduct, sexual harassment, or cases, in the judgment of the Dean of Students and in consultation with the Head of Upper School, that are otherwise inappropriate. Cases pertaining to bias, sexual assault, sexual misconduct, or sexual harassment shall be heard by the faculty members of the Executive Committee. Similar to the procedure outlined below, a recommendation from this group will be forwarded to the Upper School Head, where a final decision is rendered. For all matters in which a hearing will be conducted before the Executive Committee, the student and parent(s) will be notified in writing. The Notice shall include the date of the Executive Committee hearing and the charges.

The Committee will hear the facts of the case from such a variety of sources as it deems appropriate, which may include both students and faculty. The student may be represented by their faculty advisor or an agreed upon designee, but parents are also welcome to attend. It is a student's obligation to cooperate with the Executive Committee. Failure to cooperate or testify honestly, under the Code of Honor, will be considered a separate major disciplinary offense, and if a student is found guilty of being dishonest with the Committee, they risk immediate expulsion.

Following the hearing, the Executive Committee will then meet in closed session to reach its determination. If a student is found guilty of a major offense, the Executive Committee may recommend a variety of disciplinary actions, up to and including expulsion. The Executive Committee will forward a disciplinary recommendation to the Head of Upper School. The decision to expel is made by the Head of Campus. An appeal of the final decision may be made to the Head of School in writing, within 48 hours of the final decision. The request for an appeal

shall consist of the substance of the allegations, the reasons why the student believes the matter should be appealed, and a copy of the final decision.

Under certain circumstances the Head of Upper School (or designee) may offer a waiver of an Executive Committee hearing. These circumstances include, but are not limited to:

- Cases involving sensitive issues that are inappropriate to share with a jury of students and faculty;
- Cases in which the student's transgression and appropriate disciplinary action are clearly evident to all parties involved;
- Times when it is impractical to convene the Executive Committee.

A waiver may be recommended by the Dean of Students (or designee) and granted by the Head of Upper School (or designee). A waiver will be offered in writing, signed by parents, with clear identification of who has granted the waiver. The Head of Upper School (or designee) determines the disciplinary consequences in a waiver case.

V. DISCIPLINARY REVIEW PROCESS

The status of a student on Disciplinary Probation, Warning, or Open File is reviewed at the end of their term, which is specified when they are placed on Probation, Warning, or Open File. At these times, the Review Committee will consider the nature of the offense, the length of term, and the student's progress during the time of sanctions. The Review Committee will make one of the following decisions:

- The student will remain on Disciplinary Probation, Warning, or Open File for the next semester.
- The student will be removed from Disciplinary Probation or Warning with Open File Status.
- The student will be removed from Disciplinary Probation, Warning, or Open File.

The Review Committee membership includes the Dean of Students, Dean of Student Life, Upper School Counselor, the senior faculty member from the Executive Committee, and the Senior Chair of the Executive Committee.

Confidentiality: *MKA believes in maintaining confidentiality in matters of discipline and will not discuss, or disclose, Code of Conduct cases, or outcomes, with the community at large. However, some major code of conduct violations may violate the trust of the community to such an extent that information of those cases may be shared with those involved and/or the greater MKA community. The decision to disclose information of such violations is at the discretion of the Head of Campus and Head of School.*

STUDENT LIFE:

ACADEMICS

Please refer to the Upper School Curriculum Guide for the information about graduation requirements, course registration, academic status, academic support, and other academic information.

ADVISORS

At MKA we believe the Advisor System is a key component of the traditional independent school experience, helping to educate each "whole child" in our care. Each student is assigned an advisor to serve as the central point of contact with parents. The advisor/advisee pairing aims to help students achieve self-efficacy as members of the Upper School community; additionally, it can help to address or head off academic, social, or behavioral problems. The primary role of the advisor is to:

- Be attentive to the academic, social, and behavioral development of the students they advise;
- Be an advocate and resource for these students;
- Serve as a communication link between home and school;
- Provide a comfortable forum to discuss age-appropriate issues.

Our teachers and advisors are encouraged to foster caring relationships with their students and maintain frequent contact with parents. Parent contacts may be made by phone, email, mail, or in person. Parents will be contacted as needed if there is a social, behavioral, or academic concern about their child.

ATTENDANCE

In order to take full advantage of the opportunities available to them at MKA, students are expected to be active and responsible learners in the school community. A student's first and foremost responsibility is to be in school on time and on a regular basis. This includes classes, advisor group, assembly, extracurricular activities, and any special events that may occur during the course of the school year. It is expected that parents will make every effort to see to it that their children are in attendance and on time for school on a daily basis. Should MKA be in a remote or partial capacity learning environment, Attendance policies may be adjusted.

Absences and Credit:

A good attendance record is important because it enhances a student's opportunities for success. A parent will be contacted when a student's absence pattern is of concern to the school. Under certain circumstances, course credit may be altered.

Attendance Procedure:

Attendance is taken at the beginning of the first period and in each class throughout the day. Students who are free during the first period must sign in by 8:15 a.m. in the Main Office. Parents must notify the school at 973-783-8300 or usattendance@mka.org by 8:15 a.m. if a student is going to be absent that day. Students may be assigned a detention each time they or their families do not follow attendance procedures.

Excused Absences:

The following absences are excused; a parent must **call 973-783-8300, or email usattendance@mka.org by 8:15 a.m.** to report the reason for an absence for any of the following matters:

- **Illness:** If a student is absent from school due to illness, they may not be on campus for, and may not participate in, any school-related activities that day, unless given permission by the Academic Dean or Dean of Students. Absences of four or more

consecutive days because of illness require that a doctor's note be supplied to the school nurse for re-admittance to classes on the day of return.

- **Emergency:** A parent must contact the school in the usual way for sudden family emergencies, such as funerals.
- **Medical appointments:** A doctor's note must be presented to the Registrar upon the student's return to school.
- **Mental Health Day:** Upon return to school the student will have a scheduled meeting with our school counselor.
- **Religious or cultural holiday:** Students are responsible for notifying their teachers in advance by filling out an EXCUSED ABSENCE form, which requires a parent's signature. See the [Tri-Campus Religious and Cultural Holidays Policy](#) for more information.
- **Driver's tests:** Students are responsible for notifying their teachers in advance by filling out an EXCUSED ABSENCE form, which requires a parent's signature.
- **College visits:** Students are responsible for notifying their teachers in advance by filling out an EXCUSED ABSENCE form, which requires a parent's signature.
- **School-related:** Some school-related activities may require a student to be absent from one or more classes. These absences are excused only if the student has direct permission from each teacher in advance. Arrangements to make up work missed must be made with teachers in advance. Such activities include academic contests, AP exams, athletic contests, field trips, and rehearsals.

Unexcused Absences:

Extended vacations, family trips, and days off to complete school work are all strongly discouraged and are therefore unexcused. An unexcused absence means that the school does not guarantee that students will be permitted to make up missed assessments or assignments, or that teachers will be available to help students. In particular, students should be aware of the situation they create if they stay home to complete school work while their peers adhere to academic deadlines.

Planned Absences:

When a student knows in advance that they are going to be absent from school, whether an absence is excused or unexcused, the school must be notified in advance. Students must pick up a PLANNED ABSENCE FORM in the main office from the Registrar. The form must be completed and signed by the student's teachers, advisor, and a parent and then returned to the Registrar at least *one day before the absence*. Students who fail to do so may receive a zero on assessments taken during the absence and/or forfeit their right to make up work missed as a result of the absence. In addition, failure to follow these procedures may result in detention.

The spring semester for MKA seniors is a special time for students and teachers; this is a time that is cherished by faculty members who want to help send our seniors off to May Term on a positive note and with a few more lessons to take with them after MKA. Teachers plan lessons

expecting their classrooms to be full and for meaningful work to occur. MKA does not condone a “senior skip day” at any time of the year, and with the brevity of the second semester for seniors, each class meeting becomes even more valuable. Absences from school should only happen if a student is too ill, on a college visit, or some other excused absence. We hope that MKA families will partner with the faculty to help our seniors get everything they can from the academic and student life opportunities on campus before they enter the rank of MKA Alumni.

Excessive Absences:

While absences from school may occur from time to time due to illness or other reasons, as noted in the above sections (planned/unplanned, excused/unexcused), MKA places a high value on the classroom experience that students and teachers share. It is the expectation of teachers and advisors that a student will be in school as much as possible, and will be proactive in making up missed work when a student is absent from school. Since what cannot be made up is the daily classroom experience, when a student’s attendance has compromised their success in a course, and/or is a concern for other reasons, they may be required to have a meeting with the Dean of Students and/or the Academic Dean to discuss their attendance record and any related issues.

