

MILLENNIUM FAMILY HANDBOOK
Last updated July 2020

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Introduction

Welcome to Millennium School of San Francisco. We are honored to be on this journey together, as our students enter the opportunities and challenges of adolescence. In the coming years, they will transform before our eyes, no longer entirely “children” as we knew them. Our vision is to support them in developing both their intellectual gifts and the beliefs, attitudes, and skills that lead to a happy, purposeful life.

Our curriculum is designed around three essential questions which all adolescents must address: **Who am I? How do I relate to others? What will I contribute to the world?** Developmentally, with both growing mental capacity and evolving psychology, middle schoolers are primed to explore these three questions. While their answers will continue evolving for their whole lives, the work of exploring these questions will lead them toward creating an authentic sense of self, the habits of mind to learn and act effectively, and a purposeful and self-motivated engagement with the world. This developmental focus also supports deeper academics, using Socratic seminars, project-based learning, and other high-engagement approaches to learn not only content but the underlying skills of how to learn, how to collaborate, and many other essential habits of mind.

We aspire to model for students how to be themselves, moving toward their full potential. To do this, we have to be “real” with them and with each other, showing our vulnerability as well as our insights. We are not interested in trying to be a “perfect school,” with “perfect students,” and we invite you to release the need to be “perfect parents.” Instead, let’s focus on building a safe, high-trust community, in which we are always communicating, learning, acknowledging mistakes, adapting, and improving. We look forward to this journey with you, and to that special kind of community that forms during a great journey together. In that spirit of adventure, welcome to Millennium School.



Roberto D’Erizans
Head of School

Online Resources for Families

Please refer to the password-protected parent page on the Millennium website for all parent resources: <https://www.millenniumschool.org/parents-1>. Password: johndewey

Daily and Annual Schedule and Facilities

Daily School Schedule and Building Access

1. Our home is at the Greek Orthodox Church, 245 Valencia Street, San Francisco, CA, 94103. It has only one entrance on Valencia Street during school hours for parents and visitors. Parents and visitors will be greeted at the front door by Millennium Staff.
2. The Millennium School day begins at 8:30AM each morning and dismisses at 3:30PM.
3. Students may arrive as early as 8:00AM, at which time at least one Millennium School staff member will be present for supervision. This is an open time for settling in, greeting friends, beginning to work on projects, reading a book, etc. – we do not plan on offering structured activities, but students are welcome at this time.
4. After school care is available for a fee at Third Haus on 455 Valencia St. All Millennium students have access to this optional programming. More details about this program can be found on the parent page.

Annual Calendar

1. Please find a printable PDF of the Academic Calendar on the parent site.
2. Millennium School is closed on federal holidays. You can see a list of school holidays on the Academic Calendar.

Attendance and Absence Policy

1. If your student is not at school and we do not hear from you by 8:30 AM, we will contact you via email/text/phone call to confirm and record your child's absence.
2. If your child needs to leave school during the school day, please contact Aya Carpio, Assistant Director of Operations (acarpio@millenniumschool.org, 415-992-8520) and describe the reason for the child's absence, as well as the name of the individual who will be picking the child up from school.
3. Regular, on-time attendance allows students to experience the full benefit of their Millennium education. If during one term a student accrues excessive absences or tardy arrivals, a meeting with the family will be scheduled with school staff, unless there are unique circumstances discussed in advance. Morning meeting is an essential part of school and is considered the student's first class. It should not be missed.

Arrival

1. All students should enter through the front door at 245 Valencia Street.

2. Before heading to the gym for morning meeting, students should place cell phones in the storage containers in individual ziploc bags provided for each Forum group. These will be located in the hallway connecting the main entrance and the classroom wing.
3. To assist with traffic flow during drop off, please follow the drop off and pick up instructions on the parent site.
4. We urge you to consider walking, using public transportation, cycling, or arriving in carpool to avoid traffic congestion in the area, as Valencia is a busy street with multiple businesses and schools. Student cyclists will have access to secure bike storage in the rear of the building and should plan to arrive a few minutes early to allow time for bike storage.