Tardy Policy:

It is expected that students will arrive at school early enough to begin classes on time. Students who arrive at school after 8:00 a.m. must sign in at the desk in the Main Lobby. The following reasons for being late to school in the morning are excused and will not result in disciplinary action: late school buses, medical appointments (if the student has a doctor’s note and the parent has called by 8:15 a.m.), and driver’s tests (if the student has filled out an excused absence form in advance).

All other tardies will be unexcused and may result in disciplinary action, regardless of parental permission for the lateness. Students who miss class as a result of being late to school must see their teacher(s) before leaving school that day, and they may not be allowed to make up any missed work if the tardy is unexcused. Students who are not in school by 9:00 a.m. or miss class during the day are not allowed to attend or participate in school activities that day or evening unless given direct permission by the Academic Dean or Dean of Students. Tardies will be treated in the following manner:

- 1st and 2nd tardy – recorded in the Dean of Students’ office and message to the student explaining the ladder for consequences. No notification sent home.
- 3rd and subsequent tardies – recorded in the Dean of Students’ office and a detention is assigned with a letter sent home.

Early Dismissal:

Because the school is responsible for knowing the whereabouts of students during the school day, parents must notify the school in advance if a student needs to leave school for a medical appointment or any other reason. Before leaving, the student must speak directly to the Nurse, Registrar, other Staff member, or an Administrator who will account for the early dismissal. *Any student who is feeling ill and wants to go home is required to report to the nurse.* In these cases, the nurse will authorize dismissal after contacting the parent and will inform the Registrar, other Staff member, or an Administrator. Failure to follow these procedures may result in disciplinary action.

CODE OF ATTIRE

MKA's Dress Code is guided by three principles:

Rationale:

- It has a seriousness of purpose
- It is gender non-binary
- It is equitably enforceable

Regular Dress Code:

- Collared shirt - oxford style, polo, rugby, or turtleneck
- Pants/ Shorts/ Skirts - corduroy, khaki, cotton, or dressy
- Shoes- sneakers, closed toe shoes, sandals, or boots
- **NO:** leggings, sweatpants, see through, torn or cut-out clothing, flip flops, hats, or offensive slogans
- Optional tie

*MKA (or plain) sweaters, sweatshirts, or light jackets; crew neck, v-neck, or button-down sweaters; or blazers- **These items need to be worn over dress code attire.**

Academy Dress:

- White or blue oxford style short or long-sleeved shirt
- Dark color dress pants or skirt
- Dress shoes
- Dark blazer or sweater (optional)
- Optional Tie

Spirit Friday:

- Jeans, dress code bottoms, or denim capris/skirt
- MKA top (needs to be visible)
- Or regular dress code

Commencement Dress:

For Commencement, graduating seniors must dress as follows:

- White button-down shirt, navy blazer, medium gray trousers, and dark dress shoes.
- A white dress of appropriate length or a white pantsuit with white or neutral dress shoes.
- Blue or green MKA tie for those students identifying as male.

The school will provide each student with their choice of a boutonniere or a long-stemmed rose to carry.

Body Piercing, Tattoos and Other Policies:

Body piercing (nose, lips, tongue, eyebrow, etc.) for non-religious purposes is discouraged. If a student chooses to wear a nose ring, only a small post should be worn in school. All other visible signs of body piercing, except for small earrings, are discouraged in school. For safety reasons, no body jewelry should be worn during Physical Education classes or athletic activities. Visible tattoos are discouraged.

CULTURE OF CONVERSATION

Our mission statement promises to graduate students with vision who exhibit “personal engagement with the world,” understand “human complexity,” and possess “a sense of humility and compassion.” We are committed to cultivating and maintaining a *Culture of Conversation* in our school by equipping students to have face-to-face dialogue with people with whom they agree and disagree. We encourage students to explore and understand the responsibility that comes with freedom of speech so they may recognize that this does not free them from the consequences of its impact. This commitment demands that we actively work to create a school culture where community members lean into challenging conversations, listen with kindness and empathy, speak thoughtfully, and repair relationships when missteps occur. Intentional training in and practice of conversation is essential to realize the promise of our mission to cultivate students’ responsibility as citizens and leaders. We believe that a commitment to a *Culture of Conversation* strengthens deep-rooted, core aspects of our school and our underlying dedication to promoting authentic learning in all of our spaces. Building a *Culture of Conversation* reinforces our commitment to graduating students who capably enter the world as ethical leaders.

Upper School Conversation Norms:**WE WILL...****SUSPEND JUDGEMENT OF OURSELVES AND OTHERS.**

Acknowledge that we all need grace for our ideas to grow and evolve. Free yourself to process while you think, and extend that freedom to others as well.

LISTEN TO LEARN.

Seek to understand others’ views. Be fully present in mind and body.

SPEAK THOUGHTFULLY AND ACT INTENTIONALLY.

Speak for yourself and from your own experiences and learning. Ask questions instead of making guesses; critique ideas, not people.

SPEAK UP AND STEP BACK.

Allow everyone the chance to speak. Be mindful of the time and space your voice occupies.

AGREE THAT LEARNING LEAVES, BUT STORIES STAY.

Honor the confidentiality of others. Take responsibility for creating an environment where everyone can contribute and learn without worry.

DEFINITION OF SCHOOL DAY/DISMISSAL POLICIES

The school day is defined as 8:00 a.m. – 2:55 p.m. *All Community Meetings (Advisor Group, Monday Meetings, Assemblies, Synergy, Tuesday Talk, etc.) are required for students to attend. Students are unsupervised after 2:55 p.m. and may leave campus.* Seniors with “senior privileges” may leave campus during the school day but must return for all commitments (classes and Community Meetings); Seniors and Senior parents will receive a Senior Privilege Contract prior to the beginning of the school year that includes more details and times during the day when these seniors are permitted to leave campus. MKA assumes no responsibility for students once they leave campus.

DEFINITION OF ACADEMY GROUNDS

Academy grounds are defined as the land encompassing the school buildings west of Lloyd Road and between Parkhurst Place and the Head of School's driveway. Anywhere else will be considered off campus including behind the parking lot in the rear of the school. With the exception of the supplemental period, students are not allowed to be off-campus during the school day unless they have received direct permission from the Head of Upper School, the Assistant Head, Dean of Students, Academic Dean, or the Dean of Student Life.

PARKING

Because of the limited availability of parking space on campus, parking on the hill (Lloyd Road) and in the Walden Place Lot is reserved for faculty, staff and students in their senior year at MKA. Seniors must obtain parking stickers from the reception desk in the Main Lobby of the Upper School. Any cars parked on campus without a valid parking sticker may be ticketed and/or towed at the owner's expense.

Most Upper School faculty and staff have assigned parking spaces behind the Upper School. Cars parked in the back lot that do not have a valid MKA Faculty/Staff sticker may be ticketed and/or towed at the owner's expense.

Parents and Visitors Parking:

On-campus parking for parents and visitors to the Upper School will be limited to the spaces available on Lloyd Road (excluding the spaces marked “Admissions” or “Faculty”) and Walden Place (adjacent to Van Brunt field).

Student Parking:

In order to park on campus, students must have a valid MKA parking sticker visible in the rear window of their car. Parking is available on a first-come, first-served basis for **Seniors** in the Walden Place parking lot and on Lloyd Road (excluding the spaces marked “Admissions” or “Faculty”). Only Seniors may park in these locations.

Students must enter and exit the Walden Place parking lot from Bloomfield Avenue, not South

Mountain Avenue. There is a private driveway reserved for residents of the South Mountain apartments. Any students who use this driveway will be subject to disciplinary action. Because they will not be able to park on campus, we urge underclassmen to make every effort to avoid having to drive to school. However, those underclassmen who must drive to school will have to find parking in the surrounding neighborhoods. MKA does not assume responsibility for fines or expenses incurred as a result of parking violations or motor vehicle vandalism.

SENIOR PRIVILEGES

The senior class may be granted specific “senior privileges.” Senior Privilege contracts must be signed by seniors and their parent(s) in order to receive privileges. Once granted, individual or class privileges may be revoked at any time. Senior privileges will be revoked if a student does not serve their detentions in a timely fashion, if the student receives three tardy detentions, or as requested by the Senior Dean or other Administrator.

TRANSPORTATION POLICY AND WAIVER FORM

Upper School students and student-athletes are required to take the bus provided by the school to school-issued events, field trips, and games on game days in furtherance of promoting community, safety, punctuality, and efficiency for all students and teams. In the event a parent elects to transport the student home directly after an event or game, the student and/or parent must notify their teacher or coach before the game, and the parent/guardian must be physically present at the event or game when it is time to leave. Student transportation from events and games via ride-share services is not permitted. Parents/guardians and students must acknowledge that it is their responsibility to establish acceptable transportation modes by filling out the [Upper School Transportation Waiver Form](#).

STUDENT SERVICES:

ALTERNATE ACADEMIC PROGRAMS

Students interested in applying to an off-campus program must meet with the Academic Dean in advance to ensure that the receiving school is one that MKA pre-approves. The best time for a student to be off campus for a semester is during junior year. Once students are notified of MKA’s approval, they may apply; their parents must inform MKA’s Chief Financial and Operating Officer in writing. It is school policy to allow a **maximum of three half-year tuition grants per academic year** for alternate academic programs. Students may be eligible for a grant, depending on how many applicants there are in a given year. If there are more than three applicants, the school determines how the grants will be distributed.

COLLEGE COUNSELING OFFICE

The College Counseling Office (CCO) provides information and services related to the college process beginning in the freshman year and continuing beyond graduation. Staff members are readily available to meet individually with students and parents to assist them in making sound educational decisions during their four years at the Upper School. In addition, families are strongly encouraged to attend various CCO informational programs offered throughout the year. Although the formal college search process starts in the winter of junior year and continues through senior year, students and parents are welcome to stop by the office at any

point in their Upper School careers.

LOCKERS

MKA provides students who ask for one with a locker for books and other belongings. In addition, lockers are available in the gym area for use during Physical Education classes and athletics. For those students who wish to have a locker in the Commons, outside of the main office, those lockers come with built-in locks. Defacing lockers is considered a major offense and is subject to disciplinary action. The school reserves the right to search lockers. In addition, students will be held responsible for the cost to repair or replace lockers that have been damaged or vandalized. Health and Safety guidelines may limit or eliminate the use of student lockers.

STUDENT ACTIVITIES

Since the Academy believes that every moment spent outside the classroom is as important as the moments spent inside, we offer a variety of team sports, clubs, community engagement initiatives, arts offerings, and opportunities for student leadership. It is important, however, that students who wish to take advantage of these offerings utilize good time management skills to ensure their academics do not suffer as a result of their extracurricular commitments. If a teacher feels that a student is not fulfilling their academic responsibilities, the teacher may ask the student to miss all or part of a co-curricular activity on any given day to receive extra help or to fulfill their academic commitments. In such a case, the teacher may write a note to excuse the student from their co-curricular commitment.

Because the Academy believes that important lessons are learned through involvement in student organizations, the Academy allots specific times each week during the school day for club activities and meetings. Meetings and activities may also be scheduled at other times by the student activity advisor. Students are encouraged to be active in at least one student organization and to utilize these organizations as opportunities to broaden their experiences and to develop leadership skills. The following student activities are currently offered at the Upper School. Some organizations are student-led, and most, but not all, meet during the school day once per week. All questions should be directed to [Ms. Kerry Verrone](#), Dean of Student Life.

GENERAL INTEREST CLUBS: Upper School clubs and organizations add to the joy and balance that students achieve at MKA, enabling them to develop personal interests alongside leadership skills. In a supportive and collaborative environment, these opportunities generate school spirit, foster personal growth, and encourage responsibility for the greater community.

Upper School Clubs include: *Architecture Club, Art Club, Astronomy Club, Book Club, Chess Club, Entrepreneurship Club, Ethics Club, Finance Club, Future Nurses & Physicians, MKA TV, Model United Nations, Philosophy Club, and STEM.* (View the [full list](#) of Clubs and Organizations.)

The following policies apply to participation in student activities:

- Any student found guilty of a major disciplinary offense while a member of a student club, activity, or leadership organization may place their position and/or membership in that student group in jeopardy.

- Any student on Honor or Disciplinary Warning or Probation may not run for an office in any student organization.

School publications, academic teams, clubs, and special interest groups are granted charters for operation on campus provided minimum membership and participation requirements are met. Proposals for new student organizations must be submitted to the Dean of Student Life in writing, and they will be reviewed and approved by the Dean of Student Life, student groups, and Head of Upper School.

SPECIAL PROGRAMS

House System: The MKA House System is an intramural program that divides all Upper School students, faculty, and staff into four houses – Bradley, Monjo, Strong, and Walden – that draw their history from the founding of the school. The House System fosters relationships between all segments of the Upper School community, helping to create an inclusive environment for students, regardless of affiliation, from the moment they enter the school.

Using varied and non-traditional means, the House System celebrates individual and group talent, creativity, and spirit, allowing students to express and enhance their connection to the MKA community. Each house is led by four senior House Captains and two faculty advisors.

Not intended to support or extend academic or extracurricular programming, the House System offers ongoing opportunities for the community to be together, to build positive memories, and to enjoy each other's company unabashedly.

Evening and Weekend Programs: Throughout the course of the school year, MKA will also offer a number of evening and weekend activities on campus such as dances, pep rallies, movies, etc. Friday evening "Club Nights" are planned and sponsored by student organizations with support from parents and faculty advisors. Once a student leaves an evening or weekend activity, they are not allowed to return. Students may not bring friends from outside the school to such an activity unless given direct permission to do so.

Parents and faculty members work together to provide safe, chaperoned social activities for students off campus, such as ski trips, trips to amusement parks, theatrical performances, etc.

GLOBAL PROGRAMS AND STUDENT TRAVEL

MKA believes that international travel experiences, that in large part extend from and expand upon the Upper School curriculum, are an essential part of a secondary student's preparation for success in college and for life in the 21st century. Both classroom and international experiential learning enable students to build bridges between their community and other communities, countries and cultures, and to both gain knowledge and develop empathy. Members of the MKA community who participate in these experiences will strive to answer the Essential Question: "How can I be an engaged member of a global community?"

Examples of the programs offered include Development by Design: Croatia, England by the Book, Clean Energy Futures: Iceland, Domestic and International Community Building, Chile Exchange, China: Tradition and Culture, Global Leadership in Tanzania, or Backpacking and Wilderness First Aid. All trips aim to broaden our students' worldview and cultivate a love of learning through balancing what one learns in the classroom with engagement and experience

in the real world, by creating opportunities for them to have life-changing experiences, and by providing opportunities for our students, in the classroom and in the real world, to develop an awareness of themselves as global citizens.

While traveling, MKA students are expected to be ambassadors of their country and of MKA, and are expected to abide by all school rules while abroad. In the event that trip forms are not completed and returned before any (abroad or otherwise) school trip, the student may not be permitted to travel. MKA asks for authority to obtain emergency medical care for students as part of the trip forms. If the parents are unwilling to grant this permission, the child may be refused permission to take the trip. Tuition accounts must be in good standing in order to apply for and attend any global program. **The decision to run a program is contingent upon student enrollment, staffing availability, and the safety and security landscape.**

ETHICAL LEADERSHIP AND COMMUNITY ENGAGEMENT



Through hands-on, real-world experiences, MKA students cultivate empathy, develop a deeper understanding of social responsibility, and recognize their power to effect positive change. Whether they are volunteering locally, leading school-wide initiatives, or partnering with organizations beyond MKA's walls, students are encouraged to listen, act, and reflect. Through authentic learning experiences, students develop lifelong social-emotional habits and learn to partner with others to make a difference within a community as Ethical Leaders.

MKA students will:

Use Dialogue to establish relationships with community partners that provide insight into the partners' perspectives and needs.

Act on the understanding of their responsibility as citizens to positively impact a community.

Reflect to foster personal growth and refine their strategy for impact.

Key Definitions:

Service: members of the community giving of their time freely and without any payment to help a non-profit organization or individual in need, community outreach.

Fundraising: the process of soliciting and gathering contributions as money or other resources, by requesting donations from individuals, businesses, charitable foundations or governmental agencies. (en.wikipedia.org)

In-school Service: student service that is provided for particular functions or divisions within the MKA community.

School-sponsored Service: service opportunities that are provided for MKA students by the school itself. These opportunities are developed and managed by MKA faculty or other adults within the community.

Community Engagement Graduation Requirement:

9th: Common Experiences (= MKA provides these opportunities for students during the school day.)