Dismissal

1. During the summer, we will send you instructions for submitting data to us, such as the student's emergency contacts and whether they are authorized to pick up your child. If there are changes to your submissions, please notify Aya Carpio (acarpio@millenniumschoool.org) about any changes.
2. Student Self-Dismissal: Students with parent permission may self-dismiss at dismissal time by signing themselves out with Millennium Staff. Students who self-dismiss are expected to leave campus shortly after the end of the school day, by 3:45PM. We ask that students not loiter on the premises or re-enter once they have exited, so as not to complicate supervision. Students who are not authorized to self-dismiss but are signed up for after-care will be escorted to Third Haus by a Millennium adult after school.
3. If someone other than a parent or authorized individual is picking up your child, we must have notification from a legal guardian that this individual is permitted to pick up your child.

After School Programming

After-school care is offered at Third Haus on 455 Valencia Street and is open until 6pm. Third Haus offers a variety of classes and workshops at their studio that are both student led and mentor led. They conduct programs ranging from Stop Motion Video Making to Immersive Languages to Coding and Design. You can find more information on their website here: [Third Haus](#).

School Excursions

1. Students takes several field trips each year, as often as once a week, including local trips (to museums, cultural events, the library, or various service learning projects) and trips farther afield.
2. Your summer registration forms will include a general waiver for same-day field trips, those taking place without a change to school hours and in the local vicinity. Overnight field trips and other special field trips may require additional permission slips.
3. All volunteer trip drivers must have a clean driving record and proof of current auto insurance on file. Millennium will submit DMV background checks for all volunteer

drivers, including parent drivers, and if there are any issues or missing items, the parent will not be able to drive. Parents who volunteer to drive will be sent additional forms and instructions.

Health and Safety

Lunch

Students can order lunch from school foodies or bring lunch from home. To order School Foodies lunch, please follow the directions on the parent site. All lunches will be packaged individually and will be following COVID safety procedures as required by law. You can find more information or and/or sign up for the School Foodies lunch program here:

<https://schoolfoodies.com/> Please use the school code: "mschool".

Medical Records and Emergency Contact Information

Please submit your student's medical information via the summer data collection forms, and also provide Millennium staff with your student's immunization records.

Immunizations

1. New state law mandates that all students receive immunizations according to the health department guidelines before they enter school. The provisions of the law are as follows:
 - a. Anyone with a Personal Belief Exemption (PBE) signed prior to January 1, 2016 is exempted from vaccination until such time as they progress to the next grade span (which the law specifies as kindergarten or seventh grade). At such time, they will be required to be fully immunized.
 - b. After January 1, 2016, no students will be admitted to the school without complete immunization for their age unless they have a medical waiver stating that "the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the requirements."
 - c. Pursuant to California Health and Safety Code Sections 120325-120375, "Children in California are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and developmental centers. Schools, child care centers, and family child care homes are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports. For more information, please visit the Shots for Schools website (www.shotsforschools.org).
2. In accordance with these statutes, Millennium requires that all students provide current proof of immunization status (or medical waiver, as noted above) prior to the start of school. Students will not be allowed to attend school without this documentation on file.

Illness

1. Millennium staff will call you if your child becomes ill at school, and hope that you will come as quickly as possible to bring him/her home. We do not have facilities or personnel to look after sick children, and we are required by the state of California to send home children

who are infected. If we are unable to contact you or you are not able to pick up your child on short notice, we will next contact the Emergency Contacts you have provided to us.