10th: Common Experiences + Self-Directed *Exploration*: 2+ causes/organizations
(= 10+ Hours Total)

11th: Common Experiences + Self-Directed *Commitment*: 1 cause/organization
(= 20+ Hours Total)

12th: Common Experiences + May Term

Details:

- MKA's "Service Year" runs from May 1, 2025 - May 1, 2026
- Service must be in support of a non-profit or government organization..
- MKA-Sponsored Service (Common Experiences, Weekly Outreach Trips, Service Saturdays, Global Experience Trips, etc. are automatically updated on MobileServe.
- For all external service, students must document their work via the MobileServe app.
- See the MKA in the Community Upper School Brochure for service opportunities.

MKA Community Engagement defines "service" as unpaid acts that benefit the outside community; specifically, it is work performed by student volunteers for government or non-profit organizations to address a variety of causes (see UN Sustainable Development Goals, below). A non-profit has a 501c3 tax status and does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.

Some exceptions that may or may not count as service:

- Work for a political action committee or a political campaign does not count as service. Clarify the particular tax designation of a politically-oriented organization before you do hours for them.
- Counselor-in-training work does not count as community service.
- Participating in a sporting event sponsored by a non-profit organization, such as a 5K run/walk, will only receive 1 hour of community service.
- Rehearsals as an individual or as a member of a group for a benefit concert does not count as community service, but performances given in service (e.g., plays done for children in a hospital) do count for the hours of performance.
- Students traveling to other states or countries will only receive credit for the actual time spent doing community service work. Students will not receive credit for the time spent traveling to and from their destination or for time spent in other activities.
- Any questions about a particular community service opportunity should be brought to the Dean of Student Life before students perform the service. Students may be denied hours if their work

- falls outside of the criteria.*
- *Work done through a Community Service Initiative can only count for community service hours if the work is done with an outside non-profit organization. Though they raise funds, bake sales and homecoming/Cougar Pride Day activities do not count towards service hours.*

Presidential Volunteer Service Award:

MKA is an Official Certifying Organization for the Presidential Volunteer Service Award.

The award is issued by the President's Council on Service and Civic Participation on behalf of the President of the United States. It recognizes individuals, families, and groups for their outstanding volunteer service and civic participation throughout their communities. This award is given based on service over the course of a 12-month period, from May 1 to May 1 of the following year.

The criteria for this award is as follows:

9th Graders (and 10th Graders Who Will Still Be 15 on May 1 Deadline):

- Bronze 50 to 74 hours
- Silver 75 to 99 hours
- Gold 100+ hours

10th - 12th Graders:

- Bronze 100 to 174 hours
- Silver 175 to 249 hours
- Gold 250+ hours

STUDENT LEADERSHIP

At the Upper School, we provide intentional opportunities for our students to learn about, practice, and reflect on their own leadership development. Students lead in countless ways, and while some leadership positions come with particular titles and some do not, all student leadership is vital to the Upper School community. Students who demonstrate interest in leading their peers by accepting particular leadership positions are expected to be positive influences on the student body both on and off campus. Should a student leader violate a major Code of Conduct or Honor Code violation, they may not be eligible to serve or continue to serve in their leadership role(s).

Academy Guides: Academy Guides are students in grades 10, 11, and 12 who have been selected to work with the Associate Director of Admissions at special events for alumni and prospective families. At Open Houses, these students give tours of the school and answer questions about student life. They also help at a variety of other school functions, such as Back to School Night and Homecoming.

Executive Committee: The Executive Committee hears cases where a major school rule appears to have been violated, then rules on guilt or innocence and forwards a recommendation to the Head of Upper School. The details of discussions and outcomes of committee hearings are considered confidential. The Senior Chair is charged with helping administer the Committee.

Global Leadership Committee (GLC): Global Experience leadership group is a collaboration of MKA students in grades 9-12 who are enthusiastic about discussing global issues, traveling, bringing a global context to campus by way of different speakers and events, and who are genuinely curious about the world in which we live. The students and faculty of GLC strive to encourage the members of our community to develop an identity as global citizens by promoting curiosity, sharing experiences, celebrating diverse perspectives, and creating opportunities to openly discuss what is going on in the world.

Honor Council: The Honor Council is charged with implementing the Honor Constitution at Montclair Kimberley Academy. It serves two primary functions: (1) to educate the community about issues of honor and integrity; and (2) to hear cases in which students have violated the Code of Honor. The Senior Chair is responsible for Honor Council oversight.

House Captains: A House Captain is a senior selected through a nomination by the previous year's house captains. A total of 16 House Captains are selected at the end of their junior year, four from each house. House Captains organize the entire year of house competitions and lead their houses along with their House Advisors.

Library Leadership: The Library Leadership Committee is a student-run organization that strives to foster a dynamic, student-centered library program and to create a community of readers at MKA. Committee members orchestrate library events; conduct literacy-oriented community outreach; forge partnerships with the Primary School Library; maintain ongoing book displays; participate in the school's iPad pilot program; and undertake various other special literary projects. They are active promoters of reading and the use of the library as both a community-gathering and academic space at MKA.

Peer Leaders: Seniors are selected to the Peer Leader program following the successful completion of an application and interview process during their junior year. Students must be in good academic and disciplinary standing; uphold the school's Honor Code and Code of Conduct; have excellent interpersonal skills; facilitate the transition of new students to the Upper School; provide outreach and support to their fellow peers throughout the school year; and be committed to making a positive difference in the school community.

STEM+ Leadership Group: The goal of the STEM+ Leadership Group is to promote and celebrate innovation within our community while fostering connections between diverse student groups to cultivate our shared STEM+ mindset and skills.

Student Alumni Relations Council: The Student Alumni Relations Council provides valuable volunteer opportunities to students who are interested in supporting the annual initiatives and activities of the MKA Alumni Engagement Office and the MKA Alumni Council.

Student Athletic Council (SAC): The MKA Student Athletic Council's mission is to enhance the student athlete experience by promoting sportsmanship, school spirit, and equality while enabling communication and facilitating the balance between academics and athletics.

Student Council for the Arts (SCA): Student Council for the Arts is a student group dedicated towards encouraging MKA artists, increasing awareness in the community about the great work and accolades within our department, as well as organizing events that will raise money to donate to school districts where the arts have been cut from the budget.

Student Diversity Leadership Committee (SDLC): The purpose of the SDLC is to celebrate the diversity and strengthen the inclusivity of our school community. Through presentations, workshops, and advisor group activities, these students facilitate discussions of the yearly community theme and address difficult questions that the community may face throughout the school year. Those juniors selected for the committee attend the Student Diversity Leadership Conference hosted every December by the National Association of Independent Schools.

Student Ed Tech Leaders: Student Ed Tech Leaders support MKA's 1:1 learning program by fostering partnerships among students, faculty, and administration; providing a student perspective on the use of technology as an effective tool for learning; teaching students and faculty; being front line troubleshooters in classrooms; testing and providing feedback on hardware and software; and modeling responsible use of technology.

Student Government: The Student Government encourages communication among the MKA community and acts as a liaison for the students, faculty, and administration. It meets to take action on student concerns and shares in the daily student responsibilities of running the Upper School; the Student Government also plans a number of social events over the course of the year, including Homecoming. The Student Government consists of the Student Body President and Vice-President as well as the Class Officers. Each class elects a President, Vice-President, Secretary, Treasurer and two Spirit Committee members to serve as their official representatives and to plan fundraising and social events on behalf of the students in the class.

Student Ad Hoc Committee: At times during the school year, the faculty and/or administration may ask for or select students for ad hoc committees. These committees will examine issues that develop in the course of the school year. Students that agree to serve must remember to report the committee's findings and/or concerns to their constituents – the student body.

STUDENT GOVERNMENT 2025-2026

President: Nate Chou
Vice-President: Julia Flocco

Senior Class Officers:

President: Claire Norris
Vice-President: Sam Akaho
Secretary: Jonah Hecht
Treasurer: Nathan Hubert
Spirit Committee: Justus Ajayi, Grace Masella

Junior Class Officers:

President: Alex Scurzo
Vice President: Iris Shen
Secretary: Samyu Krishnan
Treasurer: Dylan Weisman
Spirit Committee: Damian Polanskyj, Raghav Sampath

Sophomore Class Officers:

President: Caleb Kwon
Vice-President: Aubrey Goldstein
Secretary: Logan Stovall
Treasurer: Chrissy Burnett
Spirit Committee: Biko McNeil, Shreya Ramesh

Freshman Class Officers: TBD, Fall 2025

President:
Vice President:
Treasurer:
Secretary:
Spirit Committee:

EXECUTIVE COMMITTEE

Chair: Sophie Felsenthal
Seniors: Ranvir Chahal, Jack Gallagher, Shea Murphy
Juniors: Luke Anders-Weiner, Sophie Brown, Avalina DeLorenzo, Charlotte Gardiner

GLOBAL LEADERSHIP COMMITTEE

Chairs: Ranvir Chahal, May Cotter, Suzanna Elkhouri, Jonah Hecht
Seniors: Kate Altirs, Saniya Bansal, Lily Belle Critchley, Sophie Felsenthal, Caroline Frey, Merritt Goldman, Jan Hejna, Nathan Hubert, Ellie Hughes, Matthew Kwon, Tyler Rizzo, Talia Rosenthal, Ben Safirstein, Slater Sackman, Allaire Streater, Nahlia Udofia
Juniors: Victoria Altirs, Luka Anders-Weiner, Emma Flick, Gustavo Rosen, Layla Lynch, Simon Maza, Mia Morales-Chang, Dhruv Nair, Ameera Razzak, Raghav Sampath, Iris Shen, Karsh Sinha, Anjuli Trivedi, Advik Tyagi
Sophomores: Oliver Hejna, Patricia Yan

HONOR COUNCIL

Chair: Jan Hejna
Seniors: Nathan Hubert, Maggie Murphy, Tala Saker
Juniors: Layla Lynch, Iris Shen, Dylan Tanzer
Sophomores: Eva Cha, Riley Guarino, Ethan Pu

HOUSE CAPTAINS

Bradley: Langston Ajayi, Martin Ajayi, Lily Belle Critchley
Monjo: Ahadu Chase, Grace Masella, Ellery Nowak, Ian Tratner
Strong: Alex Crespo, Alan Haynes, Grace Fitzgerald, Talia Rosenthal
Walden: Sam Akaho, Saniya Bansal, Jack Gallagher, Merritt Goldman

LIBRARY LEADERSHIP

Chairs: Lily Belle Critchley, Serena Nguyen, Zosi Nwabueze-Pryor, Sasha Steele, Ella Nigito, Melisa Susar, Natalia Morales-Chang
Seniors: Rachel Abrams, Kate Altirs, Lauren Chung, Suzanna Elkhouri, Merritt Goldman, Zoe Leitner, Maudie Grace Lomuscio, Mai-Ly Miller, Mia Morales-Chang, Claire Norris, Maya Regular, Logan Snyder, Allaire Streater, Nahlia Udofia
Juniors: Luka Anders-Weiner, Sarah Burke, Stella Critchley, Sophie Gold, Olivia Goldstein, Olivia Healey, Corinne Kittles, Siran Levy, Tyler Parlman, Ahana Shah, Genet Sheridan, Atyana Thomas, Mia Wallace

Sophomores: Olivia Adubato, Georgia Aitken, Dharma Anderson, Lilly Auerbach, Aubrey Goldstein, Kamsiyo Nwabueze-Pryor, Sophia Ochs, Sadie Rosenblum, Bianca Scalzo, Aida Tagger, Aubrey Wager

PEER LEADERS

Justus Ajayi, Ranvir Chahal, Nate Chou, Isaiah Clark, Sophie Felsenthal, Mila Huang, Zoe Leitner, Maudie Grace Lomuscio, Shea Murphy, Claire Norris, Serena Nguyen, Francis Ogbuehi, Tyler Rizzo, Ben Safirstein, Frits Schwartz, Allaire Streater, Mahala Weintraub

STEM+ LEADERSHIP GROUP

Seniors: Martin Ajayi, Suzanna Elkhouri, Allan Haynes, Mila Huang, Maanasa Jagan, Aiden Jia, Mia Johmann, Chelsea Lee, Zoe Leitner, Mia Morales-Chang, Ellery Nowak, Tyler Rizzo, Ben Safirstein, Logan Snyder, Maren Wheeler
Juniors: Daniel Chung, Max Goldberg-Spar, Olivia Healey, Samyu Krishnan, Simon Maza, Natalia Morales-Chang, Iris Shen, Karsh Sinha, Advik Tyagi, Chloe Valentine
Sophomores: Georgia Aitken, Nolan Treadaway, KJ Wade

STUDENT ALUMNI RELATIONS COUNCIL

Seniors: Langston Ajayi, Kate Altirs, Nikhil Ballem, Brooke Becker, Layla Brown, Grace Fitzgerald, Charles Freeman, Ella Freeman, Caroline Frey, Jan Hejna, Ellie Hughes, Braeden Keegan, Nathan Kissel, Thomas Meeker, Maggie Murphy, Zosi Nwabueze-Pryor, Francis Ogbuehi, Charles O'Hara, Slater Sackman, Audrey Solomon

STUDENT ATHLETIC COUNCIL

Co-Chairs: Thomas Meeker, Shea Murphy
Seniors: Sam Akaho, Nate Chou, Grace Fitzgerald, Mahala Weintraub
Juniors: Olivia Healey, Max Ludlow, Joseph Morante, Alex Scuorzo, Eva Sieger, Max Ludlow

STUDENT COUNCIL FOR THE ARTS

Chairs: Maanasa Jagan, Emma Flick
Seniors: Saniya Bansal, Alex Crespo, Grace Fitzgerald, Tala Saker
Juniors: Emma Flick, Dylan Tanzer, Chloe Valentine
Sophomores: Wyeth Fertig, Ana Mejia-Rivera, Sophia Ochs, Lilliana Uribe

STUDENT DIVERSITY LEADERSHIP COMMITTEE

Chairs: Suzanna Elkhouri, Maanasa Jagan, Chelsea Lee, Serena Nguyen
Seniors: Noah Akinnuoye, Mahala Weintraub
Juniors: Avalina DeLorenzo, Natalia Morales-Chang, Ameera Razzak, Iris Shen, Advik Tyagi, Avner Valentine
Sophomores: Malcolm Donaldson, Ananya Jetley, Aman Ravel, Giselle Shah, Logan Stoval, CJ Williams

STUDENT ED TECH LEADERS

Chairs: Santos Garner, Tyler Rizzo, Natalia Morales-Chang, Iris Shen
Seniors: Robert Apinis, Nikhil Ballem, Owen Duhaime, Tyler Ho, Nathan Hubert, Aiden Jia, Chelsea Lee, Allaire Streater, Ian Tratner, Albert Yao
Juniors: James Bronson, Sarah Burke, Tyler Parlman, Zoi Ramirez, Ameera Razzak, Alex Scuorzo, Karsh Sinha, Arthur Strouse, Atyana Thomas, Dylan Weisman

TRI-CAMPUS SCHOOL ADMINISTRATION

Head of School	Nigel D. Furlonge
Associate Head of School	Steve Valentine
Assistant Head of School For Community Belonging	Paris McLean
Assistant Head of School for Curriculum and Professional Development	Karen Newman
Chief Financial and Operating Officer	Kathryn Davison
Director of Athletics	Todd C. Smith
Director of Strategic Communications and Marketing	Kim Saunders
Director of Technology	William Stites
Director Of Enrollment Management, Admissions, and Financial Aid	Alyson Waldman

UPPER SCHOOL ADMINISTRATION, FACULTY, AND STAFF

Head of Upper School	Dr. David C. Flocco
Assistant Head of Upper School	Jill Maza
Academic Dean	Jason Park
Dean of Students	Gillian Branigan
Dean of Student Life	Kerry E. Verrone
9 th Grade Dean	Allison Brown
10 th Grade Dean	Nat Rosen
11 th Grade Dean	Laura Treadaway
12 th Grade Dean	Timothy Cook
Associate Director of Admissions	Charlotte Lillard

English Department
Liam Campbell, *Chair*
Paul Cunningham
Yv Desiderio
Patricia Forbes
Robert Gelberg
Lilian Mayaka
Dr. Katherine Nolan
Amaka Nwabunnia
Caroline Toman

John Leister
Christa Leonard

**Health, Wellness, and Physical Education
Department**
Rob Leather, *Chair*
Steven Brown
Patricia Sullivan
Beth Cooney

Fine & Performing Arts Department
Nicole Hoppe, *Co-Chair*
Sarah Mueller, *Co-Chair*
Alicia Cuccolo
Maria Gilmartin
Dimitri Hadjipetkov

History Department
Kyle Salkin, *Chair*
Cort Bosc
Geoff Branigan
Gillian Branigan
Timothy Cook

(History Department cont.)