2. If your child is not well in the morning—especially if your child has a fever, vomiting, diarrhea, unusual rash, “pink eye,” lice, or a sore throat—please do not bring him/her to school even for part of the day; we ask that you wait at least 24 hours after your child has had a fever before returning him/her to the classroom. We ask that children with contagious conditions not return to school until they have been confirmed infection-free by a doctor for the prescribed amount of time. This confirmation should be in writing.
3. Please contact Aya Carpio, Assistant Director of Operations, (acarpio@millenniumschoool.org, 415-992-8520) if your child is ill. If your child is diagnosed with an infectious/contagious disease, it is essential that you notify Aya right away.
4. If a student in your child’s class is infected with a contagious condition, you will receive an exposure notice with relevant information about the condition and how it may affect your child.

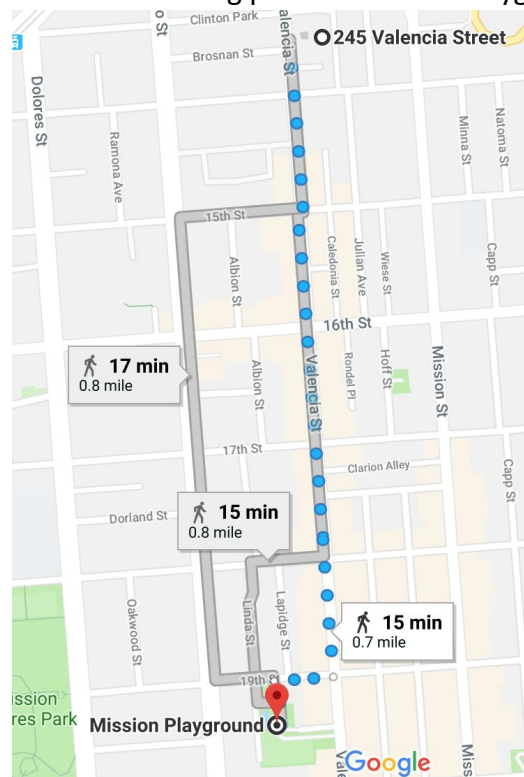
Medicine

1. Please notify the school via the summer data collection if your child takes medication during the school day, and/or needs to bring medication with them for field trips. We will be in touch to understand what staff assistance is needed for the administration of this medication.
2. Please provide a 3-day emergency supply of essential medications that your student needs to take during school or non-school hours, to be kept at school.
3. Any student medications that are kept at school should be delivered to staff in a clear plastic ziplock bag, in its original container, with the student’s name on it. Inside the bag should be a piece of paper with the following information:
 1. Name of student
 2. Name of medication
 3. Purpose of medication
 4. Dosage
 5. Frequency of administration
 6. Method of administration
 7. Self-administer or administered by a teacher?
 8. Notable side effects
 9. Name and contact information of doctor
4. The California State Health Department requires that no medication of any kind, including aspirin, be administered by a staff member without parental consent. Please fill out the summer data collection survey to provide information about what medications, both prescribed and over-the-counter, may be taken by your student.

Emergency Procedures

1. In the case of an individual student emergency, paramedics will be called and/or the child will be taken to the emergency room of the nearest hospital unless you designate another preferred hospital.

2. In the case of a major emergency or catastrophic event, information will be disseminated through a parent messaging service, which can send a text, phone call, or email to the contact information you have provided to us.
3. The delivery of emergency notifications depends on accurate contact information, so please make certain to provide us with the most up-to-date information, including home, work, and cell phone numbers, and primary email. Let us know of any changes immediately.
4. Millennium staff will report any school closures and/or reopening to you directly as well as to local radio and TV stations. In the event of a citywide emergency, please refer to the San Francisco on-air emergency broadcast stations, which are AM radio stations KGO 810, KCBS 740 or KNBR 680.
5. The school will practice drills for fire, earthquake, and shelter in place.
6. In the event of an evacuation our meeting point is Mission Playground at 19th and Guerrero.



School Philosophy and Policies

The following areas share some of the essential pieces of our approach to learning at Millennium School, drawn from adolescent developmental science and from the best practices we've seen at progressive schools around the world. As with any school model, these practices represent aspirations, and our work will continually evolve over time. The underlying commitments to communication, authenticity, and a "growth mindset" of continually experimenting and improving will be more important than any one practice.

Forum

At the heart of our school is a student's relationship with their Advisor, who is available both one-on-one to that student and in leading a small Forum of 7-12 students. This Forum meets at least once per week for the entire three years of a student's experience at Millennium, providing a safe, high-trust container in which students can feel a sense of belonging and explore the ideas, questions, or challenges arising for them. The Advisor is the school staff member who knows the student best, seeing their progress across all their courses, intersessions, and other Millennium experiences. They are the parents' primary contact. Advisors can be Guides (teachers), the Head of School, or other teaching and administrative staff at Millennium.

Working Village

A central finding of our developmental research is the importance of a "working village" – a community small enough that students know each member and feel a sense of belonging, and in which they contribute meaningful work to support the community. There are strong links between adolescent mental health and this ability to contribute value to others – students feel more confident, connected, and resilient when they know they can create value for others. As such, Millennium students will have a number of "managerial" roles in the school, ranging from Waste & Recycling Manager, to Sports Manager, and many others.

Conflict Resolution

Developmentally, the middle school years are first and foremost about developing one's identity in a social context. Students will explore questions around how they relate to others, what friendship means, how different parts of them are drawn out in different situations, what feels most authentic to them. As part of this, they will inevitably have to navigate social conflict, and it's essential that we offer them tools to do this well. Students and faculty collectively design the core principles and behavioral standards of the community, during brainstorm sessions at the first week of school (and beyond). Any student can then request a small-group "clearing" or community council when they believe that a violation of these rules has taken place. Staff and/or peer mediators will then be involved to learn what happened, guide a discussion among the participants, and suggest a restorative resolution (rather than a traditional punishment, like detention). If the case involves an emergency situation or other more severe concern, as determined by Millennium staff, then a more immediate and adult-driven process may be employed. At all times, Millennium School reserves the right to dismiss a student from the school when the Head of School deems it to be necessary. However, our aspiration will always be a peer-driven, restorative process to teach essential skills of conflict resolution through real-life situations.

Student Assessment

Our assessment approach is based on three key principles: assessment should (1) help a student in the future (not only measure what has already happened), (2) contribute to a student's intrinsic motivation to learn, and (3) provide deep insight into a student (more than a subjective "B+" for example). Traditional letter grades often create a comparison-based culture, leading to conformity and an unwillingness to risk failure. They are also less accurate, when compared to deeper assessments that cover a student's learning process, habits of mind, and

skill development seen from self-review, faculty review, and external audience review. We work with high schools to ensure that their admissions teams understand and are ready to receive Millennium student applications.

Homework

Middle schoolers need time after school to connect with friends and family, to explore learning interests, to get sufficient sleep, and to have unstructured periods in which they have to learn how to manage their time and activities. Getting lost in a book, shooting hoops for hours, talking with friends or helping to cook dinner at home are extremely rich activities for healthy adolescent development. Accordingly, assigning students hours of homework each night, particularly if it includes repetitive worksheets, is not part of our academic philosophy.

That said, we think some homework can be helpful. It's important for students to learn to manage their time and manage projects. This means that students may want or need to work on a school project after school hours. For all students, this will be necessary from time to time. Our aim is to keep the homework level moderate, meaningful, and free of busywork.

Parent Conferences

Parent conferences are conducted on a rolling basis, given our schedule of short academic Terms (6 weeks each). Each Advisor will contact the parents of their advisees to set up times for their conferences, beginning with an initial conference in mid-September to early October to check in after the first few weeks of school. In most cases, students will be expected to lead their own conferences, sharing learning goals, progress, accomplishments, and challenges.

Technology

We are excited by many of the ways in which technology is changing learning, with content and learning tools in virtually every subject available in seconds, and the opportunity to easily connect with students and experts around the world. Fluency with this technology is an essential 21st century skill.