David Hessler
Thomas Jones
Dr. David Korfhage
Dr. Louise Maxwell
Amaka Nwabunnia
Kerry Verrone
Ronald Wolfson

Interdisciplinary Dept

Jill Maza - *Chair*
Mark Bishop
Beth Cooney
Gillian Branigan
Rob Leather
Jenny Rosenoff
Petra Sauer
Marc Tuazon
Kerry Verrone

Mathematics & Computer Science Department

Dennis Hu, *Chair*
Nisha Aggarwal (leave coverage for S1)
Michelle Barbetta
Mark Bishop
Leonard Chang
Dr. Suresh Krishnan
Derek Morf
Diana Murelli
Nat Rosen
Emily Tompsett
Laura Treadaway
Laura Wheeler

Science Department

Jason Park, *Interim Chair*
Besnik Bekteshi
Allison Brown
Tony Jones
Jessica Leiken
Irene Ning
Dr. Petra Sauer, STEM+ Director (9-12)
Laurie Smith
Russell Smith
Dr. Marc Tuazon
Dr. Jennifer Zinman

Director of STEM+ Programming

Petra Sauer (Grades 9-12)

World Languages Department

Dr. John Jacobs, *Chair*
Sandrine Beddou
Jeffrey Beer
Tingting Chen
Dr. River He
Dr. Michael Houston
Isabel Janelli
Marisa Moreno
Roger Walter

College Counseling

Dr. Louise Maxwell, *Director*
Alicia Cucculo, *Arts Liaison*
Deanna Donnelly, *Senior Associate Director*
Maryanne Kesler, *Senior Associate Director*
Doreen Perna, *Office Manager; SSD/Testing Coord.*
Tim Cook, *Athletic Liaison*
Amy Shapiro, *Senior Associate Director*

Department of Athletics

Todd Smith, *Director of Athletics*
Patricia Sullivan, *Senior Associate Director of Athletics/Operations & Facilities*
Injoo Han, *Senior Associate Director of Athletics/Student-Athlete Development*
Beth Cooney, *Head Athletic Trainer*
Andrea Regan, *Athletic Trainer*

School Counselors

Varsay Lewis
Dr. Meghan Oppenheimer

Learning Specialists

Robin Dyer
Miller Hughes

Library

Jenny Rosenoff, *Librarian, Tri-Campus Director of Research and Libraries*
Patricia Kearns, *Assistant to the US Librarian*

Office Staff

Alisha Glaser, *Registrar*
Remlyn Gongob, *Administrative Assistant to the Head of Upper School*

Physical Plant/Maintenance

Joseph Romaglia

School Nurse

Melinda Costa Fernandes

Security

Tim Cummings

Tech Center

Erica Budd, *Director of Educational Technology*

Steven Clayton

Jo-rel Wilkins

ATHLETICS

Montclair Kimberley Academy offers student-athletes from grades six to twelve the opportunity to experience meaningful growth, accomplishment and success through a comprehensive, competitive, and vibrant interscholastic athletic program. Our goal is to advance age appropriate athletic skills, while fostering the value of teamwork, individual improvement, and competition along with encouraging the development of lifelong physical fitness.

MKA's comprehensive athletic program enables student-athletes to learn lasting life lessons in the value of teamwork, the importance of sportsmanship, learning to overcome adversity, and achieving success while maintaining MKA's signature character expectations that all MKA students adhere to. MKA fosters this level of excellence through quality coaching and training.

Participation in MKA athletics provides student-athletes with significant opportunities to become involved with their peers and coaches in an educational experience outside the classroom. Winning over 150 team championships in the last 10 years, the MKA athletic program provides student athletes with the opportunity to participate in 23 interscholastic sports, 64 teams and over 1000 athletic contests. The MKA athletic program provides a myriad of opportunities for a healthy athletic experience for all MKA student-athletes, regardless if they are an aspiring collegiate athlete or joining an interscholastic athletic team for the first time.

CONTACT INFORMATION

Athletic Office (Upper School)	(973) 783-8785
Athletic Office (Middle School).....	(973) 842-2791
Athletic Trainer.	(973) 509-7992
Athletic Department Fax.....	(973) 783-6911
Schedules, Directions, Team Pages.....	mka.org/athletics
Athletics Website.....	mka.org/athletics

MKA Sport Offerings FALL

Girls' Tennis	Varsity	JV	MS
Boys' Cross Country	Varsity		MS
Girls' Cross Country	Varsity		MS
Field Hockey	Varsity	JV	MS
Football	Varsity	JV	MS
Boys' Soccer	Varsity	JV	MS
Girls' Soccer	Varsity	JV	MS
Girls' Volleyball	Varsity	JV	MS

WINTER

Boys' Basketball	Varsity	JV	MS
Girls' Basketball	Varsity	JV	MS
Boys' Fencing	Varsity		
Girls' Fencing	Varsity		
Ice Hockey	Varsity		MS
Indoor Track	Varsity		
Boys' Swimming	Varsity		MS
Girls' Swimming	Varsity		MS

SPRING

Baseball	Varsity	JV	MS
Boys' Lacrosse	Varsity	JV	MS
Girls' Lacrosse	Varsity	JV	MS
Golf	Varsity		
Softball	Varsity	JV	MS
Boys' Tennis	Varsity	JV	MS
Boys' Track and Field	Varsity		MS
Girls' Track and Field	Varsity		MS

NOTE: All offerings are based on sufficient participation numbers.

INTERSCHOLASTIC ATHLETICS AT THE UPPER SCHOOL

Montclair Kimberley Academy is committed to the principle that participation in competitive athletics provides students with vitally important opportunities to develop their ability to work as part of a team, experience individual achievement, improve physical skills, and practice ethical behavior under conditions that frequently involve change and pressure.

MKA is committed to a “no-cut” policy regarding participation on its athletic teams whenever possible subject to facilities, scheduling constraints, and NJSIAA roster limitations. Seniors who have not been a member of a particular program for at least two years may be “cut” from a varsity team.

Upper School Official Start Dates:

Fall: Pre-season practice per NJSIAA rules for football begins on August 12.
All other sports begin on August 18.

Winter: Ice hockey & swimming can begin practices per NJSIAA rules on November 24.
All other sports begin on December 1.

Spring: Practices for all sports can begin per NJSIAA rules on March 9.

MKA Varsity and JV teams practice Monday-Friday from 3:30 p.m./4:00 p.m. – 6:00 p.m. Practice time slots can shift based on field/court availability. Varsity teams will often have games and/or a practice session on Saturdays.

INTERSCHOLASTIC ATHLETICS AT THE MIDDLE SCHOOL

The Middle School interscholastic athletics program is designed to teach and develop basic athletic skills, to train students in individual and team sports, and to foster teamwork and sportsmanship.

All students in the 6th, 7th and 8th grades are invited to take part in the Middle School interscholastic athletics program with the exception of Baseball, Boys and Girls Tennis and Volleyball (NO 6th graders) because of roster and facility limitations. The Middle School follows a “no-cut”, except in situations in which space and safety considerations prohibit such a policy.

Middle School Official Start Dates:

Fall: Usually begins the second day of the school year depending on the September religious holiday dates

Winter: Practices begin on the first Monday after Thanksgiving

Spring: Practices begin the first Monday after MKA’s “Spring Break” vacation

MKA Middle School teams practice Monday-Friday from 3:00 p.m. – 4:00 p.m.

MKA CONFERENCE/LEAGUE AFFILIATIONS

MKA is a member of both the NJSIAA (New Jersey State Interscholastic Athletic Association) and the NJSIAA (New Jersey Independent School Athletic Association). This “dual” member affiliation allows MKA’s Varsity teams to compete for Non-Public B and NJ Prep State Championships as well as county and league championships. MKA Varsity teams have won over 150 team championships in the last 10 years alone.

Within the NJSIAA MKA is a member of the Super Essex Conference (SEC). The SEC, which was established in 2009, consists of all of the public, parochial, and private schools throughout Essex County. The SEC has a very unique philosophy, unlike any other in the NJSIAA, in that all of the sport divisions are based on overall strength of a school’s program thus a school’s respective divisional placement in each sport is made accordingly.

ATHLETIC POLICIES

The following policies apply to participation in athletics and afternoon activities for Middle School and Upper School students both on and off campus.

ATHLETE CODE OF CONDUCT

Any student found guilty of a major disciplinary offense while a member of an athletic team may place their membership on that team in jeopardy. Any student on Honor or Disciplinary Warning or Probation may not be eligible to serve as Team Captain. A violation of the Athlete Code of Conduct may place team membership in jeopardy.