At the same time, part of mastering technology is learning when *not* to use it; how to judge the quality of information provided online; when to set our technology aside and focus on the quality of human relationships. Accordingly, we aim to use technology to support richer relationships, not to replace those relationships with screen time.

Millennium students will have technology available to them whenever needed, through school-provided laptops. On any given day they may use these tools for a research project, to write an essay, or to have a videoconference with a fluent speaker of a foreign language. All that said, we expect that if a visitor walks into a typical project or seminar class, they will most likely see students talking with one another, engaging with faculty or outside experts, not only interacting with technology. Our work is to help students integrate technology appropriately into a life full of rich relationships.

As part of our technology vision above, if a student brings a personal technology device with them (tablet, smartphone, etc.), unless there is a unique situation previously discussed with

staff, we ask that students have their devices fully powered off and stored in one of our containers or held in the office throughout the day. If parents need to reach students during the day, please contact Aya Carpio, Assistant Director of Operations (acarpio@millenniumschoool.org, 415-992-8520).

Dress

Students are expected to dress appropriately for school and school activities. Clothing should be functional for both the classroom environment and for off-campus excursions. For health and safety reasons, head coverings and shoes must be worn while working in the kitchen to produce food that will be consumed by others.

Expectations for Student Conduct

A Student's enrollment is contingent upon Student's compliance with Millennium's rules, satisfactory behavior, and academic performance during the School Year. Millennium reserves the right to suspend, dismiss, or otherwise discipline a Student if, in the sole discretion of the Head of School, the Student's progress, conduct or influence is not in keeping with Millennium's standards. Students may also be sent home early from school trips if they are not meeting Millennium's behavioral expectations.

Violations of School rules or policies as well as the engaging in the following conduct and behavior (which is a non-exhaustive list) or other types of inappropriate and unacceptable behavior, may result in discipline, including and up to suspension and/or expulsion:

- Leaving campus without permission;
- Using profanity;
- Misuse of the School's technology resources;
- Personal electronic device usage during the school day, without staff permission;
- Bullying of others. A detailed definition of bullying as well as Millennium School's policy about bullying can be found in Millennium School's "Policy Against Bullying";
- Racial, religious, ethnic, or sexual/sexual orientation slurs made towards another Student, School employee, or parent, or any other violation of the School's anti-harassment policy;
- Use or possession of tobacco, alcohol, illegal substances, drug paraphernalia, or prescription drugs not specifically prescribed for the student on campus or at any school function;
- Cheating. Defined as obtaining or attempting to obtain, or aiding another to obtain, credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means, and includes plagiarism;
- The destruction or defacement of school property;
- Stealing;
- Use or possession of any dangerous weapon, knife, firearm, fireworks, or explosives;
- Insubordination or disobedience;
- Disrespectful behavior or language towards any members of the Millennium School community, including third-party partners;
- Lying or dishonesty;

- Violence, which includes but is not limited to causing or intending to cause physical harm, regardless of whether either party is actually harmed, and includes fighting or threats of physical violence towards another student, School employee, or parent;
- Entering portions of the campus that are either locked or out of bounds to students without express permission of school authorities including entering school grounds during non-operational hours without permission;
- Violation of School rules or policies;
- Behavior which brings disrepute to the school;
- Using inappropriate language, such as curse words, in the school environment, including during field trips;
- Going to areas off limits to students, such as designated parts of campus, or other students' tents during camping trips;
- Not respecting the school's culture of respecting consent to touch another person or their property;
- Eating candy or desserts during the school day without staff permission

Consequences for a student violating Millennium School's rules or policies, engaging in any of the above listed conduct and behavior (which is a non-exhaustive list) or other types of inappropriate and unacceptable behavior rules, exhibiting unsatisfactory behavior, or not exhibiting adequate academic performance during the School Year, includes but is not limited to:

- Calls home
- Parent-student-teacher conference
- Partial, full, or multi-day suspension
- Facilitated mediation
- Expulsion

The determinations of (1) whether a student has violated Millennium School's rules or policies, has engaged in any of the above listed conduct and behavior (which is a non-exhaustive list) or other types of inappropriate and unacceptable behavior rules, has exhibited unsatisfactory behavior, or has exhibited adequate and academic performance during the School Year, and if so, (2) the appropriate consequences, are determinations made in the sole discretion of the Millennium Head of School or other School employees designated by the Head of School.