The Student Athletic Council (SAC) has developed an Athlete Code of Conduct that encapsulates MKA’s expectations of its coaches, student athletes, and parents and caregivers who have made commitments to a certain sport. A signed agreement form that parents or

caregivers, student-athletes, and coaches have read is required at the start of each season and can be found in the Parent Portal using the Magnus Health link.

MKA STUDENT ATHLETIC COUNCIL: ATHLETE CODE OF CONDUCT

This document presents MKA's expectations of its coaches, student athletes, and parents and caregivers, all of whom have made commitments to certain sports. Taking ownership of this process benefits and strengthens our athletic programs. Please read the document carefully, acquire the proper signatures, and return the sheet to your coach only when you believe you are ready to meet these expectations.

Commitment

Your dedication to the team affects you, your team, and MKA athletics as a whole.

STUDENT ATHLETES WILL:

- Be respectful to coaches, teammates, and opponents.
- Abide by the schedules set by the coaches.
- Be fully prepared and on time for practices and games, taking into account time for travel to practices and visits to the Athletic Trainers.
- Not make conflicting appointments during practice or game time, even during long vacations and preseason.
- Self-advocate to prevent athletic and academic conflicts.
- Use free time in school responsibly (to see teachers and get ahead on homework).
- Take care of your body – eat healthy meals, get proper rest, hydrate, warm up, and cool down appropriately.

CAPTAINS WILL:

- Exemplify the Athletic Code of Conduct and be a positive role model at all times on and off the field, 24/7.
- Attend all school and athletic department sponsored leadership training programs.
- Help teammates manage academic workload and the demands of practice (model good study habits).
- Assist coaches in efforts to promote their sports and attract and retain athletes.
- Be approachable and welcoming.

COACHES WILL:

- Communicate clearly with athletes and parents and caregivers.
- Present all families with accurate game schedules.
- Create regular practice schedules.
- Customize the athletic code of conduct to fit the needs of their respective sports and explain the consequences of violating the code at the beginning of each season.
- Exercise good sportsmanship and refrain from any activity that could be considered as bullying, harassment, hazing, and/or intimidation.
- Create/ensure a positive environment for student-athletes and lead by example in their behavior and language.

Conduct

You owe it to yourself and to your team to present your best, healthiest self.

- Do not use substances outlined in the Drug and Alcohol Policy and Code of Conduct sections in the MKA Handbook.
- Exercise proper sportsmanship. This includes refraining from the use of derogatory terms in relation to race, religion, disability, ethnicity, sexual orientation, and/or gender expression.
- Refrain from any activity that could be considered as bullying, harassment, hazing, and/or intimidation.
- Be careful and respectful when using the Internet as a means of social networking.
- There will be no tolerance for any harmful or disparaging actions on social media toward teammates, coaches, or opposing teams.
- This includes negative comments and/or posts on Facebook, X (Formerly Twitter), Instagram, Snapchat, VSCO, or any other platform for online interaction.
- Travel safely and responsibly when driving or walking to a practice, especially one that is not located on campus.
- Be civil and courteous guests at other campuses – theft, vandalism, rude behavior, and inappropriate language will not be tolerated.
- Keep yourself on the field/court – behave responsibly and stay out of trouble, both in and outside of school.

As per the MKA Handbook, students who are unexcused and not in school by 8:30 a.m. or miss class during the day without proper permission are not allowed to attend or participate in school activities that afternoon or evening.

Consequences

The choices you make can affect your playing time, playing eligibility, and discipline status. Captains, please also note that failure to meet the expectations laid out in this document may result in the negation of your captain designation.

Commitment violations

- At a minimum, two unexcused tardy appearances or one unexcused missed practice will result in the athlete missing a start. Each subsequent unexcused tardy appearance or absence (game or practice) will result in the athlete missing a game. At any point after the 4th tardy appearance or 3rd unexcused absence, the athlete may be suspended from the team indefinitely. Please remember that these are the minimum guidelines that we ask our coaches to follow. An individual coach may use their own discretion and have stricter guidelines that they will explain to you at the beginning of the season.

Conduct violations

- A coach will limit an athlete's playing or practice time when they believe the athlete's health is in jeopardy (i.e. use of drug/alcohol/vape, physical illness, injury). Under these circumstances, the athlete will be referred to the appropriate school service (i.e. nurse, counselor, Athletic Trainer), and may not return to the playing field until given proper clearance.
- A coach will limit an athlete's playing or practice time if the athlete exhibits poor sportsmanship by way of language/attitude, or if the athlete exhibits any form of harassment, or if the athlete exhibits misconduct in person or through means of social media. The administration will also be involved on a case-by-case basis to determine the athlete's consequences.

- An athlete's captainship, or comparable designation, on a team may be taken away if they are found in violation of the Athlete Code of Conduct.
- Any drug, alcohol, or vape use, at any time during the athletic season whether in or out of school, will result in a five-day suspension from the team. Any subsequent infraction of this type will result in dismissal from the team. All MKA athletes must abide by the MKA Honor Code and Code of Conduct that are found in the MKA Handbook.

ATHLETIC TRAINERS/INJURIES

MKA is concerned about the overall health, safety, and wellbeing of all of our student athletes.

Athletic trainers are available for treatment and consultation before practices and games and provide emergency coverage for all home events.

Students are responsible for reporting all injuries to their coaches immediately so that the appropriate information may be filed with the Athletic Trainer's office and the School Nurse's office. The Athletic Trainers will assess the nature and extent of the injury. Injured athletes are still required to attend all practices and/or games to the extent it is possible.

ATTENDANCE

Student-athletes must be in school and not medically excused from physical education on the day of a contest. Attendance policies for practice and team functions will be established, clearly explained, and implemented by each Head Coach. Students who are not in school by 8:30 a.m. or miss class during the day are not allowed to attend or participate in school activities that day or evening unless given direct permission by the Academic Dean or Dean of Students.

END OF YEAR TEAM PARTIES/DINNERS

Teams are encouraged to have all end of year team dinners and parties in the MKA Middle School or Upper School Dining Halls.

Middle School end-of-season parties are organized by the coaches: this is a simple and fun gathering for the athletes and the coaches. Upper School teams that choose to have their respective team dinners at an MKA facility will be reimbursed \$10.00 per athlete and coach to help offset the overall costs of such end of season dinners.

All team dinners and parties that are conducted at "off-site" homes and restaurants or country club and/or banquet facilities may occur; however, they will NOT be eligible for financial reimbursement from the school.

EQUIPMENT

All students are responsible for all athletic equipment and/or uniform(s) issued to them. Lost or damaged equipment or uniforms will result in the student being charged a replacement fee.

PHYSICALS AND REQUIRED FORMS

All students must have a current, annual physical exam prior to participating in any sport practices/contests and have completed all other information that is required in the Magnus Health System.

SOCIAL MEDIA - MKA ATHLETICS

Follow us on [X](#) (Formerly Twitter), [Instagram](#), [Facebook](#), and SnapChat (@mkaathletics). Follow photos, games, announcements, schedule/tournament updates, and all other breaking news and highlights for the MKA Cougars.

No student and/or coach can create a team account on any social media platform without the approval of the MKA Communications Office. Please review [MKA's Social Media Acceptable Use Policy](#) for specific guidelines and rules.

TRANSPORTATION TO AND FROM PRACTICES AND/OR GAMES

Please be advised of MKA's policy with regard to after-school transportation of student athletes to games and practices. MKA offers transportation by shuttle bus to all games and practices held at the end of the school day. Some students prefer to walk or jog, or opt to drive with other students in family-owned cars. MKA allows Upper School students to choose their own means of transportation, whether by walking, private automobile, or school-operated shuttle bus. MKA does not monitor a student's choice of transportation to after-school practices and games, just as we do not restrict or monitor Upper School student transportation to and from school. Please talk to your child and reach a family understanding as to transportation to after-school games and practices. If you have a particular concern with regard to this, please contact the Dean of Students.

MKA will provide bus transportation to and from the Upper School or Middle School to AWAY sites for all games and contests. Parents/guardians and students must acknowledge that it is their responsibility to establish acceptable transportation modes by filling out the [Upper School Transportation Waiver Form](#).

PAMKA

PAMKA STATEMENT OF PURPOSE

The Parents' Association of MKA (PAMKA) is a volunteer organization established to provide opportunities for parents to participate in the support and enhancement of the students' educational experience at Montclair Kimberley Academy. PAMKA pursues its mission working in cooperation with the school administration through activities consistent with the policies and goals established by the MKA Board of Trustees.