Policy Against Bullying

A. Purpose

Millennium School believes that all students should have a safe and inclusive school environment. Bullying is wholly inconsistent with the values and principles of the School and is not tolerated.

B. Scope

This policy covers conduct that occurs both on and off of the School campus, and includes use of technology that is not owned by the School. This policy applies to all students and prohibits

other students, and any other member of the school community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

C. Prohibited Conduct

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student or those students' person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property
- Verbal assaults, such as teasing or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

D. Staff Responsibilities

Millennium School expects all faculty and staff to immediately report incidents of bullying that are reported or observed, to Head of School, or designee. Faculty and staff members are expected to immediately intervene when they see a bullying incident occur.

E. Student Reporting Investigation

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to the Head of School, or to any teacher or administrator.

F. Investigation

After the School receives an oral report or written complaint, and any clarification requested, or the School otherwise learns of an alleged potential violation of this Policy, the Head of School or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The School will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

G. Interim Measures

The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. The School will determine the necessity and scope of any interim support or protective measures.

H. Remedial and Disciplinary Action

Any student determined by the School, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the School's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren).

As a separate policy, harassment is also prohibited by the School's policy against Harassment, Discrimination, and Retaliation.

Harassment, Discrimination, and Retaliation Prevention Policy

Millennium School has zero tolerance for any conduct that violates this Policy. Harassment, discrimination, or retaliation by any member of the School community (including any employee, student, volunteer, or parent) against a student, or by a student against any member of the School community on the basis of any protected classification, as defined in this Policy, is strictly prohibited and will not be tolerated. A single act can violate this Policy and provide grounds for discipline. Conduct need not be or rise to the level of a violation of law in order to violate this Policy. If you are in doubt as to whether or not any particular conduct may violate this Policy, do not engage in the conduct, and seek guidance from a teacher or the Head of School.

A. Definitions

Protected Classifications

This Policy prohibits harassment or discrimination because of an individual's protected classification(s). A "protected classification" includes race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex

(including gender, gender identity, gender expression, transgender, pregnancy, childbirth, or related medical conditions), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, military and veteran status, marital status, age, medical condition, genetic characteristics or information, and physical or mental disability.

Discrimination

Discrimination means treating individuals differently from other similarly situated individual's at Millennium School, by taking an adverse action against or denying a benefit to that individual, because of the individual's actual or perceived protected classification, or the protected classification or perceived protected classification of a person with whom the individual associates.

Examples of Harassment

Harassment can take many forms, and may include verbal, physical or visual conduct.

Verbal and visual harassment includes: threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This might include comments on appearance including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.

Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking or blocking or impeding a person's movement.

Examples of Sexual Harassment

Sexual harassment may include, but is not limited to, the following behavior:

- Sexual comments, e-mails, text messages, social media postings, notes, letters, drawings, cartoons, photos or images
- Sexual slurs, epithets, obscene comments, suggestive comments about another person's body
- Sending or showing nude drawings, cartoons, photos or images
- Physical conduct such as kissing, hugging, patting, pinching, unwanted touching, sexual assault or violence, intimidating or vulgar body language such as leering, brushing up against another's body or blocking normal movement
- Threats and demands to submit to sexual requests as a condition of admission to the school, continued good standing at the school, to gain some school benefit or to avoid some loss in return for sexual favors

Retaliation

Retaliation is taking any adverse action against a person for bringing a good faith complaint of discrimination or harassment in violation of this Policy or for cooperating in an investigation regarding an alleged violation of this Policy. The School prohibits retaliation against any person

who brings a complaint of harassment or discrimination in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the claims cannot be proven.