PAMKA achieves its objectives by:

- Directing its financial, volunteer, and organizational resources to broaden and supplement the educational environment of MKA students;
- Communicating information essential to each family's participation in the daily life of the school;
- Fostering a strong MKA community through parent involvement in programs, social gatherings, volunteer opportunities, and special events; and
- Sponsoring safe social events for students.

VOLUNTEER OPPORTUNITIES

Parents are an integral part of the MKA community and their involvement is welcomed throughout the school. Working in partnership with the administration, parents have a special opportunity for participation in school life through PAMKA, the school's exceptionally active parents' association. Hundreds of parent volunteers run events and programs devoted to bringing families together for social and educational events, serving the local community, supporting the faculty and fundraising. From helping to organize the largest Scholastic Book Fair in the country to chaperoning a class trip, there is something for every parent to help enrich the MKA educational experience.

PAMKA ACTIVITIES

Book Fair: Each November, PAMKA organizes and hosts the largest Scholastic Book Fair in the country.

Cougar Pride Day: Cougar Pride Day provides an opportunity for the entire MKA community - students, parents and caregivers, faculty, and friends - to come together for a Saturday of fun in the spring. Rain or shine, a carnival atmosphere, games, live music, crafts, contests, and lots of food always ensures a great turnout.

Faculty Trust Grants: PAMKA Faculty Trust Grants are grants awarded to faculty members by PAMKA to pursue field-oriented courses that enlighten them and enrich their students' classroom experience in a unique way. A committee of MKA administrators, parents, and former Faculty Trust Grant recipients from each campus reviews applications. PAMKA has raised over \$600,000 in support of this program that has benefitted more than 125 faculty members since its inception in 1978.

PAMKA Lecture Series: The PAMKA Lecture Series (held periodically) is a public lecture series sponsored by PAMKA that brings speakers of distinction in their field to the MKA community

and to the general public at no charge.

PAMKA Host Family Liaison: A parent volunteer welcomes new families into the MKA community each year. This liaison helps match new families with current MKA families to support a smooth transition for new students. They are in touch with new families throughout the year to answer questions about the school and PAMKA events.

Grade Representatives: Each grade has a Grade Representative. This parent volunteer is responsible for coordinating activities and communicating with parents throughout the year. Grade Representatives disseminate information regarding PAMKA and MKA events and programs. They maintain close contact with the Grade Team Leader and PAMKA leadership.

PAMKA Parenting Workshops: The PAMKA Parenting Workshops Committee hosts a series of workshops to provide parents with practical advice and to engage them in discussions facilitated by local experts. These workshops are held in a variety of formats including morning coffees, book clubs, evening meetings and virtual events.

PAMKA Spring Social: The Spring Social is a spectacular evening that brings together parents, faculty, staff, alumni, and trustees in a spirit of community and connection. This festive evening features food, music, and meaningful conversation, offering an opportunity to strengthen relationships and celebrate the shared values of the MKA community.

Community Engagement: PAMKA organizes food and clothing drives among other engagement efforts to support needs in our local community. In addition, MKA parent volunteers provide weekly tutoring for KIPP NJ Charter School students in Newark, NJ.

PAMKA BYLAWS and INFORMATION

The PAMKA Bylaws, and an array of additional information, can be found in the [Veracross Parent Portal](#) under the PAMKA tab.

PAMKA Board of Officers, Committee Chairpersons, and Grade Representatives 2025-2026

President* (2024-2026)	Moushumi Sanghavi	moushumi.sanghavi@gmail.com
Secretary	Liza Helwig	lizalowell@gmail.com
Finance VP* (2023-2025)	Rupa Coutinho	rshah1029@gmail.com
Treasurer	Qianting Yao	qianting.yao@gmail.com
Faculty Trust Grants	Lauren Kaplan	laurenhkapan@gmail.com
Spring Fundraiser Chairs	Diana Nagrecha Kirsten Brown	diananagrecha@gmail.com kirstenxbrown@gmail.com
Spring Fundraiser Treasurer	Jade Harris	jademh78@gmail.com

Book Fair Tri-Campus Chairs	Katie Cocco Angie Tekriwal	katiecocco@gmail.com angie.tekriwal@yahoo.com
Book Fair Primary School Chairs	Danielle Wolf Kristin von Renouard Yanett Bagce	dalvarezwolf@gmail.com kristin.vonr@gmail.com bagcefamily@gmail.com
Book Fair Middle School Chairs	Lauren Mirman Kandace Simpson	lauren.mirman@gmail.com kandaceys@gmail.com
Book Fair Treasurer	Patricia Gamcsik	patriciamgamcsik@gmail.com
Communications VP	Florence Arcilla	florencearcilla@gmail.com
Community Engagement VP	Teanna Tycher	teannadimicco@gmail.com

Primary School Chair	Ashley Hirsh	ashleydhirsh@gmail.com
Middle School Chair	Natalie Trento	natalie.trento@gmail.com
Upper School Chair	Erica Ajayi	EricaAjayi@gmail.com
Parenting Workshop Co-Chairs	Pooja Bakri Stacey Gold	poojabakri@gmail.com staceygold1@gmail.com
PAMKA Lecture Series	Salamishah Tillet	salamishah@gmail.com
KIPP NJ Tutor Coordinator	Sarah Nassauer	nassauer@gmail.com
PAMKA-DIPC Liaison	Holly Fleischer	holly.shakoor@gmail.com
Volunteer Coordinator VP	Meredith Levine	mflevine@gmail.com
PAMKA Host Family Liaison	Margaret Wager	margaretwager@gmail.com
Nominating Committee Co-Chairs	Meredith Gardner Lauren Fass	gardner_meredith@me.com ltfass@gmail.com
Committee Members (6)	Corinne Chakhtoura	cochakhtoura@comcast.net
	Cara Cesareo	caracesareo@gmail.com
	Elise Hubert	emhubert15@yahoo.com
	Shane Mark	shane.mark@gmail.com

	Twyla Takyi	twylatakyl@gmail.com
	Nancy Wheeler	nancyloisewheeler@yahoo.com
Special Events VP	Amma Osei	amma.osei@gmail.com
Primary School Chair	Besa Owen	besa.owen@gmail.com
Middle School Chair	Michelle Willford	thewillfords@gmail.com
Upper School Chair	Maggie Marotta	maggiemarotta@gmail.com
Cougar Pride Day Co-Chairs	Amira Artis Aparna Shah	aykarriem@gmail.com Aparna516@yahoo.com
Primary School Campus VP**	Sara Elwell	elwell.sara@gmail.com
Grade Representatives		
Jr-K	Chelsea Alban	chelsea.z.alban@gmail.com
Kindergarten	Shilpa Madhyanapu	shilpasunkara@hotmail.com
Grade 1	Whitney McMahon	whitney.beckett@gmail.com
Grade 2	Lora Perlow	lora.perlow@gmail.com
Grade 3	Megan Flick	meganflick@gmail.com
3rd Grade Memory Book	Jenn Dozier	jenn.dozier@gmail.com
Middle School Campus VP	Valerie Puryear	vpuryear3@gmail.com
Grade Representatives		
Grade 4	Ed Chung	eduwende@gmail.com
Grade 5	Nicole Chalfoun	nchalfoun@gmail.com
Grade 6	Zakkiya Miller	zakkiya.miller@gmail.com
Grade 7	Tracey Martinez	those4martinezes@gmail.com

Grade 8	Liz Mullane	ejbyrne@gmail.com
Upper School Campus VP	Elizabeth Hejna	ehejna@gmail.com
Grade Representatives		
Grade 9	Veronica Zeron	vzeron@gmail.com
Grade 10	Shruti Ramesh	shrutsc@gmail.com
Grade 11	Ani Levy	aniplevy@gmail.com
Grade 12	Ayana Brown	abrown1103@gmail.com
College Counseling Office	Stephanie Salzman	stephaniesalzman274@gmail.com

Bold titles are PAMKA Board of Officer positions.

***Two-year positions. All others are one year.**

****PAMKA Board Position with only one year remaining on term.**

IMPORTANT CONTACT INFORMATION

MAIN SCHOOL NUMBER (7:30 a.m. to 5:00 p.m.)		973-746-9800
CAMPUS CONTACTS		
Primary School	psnotifications@mka.org	973-783-8805
Middle School	msattendance@mka.org	973-746-9800
Upper School	usattendance@mka.org	973-783-8300