Any person who engages in retaliation or who makes a knowingly false complaint of harassment, discrimination or retaliation in violation of this Policy will be subject to discipline, up to and including expulsion for students.

A. Complaint Procedure and School's Response

How to Make a Report of Harassment, Discrimination or Retaliation

Students who believe that they have experienced, witnessed or have relevant information about harassment, discrimination or retaliation should immediately report the matter to the School, either orally or in writing. Students may report the matter to the Head of School or to their teacher.

Alternatively, students may choose to report harassment, discrimination or retaliation to any other employee of the school with whom they are comfortable, all of whom must report the matter to the school's administration under this Policy.

Students are encouraged to report harassment, discrimination or retaliation immediately in order to maximize the school's ability to respond promptly and equitably.

The Investigation

After receiving an oral report or written complaint, the School may request clarification to determine whether the oral report or written complaint alleges a potential violation of this Policy. To request clarification, a School administrator may meet with the individual(s) who made the oral report or written complaint and/or that was reportedly subjected to conduct that violates this Policy. In the event the School determines that the allegations assert a potential violation of this Policy, the School will initiate an investigation.

The School will typically assign an administrator to conduct the investigation. In some instances, at the School's discretion, it may decide to retain the services of an outside investigator not employed by the School.

Students and parents are expected to cooperate in any investigation as needed, including maintaining the confidentiality of information provided during an investigatory interview or other investigation related information. Depending upon the circumstances, any individual who fails to cooperate with the investigation may be subject to discipline or other appropriate sanctions.

Confidentiality

The School makes every effort to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with school personnel directly involved in the investigation or to the extent necessary to conduct a thorough investigation and to take effective corrective action and any appropriate remedial action.

Interim Measures

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to prevent further acts of harassment, discrimination or retaliation and to provide a safe educational environment. The School will determine the necessity and scope of any interim measures. Even when a student does not request that protective action be taken, the school may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader school community, or the integrity of the investigation process.

Examples of possible interim measures include, but are not limited to the following: 1) issuance of a “no contact” order; 2) interim suspension of the respondent; and 3) academic accommodations. The School will work with both the complainant and her/his family, as well as the respondent, to provide effective interim measures.

Remedial and Disciplinary Action

Millennium School will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

Expectations for Parent Conduct

A positive and constructive relationship between Millennium School and parents of enrolled Students, or other individuals interacting with the School and/or the School community by virtue of their relationship with a Student, is essential to the School’s educational objectives, mission, and operations. Millennium School reserves the right to suspend, expel, otherwise remove, any Student from the School or decline to offer re-enrollment to any student, if the School concludes, in its sole discretion, that the actions of that Student’s parents, or other individuals interacting with the School and/or the School community by virtue of their relationship with the student, impede the School’s ability to meet its educational objectives or mission, disrupt school operations, are uncooperative, unreasonable, or unsupportive of the School, its administration, faculty, staff, or Students, the School’s philosophy, rules, regulations, policies and/or standards, or make it difficult to have a positive or constructive relationship with the parents or those other individuals interacting with the School by virtue of their relationship with the Student.

Re-Enrollment

Each January marks the beginning of the re-enrollment process for the following school year. In order to determine how many new students we can enroll, we first need to confirm re-enrollment for our current families. The following is our re-enrollment process schedule:

1. December: Re-enrollment Intent notice is sent to each current Millennium family.
2. January: Declare intentions about re-enrollment in requested format. Starting in January, we will begin making admissions decisions for new families for the upcoming school year and cannot guarantee your child’s place unless you have declared your intention to re-enroll. Please contact the Head of School if you have further questions.
3. March: Customized Enrollment Agreement sent to each current Millennium family.